



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: October 7, 2024

RFP No.: PCS-2024-49

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2024-49

Solicitation Title: to assist the Ministry of Health and Human Services in providing Office Space for the Division of Behavioral Health.

Date of Issue: October 7, 2024

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: October 21, 2024 (Monday) 4:00 pm Palau Time
Answers/ Response: October 28, 2024 (Monday) 11:00 am Palau Time
Expression of Interest: October 31, 2024 (Thursday) 4:00 pm Palau Time
Proposal Due Date and Time: November 5, 2024 (Tuesday) 4:00 pm Palau Time
RFP Opening Date: November 6, 2024 (Wednesday) 10:00 am Palau Time
Anticipated Contract Award: By December 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/sealed bids from interested businesses, qualified individuals, agencies, or institutions to **assist the Ministry of Health and Human Services in providing Office Space for the Division of Behavioral Health.**
- 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 **Health Resources and Services Administration (HRSA)** 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 **October 31, 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 a 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 November 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) **October 21, 2024**.
- b. Answers/Responses to Inquiries shall be available online at <https://www.palaugov.pw/rfp-bids/> - COB on **October 28, 2024**.

IV. RFP Timeline:

| | |
|--|------------------------------------|
| Bidding Period | October 7, 2024 – November 5, 2024 |
| Inquiries/Clarification Due | October 21, 2024 (4pm Palau Time) |
| Answers Responses will be Posted After | October 28, 2024 (11am Palau Time) |
| Expression of Interest | October 31, 2024 (4pm Palau Time) |
| RFP Closing Date | November 5, 2024 (4pm Palau Time) |
| RFP Opening Date | November 6, 2024 (10am Palau Time) |
| Anticipated Contract Award | December 6, 2024 |

V. Scope of Work

The Division of Behavioral Health under the Bureau of Public Health and Human Services is soliciting bid proposals for an available vendor who can provide **Office Space** for the program's use that meets the following requirements & specifications:

- A minimum of 2,500 square feet of space
- Air Conditioning
- Phone and Internet Capability (phone jacks in place)
- Toilet and sink with running water
- Electricity (energy efficient)
- Centrally located in Koror
- Convenient Parking
- Therapeutic Environment (windows let natural light in, plain walls – no bright or neon colors, spacious and comfortable; etc.)
- Individual/Group Counseling Room
- Conference Room Area
- Wheelchair Accessible
- Storable Room
- Big office space that can occupy 25 to 50 people
- Rent up to five (5) years
- Enclosed office within the space

Note: May be renewed each year for five (5) years depending on funding availability.

Evaluation Criteria

| No. | Criteria | Percentage |
|-----|--------------|-------------|
| 1 | Total Cost | 50% |
| 2 | Location | 25% |
| 3 | Capacity | 25% |
| | 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 1 + Criteria 2 + Criteria 3 = TOTAL SCORE