



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

## **REQUEST FOR PROPOSAL**

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

**RFP No.: PCS-2020-022**

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

**Solicitation (RFP) Number:** PCS-2020-022

**Solicitation Title:** To provide remote radiology services with occasional on-site services for breast and cervical cancer screening and diagnostics, and other related services, including but not limited to mammograms, CT scans, ultrasound, and biopsies.

**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

  
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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 remote radiology services with occasional on-site services for breast and cervical cancer screening and diagnostics, and other related services, including but not limited to mammograms, CT scans, ultrasound, and biopsies**
- 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.*
- 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](mailto: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:**

To provide remote radiology services with occasional on-site services for breast and cervical cancer screening and diagnostics, and other related services, including but not limited to mammograms, CT scans, ultrasound, and biopsies.

**Scope of Work**

1. Provide remote or on-site professional readings and interpretation of the following radiological procedures or exams:
  - a. Mammography
  - b. CT scans
  - c. Ultrasound
  - d. X-rays
2. Establish a schedule of service availability with a sufficient amount of time for the review of each procedure, and discussion of interpretation with the ordering clinician as requested. Consider emergency consultations.

3. Provide on-site radiological services 6-8 times a year which requires a Radiologist or other specialists for the following:
  - a. Provide biopsy procedures and technical assistance during required visits
  - b. Provide technical assistance and training to Ministry of Health as needed
  - c. Other procedures or consultation as needed.
4. Provide written reports of clients' results and diagnoses for ordering clinicians and copies to the program

**Qualification Requirements:**

- Contractor must have a reputable business profile
- Contractor must have a valid business license in Palau to conduct business
- Contractor must have a valid license to perform medical services in Palau
- Qualified/certified radiology personnel for the required radiology services
- Information required or submitted should be verifiable by the program
- Contractor must comply with federal and state laws and guidelines.

**Proposal Requirement:**

- Pricing: Fee proposal and payment schedule requested
- Information on relevant experience
- Bio-data of person or persons who will perform the required services
- A detailed plan for accomplishment of scope of work.

**Bid submitted shall include:**

- Resumes of all staff involved in the project;
- Description of work/activities to be carried out;
- Reference/Names and addresses of previous clients;
- The total project cost for performance of contract and any other relevant documents.
- Relevant certifications

**Duration of Contract:**

The initial contract is for 1 year but is renewable each year thereafter for a period of 5 years, dependent on the availability of funding and the performance of the contractor for the requested services.

**Evaluation Criteria**

- Total project cost 45%
- Demonstrable competence and qualifications 45%
- Experience in the performance of the same or related services 5%
- Ability to fulfill scope of work and all other requirements 5%

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***