



Palau Public Utilities Corporation

REQUEST FOR PROPOSAL PUCE24-006 Supply of PDD Pole Mounted Transformers

Issued on : **March 8, 2024**
Close on : **March 25, 2024**

Request For Proposal No. (RFP No.) : **PUCE24-006**
Employer : **Palau Public Utilities Corporation (PPUC)**
PO Box 1372, Oldiais Building, Medalaii, Koror
Republic of Palau 96940

Country : **Republic of Palau**

Table of Contents

1.	EXECUTIVE SUMMARY	3
2.	BACKGROUND	3
3.	SCOPE OF SUPPLY	3
1.	PROPOSAL DETAILS:	4
5	OBTAINING RFP	5
6.	SUBMISSION OF PROPOSALS	6
7.	PAYMENT TERMS	6
8.	EVALUATION AND SELECTION PROCESS	6
9.	GENERAL CONDITIONS	7
10.	CONTRACT CLAUSES	8
11.	CONTACT DETAILS	8
	APPENDIX 1- BID FORM	9
	Appendix 2: Schedules of Rates and Prices	11

1. EXECUTIVE SUMMARY

This Request for Proposals (RFP) is requesting proposal from qualified supplier to supply various pole top hardware for Power Distribution Department (PDD). Cost Proposals will be accepted until **4:00 P.M. Palau time on March 25, 2024**. Sealed proposals will be accepted at the PPUC Main Office, 2nd Floor Oldiais Building – Medalaii, Koror Palau.

This RFP was formulated to request for a qualified supplier to provide various pole top hardware for power distribution projects. The purpose of this RFP is to acquire high-quality, reliable hardware that meets the specific requirements and standards for our power distribution infrastructure. The need for these essential components is critical to maintaining and upgrading our power distribution infrastructure, ensuring reliability and efficiency in delivering electricity to our customers.

2. BACKGROUND

The Palau Public Utilities Corporation (PPUC) provides power, water and sewerage services to Koror and other areas in the Republic of Palau.

PPUC was created in 1994, the same year Palau gained independence as a sovereign nation. Since then, PPUC has been operating the national electric utility and the distribution facilities, which now cover about 47 linear miles of 34.5KV transmission and 114 linear miles of 13.8KV distribution lines.

On June 6, 2013, the Palau Water and Sewer Corporation which managed the water and wastewater services of Palau, was dissolved and its operations merged with the PPUC.

Currently, PPUC serves about 7,200 customers and bills about 5.5 kwh and 45.2Million gallons of water per month. Our services cover Koror (the economic capital), Babeldaob and the three outlying island states. PPUC currently employs 292 employees and maintains one administrative office, five power plants and several water/sewer stations.

3. SCOPE OF SUPPLY

List of Pole Mounted Transformers:

No	Item Code	Descriptions	Quantity
1	301-7036-5KVA 13.8	Pole Mount Transformer 5KVA 7970/1300Y, 2 Bushing 120/240V	10
2	301-7036-10KVA 13.8	Pole Mount Transformer 10KVA 7970/1300Y, 2 Bushing 120/240V	10

3	301-7036-15KVA 13.8	Pole Mount Transformer 15KVA 7970/1300Y, 2 Bushing 120/240V	9
4	301-7036-25KVA 13.8	Pole Mount Transformer 25KVA 7970/1300Y, 2 Bushing 120/240V	9
5	301-7036-37.5KVA 13.8	Pole Mount Transformer 37.5KVA 7970/1300Y, 2 Bushing 120/240V	6
6	301-7036-50KVA 13.8	Pole Mount Transformer 50KVA 7970/1300Y, 2 Bushing 120/240V	7
7	301-7036-75KVA 13.8	Pole Mount Transformer 75KVA 7970/1300Y, 2 Bushing 120/240V	5
8	301-7036-100KVA 13.8	Pole Mount Transformer 100KVA 7970/1300Y, 2 Bushing 120/240V	5

1. PROPOSAL DETAILS:

To facilitate review of the proposals, interested suppliers are invited to submit their proposals in response to this RFP and should in conformance with the following:

The Statement of Qualifications/Cost Proposal (together) for supplying and construction work shall meet the following:

A. Format of proposals

1. A cover page with a table of contents
2. An executive summary page that identifies:
 - Product specification and Pricing
 - Concepts summary
 - Payment Terms
 - Delivery Timelines
 - Any relevant certifications or qualifications
3. Corporate Bio and History of technical expertise.
 - Company's experience
 - Key personnel (*for construction*)
 - Organizational Chart showing Personnel to be assign to the project. (*for construction*)
4. Provide quality control procedures during transit, and product and services quality assurances during the duration of the contract.

