



# Palau Public Utilities Corporation

## REQUEST FOR PROPOSAL RFP PUC18-003 TREE TRIMMING PROJECT

**Issued on** : January 05, 2017  
**Close on** : JANUARY 22, 2018  
**Request For Quotation No. (RFP No.)** : RFP-PUC18-003  
**Employer** : Palau Public Utility Corporation (PPUC)  
PO Box 1372, Oldiais Building, Medalaii, Koror  
Republic of Palau 96940  
**Country** : Republic of Palau

# Table of Contents

<b>1.</b>	<b>PREFACE</b>	<b>1</b>
<b>2.</b>	<b>BACKGROUND</b>	<b>1</b>
	<b>SCOPE OF WORK</b>	<b>1</b>
<b>3.</b>	<b>PPUC ADVICE AND ASSISTANCE</b>	<b>3</b>
<b>4.</b>	<b>CONTRACTOR REQUIREMENTS</b>	<b>3</b>
<b>A.</b>	<b>Safe Working Procedures</b>	<b>3</b>
<b>5.</b>	<b>OBTAINING RFP</b>	<b>3</b>
<b>6.</b>	<b>PROPOSAL REQUIREMENTS</b>	<b>3</b>
<b>7.</b>	<b>SUBMISSION OF PROPOSALS</b>	<b>4</b>
<b>8.</b>	<b>PAYMENT TERMS</b>	<b>4</b>
<b>9.</b>	<b>EVALUATION AND SELECTION PROCESS</b>	<b>4</b>
<b>10.</b>	<b>GENERAL CONDITIONS</b>	<b>4</b>
<b>11.</b>	<b>CONTRACT CLAUSES</b>	<b>5</b>
<b>12.</b>	<b>CONTACT DETAILS</b>	<b>6</b>
	<b>APPENDIX 1- BID FORM</b>	<b>7</b>
	<b>Appendix 2: Schedules of Rates and Prices</b>	<b>8</b>

## **1. PREFACE**

This Request For Proposals (RFP) for the Tree Trimming has been prepared by Palau Public Utilities Corporation - Electric Power Operations (PPUC-EPO). PPUC-EPO wishes to receive Proposals from all interested firms eligible and with the capability to supply the services in the Republic of Palau.

## **2. BACKGROUND**

This Tree Trimming will increase and boost up the amount of trimming works in Babeldaob on transmission and distribution line as well as Airai, Koror and outlying states. This will cover each state of Babeldaob from East and West Cost. This will also reduce number of unscheduled power outages caused by a tree which is part of our main goal this year. Therefore, a provided scope of works will give you a picture of a project plan we are requesting for.

The Palau Public Utilities Corporation (PPUC) provides power, water and sewerage services to Koror and other areas in the Republic of Palau. The 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—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. Palau has a current real capacity of slightly over 28MW with power plants located at Malakal, Aimeliik, Peleliu, Angaur and Kayangel. Malakal and Aimeliik provide power to the central grid supplying Koror, and Babeldaob. PPUC has grown from 1,500 connections while under national government management into a public utility serving over 6,800 customers comprised of 77% residential, 14% commercial, and 9% others. Last fiscal year's compiled data showed a total combined generation of 85,829,052 KWH with the highest combined peak load recorded at 12,500 KW.

## **SCOPE OF WORK**

Contractor shall perform the following works for PPUC throughout the term of this contract by the PPUC PDD Manager for the Tree Trimming in whole Babeldaob including Airai, Koror and outlying states:

- A. Within and surrounding the PPUC Power Poles as designated by the PDD Manager; and
- B. The Vegetation clearance on transmission and distribution zone within a 25 to 50 to 100 feet of either direction of the center line; and
- C. All areas up to 100 feet of identified PPUC power system including transformers, electric poles, substation and electrical hardware.
  - 1 Trim, cut and clean areas of transformers, and electric poles.
  - 2 Clear underbrush, trailing plants, dead leaves, roots and branches in the designated sites.

- 3 Remove all vegetation, limbs or branches above the ground up to a height of 60 feet, extending on either side of the center line of the transmission/distribution system, transformer, guy-wire and electric poles.

D. All works shall conform to PPUC safety rules and regulations.

- 1 PPUC provides all necessary Personal Protective Equipment (PPE's), tools and equipment as well as transportation to the designate work areas.

