



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
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REQUEST FOR PROPOSAL

Date of Issue: **August 31, 2018**

RFP No.: **PCS-2018-029**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2018-029
Solicitation Title: To provide an Office Space for the Ministry of Health (HIV Office)
Date of Issue: August 31, 2018

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: September 7, 2018 (Friday) 4:00 pm Palau Time
Proposal Due Date and Time: September 14, 2018 (Friday) 4:00 pm Palau Time
RFP Opening Date: September 17, 2018 (Monday) 10:00 am Palau Time
Anticipated Contract Award: October 17, 2018

Umerang A. Imetengel
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 an Office Space for the Ministry of Health (HIV Office).** 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 680-488-4776.
- 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 ***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 September 6, 2018** either by writing a letter to the Procurement Officer and delivering it to the BPSS Koror Office located at the Ministry of Finance in Koror. You may also email your EOI to bpss@palaugov.org.
- 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 (1 original and 3 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 September 14, 2018** 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 of building, amenities, and other relevant information such as:
 - Please provide a detailed description of the building and other material descriptions; for example, explain the VAC system, the type of access and security system and procedures, and the telecommunications services available, etc. that will allow the MOH to understand the quality and appearance of the building.
 - 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 BPSS email no later than 4 pm (Palau Time) September 7, 2018.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on September 10, 2018.

IV. RFP Timeline:

Bidding Period	August 31, 2018 – September 14, 2018
Inquiries/Clarification Due	September 7, 2018 (4pm Palau Time)
Answers Responses will be Posted	September 10, 2018
RFP Closing Date	September 14, 2018
RFP Opening Date	September 17, 2018
Anticipated Contract Award	October 17, 2018

V. Scope of Work:

- Minimum of 2,700 square feet.
- An alternative exit door, preferably in the back or side of the building.
- At least two (2) enclosed office rooms
- Meeting/conference room space – sit a minimum of 15 people that is equipped with sufficient electrical capacity and outlets for equipment.
- Ample parking space that is well lit at night
- Trash collection
- Availability of parking space
- Availability of security guard services
- Bathroom/shower (with sink/toilet); preference will be given to building with a water tank that will be able to supply water should the public water supply is cut off temporarily or permanently.
- Air-condition
- CTV, Telephone, Internet and Computer ready
- Free maintenance
- Should be conveniently located in downtown Koror.

Duration of the Contract:

The contract is for the duration of five (5) years (project period started October 2018 and ends on October 2023), where it is renewable each year depending on the availability of funds and the performance of the contractor for the requested services.

VI. Evaluation Criteria

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.

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 1 + Criteria 2 + Criteria 3 = TOTAL SCORE