REQUEST FOR PROPOSAL

Date of Issue: February 9, 2021

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2021-003

Solicitation Title: Landscaping & Grounds keeping services to the Belau National Hospital.

Date of Issue: February 9, 2021

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: February 12, 2021 (Friday) 4:00 pm Palau Time

Answers/ Response: February 15, 2021 (Monday) 11:00 am Palau Time

Expression of Interest: February 16, 2021 (Tuesday) 4:00 pm Palau Time

Proposal Due Date and Time: February 23, 2021 (Tuesday) 4:00 pm Palau Time

RFP Opening Date: February 24, 2021 (Wednesday) 10:00 am Palau Time

Anticipated Contract Award: March 24, 2021

Terralyn R. Nabetaya
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 landscaping/grounds keeping services to the Belau National Hospital.

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 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.

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 February 16, 2021 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 three (3) 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 February 23, 2021 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) February 12, 2021.


IV. RFP Timeline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Bidding Period</td>
<td>February 9 – 23, 2021</td>
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<tr>
<td>Inquiries/Clarification Due</td>
<td>February 12, 2021 (4pm Palau Time)</td>
</tr>
<tr>
<td>Answers Responses will be Posted After</td>
<td>February 15, 2021</td>
</tr>
<tr>
<td>Expression of Interest</td>
<td>February 16, 2021</td>
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<tr>
<td>RFP Closing Date</td>
<td>February 23, 2021</td>
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<tr>
<td>RFP Opening Date</td>
<td>February 24, 2021</td>
</tr>
<tr>
<td>Anticipated Contract Award</td>
<td>March 24, 2021</td>
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V. Scope of Work

1. Maintain foyer area –Daily
2. Maintain area around the hospital –Daily
3. Clean and empty trash bins at the Belau National Hospital –Daily
4. Disposal of regular trash to dumpsite (landfill) – Daily
5. Lawn mowing –Weekly
7. Plant trimming –Weekly
8. Water blasting – Monthly

- Contract maybe renewed up to 2 years upon performance.

VI. Evaluation Criteria

1. 40% - Total Cost – Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted.

2. 30% - Qualifications of Entity and Key Personnel – The following factors will be evaluated on but not limited to:
   a. Nature and type of past and current contracts.
   b. Years of experience in the field.
   c. Reference checks of past and current contracts.
   d. List of all current employees; identification main POC and supervisors.
3. **30 % - Approach to Scope of Services** - 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. Understanding and comprehensiveness of proposal
   b. Quality Control / Quality Assurance
   c. Resources for back-up staffing, emergencies
   d. Willingness to completely follow the specifications of the contract and ability to follow instructions

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:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td>Fails</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>2</td>
<td>Fair</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>4</td>
<td>Very Good</td>
</tr>
<tr>
<td>5</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

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