REQUEST FOR PROPOSAL

Date of Issue: February 15, 2021
RFP No.: PCS-2021-005

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2021-005

Solicitation Title: Ministry of Health Network Connectivity

Date of Issue: February 15, 2021

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: February 19, 2021 (Friday) 4:00 pm Palau Time

Answers/ Response: February 23, 2021 (Tuesday) 11:00 am Palau Time

Expression of Interest: February 24, 2021 (Wednesday) 4:00 pm Palau Time

Proposal Due Date and Time: March 1, 2021 (Monday) 4:00 pm Palau Time

RFP Opening Date: March 2, 2021 (Tuesday) 10:00 am Palau Time

Anticipated Contract Award: April 2, 2021

[Signature]  
Terralyn B. Nabeyama  
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 Ministry of Health Network Connectivity.

   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 and 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 February 24, 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 March 1, 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 19, 2021.


IV. RFP Timeline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Duration</th>
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<tbody>
<tr>
<td>Bidding Period</td>
<td>February 15 – March 1, 2021</td>
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<tr>
<td>Inquiries/Clarification Due</td>
<td>February 19, 2021 (4pm Palau Time)</td>
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<tr>
<td>Answers Responses will be Posted After</td>
<td>February 23, 2021</td>
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<tr>
<td>Expression of Interest</td>
<td>February 24, 2021</td>
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<tr>
<td>RFP Closing Date</td>
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<td>March 2, 2021</td>
</tr>
<tr>
<td>Anticipated Contract Award</td>
<td>April 2, 2021</td>
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Project Title
The Ministry of Health is soliciting qualified vendors operating in the Republic of Palau to provide Network Connectivity for the Ministry of Health (MOH) and its remote offices in Koror and dispensaries across the Palau.

Scope of Work

1. Vendor shall
   a. Provide Network Connectivity to link following sites in Koror State using a Fiber Optic cable (1000Base-SX or 1000Base-LX) to Belau National Hospital (BNH) located in Meyuns Hamlet.
      1. Community Health Center (CHC) Koror located across KES
      2. CAP/HPRD/NCD offices at PCC campus
      3. School Health office at PHS Campus
      4. Division of Environmental Health located in Meyuns Hamlet
      5. Prevention Unit located in Ngerbeched Hamlet
      6. CDU – HIRC/HIV office located in Medalaii Hamlet
      7. NCD Resource Center locate in Ngerkesaoal Hamlet
   b. Provide Network Connectivity to the following CHC Dispensaries using Fiber Optic cable (1000Base-SX or 1000Base-LX) or fiber-like speed wireless link to BNH. The dispensaries are located as follows:
      1. CHC West – Ngeremlengui
      2. CCHC II – Airai
c. All connections and links will be directly connected to BNH (see Diagram A)
d. Provide and configure equipment, parts and supplies in establishing the connection (e.g.) Network switch, fiber optic cable, wireless radios and antennas, etc.
e. Provide at least 40Mbps Fiber Internet Connection with at least one (1) dedicated public IP address.
f. Provide maintenance and technical support for the established connections to ensure 24/7 uptime.

2. MOH ICT will provide and configure equipment, parts and supplies on each endpoint’s internal networking (e.g. Network Switch, Router, inside cabling, etc.).

- Contract maybe renewed up to 5 years upon performance.

Required Network Throughput and Capacity
1. Network connection using a Fiber Optic cable must be at least 500 Megabit per second (Mbps) on each endpoint.
2. Network connection using wireless link must be at least 300 Mbps on each endpoint.

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**Diagrams**

Diagram A

[Diagram of network connections and endpoints]
EVALUATION CRITERIA:
1. Total Project Cost – 50%
2. Feasibility and appropriateness of proposal (Proposal must be aligned to work scope and with implementation timeline) – 25%
3. Meets qualification requirements – 25%

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>
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<tr>
<td>1</td>
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<tr>
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<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>
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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