



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT
BUREAU OF HUMAN RESOURCES
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REQUEST FOR PROPOSAL

Date of Issue: **February 28, 2025**

RFP No.: **PCS-2025-22**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2025-22

Solicitation Title: to assist the Ministry of Health and Human Services in providing Landscaping and Grounds-Keeping services to the Belau National Hospital.

Date of Issue: February 28, 2025

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: March 12, 2025 (Wednesday) 4:00 pm Palau Time
Answers/ Response: March 19, 2025 (Wednesday) 11:00 am Palau Time
Expression of Interest: March 27, 2025 (Thursday) 4:00 pm Palau Time
Proposal Due Date and Time: March 31, 2025 (Monday) 4:00 pm Palau Time
RFP Opening Date: April 1, 2025 (Tuesday) 10:00 am Palau Time
Anticipated Contract Award: By May 1, 2025

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 Ministry of Health and Human Services in providing Landscaping and Grounds-Keeping services to the Belau National Hospital.**
- 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 **local 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 **March 27, 2025** 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 March 31, 2025, 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. Responsibility of Bidders and Offerors

Awards shall be made only to responsible bidders or offerors who:

 - (1) Have adequate financial resources to perform the contract or the ability to obtain the finances;
 - (2) Be able to comply with required delivery or performance schedule;
 - (3) Have the necessary organization, experience, and skills required to perform the contract or have ability to obtain them;
 - (4) Have the necessary production, construction, and technical equipment facilities or the ability to obtain them; and



- (5) Be qualified and eligible to receive the award under applicable laws and rules.

If you meet or can meet the above criteria, ensure to:

- 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) **March 12, 2025**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **March 19, 2025**.

IV. RFP Timeline:

Bidding Period	February 28, 2025 – March 31, 2025
Inquiries/Clarification Due	March 12, 2025 (4pm Palau Time)
Answers Responses will be Posted After	March 19, 2025 (11am Palau Time)
Expression of Interest	March 27, 2025 (4pm Palau Time)
RFP Closing Date	March 31, 2025 (4pm Palau Time)
RFP Opening Date	April 1, 2025
Anticipated Contract Award	May 1, 2025

V. Scope of Work

Project Title:

Contract Landscaping/Grounds-Keeping Service to the Belau National Hospital (BNH) and Kalau Gym (Alternate Care Site).

Purpose:

To maintain a clean and safe environment at all areas of the Belau National Hospital for the benefit of all patients, visitors, and employees.

Scope of Work:

1. Maintain foyer area – Daily
2. Maintain area around the hospital – Daily
3. Clean and empty trash bins at the Belau National Hospital – Daily
4. Disposal of regular trash to dumpsite (landfill) – Daily
5. Lawn Mowing – Weekly
6. Landscaping – Weekly
7. Plant Trimming – Weekly
8. Water Blasting – Monthly

Duty Hours: Full Time (7 days/week)

Period of Performance: Not to exceed 2 years



Evaluation Criteria

No.	Criteria	Percentage
1	Total Cost: Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted.	40%
2	Qualifications of Entity and Key Personnel: The following factors will be evaluated on but not limited to: a) Nature and type of past and current contracts. b) Years of experience in the field. c) Reference checks of past and current contracts. d) List of all current employees; identification main POC and supervisors	30%
3	Approach to Scope of Services: 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) Understanding and comprehensiveness of proposal b) Quality Control / Quality Assurance c) Resources for back-up staffing, emergencies d) Willingness to completely follow the specifications of the contract and ability to follow instructions	30%
	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