



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
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REQUEST FOR PROPOSAL

Date of Issue: August 20, 2019

RFP No.: PCS-2019-020

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2019-020

Solicitation Title: To provide landscaping/ grounds keeping service for the Belau National Hospital

Date of Issue: August 20, 2019

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: August 26, 2019 (Monday) 4:00 pm Palau Time

Expression of Interest: September 2, 2019 (Monday) 4:00pm Palau Time

Proposal due Date and Time: September 19, 2019 (Thursday) 4:00pm Palau Time

RFP Opening Date: September 20, 2019

Anticipated Contract Award: October 20, 2019



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 landscaping/ grounds keeping service for the Belau National Hospital.** 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 680-767-2415.
- 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 **local 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 2, 2019** by emailing bpss@palaugov.org or providing a written EOI to the BPSS Office located at the Ministry of Finance 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 3 hard 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 19, 2019** 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 and Employee Information, References, List of current or past contracts. Copies of Business license should be provided in this section as well.
 - ii. Section 2 – Description of services and technical proposal, and any other documents required by the scope of work below.
 - iii. Section 3 – 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) **August 26, 2019**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **August 29, 2019**.

IV. RFP Timeline:

Bidding Period	August 20, 2019 – September 19, 2019
Inquiries/Clarification Due	August 26, 2019 (4pm Palau Time)
Answers Responses will be Posted	August 29, 2019
Expression of Interest	September 2, 2019
RFP Closing Date	September 19, 2019
RFP Opening Date	September 20, 2019
Anticipated Contract Award	October 20, 2019

V. Scope of Work

- Lawn mowing-Weekly
- Landscaping-Weekly
- Water blasting-Monthly
- Maintain area around hospital-Daily
- Clean and empty trash bins around Belau National Hospital-Daily
- Plant trimming-Weekly
- Maintain foyer area-Daily
- Disposal of regular trash dump site(landfill)-Daily

Submission Requirements

- Proposer Must be licensed to do (the specific listed) business in the Republic of Palau.
- Proposer warrants that he/she is fully qualified, with adequate personnel, experience and resources to undertake the services required and meet all obligations outlined in this RFP and the resulting contract within a reasonable time.
- Must be a willing partner with the MOH management for the overall improvement of the Belau National Hospital.

VI. Evaluation Criteria

- Total cost.....50%
- Feasibility and appropriateness of proposal.....50%

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	Points	Description
0	Fails	3	Good
1	Poor	4	Very Good
2	Fair	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