



# Palau Public Utilities Corporation

## REQUEST FOR PROPOSAL RFP PUC18-004 CONSTRUCTION, INSTALLATION & DISMANTLING OF PPA WOODEN BOOTH PROJECT

**Issued on** : **FEBRUARY 02, 2018**  
**Close on** : **March 02, 2018**  
**Request For Quotation No. (RFP No.)** : **RFP-PUC18-004**  
**Employer** : **Palau Public Utility Corporation (PPUC)**  
PO Box 1372, Oldiais Building, Medalaii, Koror  
Republic of Palau 96940  
**Country** : **Republic of Palau**

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## 1. PREFACE

This Request For Proposals (RFP) for the Construction and Installation of New PPA Booth has been prepared by Palau Public Utilities Corporation (PPUC). PPUC wishes to receive Proposals from all interested persons or firms eligible and with the capability to supply the services in the Republic of Palau.

## 2. BACKGROUND

PPUC will require the production and setting up of exhibition trade booths that will be used during an upcoming Pacific Power Association (PPA) Annual Conference which will be held in the Republic of Palau this coming July 30, 2018 to August 03, 2018. Although the trade booths will be manufactured for PPUC, the conference is going to be held at the Ngarachamayong Cultural Center and these booths will have to be set up in the main conference hall. The selected contractor will be required to manufacture, set up and demobilize the trade booths in coordination with PPUC.

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

## SCOPE OF WORK

### ITEM I: DESCRIPTION

#### **Construction, Installation and Demobilization of Forty Five (45) Sets of Wooden Booth.**

PPUC seeks through this RFP, qualified contractors for the manufacture, set up and demobilization of 45 wooden booths to be used as trade exhibition booths. These trade booths will be set up at the Ngarachamyong Cultural Center in the main street of Koror State.

### ITEM II: SCOPE OF WORK

1. Mobilization and Demobilization.
2. Fabrication Works.
3. Painting Works.
4. Wooden Booth Installation Works.
5. For more Details See Attached (Appendix 3) Sketch Plan.

#### **Additional Requirements after contract execution:**

- The contractor shall be required to submit within ten (10) calendar days the schedule of values of each work item and Gant Chart with S- Curve to PPUC after the issuance of a Notice To Proceed (NTP).

### **3. 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.

### **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](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)

### **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. Summary of experience for the last three years.
3. Key Personnel or Contact Personnel;
4. Proposed time to start after notification of award
5. Schedule of work (Gantt Chart with S- Curve) showing time frames for the completion of the works, including any lead time required for arranging travel, accommodation, equipment etc.;

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.
4. Familiarity and experience with Aichi Transformers.

## 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. **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

## 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<br>Concerning Contingent Fees | 18. Force Majeure        |

7. Changes
8. Stop Work Order
9. Termination for Defaults or Convenience
10. Approvals, Certificates, Permits and Licenses
11. Laws and Regulations
12. PPUC's right to inspect
19. Relationship
20. Entire Agreement
21. Assignment
22. Subcontract
23. Contracting Officer

## 11. 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)

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Director of Administration

Tel: (680) 488-3870 Fax: (680) 488-4499

Email: [pio@ppuc.com](mailto:pio@ppuc.com)

