



BUREAU OF HUMAN RESOURCES

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REQUEST FOR PROPOSAL

Date of Issue: May 2, 2022

RFP No.: PCS-2022-015

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2022-015

Solicitation Title: Network Connectivity for MHHS and its remote offices in Koror

Date of Issue: May 2, 2022

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: May 9, 2022 (Monday) 4:00 pm Palau Time

Answers/ Response: May 11, 2022 (Wednesday) 11:00 am Palau Time

Expression of Interest: May 16, 2022 (Monday) 4:00 pm Palau Time

Proposal Due Date and Time: June 2, 2022 (Thursday) 4:00 pm Palau Time

RFP Opening Date: June 3, 2022 (Friday) 10:00 am Palau Time

Anticipated Contract Award: July 1, 2022

Terralyn R. Nabeyama
Director/Procurement Officer

SECTION A – RFP INFORMATION

I. RFP Purpose, Type, Process

- a. Purpose. The Bureau of Human Resources of the Government of Palau is soliciting proposals from interested qualified individuals, business agencies or institutions **to provide Internet Network Connectivity for Ministry of Health & Human Services and its remote offices in Koror.**
- b. Interested vendors may obtain copies of specifications by contacting the Bureau of Human Resources via e-mail to hr@palaugov.org, calling 680-767-2415 or visiting the procurement website <http://palaugov.pw/rfp-bids/>.
- 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 grant (US Department of Human & Health services).** 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 Licenses (State and National Business Licenses)** 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 after the opening of bid 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 16, 2022** 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 June 2, 2022** 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) **May 9, 2022**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **May 11, 2022**.

IV. RFP Timeline:

Bidding Period	May 2, 2022 June 02, 2022
Inquiries/Clarification Due	May 9, 2022 (4pm Palau Time)
Answers Responses will be Posted After	May 11, 2022 (11am Palau Time)
Expression of Interest	May 16, 2022 (4pm Palau Time)
RFP Closing Date	June 2, 2022
RFP Opening Date	June 3, 2022
Anticipated Contract Award	July 1, 2022

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.
 - Public Health Office at Meyuns (President Satellite Office)
 - Division of Human Service of Medalaii
 - b) All connections and links will be directly connected to BNH.
 - c) Provide and configure equipment, parts and supplies in establishing the connection (e.g. Network switch, fiber optic cable, wireless radios and antennas)
 - d) 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 endpoints internal networking (e.g. Network Switch, Router, inside cabling)

Required Network Throughput and Capacity:

Network connection using a Fiber Optic cable must be at least 500 Megabit per second (Mbps) on each endpoint.

Evaluation Criteria

All complete proposals will be reviewed by an evaluation committee composed of relevant stakeholders from the Ministry of Health and Human Services. Incomplete proposals will not be reviewed. Criteria will include the following:

No.	Criteria	Percentage
1	Total Project Cost	50%
2	Feasibility and appropriateness of proposal	25%
3	Meets qualification requirements	25%
	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

TOTAL SCORE = Criteria 1 + Criteria 2 + Criteria 3