

Procurement Process for Formal Bidding (\$20,000 or More)

Instructions: *Formal bidding* is required for services that cost \$20,000 or more. The procedure for formal bidding is outlined below. Please use this Procedure checklist to ensure that you follow the steps and provide information required for the Procurement of the services your agency/department requires.

FORMAL BIDDING CHECKLIST:

- Complete and Submit Procurement Request Cover Sheet (Form #: BPSS2017-01) along with all supporting documents to Procurement Officer
- Announcement of 15 Day Notice
 - All required listing (see below item 2.3)
 - All supporting documents have been collected
 - Invoice from newspaper, radio and TV
 - Newspaper clips
- Request for Proposal (RFP) or Invitation for Bid Specifications Completed
 - Submit RFP specifications to the Procurement Officer
- Announcement of 30 day bidding period (or minimum of 15 days with approval)
 - Posted and Delivered to all required locations and media
 - All supporting documents have been collected
 - Invoice from newspaper, radio and TV
 - Newspaper clips
- Shortlist
 - Notify the shortlist via email
- Demonstrations/Interviews (if required)
 - Set up schedule for demonstrations/interviews
- Evaluation and Recommendation submitted to Procurement Officer
 - Cover letter recommendation
 - Evaluation scoring sheets

FORMAL BIDDING PROCESS (Step-by-Step):

1. Procurement Request

- 1.1. If your department/agency requires the procurement of a professional service that will cost (estimated) \$20,000 or more, the first step is to complete the Procurement Request Cover Sheet, a cover letter, and any supporting documents to the Procurement Officer¹ as soon as possible.
- 1.2. Please ensure that appropriate time is considered for the procurement. In accordance with the Procurement Act (RPPL 3-54) and the *Republic of Palau Property Management Policies and Procedures (PPMP)*, there are specific periods of time required for various procurement². For formal bidding, the estimated period of time for procurement is a minimum of 45 days (15 Day Public Notice + 30 Day Bidding Period).
- 1.3. The Department's POC will be contacted by the Procurement Officer or designee to continue the process.

2. 15 Day Public Notice Period

- 2.1. The Procurement Officer or designee will generate a Public Notice (15-DAY NOTICE) based on the information provided to the Procurement Officer
- 2.2. The Department will be responsible with Posting and Publishing the Public Notice: At least 15 days PRIOR to 1st day of Bidding.
- 2.3. The Notice MUST be:
 - 2.3.1. provided to all interested bidders mailing list (Procurement Officer to coordinate); and,
 - 2.3.2. published in a newspaper of general circulation in the Republic or in a foreign newspaper if the Procurement Officer determines that publication would benefit the government; and,
 - 2.3.3. posted at least fifteen (15) days at the Ministry of Finance's centralized bid website, and Two (2) other Palau governmental or agency websites including the procuring agency's website; and,
 - 2.3.4. announced on two (2) radio and one (1) of the television stations within the Republic

3. Specifications for RFP or IFB (Invitation For Bids)

- 3.1. The Department shall then Prepare specifications for the RFP or IFB and submit them to the Procurement Officer **at least 7 working days before** the 1st day of the formal bidding.

4. 30-Day Bidding Period

- 4.1. After the 15-day Public Notice, a 30-Day bidding period (RFP/IFB) begins; this period must begin after the last day of the 15-day Notice.

¹ Procurement Officer for Professional Services (including lease for office use) is the Director of the Bureau of Public Service System.

²See - <https://palaulegal.org/palau-national-code/titles-40-42/title-40-revenue-and-taxation/>

4.2. In addition, please ensure that you identify how long you require the bidding period to be; the minimum bidding period is 30 days unless the Procurement Officer approved a shorter bidding period (no less than 15 days)

4.2.1. If your agency/department requires a shorter period, please ensure that a request for a shorter bidding period is submitted to the Director of BPSS **7 working days prior to bidding period starting date**. The request shall include substantial information to justify the shorter bidding period

5. **Inquiries:** the Point of Contact (POC) must be a person who is available and able to answer questions regarding the RFP/IFB within 3 days of the Procurement Officer receiving the inquiries. The Procurement Officer or designee will notify the POC of questions and provide a deadline for submitting answers.

6. **Proposals Due Date:** all Proposals/Bids are due by 4:00 pm Palau Time on the Closing Date of the bidding period, unless otherwise requested or established by the Procurement Officer. If your department requires an earlier time, please specify in the RFP/IFB Request form.

7. **Shortlist Notification:** if Demonstrations and/or Interviews are required, all eligible vendors who submitted a proposal and were deemed qualified will be notified via email to schedule a demo or interview.

7.1. **Demonstrations and/or Interviews:** May be held if requesting agency/department requires. Please check the box in the Procurement Request Cover Sheet and inform the Procurement Officer whether you require demonstrations and/or interviews. The POC will be contacted to setup a date and time for the demos/interviews.

8. **Evaluation and Recommendation for Award:** After the closing date of the RFP/IFB, the procurement officer will notify the department of the qualified vendors (vendors that met the mandatory requirements). Along with the Procurement officer (or designee), the department will be responsible for evaluating and recommending an award to the Procurement Officer. As required by 40 PNC §624(a), awards must be given within thirty (30) days of the opening of the bids/proposals.

9. **Additional Department Responsibilities:**

9.1. Securing Purchase Orders for Newspapers and Media for both the 15 day Public Notice and the Bidding Period

9.2. Posting in designated locations

9.3. Answering inquiries submitted from interested vendors. Please note that the requesting agency/department shall not engage in any way with the vendors regarding the RFP/IFB unless authorized by the Procurement Officer. All inquiries shall be formally answered through an amendment to the RFP that shall be published on the BPSS website and posted at the Procurement Officer's office in Koror.