E. Laborer shall be minimum of 20 workers.

F. Terms Of Contract: February 1, 2018 to December 31, 2018

1. PPUC Responsibility:

- PPUC will provides all equipment and tools for cutting.
- PPUC will provides Transportation from PDD Main Office to site and back.
- PPUC will pay contractor at \$3.50 per hour per person. Contractor shall be paid on a two weeks basis with payment terms of Net10 upon receiving the invoice with attach timesheets of workers. Contractor shall submit an invoice and timesheets to PDD Manager for certification of completion of a specified percentage of the total works on two (2) weeks basis, post-service completion. PPUC shall not be liable to Contractor for substandard works or invoices rejected by the PDD Manager.

2. Contractor Responsibility:

- Contractor will be responsible for Transportation of its workers from workers accommodation to PDD Main Office and back.
- Working hours is 8:30am to 5:30pm at site and sometimes overtime.
- If an equipment or tool were recklessly damage, contractor will be reliable for replacement or pay for.
- Contractor must submit invoice and attach timesheets with initials of its workers;
- Contractor shall be responsible for timely payment to the laborers' and other related costs, including wages, taxes, and social security contributions and monitoring laborers' work performances related to this contract.
- Contractor shall indemnify, defend, and hold harmless PPUC and its officers, directors, employees, and agents from and against any and all claims, suits and liability in connection with Contractor's performance of its duties under this agreement, except to the extent that any such claim, suit, or liability results from the negligent or intentional acts or omissions to act of PPUC or its officers, directors, employees, or agents.
- Contractor shall be responsible for the Health and Safety of its workers.
- Contractor must submit lists of all crew/workers for PPUC Approval;
- Contractor shall be liable and accountable if its workers found to be neglecting their duties and responsibilities during this period and this can be a ground to termination of contract.

### **3. PPUC ADVICE AND ASSISTANCE**

PPUC will provide insulating oil requirements as well as the empty drums for storage of the drain oil and PPUC will dispose the drain oil and Water and Power supply requirements needed for this project.

### **4. CONTRACTOR REQUIREMENTS**

The Contractor shall provide their own tools and equipment, mobilization and all materials needed to finish this project according to the Scope of Work as describe on Scope of Work.

#### **A. Safe Working Procedures**

Any persons working at this project 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 workers under this contract at all time.

### **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](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)

### **6. 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 for the last three years.
4. Have a thorough experience with the Power Transformer Maintenance and Servicing.
5. Familiarity and experience with Aichi Transformers.
6. Key Personnel or Contact Personnel;
7. Proposed time to start after notification of award

8. Schedule of work (Gantt Chart with S- Curve) showing timeframes for the completion of the works, including any lead time required for arranging travel, accommodation, equipment etc.;
9. Fixed Lump Sum Price for works;
10. Other Proposal features which will contribute to the value of the offer.

## 7. 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.

## 8. 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

## 9. 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.
4. Familiarity and experience with Aichi Transformers.

## 10. 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. **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 (1) 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
- ix.

## 11. 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
- 12. PPUC's right to inspect

23. Contracting Officer

## 12. CONTACT DETAILS

**Sofronio "Pons" Mahor**  
Chief Procurement Officer  
PPUC Procurement Division  
Tel: (680) 488-3870 Fax: (680) 488-4499  
Email: [ponz@ppuc.com](mailto:ponz@ppuc.com)

Hilton Hideos  
PDD Manager  
PPUC Power Distribution Division  
Tel: (680) 488-2413  
Email: [hilton@ppuc.com](mailto:hilton@ppuc.com)



**APPENDIX 1- BID FORM**

**Letter of Quotation**

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

RFQ No.: **RFP-PUC18-003**

**Tree Trimming 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.

ITEM	DESCRIPTION OF WORKS	Price USD (Incl Taxes and Duties)
1	Trim, cut and clean areas of transformers, and electric poles.	
2	Clear underbrush, trailing plants, dead leaves, roots and branches in the designated sites.	
3	Remove all vegetation, limbs or branches above the ground up to a height of 60 feet, extending on either side of the center line of the transmission/distribution system, transformer, guy-wire and electric poles.	
<b>TOTAL COST PROPOSAL</b>		\$ _____

Name of Bidder \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

