



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

BUREAU OF HUMAN RESOURCES

3rd Floor, Executive Building, National Capitol, Ngerulmud

P.O. Box 6011, Melekeok, Republic of Palau 96940

Telephone: (680) 767-2415 / Fax: (680) 767-2416

E-Mail: bps@palaugov.org Website: <http://www.palaugov.org/bps>

REQUEST FOR PROPOSAL

Date of Issue: October 5, 2021

RFP No.: PCS-2021-027

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2021-027

Solicitation Title: MOE in upgrading school internet networks

Date of Issue: October 5, 2021

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: October 11, 2021 (Monday) 4:00 pm Palau Time

Answers/ Response: October 13, 2021 (Wednesday) 11:00 am Palau Time

Expression of Interest: October 15, 2021 (Friday) 4:00 pm Palau Time

Proposal Due Date and Time: November 4, 2021 (Thursday) 4:00 pm Palau Time

RFP Opening Date: November 5, 2021 (Friday) 10:00 am Palau Time

Anticipated Contract Award: December 3, 2021

Terralyn R. Nabeyama
Director/Procurement Officer

SECTION A – RFP INFORMATION

I. RFP Purpose, Type, Process

- i. Purpose. The Bureau of Human Resources of the Government of Palau is soliciting proposals from interested qualified individual, business agencies or institutions to assist **Ministry of Education in upgrading school internet networks:**
- ii. Interested vendors may obtain copies of specifications by contacting the Bureau of Human Resources Procurement website <http://palaugov.pw/rfp-bids/> or calling 680-767-2415.
- iii. Type of RFP. This is a *competitive negotiated contract where evaluation is based on various criteria.*
- iv. Funding. This project is wholly (100%) supported by the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health & Human (HHS) as part of a financial assistance award totaling \$653,593. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by CDC/HHS or the U.S. Government. 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.
- v. 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.
- vi. 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.
- vii. 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.
- viii. 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

October 15, 2021 by emailing hr@palaugov.org or providing a written EOI to the Bureau of Human Resources Office located at the 3rd Floor Executive Building 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 Human Resources Office in Capitol by 4:00pm (Palau Time) on November 4, 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 email hr@palaugov.org no later than 4 pm (Palau Time) **October 11, 2021**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> -on **October 13, 2021**.

IV. RFP Timeline:

Bidding Period	October 5, 2021 – November 4, 2021
Inquiries/Clarification Due	October 11, 2021 (4pm Palau Time)
Answers Responses will be Posted After	October 13, 2021 (11am Palau Time)
Expression of Interest	October 15, 2021 (4pm Palau Time)
RFP Closing Date	November 4, 2021
RFP Opening Date	November 5, 2021
Anticipated Contract Award	December 3, 2021

Scope of Work

All School Wi-Fi Project

1. Work to be performed at the listed school:

GROUP A		
NGARCHELONG ELEM SCHOOL	NGARAARD ELEM SCHOOL	MELEKEOK ELEM SCHOOL
NGARDMAU ELEM SCHOOL	NGEREMLENGUI ELEM SCHOOL	IBOBANG ELEM SCHOOL
AIMELIK MONGAMI ELEM SCH.	AIRAI ELEM SCHOOL	G. B. HARRIS ELEM SCH
KOROR ELEM SCHOOL	MEYUNS ELEM SCHOOL	PELELIU ELEM SCHOOL
ANGAUR ELEM SCHOOL	PJF KAYANGEL ELEM SCHOOL	PALAU HIGH SCHOOL

- a. Survey and assessment of each campus
- b. Design & Implement
 - i. Wi-Fi Network that will efficiently serve each classroom or 60 users concurrently
 - Segment Teacher/MOE and Students SSIDs

- ii. Each campus to be privately and securely connected to MOE Central Office for Management of Wi-fi Network and for the requirements of MOE.
- iii. Each campus to have the ability to securely connect to the internet directly or through the private connection to the MOE Central Office (internet service is not part of this RFP)
- c. Procure & Install
 - i. Wi-Fi and Network equipment that meet the requirements of the Design in Part 1.b

2. Work to be performed at the listed schools:

GROUP B		
MARIS STELLA SCHOOL	SDA ELEM SCHOOL	MINDSZENTY HIGH SCH.
PALAU MISSION ACADEMY	EMMAUS-BETHANIA HIGH SCH	BELAU MODEKNGEI SCH.

- a. Survey & Assessment of each campus
 - b. Design and Implement
 - i. Wi-fi Network that will efficiently serve each classroom or 60 users concurrently
 - Segment Teacher and Students SSIDs
 - ii. Each campus to be privately and securely connected to MOE Central Office for the requirements of MOE
 - iii. Each campus to have the ability to securely connect to the internet directly or through the private connection to the MOE Central Office (internet service is not part of this RFP)
 - c. Procure & Install
 - i. Wi-Fi and Network equipment that meet the requirements of the Design in Part 2.b
- 3. Work to be performed at the MOE Central Office**
- a. Survey & Assessment for location of equipment in the MOE Central Office
 - i. Requires
 - Clean power (backup preferred but not mandatory)
 - Environmental Control (Airconditioned, not humid, etc.)
 - Security (Physical Access)
 - b. Design and Implement
 - i. Wi-fi Network that will fulfill the requirements of MOE
 - c. Procure & Install
 - i. Wi-Fi and Network equipment that meet the requirements of the Design in Part 3.b
- 4. MOE Requirements**
- a. Secure and private connectivity to all campuses of Group A & Group B
 - i. For sending/receiving information to the MOE database

- b. Secure and private connectivity to the internet (internet service not included in RFP)
- c. Ability to manage Wi-Fi Networks in all campuses Group A & B

5. Ministry of Health & Human Services Requirements.

- a. Secure and private connectivity between MOE and the Bureau of Public Health, Ministry of Health & Human Services (MHHS)
 - i. For sending/receiving information to/from MHHS Systems and applications in support of school health screening activities and Covid-19 testing activities.
- b. Design & Implement
 - i. Data management system to support Covid-19 screening and testing activities:
 - Tracking student information and consent forms and aggregate school risk information (e.g. proportion of staff/students vaccinated; proportion of students with consent for screening and testing)
 - Registration and scheduling for testing
 - Web-page for sharing health Covid-19 visual dashboard and other resources for schools
 - ii. Data management system for School Health Screening activities
 - Support school health screening data collection and reporting
 - Support system for referral and follow-up to Public Health services

Evaluation Criteria

No.	Criteria	Percentage
1	Total Cost of services	50%
2	Feasibility and appropriateness of proposal	30%
3	Experience in the performance of the same related services	20%
	Total	100%

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:

Points	Description
0	Fails
1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent

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