



# Palau Public Utilities Corporation

## **REQUEST FOR PROPOSAL RFP PUCE21-010 for APP JETTY HOUSE and FOAM HOUSE CONSTRUCTION PROJECT.**

**Issued on** : **May 7, 2021.**  
**Closed on** : **June 7, 2021.**  
**Pre-Bid Conference on** : **May 21, 2021.**

**Request for Proposal No. (RFP No.)** : **RFP-PUCE21-010**  
**Employer** : **Palau Public Utility Corporation (PPUC)**  
**PO Box 1372, Oldiais Building, Medalaii, Koror**  
**Republic of Palau 96940**

**Country** : **Republic of Palau**

# Table of Contents

- 1. PREFACE 1
- 2. BACKGROUND 1
- 3. SCOPE OF WORK 1
- 4. PPUC ADVICE AND ASSISTANCE 2
- 5. CONTRACTOR REQUIREMENTS 2
- 6. OBTAINING RFP 2
- 7. PROPOSAL REQUIREMENTS 3
- 8. SUBMISSION OF PROPOSALS 3
- 9. PAYMENT TERMS 3
- 10. EVALUATION AND SELECTION PROCESS 3
  - A. Criteria 3
- 11. GENERAL CONDITIONS 4
- 12. CONTRACT CLAUSES 5
- 13. CONTACT DETAILS 5
- APPENDIX 1- BID FORM 6
- APPENDIX 2: SCHEDULES OF RATES AND PRICES 7

## **1. PREFACE**

This Request for Proposals (RFP) for the APP Jetty House and Foam House Construction Project has been prepared by Palau Public Utilities Corporation - Electric Power Operations (PPUC-EPO). PPUC-EPO wishes to receive Proposals from all interested persons or firms eligible to operate and with the capability to supply the services in the Republic of Palau.

## **2. BACKGROUND**

The APP Jetty House and Foam House Construction way back in 1982. This APP Jetty House and Foam House Construction serve as the main house of Jetty Equipment and Foam Floating Barrier during delivery of Fuel to APP Tank Farm. which comprises eight (8) fuel tanks with 750,000 gallons capacity each.

APP Jetty House and Foam House is located in Aimeliik, Republic of Palau. Republic of Palau comprises of 350 tropical islands and islets located in the western most part of Micronesia about 600 miles (960 kilometers) East of Mindanao, Philippines and some 800 miles (1,280 kilometers) southwest of Guam. Palau lies between 8°10'N/3°N Latitude and 132°45'/134°25'E Longitude. The main group of Palau Islands is dominated by the 150 square mile (390 square kilometers) island of Babeldaob.

PPUC intends to replace the existing Replace the Existing Foam House and its Concrete Ramp and to Renovate the Existing Jetty House and its appurtenances.

## **3. SCOPE OF WORK**

1. Construction of Foam House and Concrete Ramp.
2. Renovation of Jetty House and its Appurtenances.

For more details, please see attached Sketch Plan.

### **Additional Requirements after Contract Execution:**

1- Pre- Construction Deliverables:

#### **1.1 - Gantt Chart with S- Curve.**

- Construction Documents and Materials Submittal for Approval.
- Materials Procurement.
- Processing and Approval of All Required Permits (Historical, Building (State) and EQPB.
- Mobilization.
- Installation of EQPB Requirements.

1.3 - Submission of Construction Documents, Materials Specifications and Mill Certificate.

1.4 - Detailed Cost Estimate.

1.5 - Project Site Organizational Chart including individual contact number.

#### **2- During Construction Deliverables**

2.1 - Daily Report.

2.3 - Weekly Activities (Two Weeks Forecast), in relation to Gantt Chart.

2.4 - Weekly Accomplishment Report in relation to Gantt Chart and S-Curve.

2.5 - Monthly Safety and House Keeping Report.

### **3 - Post Construction Deliverables**

3.1 - As Built Plan Three Hard Copies and One Soft Copy.

3.2 - Completion Report Including Pictures During the Construction.

3.3 - Warranty Letter and Indemnification Letter.

## **4. PPUC ADVICE AND ASSISTANCE**

PPUC will provide support for preliminary inspections by bidders, to ensure that the existing site location and latent conditions are understood by the bidder.

## **5. CONTRACTOR REQUIREMENTS**

Any persons working at the Aimeliik Power Plant (APP) must be provided with, and wear personal protective equipment including but not limited to gloves, safety shoes and eye protection.

The Contractor will be fully responsible for the safety of their employees under this contract.

## **6. OBTAINING RFP**

Electronic copies of the RFP may be obtained by emailing the nominated Contact Officer below, or from the PPUC website [www.ppuc.com](http://www.ppuc.com). All prospective bidders are requested to provide their contact details (company name and website, contact person, email and telephone number) to ensure they receive any updates to the RFP.

