REQUEST FOR PROPOSAL

Date of Issue: February 26, 2019

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2019-009

Solicitation Title: To assist the Ministry of Health in procuring network connectivity

Date of Issue: February 26, 2019

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: March 7, 2019 (Thursday) 4:00 pm Palau Time

Proposal Due Date and Time: March 26, 2019

RFP Opening Date: March 27, 2019

Anticipated Contract Award: April 27, 2019

Umerang A. Metengel
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 **assist the Ministry of Health in procuring network connectivity.** Interested vendors may obtain copies of specifications by going to the Bureau of Public Service System Procurement website http://palaugov.pw/ fp-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 **local and grant 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.**

   i. **Expression of Interest** – Vendors who are interested in submitting a proposal MUST submit an expression of interest by sending an email to bpss@palaugov.org or submitting a letter indicating their interest with the following information:

      1. Name of Vendor/Organization
      2. Name and Title of Point of Contact
      3. Telephone and Fax (if applicable) number
      4. Email address

   ii. **Proposals must be submitted in electronic format (in a USB/thumb drive) of the finalized proposal, one (1 original printed proposal and 5 hard 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 March 26, 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) March 7, 2019.


IV. RFP Timeline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Bidding Period</td>
<td>February 26, 2019- March 26, 2019</td>
</tr>
<tr>
<td>Inquiries/Clarification Due</td>
<td>March 7, 2019</td>
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<tr>
<td>Answers Responses will be Posted</td>
<td>March 11, 2019</td>
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<tr>
<td>Site Visit</td>
<td>March 13, 2019</td>
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<tr>
<td>Expression of Interest</td>
<td>March 14, 2019</td>
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<tr>
<td>RFP Closing Date</td>
<td>March 26, 2019</td>
</tr>
<tr>
<td>RFP Opening Date</td>
<td>March 27, 2019</td>
</tr>
<tr>
<td>Anticipated Contract Award</td>
<td>April 27, 2019</td>
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SECTION B: SCOPE OF WORK

Project Title:
The Ministry of Health is soliciting qualified vendors operating in the Republic of Palau to provide Network Connectivity for the Ministry of Health (MOH) and its remote offices in Koror and dispensaries across the Republic of Palau.

Scope of Work
1. Vendor shall
   a. Provide Network Connectivity to link following sites in Koror State using a Fiber Optic cable (1000Base-SX or 1000Base-LX) to Belau National Hospital (BNH) located in Meyuns Hamlet.
      i. Community Health Center (CHC) Koror located across KES
      ii. CAP/HPRD/NCD offices at PCC campus
      iii. School Health office at PHS Campus
      iv. Division of Environmental Health located in Meyuns Hamlet
      v. Prevention Unit located in Ngerbeched Hamlet
      vi. Guidance Center located in Ikelau Hamlet
      vii. CDU – HIRC/HIV office located in Medalaii Hamlet
      viii. NCD Resource Center located in Ngerkesoaol Hamlet
b. Provide Network Connectivity to link the CHC Dispensaries across Palau using Fiber Optic cable (1000Base-SX or 1000Base-LX) or fiber-like speed wireless link to BNH. The dispensaries are located as follows:

i. Airai
ii. Melekeok
iii. Ngarchelong
iv. Kayangel
v. Ngeremlengui
vi. Peleliu
vii. Anguar

c. Select one of the following options:
   i. Option 1 – in cases of Vendor/Provider already have an established infrastructure, connections and links may pass through their premises using their own equipment before going to BNH (see Diagram A)
   ii. Option 2 – all connections and links will be directly connected to BNH (see Diagram B)

d. Provide and configure equipment, parts and supplies in establishing the connection (e.g. Network switch, fiber optic cable, wireless radios and antennas, etc.).

e. Provide maintenance and technical support for the established connections to ensure 24/7 uptime.

2. MOH ICT will provide and configure equipment, parts and supplies on each endpoint’s internal networking (e.g. Network Switch, Router, inside cabling, etc.).

Required Network Throughput and Capacity
1. Network connection using a Fiber Optic cable must be at least 500 Megabit per second (Mbps) on each endpoint.
2. Network connection using wireless link must be at least 300 Mbps on each endpoint.

SECTION C: 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:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Fails</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>2</td>
<td>Fair</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>4</td>
<td>Very Good</td>
</tr>
<tr>
<td>5</td>
<td>Excellent</td>
</tr>
</tbody>
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Proposals will be evaluated based on the following formula:

Criteria 1 $\text{Points} \times \text{Weight} \% = \text{Criteria 1 Score}$  
Criteria 2 $\text{Points} \times \text{Weight} \% = \text{Criteria 2 Score}$  
Criteria 3 $\text{Points} \times \text{Weight} \% = \text{Criteria 3 Score}$

$\text{Criteria 1 + Criteria 2 + Criteria 3} = \text{TOTAL SCORE}$
Diagrams

Diagram A

**OPTION 1**

MOH-BNH

Vendor/Provider

BPH Office in Koror:
- CHC Koror
- CAP/HPRD – PCC
- School Health – PHS
- HRIC/HIV
- Prevention Unit
- Guidance Center
- DEH Meyuns
- NCD Resource Center

Legend
- Fiber Optic Cable Link
- Fiber Optic Cable Link or Fiber-Like Speed Wireless Link or Mix

BPH Office in Koror:
- CHC Koror
- CAP/HPRD – PCC
- School Health – PHS
- HRIC/HIV
- Prevention Unit
- Guidance Center
- DEH Meyuns
- NCD Resource Center

CHC Dispensaries:
- CHC Airai
- CHC Melekeok
- CHC Ngarchelong
- CHC Ngeremlengui
- CHC Peleliu
- CHC Kayangel
- CHC Anguar

**OPTION 2**

MOH-BNH

BPH Office in Koror:
- CHC Koror
- CAP/HPRD – PCC
- School Health – PHS
- HRIC/HIV
- Prevention Unit
- Guidance Center
- DEH Meyuns
- NCD Resource Center

Legend
- Fiber Optic Cable Link
- Fiber Optic Cable Link or Fiber-Like Speed Wireless Link or Mix

BPH Office in Koror:
- CHC Koror
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CHC Dispensaries:
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- CHC Ngeremlengui
- CHC Peleliu
- CHC Kayangel
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