REQUEST FOR PROPOSAL

Date of Issue: July 5, 2024
RFP No.: PCS-2024-40

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2024-40

Solicitation Title: to assist the Palau Community Health Centers (CHC) and the Division of Primary & Preventive Health Services of the Bureau of Public Health in procuring boat and vehicle services.

Date of Issue: July 5, 2024

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: July 10, 2024 (Wednesday) 4:00 pm Palau Time

Answers/ Response: July 15, 2024 (Monday) 11:00 am Palau Time

Expression of Interest: July 17, 2024 (Wednesday) 4:00 pm Palau Time

Proposal Due Date and Time: July 19, 2024 (Friday) 4:00 pm Palau Time

RFP Opening Date: July 22, 2024 (Monday) 10:00 am Palau Time

Anticipated Contract Award: By August 21, 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 assist the Palau Community Health Centers (CHC) and the Division of Primary & Preventive Health Services of the Bureau of Public Health in procuring boat and vehicle services.


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 H80CS02467, NH231P22576, and NU58DP007116 federal grants. 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 **July 17, 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 July 19, 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) July 10, 2024.

b. Answers/Responses to Inquiries shall be available online at http://palaugov.pw/rfp-bids/- COB on July 15, 2024.

IV. RFP Timeline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date Details</th>
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</thead>
<tbody>
<tr>
<td>Bidding Period</td>
<td>July 5, 2024 – July 19, 2024</td>
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<tr>
<td>Inquiries/Clarification Due</td>
<td>July 10, 2024 (4pm Palau Time)</td>
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<tr>
<td>Answers Responses will be Posted After</td>
<td>July 15, 2024 (11am Palau Time)</td>
</tr>
<tr>
<td>Expression of Interest</td>
<td>July 17, 2024 (4pm Palau Time)</td>
</tr>
<tr>
<td>RFP Closing Date</td>
<td>July 19, 2024 (4pm Palau Time)</td>
</tr>
<tr>
<td>RFP Opening Date</td>
<td>July 22, 2024</td>
</tr>
<tr>
<td>Anticipated Contract Award</td>
<td>August 21, 2024</td>
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V. Scope of Work

Boat Service Specifications:

The Palau Community Health Center/Ministry of Health and Human Services (MHHS) is soliciting proposals for qualified (licensed) and experienced boat operators to oversee the operation, maintenance, and servicing of two (2) MHHS boats.

1. Operate boats and/or provide operators for all MHHS business and recreational trips in a safe and efficient manner, in accordance with Palau’s laws and regulations
   a. Operate boats safely within Palau’s waters; provide licensed boat operators to operate boat and transport MHHS medical providers and staff to outreach locations
   b. Ensure passengers’ safety
   c. Monitor weather conditions and adjust course or make other recommendations
   d. Maintain safe speed and course
   e. Assist loading and unloading of passengers and cargo
   f. Ensure boat equipment (i.e., engine, communication equipment, etc.) is in working order
   g. Have an assistant on board as necessary
   h. Average trips per month is 4-5 trips to outlying states (Peleliu, Angaur, and Kayangel and other locations).

2. Provide basic, routine maintenance on the boats and consult with MHHS and other professional vendors for maintenance and repair
   a. Provide a secured mooring space for two MHHS boats, with 24-hour security
   b. Ensure boats are fueled up and safe to operate before any trip
   c. Clean and secure boat in its mooring space after each trip or in between trips
   d. Communicate with MHHS and certified boat repair shop for necessary routine maintenance and other repairs as needed; bring boat to shop as needed
Qualifications:

- Valid boat operator's license
- Navigation and boating skills
- Knowledge of boating and safety regulations
- Basic maintenance skills
- Ability to work independently
- Dependable and safety-minded
- Good communication and customer service

Vehicle (Mobile Clinic Driver) Service Specifications:

The Palau Community Health Center/Ministry of Health and Human Services is soliciting proposals for a Mobile Clinic Driver who will be responsible for driving the mobile clinics to various clinics, health fairs, and community events, setting up for clinic services, and performing other duties as assigned at clinic sites during clinic hours. We are looking for a professional, outgoing, and friendly team member with the ability to multi-task. Must be reliable, hardworking, and able to work independently. Must have customer service skills, and knowledge of Palau area.

Service Responsibilities:

- Licensed to operate vehicles > 1.5 Tons (Class C or D)
- Loading Medical Equipment into Van
- Following Predefined Travel Routes
- Setting Up/Breaking Down Mobile Clinic Locations
- Ability to perform basic vehicle maintenance and coordinate repair services on mobile clinic van and all agency vehicles
- Ability to perform basic record keeping duties for the Mobile Clinic
- Ability to identify problems and problem solve independently
- Will perform pre-trip and post trip inspections
- Will ensure all vehicles and trailers are fully operational
- Will drive the mobile on-site clinic to locations
- Will provide set up and support functions
- Will properly maintain vehicle cleanliness
- Schedule required service and repairs with the CHC Office Manager
- Will assist with ensuring clients get to Mobile Clinic, driving alternate vehicle when required to transport clients to clinic location
- Able to accommodate scheduled clinics during and after regular working hours (weekdays, evenings, or weekends), 1-4 times a month
- Must acquire government license to operate government vehicles
- Average trips per month is 2-3 trips to other locations within Koror and Babeldaob.
## Evaluation Criteria

<table>
<thead>
<tr>
<th>No.</th>
<th>Criteria</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td><strong>Overall Proposal Suitability:</strong></td>
<td>60%</td>
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<tr>
<td></td>
<td>• Proposed project design/approach must meet the scope and needs outlined in the scope of work and be presented in a clear and organized manner. Include high level implementation plan with estimated timelines</td>
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<tr>
<td>2</td>
<td><strong>Organizational experience, previous work, and technical expertise:</strong></td>
<td>25%</td>
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<td>• Bidders will be evaluated on their experience as it pertains to the scope of this project. Bidders must provide descriptions and documentation of staff technical expertise and experience.</td>
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<tr>
<td>3</td>
<td><strong>Value and Cost:</strong></td>
<td>15%</td>
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<td>• Bidders will be evaluated on the cost of their proposal design based on the work to be performed in accordance with the scope of this project.</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>100%</td>
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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>
</table>

*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**

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