



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
3rd Floor, Executive Building, National Capitol, Ngerulmud
P.O. Box 6011, Melekeok, Republic of Palau 96940
Telephone: (680) 767-2415 / (680) 488-4776 Fax: (680) 767-2416
E-Mail: bpss@palaugov.org Website: <http://www.palaugov.org/bpss>

REQUEST FOR PROPOSAL

Date of Issue: **February 27, 2018**

RFP No.: **PCS-2018-019**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2018-019

Solicitation Title: Clearing of outside perimeter fence for Ministry of Public Infrastructure Industries and Commerce.

Date of Issue: February 27, 2018

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: March 13, 2018 (Tuesday) 4:00 pm Palau Time

Proposal Due Date and Time: March 26, 2018 (Monday) 4:00 pm Palau Time

RFP Opening Date: March 27, 2018 (Tuesday) 10:00 am Palau Time

Anticipated Contract Award: April 1, 2018

Umerang A. Imetengel
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 clearing the Airport outside perimeter fence for Ministry of Public Infrastructure Industries and Commerce.** Interested vendors may obtain copies of specifications by contacting the Bureau of Public Service System.
- b. Type of RFP. This is a *competitive negotiated contract where evaluation is based on various criteria.*
- c. 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.
- d. 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.
- e. 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** (Professional License) as well as be in good standing with the Bureau of Revenue and Taxation.
- f. 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.
- g. 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. 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.
- b. Required Submittal Details and Quantities. ***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.***

Proposals must be received by the Bureau of Public Service System Office in Koror or Capitol by 4:00pm (Palau Time) on March 26, 2018 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.

- c. 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.
- d. 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.
- e. 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) March 13, 2018.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on March 16, 2018.

IV. RFP Timeline:

Bidding Period	February 27, 2018 to March 26, 2018
Inquiries/Clarification Due	March 13, 2018 (4pm Palau Time)
Answers Responses will be Posted	March 15, 2018
RFP Closing Date	March 26, 2018

RFP Opening Date	March 27, 2018
Anticipated Contract Award	April 1, 2018

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.

Submission Requirements

- 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, experience and resources to undertake the services required and meet all obligations outlined in this RFP and the resulting contract within a reasonable time.
- Must be a willing partner with the airport management for the overall improvement of the Palau International Airport.

VI. Evaluation Criteria

1. Total Cost.....50%
2. Feasibility and appropriateness of proposal.....50%
 - a. Proposed Schedule of services
 - b. Estimated Number of Employees