



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

**Date of Issue: January 24, 2018**

**RFP No.: PCS-2018-009**

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

Solicitation (RFP) Number: PCS-2018-009

Solicitation Title: To upgrade the overall bureau's computer and networks system

Date of Issue: January 3, 2018

### **MANDATORY REQUIREMENTS AND DATES (Amendment 1)**

Expression of Interest Due: ~~January 24, 2018 (Monday)~~ **February 1, 2018**  
**(Thursday) 4:00 pm Palau Time**

Inquiries Due Date: January 18 (Thursday) 4:00 pm Palau Time

Site Visit/Conference: **February 8, 2018 (Thursday) 9:00 am at the Bureau of Land and Survey Conference Room, located next to Pension Plan Office**

Proposal Due Date and Time: ~~February 1, 2018 (Thursday)~~ **February 15, 2018 (Thursday)**  
**4:00 pm Palau Time**

RFP Opening Date: ~~February 2, 2018 (Friday)~~ **February 16, 2018**

Anticipated Contract Award: March 1, 2018

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*Umerang A. Imetengel*  
Director/Procurement Officer

**I. Scope of Work:**

The scope of work is being slightly revised to include more detailed information regarding the needs of the Bureau. Full details and answers to all the vendors questions will be provided after Friday 1/26/2018. If your organization has submitted an Expression of Interest, and/or is currently interested in providing a proposal for the RFP, please check this website after 1/26/2018 for information.

**II. Evaluation Criteria**

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

1. **25% - 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.
  
2. **25% - 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
  
3. **25% - Total Cost** – Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted.
  
4. **25% - Innovative and/or creative** approaches to providing the services that provide additional efficiencies or increased performance capabilities.

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**