5. Other Proposal features which are unique and will contribute to the overall value of the offer or proposal.

B. Proposal Addendums

1. Capability and Qualifications
 - Provide annual reports that contain performance data that demonstrate Offeror's ability to fulfill the terms of the proposal.
 - Provide evidence of experience providing similar services in the area or the Pacific Rim.

In addition to the above and as part of the evaluation process, the Contracting Officer (CO) may require from the Offerors additional information in connection with any inquiry to determine responsibility. Failure to provide information may be a ground for determination of non-responsibility. For the purposes of determining responsibility the Contracting Officer may request inspection of the plant or place of business of the bidder or offeror at a reasonable time, and the Contracting Officer may request the bidder or offeror to submit documents or other records for inspection. Failure to comply promptly with such requests shall be grounds for determination that the bidder or offeror has failed to meet the standards of responsibility and shall be disqualified from the selection.

C. Proposal Submission

The PPUC shall have the full right and authority to use any and all information contained in the RFP submittals for any other purpose it deems appropriate in its sole discretion, unless the offeror clearly specifies the information in the offeror's RFP which shall be used only for the limited purpose of evaluating the RFP, and so specifies in writing such information with the following statement: "This particular data/information furnished in connection with our proposal shall not be disclosed to any third party or for any such data to the extent provided in the contract or as ordered by the Court.

All responses to the RFP will be held by PPUC in strict confidence until the contract to the successful offeror has been executed, whereupon PPUC shall have ownership rights to all proposals received, as constrained.

In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and may result in rejection of your proposal.

5 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. 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:

Ms. Johanny Kurihara

Chief Procurement Officer
Palau Public Utilities Corporation
Oldiais Building, Medalaih, Koror
PO Box 1372,
Republic of Palau 96940
Telephone No. (680)-488-3870/3872
E-mail Address: j.kurihara@ppuc.com

6. SUBMISSION OF PROPOSALS

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

7. PAYMENT TERMS

- A. 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

8. 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.

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:

- **Compliance with proposal requirements (20%)**. All proposals will be reviewed for their compliance with instructions set forth herein by PPUC and meets the requirements of this RFP.
- **Bidders Quality Specification (20%)**. 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.
- **Bidders delivery capabilities (20%)**. All proposals will be reviewed / evaluated as to the Bidders capacity to complete the project.
- **Cost Proposal (30%)**. All proposals shall submit detailed breakdown of the all costs associated with the project or services with competitive pricing.

Note: Provide your TIN number if your company is registered for the Palau Goods and Services Tax (PGST).

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9. GENERAL CONDITIONS

- A. Contractor / Suppliers 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. 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.
 - ii. **RFP Modification:** PPUC reserves the right to impose additional requirements and conditions during the pre-bid conference/meeting or during the request for information (RFI). 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 cost 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, 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 labour 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, project duration 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 and deliver to address above and for overseas suppliers - send via USPS Postage or via email to j.kurihara@ppuc.com only.*
- viii. **Inquiries:** Any inquiries, requests, clarification, or additional information pertaining to this RFP shall be made in writing, by email through the contacts provided
- ix. **PPUC Rights:** PPUC reserves the right to extend the closing date, PPUC also reserves the right to cancel or modify this notice and the RFP in any manner.

10. CONTRACT CLAUSES

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

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|---|--------------------------|
| 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
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 | |

11. CONTACT DETAILS

<p>Robert Patris PPUC PDD Manager Power Distribution Department Tel: (680) 488-2413 Email: r.patris@ppuc.com</p>	<p>Johanny Kurihara PPUC Chief Procurement Officer PPUC Procurement Division Tel: (680) 488-5320 Fax: (680) 488-4499 Email: j.kurihara@ppuc.com</p>
<p>Linda Ngiralmou PPUC PDD A/O Power Distribution Department Tel: (680) 488-2413 Email: l.ngiralmou@ppuc.com</p>	<p>Melissa Malson PPUC PDD Admin Assistant Power Distribution Department Tel: (680)488-2413 Email: m.malsol@ppuc.com</p>

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APPENDIX 1- BID FORM

Letter of Quotation

Date: _____ / _____ / _____

RFP No.: **PUCE24-006**

Supply of PDD Pole Mounted Transformers

To: **The Chief Executive Officer
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

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.