

Procurement Process for Formal Bidding

Instructions: *Formal bidding* is required for services that cost more than \$10,000. The procedure for formal bidding is outlined below. Please use this Procedure checklist to ensure that you follow the steps and provide information required for the Procurement of the services your agency/department requires.

FORMAL BIDDING CHECKLIST:

- Complete and Submit Procurement Request Cover Sheet (Form #: BPSS2017-01) along with all supporting documents to Procurement Officer
- Announcement of 15 Day Notice
 - Announcement posted and delivered to all required locations and media
 - All supporting documents have been collected
 - Invoice from newspaper, radio and TV
 - Newspaper clips
- Request for Proposal (RFP) or Invitation for Bid Specifications Completed
 - Submit RFP specifications to the Procurement Officer
- Announcement of 30 day bidding period or minimum of 15 days with approval
 - Posted and Delivered to all required locations and media
 - All supporting documents have been collected
 - Invoice from newspaper, radio and TV
 - Newspaper clips
- Shortlist
 - Notify the shortlist via email
- Interviews (if required)
 - Set up schedule for interviews

FORMAL BIDDING PROCESS (Step-by-Step):

1. Procurement Request

- 1.1. If your department/agency requires the procurement of a professional service that will cost (estimated) more than \$10,000, the first step is to complete the Procurement Request Cover Sheet, a cover letter, and any supporting documents to the Procurement Officer¹ as soon as possible.
- 1.2. Please ensure that appropriate time is considered for the procurement. In accordance with the Procurement Act (RPPL 3-54) and the *Republic of Palau Property Management Policies and Procedures (PPMP)*, there are specific periods of time required for various procurement². For formal bidding, the estimated period of time for procurement is a minimum of 45 days (15 Day Public Notice + 30 Day Bidding Period).
- 1.3. The Department's POC will be contacted by the Procurement Officer or designee to continue the process.

2. 15 Day Public Notice Period

- 2.1. The Procurement Officer or designee will generate a Public Notice (15-DAY NOTICE) based on the information provided to the Procurement Officer
- 2.2. The Department will be responsible with Posting and Publishing the Public Notice: At least 15 days PRIOR to 1st day of Bidding.
- 2.3. The Notice MUST be furnished at:
 - 2.3.1. All State governments (if reasonable/required)
 - 2.3.2. To all persons who have requested to be included in the bidder's mailing lists within the previous 12 months;
 - 2.3.3. Published in Newspaper (1 newspaper) of general circulation in the Republic; OR a foreign newspaper if the Procurement Officer determines that publication would benefit the Government;
- 2.4. The Notice MUST be Publicly posted for at least fifteen (15) days at the following locations:
 - 2.4.1. Office of the Director of the Bureau of Public Service System
 - 2.4.2. The Post Office Building
 - 2.4.3. The Courthouse
 - 2.4.4. The Bureau of Domestic Affairs Office
 - 2.4.5. Announce on ALL radio and TV stations within the Republic

3. Specifications for RFP or IFB (Invitation For Bids)

- 3.1. The Department shall then Prepare specifications for the RFP or IFB and submit them to the Procurement Officer **at least 7 working days** before the 1st day of the formal bidding.

¹ Procurement Officer for Professional Services (including lease for office use) is the Director of the Bureau of Public Service System.

²See - <https://palaulegal.org/palau-national-code/titles-40-42/title-40-revenue-and-taxation/>

4. 30-Day Bidding Period

- 4.1. After the 15-day Public Notice, a 30-Day bidding period (RFP/IFB) begins; this period must begin after the last day of the 15-day Notice.
- 4.2. In addition, please ensure that you identify how long you require the bidding period to be; the minimum bidding period is 30 days unless the Procurement Officer approved a shorter bidding period (no less than 15 days)
 - 4.2.1. If your agency/department requires a shorter period, please ensure that a request for a shorter bidding period is submitted to the Director of BPSS **7 working days prior to Bidding Period starting date.**
- 4.3. The request shall include substantial information to justify the shorter bidding period.

5. Inquiries: the Point of Contact (POC) must be a person who is available and able to answer questions regarding the RFP/IFB within 3 days of the Procurement Officer receiving the inquiries. The Procurement Officer or designee will notify the POC of questions and provide a deadline for submitting answers.

6. Proposals Due Date: all Proposals/Bids are due by 4:00 pm Palau Time on the Closing Date of the bidding period. If your department requires an earlier time, please specify in the RFP/IFB Request form.

7. Shortlist Notification: *If Interviews are required*, all eligible vendors who submitted a proposal and were chosen to be further interviewed will be notified via email.

8. Interviews: May be held if requesting agency/department requires. Please check the box in the Procurement Request Cover Sheet and inform the Procurement Officer whether you require interviews and/or demonstrations. The POC will be contacted to setup a date and time for the interviews if required.

9. Additional Department Responsibilities:

- 9.1. Securing Purchase Orders for Newspapers and Media for both the 15 day Public Notice and the Bidding Period
- 9.2. Posting in designated locations
- 9.3. Answering inquiries submitted from interested vendors. Please note that the requesting agency/department shall not engage in any way with the vendors regarding the RFP/IFB unless authorized by the Procurement Officer. All inquiries shall be formally answered through an amendment to the RFP that shall be published on the BPSS website and posted at the Procurement Officer's office in Koror.