



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

**BUREAU OF HUMAN RESOURCES**

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## REQUEST FOR PROPOSAL

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

RFP No.: **PCS-2024-10**

### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2024-10

**Solicitation Title:** to provide Office Space for the use of programs under the Division of Primary and Preventive Health Services including but not limited to the Palau Community Health Center, Family Health Unit, and the Non-Communicable Disease Unit.

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

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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 Office Space for the use of programs under the Division of Primary and Preventive Health Services including but not limited to the Palau Community Health Center, Family Health Unit, and the Non-Communicable Disease Unit.**
- 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 **1 NU58DP007116-01-00; 2 H80CS02467-38-00; 6 B04MC45215-01-05** federal grants. 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](mailto:hr@palaugov.org) or providing a written EOI to the Bureau of Human Resources Office located at the 3<sup>rd</sup> 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](mailto: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
Anticipated Contract Award	February 6, 2024

### V. Scope of Work

The Division of Primary and Preventive Health Services, Ministry of Health and Human Services is soliciting bid proposals from qualified vendors for the following:

- **To Provide Office Space for the use of programs under the Division of Primary and Preventive Health Services including but not limited to the Palau Community Health Center, Family Health Unit, and Non-Communicable Disease Unit.**

#### Space Requirements:

- Office Space within Central Koror
- Minimum Office Size & Dimensions: 1500-2000 square feet
- Double-Door Office Entry for safe access
- Well secured facility
- Large Parking Space for staff and visitors
- Air-conditioned, well ventilated
- Office Space with good lighting fixtures (Preferably Fluorescent Lights)
- Open space for staff; one enclosed office; one enclosed conference room to accommodate 10-15 pax.
- 2 indoor restrooms – complete with sink, medicine cabinet and exhaust fan or window
- Multiple power outlets covering all corners of office space
- Communication outlets, phone jacks, and internet
- Utilities include or provide separate meter
- Contract renewed on a yearly basis following the grant cycle

**Proposal Requirements:**

- Pricing: Fee Proposal and Payment Schedule to include rent and utilities (if separate meter cannot be provided)
- Description of space and amenities

**Duration of Contract:**

The initial contract is for 1 year but is renewable each year thereafter for a period of 5 years, dependent on the availability of funding and the performance of the contractor meeting all scope of work/specifications required. (Note: This contract is fully funded by CDC and HRSA grants, renewable each year.)

**Evaluation Criteria**

No.	Criteria	Percentage
1	Total Cost	50%
2	Space per required/preferred specifications	50%
	<b>TOTAL</b>	<b>100%</b>

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 1 + Criteria 2 = TOTAL SCORE***