



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
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REQUEST FOR PROPOSAL

Date of Issue: **May 20, 2019**

RFP No.: **PCS-2019-014**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2019-014

Solicitation Title: **To provide an office space for Division of Behavioral Health:**

Date of Issue: May 20, 2019

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: May 30, 2019 (Thursday) 4:00 pm Palau Time

Expression of Interest: June 3, 2019 (Monday) 4:00pm Palau Time

Proposal due Date and Time: June 18, 2019

RFP Opening Date: June 19, 2019

Anticipated Contract Award: July 19, 2019



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 provide an office space for Division of Behavioral Health.** 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 680-767-2415.
- 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 ***grant 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** 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. 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 June 3, 2019 (Monday) 4:00pm Palau Time by emailing 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 electronic format (in a USB/thumb drive) of the finalized proposal, one (1) original printed proposal, and 3 hard 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 June 18, 2019** 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. 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) **May 30, 2019**.

- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB after **May 31, 2019**.

IV. RFP Timeline:

Bidding Period	May 20, 2019 – June 18, 2019
Inquiries/Clarification Due	May 30, 2019 (4pm Palau Time)
Answers Responses will be Posted after	May 31, 2019
Expression of Interest	June 3, 2019
RFP Closing Date	June 18, 2019
RFP Opening Date	June 19, 2019
Anticipated Contract Award	July 19, 2019

V. Scope of Work

- Office space within central Koror.
- Minimum of 2,000 square feet or more enough for 12 or more staff
- Must have telephone accessibility/internet access lines
- Conference/meeting room space for minimum of 15 people
- Separated bathrooms inside for male and female with sink.
- Must be a well-secured facility
- Accessible entrance for disabled
- Parking space
- Trash collection
- Free maintenance

Requirement and Qualifications

1. **40% - Proximity to BNH**
2. **40 % - Building Condition** - 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. The condition of the building, available security, available back entrance, conference room, etc.
 - b. Amenities and other related items.
3. **20% - Total Cost** – Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted.

VI. 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	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 1 + Criteria 2 + Criteria 3 = TOTAL SCORE