



Ministry of Finance  
**BUREAU OF PUBLIC SERVICE SYSTEM**  
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## **REQUEST FOR PROPOSAL**

Date of Issue: March 2, 2020

RFP No.: PCS-2020-009

### **SOLICITATION INFORMATION AND SELECTION SCHEDULE**

Solicitation (RFP) Number: PCS-2020-009  
Solicitation Title: Janitorial Services to the Ministry of Health  
Date of Issue: March 2, 2020

### **MANDATORY REQUIREMENTS AND DATES**

Site Visit: March 6, 2020 (Friday) 9am – 11am  
Inquiries Due Date: March 9, 2020 (Monday) 4:00 pm Palau Time  
Answers/Response: March 10, 2020 (Tuesday) 11:00 am Palau Time  
Expression of Interest: March 11, 2020 (Wednesday) 4:00 Palau Time  
Proposal Due Date and Time: March 17, 2020 (Tuesday) 4:00 pm Palau Time  
RFP Opening Date: March 18, 2020 (Wednesday)  
Anticipated Contract Award: April 20, 2020

  
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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 Janitorial services to the Ministry of Health.**
- b. Interested vendors may obtain copies of specifications by contacting the Bureau of Public Service System.
- 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 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.
- 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 11, 2020** either by completing the attached form or write a letter or email to [bpss@palaugov.org](mailto: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 (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 March 17, 2020** 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
  - ii. Section 2 – Description of services, cleaning strategies, information about possible solutions to cleaning and maintenance issues faced by MOH
  - 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. Site Visit – March 6, 2020 from 9 am – 11 am. All interested vendors shall contact Ms. Rose Andres (488-2552) at the Ministry of Health to schedule an appointment for a site visit.

- b. All Inquiries and Clarification shall be received by BPSS email no later than 4 pm (Palau Time) **March 9, 2020**.
- c. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **March 10, 2020**.

**RFP Timeline:**

Bidding Period	March 2, 2020 – March 17, 2020
Site Visit	March 6, 2020 9 am – 11 am
Inquiries/Clarification Due	March 9, 2020 4 pm Palau Time
Answers Responses will be Posted	March 10, 2020
Intention to Bid Due (Expression of Interest)	March 11, 2020 4 pm Palau Time
RFP Closing Date	March 17, 2020
RFP Opening Date	March 18, 2020
Anticipated Contract Award	April 20, 2020

**IV. Scope of Work:**

- a. Schedule for providing services - Due to the nature and environment of the Ministry of Health, Belau National Hospital, vendors must be able to provide cleaning services for essential services, bathrooms, and hallways based on the following schedule:
  - Be able to provide services 7 days a week (exclude holidays)
  - Provided 6 hours a day to complete daily tasks. Specific times and schedules will be discussed and/or provided at the Site Visit on February 24, 2020.
- b. Regular services to be provided in the following areas around the Belau National Hospital:
  1. Essential services: Emergency Room, Radiology, Laboratory, Pharmacy.
  2. Provide cleaning services for offices- & non-essential services 7 days a week.
  3. Offices/nonessential services: Administration, Finance, Human Resources, and Nursing offices,
  4. blood bank, Physical therapy department; and Dental clinic.
  5. Cleaning services include but not limited to sweeping, mopping, dusting, cleaning windows and vents, vacuuming as needed, buffing of floors, gathering & disposing of trash.
  6. All cleaning supplies and equipment will be provided by the Ministry of Health.
  7. Clean and disinfect all bathroom areas, including toilets, urinal, sinks, mirrors, trash bins and door knobs/handles.
  8. Clean interior/exterior glass doors and windows as needed.
  9. Remove marks and stains from walls, floors and carpets as needed.

## V. Evaluation Criteria

### 30% - Qualifications of Entity and Key Personnel –

- Nature and type of past and current contracts.
- Years of experience in the field.
- Reference checks of past and current contracts.
- List of all current employees; identification main POC and supervisors.

### 30 % - 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:
- Understanding and comprehensiveness of proposal
- Quality Control / Quality Assurance
- Resources for back-up staffing, emergencies
- Willingness to completely follow the specifications of the contract and ability to follow instructions

### 30% - Total Cost –

- Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted.

### 10% - Innovative and/or creative

- Approaches to providing the services that provide additional efficiencies or increased performance capabilities.

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 4 *Points x Weight % = Criteria 4 Score*

**Criteria 1 + Criteria 2 + Criteria 3 + Criteria 4 = TOTAL SCORE**