PPUC will also issue hard copies of the RFP on request at Palau Public Utilities Corporation (PPUC), Oldiais Building, Medalaii, Koror PO Box 1372, Republic of Palau 96940.

### **Contact Officer:**

The contact officer for this RFP is:

**Mr SOFRONIO B. MAHOR**

*Chief Procurement Officer*

PPUC

Oldiais Building, Medalaii, Koror

PO Box 1372,

Republic of Palau 96940

Telephone No.: 680-488-3870/3872

E-mail Address: [ponz@ppuc.com](mailto:ponz@ppuc.com)

## 7. PROPOSAL REQUIREMENTS

The Proposer shall submit a written quotation which includes:

1. A Title Page identifying the RFP No. and the Works to be provided;
2. Acknowledgment of the scope of work and activities required, and the methods proposed to be used to complete the works;
3. Statement of Scope items included in offer and any exclusions
4. Summary of relevant experience for the last three years.
5. Key Personnel or Contact Personnel;
6. Proposed time to start after notification of award
7. Schedule of work (Gant Chart with S- Curve) showing timeframes for the completion of the works, including material procurement lead times and mobilizations
8. Fixed Lump Sum Price for works with Breakdown.
9. Statement of Compliance with the Contract Documents
10. Other Proposal features which will contribute to the value of the offer

## 8. SUBMISSION OF PROPOSALS

Interested Contractors may submit their sealed Proposal hardcopy to PPUC- Main Office, 2nd Floor, Oldiais Building, Medalaii, Koror, Palau 96940, or by email to the nominated Contact Officer. For inquiries regarding submission of quotations, please contact Mr. Mahor as noted above.

## 9. PAYMENT TERMS

1. Payment terms shall be determined as follows:
  - a) After evaluation per proposal
  - b) After negotiations with the winning offeror
  - c) All payments shall be made after receipt of original invoice from contractor for each work phase, certified by a duly authorized PPUC representative.

## 10. EVALUATION AND SELECTION PROCESS

PPUC retains the right to award any or all portions of the work if it is in its best interest to do so. PPUC will select the firm that in its sole opinion best meets its requirements.

### A. Criteria

Each proposal will be evaluated initially by a specially convened committee in line with the criterion set forth in this section. All proposals and their separate components will be subjected to the same evaluation criteria and process.

The criteria used to evaluate the RFP responses will include, but not be limited to the following:

1. **Compliance with proposal requirements (15%).** All proposals will be reviewed for their compliance with instructions set forth herein by PPUC and meets the requirements of this RFP.

2. **Bidders Qualifications (25%)**. All proposals will be evaluated as to the quality of the "team" and the background and experience of the organization submitting proposals. Main focus of evaluation would be Offeror's ability to deliver products and services in this RFP. Screening analysis to identify areas of each proposal which needs clarifying will also be done.
3. **Bidders Capability / Past Records with PPUC Project (30%)**. All proposals will be reviewed / evaluated as to the Bidders capacity to complete the project.
4. **Cost Proposal (30%)**.

## 11. GENERAL CONDITIONS

- A. Proposers are required to submit their proposals based upon the conditions expressed in these instructions
  - i. ***Assignment of Contract:*** The contract shall not be assigned to any party without prior written consent from PPUC.
  - ii. ***RFP Modification:*** This RFP does not commit PPUC to award a contract, to pay any costs incurred in the preparation of the proposal under this request, or to procure or contract for services. PPUC also reserves the right to accept or reject any or all proposals received under this request, to negotiate with qualified Bidder, or to cancel in whole or in part this RFP, if it is in the best interest of PPUC to do so. Prospective Bidder under this RFP may be required to participate in negotiations and to submit any price, or technical revisions to their proposals as may result from the negotiation process.
  - iii. ***Performance & Payment Bond:*** PPUC requires that all contractors with contracts in excess of \$50,000 should acquire performance and payment bonds tendered in a manner and through a surety acceptable to the PPUC Chief Executive Officer / General Manager, which guarantees satisfactory completion of a project. The performance and payment bonds shall be in an amount equal to the total price specified in the contract. *(to be determined by PPUC)*
  - iv. ***Transfer of property:*** All proposals shall become PPUC property.
  - v. ***Conformity:*** The PPUC procurement regulations shall apply to all proposals and winning contractor shall be bound by them.
  - vi. ***Bid Bond:*** Each project cost proposal must be accompanied by a certified check, cashier's check or proposal bond made payable to PPUC, in the sum of 10% of the aggregate cost of the proposal; such guarantee to be forfeited should the offeror to whom the work is awarded fail to execute and deliver contract and for the payment of all persons performing labor or furnishing materials in connection therewith, and in all other respects perform the agreement created by the PPUC's acceptance of said proposal.
  - vii. ***Submission of the Proposal:***
    1. A cover page with a table of contents
    2. An executive summary page that summarizes the corporate history, contractor's ability to satisfy the requirements of this RFP, project cost and a synopsis of salient details required in this RFP.
    3. The proposals shall be sealed in a package and should include:

- a. The Contractors information (i.e., Name, Address, and Contact) on the outside package
- b. The RFP# on the outside of the package that should be submitted NO LATER THAN 4:00 PM of CLOSING DATE-Palau Time.

