



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT
BUREAU OF HUMAN RESOURCES
3rd Floor, Executive Building, National Capitol, Ngerulmud
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REQUEST FOR PROPOSAL

Date of Issue: April 1, 2025

RFP No.: PCS-2025-25

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2025-25

Solicitation Title: to provide the Office of the Attorney General with an Office Space.

Date of Issue: April 1, 2025

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: April 14, 2025 (Monday) 4:00 pm Palau Time

Answers/ Response: April 18, 2025 (Friday) 11:00 am Palau Time

Expression of Interest: April 25, 2025 (Friday) 4:00 pm Palau Time

Proposal Due Date and Time: April 30, 2025 (Wednesday) 4:00 pm Palau Time

RFP Opening Date: May 1, 2025 (Thursday) 10:00 am Palau Time

Anticipated Contract Award: By May 30, 2025

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 individual, business agencies or institutions **to provide the Office of the Attorney General with an Office Space.**
- b. Interested vendors may obtain copies of specifications by contacting the Bureau of Human Resources Procurement website <http://palaugov.pw/rfp-bids/> or calling 680-767-2415/1126.
- 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 **local 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 License (Applicable Business License)** 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 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 **April 25, 2025** 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 April 30, 2025, 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. Responsibility of Bidders and Offerors

Awards shall be made only to responsible bidders or offerors who:

 - (1) Have adequate financial resources to perform the contract or the ability to obtain the finances;
 - (2) Be able to comply with required delivery or performance schedule;
 - (3) Have the necessary organization, experience, and skills required to perform the contract or have ability to obtain them;
 - (4) Have the necessary production, construction, and technical equipment facilities or the ability to obtain them; and

- (5) Be qualified and eligible to receive the award under applicable laws and rules.

If you meet or can meet the above criteria, ensure to:

- 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) **April 14, 2025**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/> - COB on **April 18, 2025**.

IV. RFP Timeline:

Bidding Period	April 1, 2025 – April 30, 2025
Inquiries/Clarification Due	April 14, 2025 (4pm Palau Time)
Answers Responses will be Posted After	April 18, 2025 (11am Palau Time)
Expression of Interest	April 25, 2025 (4pm Palau Time)
RFP Closing Date	April 30, 2025 (4pm Palau Time)
RFP Opening Date	May 1, 2025
Anticipated Contract Award	May 30, 2025

V. Scope of Work

Specifications for Office Space:

Description	Size	Recommendation
Attorney General Office	245 sq ft	Enclosed
Conference Room	240 sq ft	Enclosed
Assistant Attorneys	240 sq ft	2 each @ 120 sq ft each; Enclosed
Assistant Attorneys Space	760 sq ft	Open Area
Staff, Equipment & Waiting Area	800 sq ft	Front Area
Server & Storage	120 sq ft	With 24-hour Airconditioning
Filing Room	250 sq ft	Enclosed
Kitchen/Lounge	50 sq ft	Enclosed

Evaluation Criteria

No.	Criteria	Percentage
1	Building Security and Amenities	40%
2	Location	40%
3	Cost	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 1 + Criteria 2 + Criteria 3 = TOTAL SCORE