



Ministry of Finance  
**BUREAU OF PUBLIC SERVICE SYSTEM**  
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## **REQUEST FOR PROPOSAL**

Date of Issue: January 2, 2019

RFP No.: PCS-2019-007

### **SOLICITATION INFORMATION AND SELECTION SCHEDULE**

Solicitation (RFP) Number: PCS-2019-007

Solicitation Title: To provide cleaning/janitorial services for the Belau National Hospital

Date of Issue: January 2, 2019

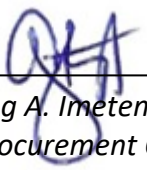
### **MANDATORY REQUIREMENTS AND DATES**

Inquiries Due Date: January 7, 2019 (Monday) 4:00 pm Palau Time

Proposal Due Date and Time: January 16, 2019 (Wednesday) 4: 00pm Palau Time

RFP Opening Date: January 17, 2019 (Thursday)

Anticipated Contract Award: February 17, 2019

  
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*Umerang A. Imetengel*  
*Director/Procurement Officer*

## SECTION A – RFP INFORMATION

### **I. RFP Purpose, Type, Process**

- a. Purpose. The Bureau of Public Service System of the Government of Palau is soliciting proposals from interested qualified individual, business agencies or institutions **to provide cleaning/janitorial services to the Belau National Hospital.** Interested vendors may obtain copies of specifications by going to the Bureau of Public Service System Procurement website <http://palaugov.pw/rfp-bids/> or calling 680-488-4776.
- b. Type of RFP. This is a *competitive negotiated contract where evaluation is based on various criteria.*
- c. Funding. This project will be fully funded **by federal funding.** Award of contract is subject to the availability of funds. Offers or proposals may also be rejected and no contract may be awarded by the Procurement Officer pursuant to the Republic of Palau Procurement law.
- d. Inspection. Offeror acknowledges that the submission of a proposal provides the Republic of Palau the right to inspect at reasonable time the part of the plant or place of business of a contractor or subcontractor which is related to the performance of any contract awarded by the government. Failure to allow inspection may result in the rejection of the proposal/offer.
- e. Business Laws and Taxes. A successful contractor must comply with local business laws and shall be subject to applicable Republic of Palau taxes and fees. In order to be awarded a contract, **a vendor shall provide proof of applicable ROP Business License** (Professional License) as well as be in good standing with the Bureau of Revenue and Taxation.
- f. Potential finalist interviews/demonstrations: If necessary, the Procurement Officer will notify vendors for additional information and/or discussions. However, it is required that **proposals shall be inclusive of any and all information** needed for the ROP to make a determination on the best proposal.
- g. Award. It is anticipated that a vendor will be awarded within 30 days of the Bid opening unless otherwise approved by the Procurement Officer.

## II. Preparation/Submission of Proposal

- a. Vendors are invited to participate in the competitive selection process for the Services outlined in this RFP. Responding parties shall review their Proposal submissions to ensure the following requirements are met.
- b. Required Submittal Details and Quantities. *Proposals must be submitted in (1 original and 3 copies). Proposals must be enclosed in an envelope and addressed to the above address with the RFP No. indicated on the envelope.* Proposals must be received by the Bureau of Public Service System Office in Koror or Capitol by 4:00pm (Palau Time) on January 16, 2019 which is the closing date of this RFP. Proposals received before the issuance date and after the closing date of this RFP will not be considered.
- c. Vendor Responsibilities. All Vendors shall:
  - i. examine the entire RFP,
  - ii. seek clarification of any item or requirement that may not be clear,
  - iii. check all responses for accuracy before submitting a Proposal and,
  - iv. submit the entire Proposal by the Proposal Due Date and Time.
- d. Cost of Proposal Preparation. The ROP does not reimburse the cost of developing, presenting or providing any response to this solicitation. Proposals submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The Vendor is responsible for all costs incurred in responding to this RFP. All materials and documents submitted in response to this RFP become the property of the ROP and will not be returned.

## III. Inquiries

- a. All Inquiries and Clarification shall be received by BPSS email no later than 4 pm (Palau Time) January 7, 2019.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on January 8, 2019.

**IV. RFP Timeline:**

Bidding Period	January 2-16, 2019
Inquiries/Clarification Due	January 7, 2019
Answers Responses will be Posted	January 8, 2019
RFP Closing Date	January 16, 2019
RFP Opening Date	January 17, 2019
Anticipated Contract Award	February 17, 2019

**V. Scope of Work:**

1. All in Patients room( Medical Ward, Surgical Ward, OB Ward, BH Ward)/ Labor Room/Emergency room, ER Hallway/ Ward Hallway, ICU waiting area and Bathrooms/Kitchen & Cafeteria:
  - a) 7 days a week to dust, sweep, mop(ceiling, window, walls & floor)
  - b) Throw trash every morning and afternoon.
  - c) Clean and sanitize after patient discharge from the room.
  - d) Floor waxing/buffing every 6months.
  
2. Radiology/Medical Laboratory & Blood Bank/ Pharmacy/Chapel:
  - a) 7days a week to dust, sweep, mop (ceiling, window, walls & floor)
  - b) Floor waxing/buffing every 6months.
  
3. Administration & Minister’s Conference room/Dental/Budget & Finance Office/HCF Office/MRP Office/Homebound/FHU Clinic/MOH conference room/OPD & waiting area/Medical & Supply Warehouse/Doctor’s Office/ Physical Therapy/Medical Library/Human Resource Office/Nursing Office/Data & Statistics/Family Health Unit Office/CDU Clinic/BH Satellite Office & In-patient/OR lounge, CSR & bathrooms/Hyperbaric Chamber:
  - a) 5 Days a week (Monday to Friday) Exclude holidays.
  - b) Dust, sweep, and mop (ceiling, window, walls & floor.
  - c) Throw trash every morning and afternoon.
  - d) Floor waxing/buffing every 6 months.
  
4. All cleaning supplies and equipment will be provided by the Ministry of Health.

**VI. Requirement and Qualifications**

- Resume of all staff involved in the project
- List of all current employees; identification main POC and supervisors.
- Reference/names and addresses of previous contract.
- The total cost.

**VII. Evaluation Criteria**

1. Total Project cost – 50%
2. Feasibility and appropriateness of proposal (Proposal must be aligned to work scope and with implementation timeline) – 25%
3. Meets qualification requirements---25%

The maximum possible total combined score for a proposal is 5 weighted points. Each Major category is assigned a weight, and each evaluator will rate the categories with the following points:

Points	Description
0	Fails
1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent

Proposals will be evaluated based on the following formula:

*Criteria 1 Points x Weight % = Criteria 1 Score*

*Criteria 2 Points x Weight % = Criteria 2 Score*

*Criteria 3 Points x Weight % = Criteria 3 Score*

**Criteria 1 + Criteria 2 + Criteria 3 = TOTAL SCORE**