



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
3rd Floor, Executive Building, National Capitol, Ngerulmud
P.O. Box 6011, Melekeok, Republic of Palau 96940
Telephone: (680) 767-2415 / (680) 488-4776 Fax: (680) 767-2416
E-Mail: bpss@palaugov.org Website: <http://www.palaugov.org/bpss>

REQUEST FOR PROPOSAL

Date of Issue: April 10, 2018

RFP No.: PCS-2018-024

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2018-024
Solicitation Title: To Provide Legal Service
Date of Issue: April 10, 2018

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: April 13, 2018 (Friday) 4:00 pm Palau Time
Proposal Due Date and Time: April 24, 2018 (Tuesday) 4:00 pm Palau Time
RFP Opening Date: April 25, 2018 (Wednesday) 10:00 am Palau Time
Anticipated Contract Award: May 26, 2018

Umerang A. Imetengel
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 assist the Office of the President with legal services.** 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 680-488-4776.
- 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. 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.
- b. 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 April 24, 2018** 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.

c. Proposal Format. Please comply with the following format:

- i. **Legal Experience**. The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to MIF.
- ii. **Organization, Size, Structure, and Areas of Practice**. If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s).
- iii. **Attorney Qualifications**. The Offeror should have experience listed under Section **5 Scope of Work - Requirement and Qualifications**.
- iv. **Cost:**
 1. The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes.
 2. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work.
 3. The ROP reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

d. 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.

e. 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) April 13, 2018.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on April 16, 2018.

IV. RFP Timeline:

Bidding Period	April 10 - 24, 2018
Inquiries/Clarification Due	April 13, 2018 (4pm Palau Time)
Answers Responses will be Posted	April 16, 2018
RFP Closing Date	April 24, 2018
RFP Opening Date	April 25, 2018
Anticipated Contract Award	May 26, 2018

V. Scope of Work:

Summary

The Office of the President requires the services of a qualified legal Advisor/Consultant. Under the President’s Office, a legal Advisor/Consultant will be required to perform legal consultations and advisory services to the President and other agencies as required by the President on specific areas as identified in the scope of work.

Scope of Work

- 1. Advisor/Consultant will draft policies, guidelines, rules and regulations required by the President of the Republic of Palau;
- 2. From time to time, provide legal consultations and advice to the President and recommend strategies, concepts and solutions for a specific matter;
- 3. Responsible for the drafting, reviewing, and reporting of specific tasks or projects as required by the President.

Requirement and Qualifications

The Legal Advisor/Consultant should have extensive experience and knowledge working in both public and private legal practice and policy advice for governments in the Pacific islands to include the following background and areas of expertise:

- Familiarity with the constitution, laws of Palau, regulations and executive orders and directives of Palau National Government;
- Understanding of the government policies and executive functions of the National Government;

- Knowledge and experience with public finances, budget and strategic planning at the national level in an Pacific islands governments;
- Understanding of the regional environmental issues and laws covering such issues at the regional and international levels, focusing on Climate Change, Bio-diversity, Bio-Safety, Ozone levels, and related issues;
- Knowledge and experience working with international bodies such as the United Nations, World Bank, IMF, ADB as well as regional organizations and CROP agencies;
- Knowledge and experience in drafting laws, policy statements, high level communications, and concept notes for Government leaders;
- Knowledge and experience dealing with US FAS COFA and other U.S. Freely Associated Agreements in the Pacific;
- Experience in negotiating with United States and other foreign countries and international agencies on behalf of Pacific Island governments;
- Knowledge and experience in the development of regional organizations and the administrative and secretarial functions of such organizations.

VI. Evaluation Criteria

1. Demonstrable competence and qualifications – 40%
2. Experience in the performance of the same or related services – 40%
3. Cost – 20%

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