



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

**Date of Issue: January 3, 2020**

**RFP No.: PCS-2020-004**

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

Solicitation (RFP) Number: PCS-2020-004

Solicitation Title: To provide office space for Division of Behavioral Health

Date of Issue: January 3, 2020

### **MANDATORY REQUIREMENTS AND DATES**

Inquiries Due Date: January 17, 2020 (Friday) 4:00 pm Palau Time

Answers/Response: January 21, 2020 (Tuesday) 11:00 am Palau Time

Expression of Interest: January 27, 2020 (Monday) 4:00pm Palau Time

Proposal due Date and Time: February 3, 2020 (Monday) 4:00pm Palau Time

RFP Opening Date: February 4, 2020

Anticipated Contract Award: March 3, 2020

  
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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 office space for Division of Behavioral Health**. 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 680-767-2415.
- 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. Intention to Bid. In order for your business to be considered for this RFP, you **MUST** submit a written Expression of Interest (EOI) to the Procurement Officer **by January 27, 2020** by emailing [bpss@palaugov.org](mailto:bpss@palaugov.org) or providing a written EOI to the BPSS Office located at the Ministry of Finance in Ngerulmud, Melekeok. The

email or letter shall include Business or organization Name, Point of Contact or Authorized Representative, phone number, email address, and statement of your interest to bid.

- b. 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.
- c. Required Submittal Details and Quantities. *Proposals must be submitted in electronic format (in a USB/thumb drive) of the finalized proposal, one (1) original printed proposal, and 3 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 February 3, 2020** 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.
- d. Proposal Format. Please comply with the following format:
  - i. Section 1 – Provide the Company and Employee Information, References, List of current or past contracts. Copies of Business license should be provided in this section as well.
  - ii. Section 2 – Description of services and technical proposal, and any other documents required by the scope of work below.
  - iii. Section 3 – Cost of Proposal.
- e. 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.
- f. 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 17, 2020**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **January 21, 2020**.

### IV. RFP Timeline:

Bidding Period	<b>January 3, 2020- February 3, 2020</b>
Inquiries/Clarification Due	<b>January 17, 2020 (4pm Palau Time)</b>
Answers Responses will be Posted	<b>January 21, 2020</b>
Expression of Interest	<b>January 27, 2020</b>
RFP Closing Date	<b>February 3, 2020</b>
RFP Opening Date	<b>February 4, 2020</b>
Anticipated Contract Award	<b>March 4, 2020</b>

### V. Scope of Work

1. Office space within central Koror.
2. A minimum of 2,000 square feet or more enough for 12 or more staff.
3. Separated bathrooms inside for male and female with sink
4. Must be a well-secured facility
5. Conference/meeting room space for minimum of 15 people
6. Accessible entrance for disabled
7. Parking space
8. Trash collection
9. Must have telephone accessibility/internet access lines
10. Free maintenance

**Note:** The contract be renewed each year for (5) five years beginning 2020 depending on funding availability and evaluation.

## **Requirement and Qualifications**

1. **40% - Proximity to BNH**
2. **40 % - Building Condition** - The Proposer's overall methodology to successfully providing the Services will be assessed for its feasibility, responsiveness to the Scope of Services, effectiveness and thoroughness. Proposals will be evaluated on, but not limited to:
  - a. The condition of the building, available security, available back entrance, conference room, etc.
  - b. Amenities and other related items.
3. **20% - Total Cost** – Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted.

## **Evaluation Criteria:**

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:

<b>Points</b>	<b>Description</b>	<b>Points</b>	<b>Description</b>
0	Fails	3	Good
1	Poor	4	Very Good
2	Fair	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**