REQUEST FOR PROPOSAL

Date of Issue: June 2, 2021
RFP No.: PCS-2021-015

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2021-015

Solicitation Title: To provide landscaping to the Palau International Airport Runway Perimeter Fence.

Date of Issue: June 2, 2021

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: June 11, 2021 (Friday) 4:00 pm Palau Time
Answers/ Response: June 15, 2021 (Tuesday) 11:00 am Palau Time
Expression of Interest: June 16, 2021 (Wednesday) 4:00 pm Palau Time
Proposal Due Date and Time: July 1, 2021 (Thursday) 4:00 pm Palau Time
RFP Opening Date: July 2, 2021 (Friday) 10:00 am Palau Time
Anticipated Contract Award: August 2, 2021

Terralyn R. 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 landscaping to the Palau International Airport Runway Perimeter Fence.**


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 **June 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 July 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) June 11, 2021.


IV. RFP Timeline:

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Bidding Period</td>
<td>June 2, 2021 – July 1, 2021</td>
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<tr>
<td>Inquiries/Clarification Due</td>
<td>June 11, 2021 (4pm Palau Time)</td>
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<tr>
<td>Answers Responses will be Posted After</td>
<td>June 15, 2021</td>
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<tr>
<td>Expression of Interest</td>
<td>June 16, 2021</td>
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<tr>
<td>RFP Closing Date</td>
<td>July 1, 2021</td>
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<tr>
<td>RFP Opening Date</td>
<td>July 2, 2021</td>
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<tr>
<td>Anticipated Contract Award</td>
<td>August 2, 2021</td>
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V. Scope of Work

- **Purpose:** The primary purpose of this scope of work is to help maintain safety and cleanliness at the Palau International Airport through complete and efficient landscape and grounds maintenance services. The Contractor understands and agrees that proper landscape and grounds maintenance at the airport is essential to pilot safety and proper care of the facility. This contract includes, but is not limited to the following grounds maintenance areas and activities:
  - Mowing & Turf Management
  - Edging & Trimming
  - Trees & Shrub Maintenance
  - Removal & Disposal of Trash, Debris, & Leaves

- **Area to be maintained:** Approximately ten (10) feet outside the Airport Perimeter Fence area: three (3) miles around runway perimeter fence

- **Equipment:** Contractor shall provide all equipment and tools required to fulfill the terms and conditions as outlined in these specifications. The contractor shall operate the equipment in a safe manner so as not to create a hazard to the public and keep all work equipment wheels off travel ways during grounds maintenance operations. All equipment used must be safe and in good order for the entire term of this agreement.

- **Hours of Work:** The Contractor's operations will be restricted to daylight hours. Work shall only be performed when visibility conditions allow safe operations.
Requirement and Qualifications

- Proposer Must be licensed to do (the specific listed) business in the Republic of Palau.
- Proposer warrants that he/she is fully qualified, with adequate personnel, business with proper tools, equipment, safety gears and manpower.
- Must be a willing partner with the Bureau of Aviation management for the overall improvement of the Palau International Airport.

VI. Evaluation Criteria

1. Total Project cost – 50%
2. Feasibility and appropriateness of proposal – 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>
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<tbody>
<tr>
<td>0</td>
<td>Fails</td>
</tr>
<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