REQUEST FOR PROPOSAL

Date of Issue: May 25, 2021

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2021-014

Solicitation Title: To assist the Ministry of Education in conducting training on Singapore Math strategies for selected Public Elementary School Teachers, High School 9th grade Math Teachers, Principals, and Specialist.

Date of Issue: May 25, 2021

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: June 8, 2021 (Tuesday) 4:00 pm Palau Time
Answers/ Response: June 10, 2021 (Thursday) 11:00 am Palau Time
Expression of Interest: June 14, 2021 (Monday) 4:00 pm Palau Time
Proposal Due Date and Time: June 25, 2021 (Friday) 4:00 pm Palau Time
RFP Opening Date: June 28, 2021 (Monday) 10:00 am Palau Time
Anticipated Contract Award: July 28, 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 assist Ministry of Education in conducting a training on Singapore Math strategies for selected Public Elementary School Teachers, High School 9th grade Math Teachers, Principals, and Specialist.


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 [June 14, 2021](#) 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 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 25, 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) June 8, 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 25, 2021 – June 25, 2021</td>
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<tr>
<td>Inquiries/Clarification Due</td>
<td>June 8, 2021 (4pm Palau Time)</td>
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<tr>
<td>Answers Responses will be Posted After</td>
<td>June 10, 2021</td>
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<tr>
<td>Expression of Interest</td>
<td>June 14, 2021</td>
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<tr>
<td>RFP Closing Date</td>
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<td>RFP Opening Date</td>
<td>June 28, 2021</td>
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<tr>
<td>Anticipated Contract Award</td>
<td>July 28, 2021</td>
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</table>

Project Title:
Singapore Math Training for Selected Public School Teachers, Principals and Specialists.

Project Objectives:
MOE is seeking qualified trainer(s) to conduct 10 days of Singapore Math training for organized into 4 workshops. The workshops will include 3 hour/day training for each of the group as follows: Grades K-2 teachers (2 days), Grade 3-4 teachers (2 days), Grade 5-6 teachers (3 days) and Grade 7-9 teachers (3 days). Each training will include approximately 50 teachers, principals and specialists per workshop.

Scope of Work

Consultant will provide the following services:

1. Conduct teacher training workshop(s) for selected teachers, principals and staff:
   a) In conjunction with MOE Staff, determine content for teacher training workshop. The focus of the training will be on topics that our teachers have difficulties with (e.g.; fractions, measurement, probability, word problems for appropriate grade levels and others)
   b) In conjunction with MOE Staff, develop, propose, negotiate and finalize teacher training workshop agenda.
   c) Implement teacher training workshop
2. In conjunction with MOE staff, schedule a one to two-hour visit to two several schools throughout the week to observe classroom instruction from which the consultant(s) will use to make connection to what teachers are learning in the training to actual classroom instruction.

3. Complete and submit evaluation report of the training to Director of Curriculum and Instruction.

**Qualification Requirement:**
- Demonstrable competence and qualifications
- Previous experience with both Singapore Math curricula and teacher training.
- Previous experience working with Palau’s Ministry of Education is desirable.

**Bid Submitted Shall Include:**
- Resume of all staff involved in the project
- Detailed description of the work/activities to be carried out
- Reference/Names and addresses of previous clientele
- The total cost
- Any other relevant documents

V. **Evaluation Criteria**
- Feasibility and appropriateness of proposal (Proposal must be aligned to work scope and with implementation timeline) – 30%
- Total Project cost – 25%
- Detailed plan for accomplishment of tasks in the proposal – 25%
- Meets qualification requirements---20%

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>
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<tbody>
<tr>
<td>0</td>
<td>Fails</td>
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<tr>
<td>1</td>
<td>Poor</td>
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<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>
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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

5