



Palau Public Utilities Corporation

REQUEST FOR PROPOSAL RFP PUCW18-002 SUPPLY OF WWO FORK LIFT

Issued on : December 15, 2017
Closed on : January 15, 2018

Request For Proposal No. (RFP No.) : RFP-PUCW18-002
Employer : Palau Public Utility Corporation (PPUC)
PO Box 1372, Oldiais Building, Medalaih, Koror
Republic of Palau 96940

Country : Republic of Palau

Table of Contents

1.	PREFACE	1
2.	BACKGROUND	1
3.	SCOPE OF WORKS	1
4.	OBTAINING RFP	2
5.	PROPOSAL REQUIREMENTS	2
6.	SUBMISSION OF PROPOSALS	3
7.	PAYMENT TERMS	3
8.	EVALUATION AND SELECTION PROCESS	3
9.	GENERAL CONDITIONS	3
10.	CONTRACT CLAUSES	4
11.	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 Supply of WWO One (1) Unit Fork Lift has been prepared by Palau Public Utilities Corporation - Water and Wastewater Operations (PPUC-WWO). PPUC-WWO 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

In this RFP, PPUC intends to buy 2.5 Ton Forklift for Koror Airai Water Treatment Plant (KAWTP). This Forklift is very important on daily operation of KAWTP, in order to maintain supply of Good Quality water to the Republic of Palau.

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 PPUC.

Currently, PPUC serves about 6,400 customers and bills about 5.5 Million kwh and 60 Million gallons of water per month. Our services cover Koror (the economic capital), Babeldaop and the three outlying island states. PPUC currently employs 239 employees and maintains two administrative offices, five power plants and several water/ sewer stations.

The Koror 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 kilometer) 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—Palau's largest land mass.

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 covers about 47 linear miles of 34.5KV transmission and 114 linear miles of 13.8KV distribution lines.

3. SCOPE OF WORKS

SCOPE OF SUPPLY

FORKLIFT: One (1) Unit

YEAR: Brand New

MODEL:

MAKE:

Crane Capacity: 2.5 Ton

Dimension: Overall Length. 9Ft.

Overall Width 4Ft.(From left tire end to right tire end)

Overall Height 7Ft.

Fork:	Standard Size.	Move side to side Tilt to left and right. Move up and down.
Boom:	Hydraulic	
Fuel Type:	Regular Gasoline	

4. 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:

Mr SOFRONIO B. MAHOR
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

5. PROPOSAL REQUIREMENTS

The Proposer shall submit a written proposal which includes:

1. A Title Page identifying the RFP No. and the Works to be provided;
2. An appreciation of the scope of work and activities required, and the methods proposed to be used to complete the works;
3. Summary of experience in the Pacific Rim for the last three years.
4. Key Personnel or Contact Personnel;
5. Proposed time to start after notification of award
6. Fixed Lump Sum Price for works;
7. Other Proposal features which will contribute to the value of the offer.

6. 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.

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

All proposals received shall be evaluated by a specially convened committee. The following criteria (NOT Necessarily in Order) will be used to evaluate proposals:

1. Proposed Project Time-Frame
2. Proposed Project Cost
3. Proposal compliance with all RFP requirements as stated in this document..

9. GENERAL CONDITIONS

- A. 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.
 - 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. Payment Bond: PPUC requires that all contractors with contracts in excess of \$50,000 should acquire payment bond 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 payment bond 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 NOLATER 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 five (5) and One (1) USB Soft copies 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

10. 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
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

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

Dave Dengokl
WWO Acting Manager
PPUC Power Distribution Department
Tel: (680) 488-8760 or 488-8762
Email: dave@ppuc.com

Hasinta Idechong
PPUC Acting Chief Financial Officer
PPUC Accounting and Finance Division
Tel: (680) 488-5320 Fax: (680) 488-4499
Email: hidechong@ppuc.com

APPENDIX 1- BID FORM

Letter of Quotation

Date: _____/_____/_____

RFQ No.: RFP-PUCW18-002

Supply of WWO Fork Lift.

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.

ITEM	DESCRIPTION OF WORKS	Price USD (Incl Taxes and Duties)
1	Supply of One (1) Unit - Fork Lift	
TOTAL COST PROPOSAL		\$ _____

Name of Bidder

Signature of Bidder
