



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

BUREAU OF HUMAN RESOURCES

3rd Floor, Executive Building, National Capitol, Ngerulmud

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REQUEST FOR PROPOSAL

Date of Issue: **December 22, 2023**

RFP No.: **PCS-2024-06**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2024-06

Solicitation Title: to provide Cervical Cancer Screening services for the Non-Communicable Disease Unit of the Bureau of Public Health & Human Services.

Date of Issue: December 22, 2023

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: December 27, 2023 (Wednesday) 4:00 pm Palau Time

Answers/ Response: December 29, 2023 (Friday) 11:00 am Palau Time

Expression of Interest: January 2, 2024 (Tuesday) 4:00 pm Palau Time

Proposal Due Date and Time: January 5, 2024 (Friday) 4:00 pm Palau Time

RFP Opening Date: January 8, 2024 (Monday) 10:00 am Palau Time

Anticipated Contract Award: By February 6, 2024

Terralyn R. Nabeyama
Director/Procurement Officer

SECTION A – RFP INFORMATION

I. RFP Purpose, Type, Process

- a. Purpose. The Bureau of Human Resources of the Government of Palau is soliciting proposals from interested qualified individual, business agencies or institutions **to provide Cervical Cancer Screening Services for the Non-Communicable Disease Unit of the Bureau of Public Health & Human Services.**
- b. Interested vendors may obtain copies of specifications by contacting the Bureau of Human Resources Procurement website <http://palaugov.pw/rfp-bids/> or calling 680-767-2415/1126.
- c. Type of RFP. This is a *competitive negotiated contract where evaluation is based on various criteria.*
- d. Funding. This project will be fully funded by the **6 NU58DP007116-02** federal grant. 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.
- e. 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.
- f. 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 (Applicable Business License)** as well as be in good standing with the Bureau of Revenue and Taxation.
- g. 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.
- h. 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 2, 2024** by emailing hr@palaugov.org or providing a written EOI to the Bureau of Human Resources Office located at the 3rd Floor Executive Building 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 three (3) hard copies). Proposals must be enclosed in an envelope and addressed to the above address with the RFP No. indicated on the envelope.*** In addition to the hard copies of the proposal, one complete and exact copy of the entire proposal on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office compatible format or PDF format shall also be submitted. The electronic copy must be a mirror image of the hard copy. Proposals must be received by the Bureau of Human Resources Office in Capitol by **4:00pm (Palau Time) on January 5, 2024**, 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 Information – Name and contact information of authorized representative, copy of Business License, other information relevant to the service.
 - ii. Section 2 – Description services, schedules, etc.
 - iii. Section 3 – Total 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 email hr@palaugov.org no later than 4 pm (Palau Time) **December 27, 2023**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/> - COB on **December 29, 2023**.

IV. RFP Timeline:

Bidding Period	December 22, 2023 – January 5, 2024
Inquiries/Clarification Due	December 27, 2023 (4pm Palau Time)
Answers Responses will be Posted After	December 29, 2023 (11am Palau Time)
Expression of Interest	January 2, 2024 (4pm Palau Time)
RFP Closing Date	January 5, 2024 (4pm Palau Time)
RFP Opening Date	January 8, 2024 (10am Palau Time)
Anticipated Contract Award	February 6, 2024

Project Title:

Cervical Cancer Screening Services for the Ministry of Health and Human Services' Non-Communicable Disease Unit.

V. Scope of Work

The Non-Communicable Disease Unit under the Bureau of Public Health is requesting your assistance in soliciting bid proposals for **Cervical Cancer Screening Services** with qualified vendors that meets the following requirements and specifications.

1. Perform pelvic exam, cervical cancer screening (Pap Test) and clinical breast exams (CBE)
2. Perform Colposcopy and biopsy for women with abnormal pap smear results as needed
3. Recruit and/or refer women 40 to 74 years old for mammogram at the Belau National Hospital, Radiology Department
4. Prepare all collected specimen and send them to Breast and Cervical Early Detection Program Office.
5. Provide one on one health education to women coming in for screening on all sites.
6. Assist the program in recruiting eligible women coming for cervical cancer screening.
7. Assist the program in conducting screening outreach and evening clinics.
8. Assist the program in promotion of cancer screening and/or healthy lifestyle.
9. Submit monthly report to Breast and Cervical Early Detection Program Office.

Qualification Requirements:

- Contractor must have valid business license in Palau to conduct business.
- Contractor must have valid license to perform needed medical services in Palau.
- Contractor must be able to work in some flexible and reasonable hours to meet individual women

Proposal Requirements:

1. Information on relevant experience (i.e. curriculum vitae or work experience)
2. Information on pricing for providing breast and cervical cancer such as obtaining Pap smear, performing pelvic examination and clinical breast examination.
3. Detailed plan for accomplishment of the above services.

Evaluation Criteria

No.	Criteria	Percentage
1	Total Project Cost	30%
2	Demonstrable Competence and Qualifications	20%
3	Experience in the Performance of Related Services	20%
4	Flexibility in Working with or Accommodating Women's Schedule	20%
5	Reasonable Service Fee	10%
	TOTAL	100%

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 4 Points x Weight % = Criteria 4 Score

Criteria 5 Points x Weight % = Criteria 5 Score

Criteria 1 + Criteria 2 + Criteria 3 + Criteria 4 + Criteria 5 = TOTAL SCORE