



Ministry of Finance  
**BUREAU OF PUBLIC SERVICE SYSTEM**  
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## REQUEST FOR PROPOSALS

**Date of Issue: May 09, 2017**

**RFP No.: PCS-2017-005**

The Bureau of Public Service System of the Government of the Republic of Palau is soliciting proposals from interested qualified individuals, business agencies or institution **to provide security service for the Agriculture Development Support Center (ADSC) in Olsirked, Ngchesar State.** Interested vendors may obtain copies of specifications by contacting the Office of the **Bureau of Public Service System.**

This project will be fully funded by **local funding.** Award of contract is subject to the availability of funds. Offers may also be rejected and no contract may be awarded by the Procurement Officer pursuant to the Republic of Palau Procurement law.

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.

**A successful contractor must comply with local business laws and shall be subject to applicable Republic of Palau taxes and fees.**

**Proposals must be submitted in (1 original and 3 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 copies. **No e-mail submissions will be accepted. Proposals must be received by the Bureau of Public Service System Office in Koror or Capitol by 4:00pm (Palau Time) on June 07, 2017 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.

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Umerang A. Imetengel  
Director/Procurement Officer

## SPECIFICATIONS

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### **Scope of Work:**

- Patrol and prevent intruders from entering the main office compound or from entering the main gate and gaining access to the surrounding facilities, namely, the ADSC Feed manufacturing facility, ADSC Plant Nursery/ Greenhouse/Office building and the National Slaughter House Facility.
- Patrol the whole Bureau of Agriculture's Ngchesar Area.
- Provide the aforementioned service and maintain for a secured environment to the main office building and the surrounding facilities from 5pm to 8am the next day, Monday to Friday morning. Weekends will require around the clock security service beginning Friday 5pm to Monday 8am. Holidays during the week will require daytime security service as well.
- Pursuant to BOA's sincere desire to acquire a bona-fide or a truly professional service from an entity that can accept responsibility caused by its own fault or error.
- Contract with security service provider can be extended or renewed annually based on satisfactory performance.

### **Evaluation Criteria**

1. Demonstrable competence and qualifications.....50%
2. Service fees and other cost.....30%
3. Experience in the performance of the same or related services.....20%

### **Bids submitted shall include:**

1. Information on relevant experience.
2. Pricing/Fee
3. Bio-data of person or persons who will perform the required services.
4. A detailed plan for accomplishment of the above task.

*\*If Vendor does not have a current ROP Business License (Professional), documentation of starting the process of application of the applicable license should be provided with the proposal.*

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### RFP Timeline:

- Bidding Period – May 09 – June 07, 2017
- 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 23, 2017** either by email to [bpss@palaugov.org](mailto:bpss@palaugov.org) or hand deliver this EOI to the BPSS Koror Office located at the Ministry of Finance in Koror.
- All Inquiries and Clarification shall be received by BPSS email no later than 4 pm (Palau Time) – May 24, 2017.
- Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB May 26, 2017.
- RFP Closing Date – June 07, 2017
- Bid Opening – June 08, 2017
- 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.
- Award anticipated within 30 days of the Bid opening unless otherwise approved by the Procurement Officer.