



Commonwealth Utilities Corporation

Office of the Executive Director



REQUEST FOR PROPOSALS

CUC-RFP-25-024

PROVISION OF SPECIALIZED RECRUITMENT SERVICES FOR HARD TO FILL PROFESSIONAL AND MANAGEMENT LEVEL POSITIONS TO CUC

The Commonwealth Utilities Corporation (CUC), Office of the Executive Director, is soliciting competitive sealed proposals from qualified firms with experience in providing specialized recruitment services for hard to fill professional and management level positions to CUC.

The RFP package may be obtained from the CUC Procurement and Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, Saipan, between 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 4:00 p.m., Monday through Friday, except on government observed holidays upon completion of registration and presentation of a receipt evidencing a non-refundable payment to the CUC Treasury Section, by cash, check or credit card in the amount of \$100.00 for one RFP package set.

One (1) Original and Five (5) Hard Copies must be submitted in a sealed envelope marked ***“CUC-RFP-25-024, Provision of Specialized Recruitment Services for Hard to Fill Professional & Management Level Positions”*** to the CUC Procurement & Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, P.O. Box 501220, Saipan, MP 96950, **no later than June 26, 2025 at 10:00 a.m. (ChST)**. Late submissions and conditional offers will not be considered. Proposals mailed via postal or courier service must be received on or before due date and time.

Discussions may be conducted with responsible proposers who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification and to ensure full understanding of and responsiveness to solicitation requirements. All proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion. During discussions, there will be no disclosure of any information derived from the proposal submitted by competing proposers.

All proposers are advised that CUC assumes no responsibility in any act of omission on the part of the proposer due to lack of information or understanding of the RFP requirements in the course of proposer's preparation of the RFP under the contract. The RFP does not commit CUC to award a contract, to pay any cost incurred in the preparation of the RFP under this request, or to procure or contract for services. Proposers are required to comply with all CNMI and applicable Federal Laws. This RFP and the ensuing contract shall be executed as per the CUC Procurement Regulations.

Questions or requests for clarification will be entertained only from pre-registered prospective proposers and must be submitted in writing no later than **10:00 AM (ChST) on June 6, 2025** to Manny B. Sablan, CUC Purchasing Administrator, via email address manny.sablan@cucgov.org

with a copy to Francisco Matsunaga, CUC Human Resource Manager, via email francisco.matsunaga@cucgov.org and to Marcela Tenorio, CUC's Administrative Specialist I at email marcela.tenorio@cucgov.org.

CUC reserves the right to reject any or all proposals for any reason and to waive any defects in said RFP, if in its sole opinion, to do so would be in the best interest of CUC. All proposals shall become the property of CUC.

KEVIN O. WATSON
Executive Director

MANNY B. SABLAN
Purchasing Administrator