



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
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REQUEST FOR PROPOSAL

Date of Issue: **September 14, 2020**

RFP No.: **PCS-2020-021**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2020-021

Solicitation Title: To assist Ministry of Health:

- The implementation of wellness activities (as described in the scope of work) in various community settings.

Date of Issue: September 14, 2020

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: September 21, 2020 (Monday) 4:00 pm Palau Time

Answers/ Response: September 23, 2020 (Wednesday) 11:00 am Palau Time

Expression of Interest: September 28, 2020 (Monday) 4:00 pm Palau Time

Proposal Due Date and Time: October 13, 2020 (Wednesday) 4:00 pm Palau Time

RFP Opening Date: October 14, 2020 (Thursday) 10:00 am Palau Time

Anticipated Contract Award: November 16, 2020



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 Ministry of Health in the implementation of wellness activities (as described in the scope of work) in various community settings to fulfill the objectives of the programs below:**

Breast and Cervical Cancer Early Detection Program

Comprehensive cancer Control Program

Prevention and Control of Chronic Disease and Associated Risk Factors

ASTHO/CDC Heart Disease and Stroke Prevention Project

Preventive Health and Health Services Block Grant

Palau Diabetes Prevention Program

- b. Interested vendors may obtain copies of specifications by contacting the Bureau of Public Service System Procurement website <http://palaugov.pw/rfp-bids/> or calling 680-767-2415.
- c. Type of RFP. This is a competitive negotiated contract where evaluation is based on various criteria. This is a multi-part RFP where individuals, agencies, or institutions may choose to bid on individual services or all. Please indicate in a cover letter which of the services you are interested in.
- d. Funding. This project will be fully funded by ***federal 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.
- 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 September 28, 2020 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 five (5) 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 Public Service System Office in Koror or Capitol by 4:00pm (Palau Time) on October 13, 2020 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 BPSS email no later than 4 pm (Palau Time) **September 21, 2020**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **September 23, 2020**.

IV. RFP Timeline:

Bidding Period	September 14 – October 13, 2020
Inquiries/Clarification Due	September 21, 2020 (4pm Palau Time)
Answers Responses will be Posted After	September 23, 2020
Expression of Interest	September 28, 2020
RFP Closing Date	October 13, 2020
RFP Opening Date	October 14, 2020
Anticipated Contract Award	November 16, 2020

Project Title:

Wellness activities in various community settings

Scope of Work

- Facilitate the implementation of organized, structure physical activity/exercise with the following considerations:
 - 2-5 times a week (depending on type of exercise and target audience)
 - Moderate intensity (i.e. brisk walking, yoga)
 - At least 30-60 minutes’ duration each session

- Cardio and/or muscle strengthening
- Target audience – adult 18 and over, preferably women
- Work with NCD Unit to promote healthy living (diet, stress management, avoiding use of tobacco and alcohol) and prevention of chronic disease among the target group
- Work with NCD Unit to promote evidenced-based screening (breast and cervical cancer screening, pre-diabetes/diabetes screening, hypertension and lipid screening) appropriate to target group
- Work with the NCD Unit to evaluate program/activity.

Note: The contract be renewed each year for (2) two years beginning 2020 depending on funding availability and evaluation.

Selection Criteria:

- Demonstrated experience implementing similar programs/activities
- Availability of certified trainers or staff to implement activities (individuals who conduct physical activities must show certification)
- Reputable organization history or profile (as evidenced by updated business license or charter)
- Clear plans and budget for activity/program (templates available at NCD Unit).

Evaluation Criteria

- Feasibility and appropriateness of proposal 45%
- Total project cost 45%
- Meets qualification requirements. 10%

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 4 Points x Weight % = Criteria 4 Score

Criteria 1 + Criteria 2 + Criteria 3 + Criteria 4 = TOTAL SCORE