[Note: The RFP # should be in big fonts.]

- c. The sealed package should include the One (1) *Original plus Six (6) copies* and One (!) USB soft copy of the proposal.

viii. ***Inquiries:*** Any inquiries, requests, clarification, or additional information pertaining to this RFP shall be made in writing, by email or fax through the contacts provided.

## 12.CONTRACT CLAUSES

**A.** All contracts shall, at a minimum, contain the following clauses:

- |   |                          |
|---|--------------------------|
| 1. Governing Regulations                                      | 13. Commencement of Work |
| 2. Penalties for Violation of Regulations                     | 14. Liquidated Damages   |
| 3. Contract Disputes  | 15. Schedule             |
| 4. Gratuities   | 16. Clear Title          |
| 5. Kickbacks  | 17. Taxes                |
| 6. Representation of Contractor<br>Concerning Contingent Fees | 18. Force Majeure        |
| 7. Changes  | 19. Relationship         |
| 8. Stop Work Order  | 20. Entire Agreement     |
| 9. Termination for Defaults or Convenience                    | 21. Assignment           |
| 10. Approvals, Certificates, Permits and Licenses             | 22. Subcontract          |
| 11. Laws and Regulations                                      | 23. Contracting Officer  |
| 12. PPUC's right to inspect                                   |                          |

## 13.CONTACT DETAILS

**Sofronio "Pons" Mahor**  
 PPUC Contracting Officer  
 PPUC Procurement Division  
 Tel: (680) 488-5320 Fax: (680) 488-4499  
 Email: [ponz@ppuc.com](mailto:ponz@ppuc.com)

**Tito Cabunagan**  
 PGD Manager  
 Tel: (680) 488-0510  
 Email: [t2@ppuc.com](mailto:t2@ppuc.com)

**Letter of Quotation**

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

RFP No.: **RFP-PUCE21-010**

**Jetty House and Foam House Construction Project:**

To: **The Chief Executive Officer / General Manager  
Palau Public Utilities Corporation**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the RFP, including Addenda issued in accordance (if any);
- (b) The price of our Bid, excluding any discounts offered in item (d) below is the sum of: *[amount of local currency in words], [amount in figures]*
- (c) Our bid shall be valid for a period of . . . . . days from the date fixed for the bid submission deadline in accordance with the RFP, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
- (f) We accept full responsibility for the health and safety of persons employed by us in completing the works under this Quotation.

Name .....

In the capacity of .....

Signed .....

Duly authorized to sign the Bid for and on behalf of .....

Date.....



## **APPENDIX 2: SCHEDULES OF RATES AND PRICES**

### **Price Schedules**

#### **General**

1. The Request for Proposal will be a Lump Sum Quotation for completion of all specified works.
2. The Schedules generally describe the works to be performed. Bidders shall be deemed to have read the RFP and visited the sites to ascertain the full scope of the requirements prior to filling in the price. The entered price shall be deemed to cover the full scope as aforesaid, including overheads and profit.
3. If bidders are unclear or uncertain as to any item, they shall seek clarification in writing prior to submitting their bid.

#### **Pricing**

4. Prices shall be entered in indelible ink, and any alterations necessary due to errors, etc., shall be initialled by the Bidder.
5. Bid prices shall be quoted in United States Dollars, in the manner indicated in the Bid Form of the RFP. For each item, bidders shall complete each appropriate column in the respective Schedules, giving the price breakdown as indicated in the Schedules.
6. Payments will be made to the Contractor in United States Dollars.
7. When requested by the Employer for the purposes of making payments or partial payments, valuing variations or evaluating claims, or for such other purposes as the Employer may reasonably require, the Contractor shall provide the Employer with a breakdown of any composite or lump sum items included in the Schedules.

**Schedule of Works– Jetty House and Foam House Construction Project:**

Package	Description	Amount (USD including taxes)
	<b><u>SCOPE OF WORK</u></b>	
1	Renovation of Existing Jetty House and Its Appurtenances.	
2	Construction of New Foam House and Concrete Ramp.	
3	Reconditioning of Mooring Bollard and Hose Reel.	
4	Mobilization and Demobilization	
	<b>GRAND TOTAL</b>	