REQUEST FOR PROPOSAL

Date of Issue: May 14, 2021  RFP No.: PCS-2021-012

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2021-012

Solicitation Title: All Inclusive Training Venue

Date of Issue: May 14, 2021

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: May 24, 2021 (Monday) 4:00 pm Palau Time

Answers/Response: May 26, 2021 (Wednesday) 11:00 am Palau Time

Expression of Interest: May 28, 2021 (Friday) 4:00 pm Palau Time

Proposal Due Date and Time: June 14, 2021 (Monday) 4:00 pm Palau Time

RFP Opening Date: June 15, 2021 (Tuesday) 10:00 am Palau Time

Anticipated Contract Award: July 15, 2021

[Signature]

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 All-inclusive training venue.

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 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 May 28, 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 June 14, 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.

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III. Inquiries

a. All inquiries and clarification shall be received by BPSS email no later than 4 pm (Palau Time) May 24, 2021.


IV. RFP Timeline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Bidding Period</td>
<td>May 14, 2021 – June 14, 2021</td>
</tr>
<tr>
<td>Inquiries/Clarification Due</td>
<td>May 24, 2021 (4pm Palau Time)</td>
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<tr>
<td>Answers Responses will be Posted After</td>
<td>May 26, 2021</td>
</tr>
<tr>
<td>Expression of Interest</td>
<td>May 28, 2021</td>
</tr>
<tr>
<td>RFP Closing Date</td>
<td>June 14, 2021</td>
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<td>RFP Opening Date</td>
<td>June 15, 2021</td>
</tr>
<tr>
<td>Anticipated Contract Award</td>
<td>July 15, 2021</td>
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Scope of Work

- Private conference room for training, meetings and workshops (space that is able to accommodate 35 people max)
- Centralized location within Koror
- Accessible for persons with disabilities.
- Space include, projector & screen and copy papers (if needed)
- Amenities and refreshments included
- Program may select multiple vendors that can provide the services
- Contract renewed on a yearly basis following the grant cycle.

NOTE: May be renewed each year for five (5) years depending on funding availability.
V. **Evaluation Criteria**

- Total cost ............50%
- Location .............25%
- Building Condition ..........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>
</thead>
<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>
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Proposals will be evaluated based on the following formula:

\[ \text{Criteria 1 Points} \times \text{Weight %} = \text{Criteria 1 Score} \]
\[ \text{Criteria 2 Points} \times \text{Weight %} = \text{Criteria 2 Score} \]
\[ \text{Criteria 3 Points} \times \text{Weight %} = \text{Criteria 3 Score} \]
\[ \text{Criteria 4 Points} \times \text{Weight %} = \text{Criteria 4 Score} \]
\[ \text{Criteria 1 + Criteria 2 + Criteria 3 + Criteria 4} = \text{TOTAL SCORE} \]