



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: **January 9, 2023**

RFP No.: **PCS-2023-009**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2023-009

Solicitation Title: to provide Office Space for the Ministry of Health and Human Services to be used for HIV/AIDS & STI Programs.

Date of Issue: January 9, 2023

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: January 12, 2023 (Thursday) 4:00 pm Palau Time

Answers/ Response: January 17, 2023 (Tuesday) 11:00 am Palau Time

Expression of Interest: January 19, 2023 (Thursday) 4:00 pm Palau Time

Proposal Due Date and Time: January 23, 2023 (Monday) 4:00 pm Palau Time

RFP Opening Date: January 24, 2023 (Tuesday) 10:00 am Palau Time

Anticipated Contract Award: By February 21, 2023

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 businesses, qualified individuals, agencies or institutions to **provide Office Space for the Ministry of Health and Human Services to be used for HIV/AIDS & STI Programs.**
- 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 **Grant #1 NU52PS910239-01-00; Account #H23PREVHIV** 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 **January 19, 2023** 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 the Capitol **by 4:00pm (Palau Time) on January 23, 2023**, 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) **January 12, 2023**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **January 17, 2023**.

IV. RFP Timeline:

Bidding Period	January 9, 2023 – January 23, 2023
Inquiries/Clarification Due	January 12, 2023 (4pm Palau Time)
Answers Responses will be Posted After	January 17, 2023 (11am Palau Time)
Expression of Interest	January 19, 2023 (4pm Palau Time)
RFP Closing Date	January 23, 2023 (4pm Palau Time)
RFP Opening Date	January 24, 2023
Anticipated Contract Award	February 21, 2023

V. Scope of Work

Space Requirements:

- A 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
- Ample parking space that is well lit at night
- Restroom located in the building
- Trash collection services
- Possible night-time security guard

Desired Specifications:

- Air-conditioning
- CCTV, Telephone accessibility/internet access lines
- Should be conveniently located in downtown Koror
- Accessible to people with special needs

Duration of Contract:

The initial lease is for one (1) year and is renewable every year for 5 years based on availability of funding and on the Cooperative Agreement Project Period.

Evaluation Criteria

No.	Criteria	Percentage
1	Space Dimensions Requirements, Amenities, and Services <ul style="list-style-type: none"> • Alternative exit door, preferably in the back or side of the building • At least two (2) enclosed office rooms • Conference room space – minimum of 15 seating • Restroom located in the building • Trash collection services • Possible night-time security guard • Air-Conditioning 	40%
2	Accessibility <ul style="list-style-type: none"> • Should be conveniently located in downtown Koror • Ample parking space with good lighting at night • CCTV, Telephone accessibility, internet access lines • Free repair and maintenance services • Accessible to people with special needs 	30%
3	Total Cost	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