**APPENDIX 1- BID FORM**

**Letter of Quotation**

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

RFQ No.: **RFP-PUC18-004**

**CONSTRUCTION, INSTALLATION & DISMANTLING OF PPA WOODEN BOOTH 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.

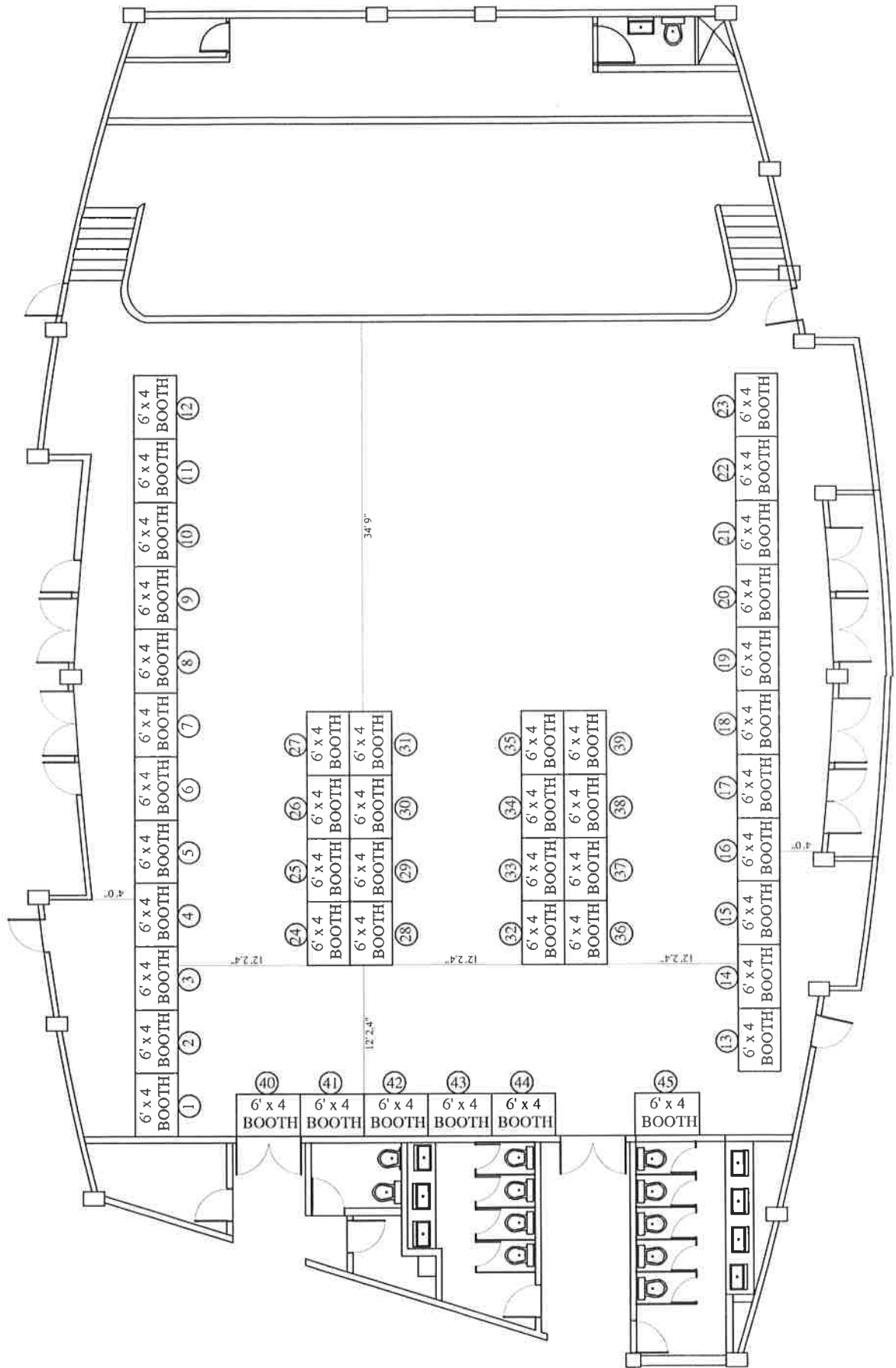
#### **Pricing**

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)
ITEM I	<b>Fabrication and Installation of Forty Five (45) Sets of Wooden Booth.</b>	
ITEM II	1. Mobilization and Demobilization.	
	2. Fabrication Works.	
	3. Painting Works.	
	4. Wooden Booth Installation Works.	
<b>TOTAL COST PROPOSAL</b>		\$ _____

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

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



1 2 3 4 5 6 7 8 9 10 11 12  
 6' x 4 BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH  
 6' x 4 BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH BOOTH

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 6' x 4 BOOTH BOOTH BOOTH BOOTH  
 28 29 30 31  
 6' x 4 BOOTH BOOTH BOOTH BOOTH  
 6' x 4 BOOTH BOOTH BOOTH BOOTH

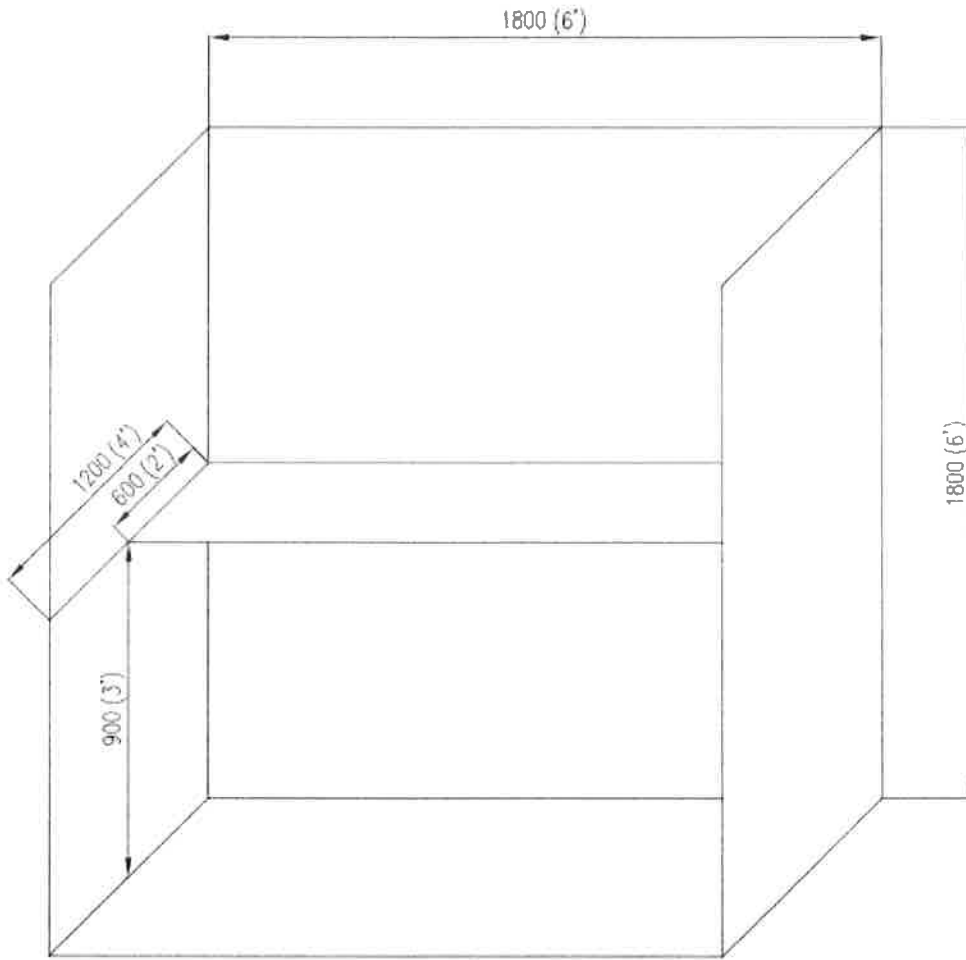
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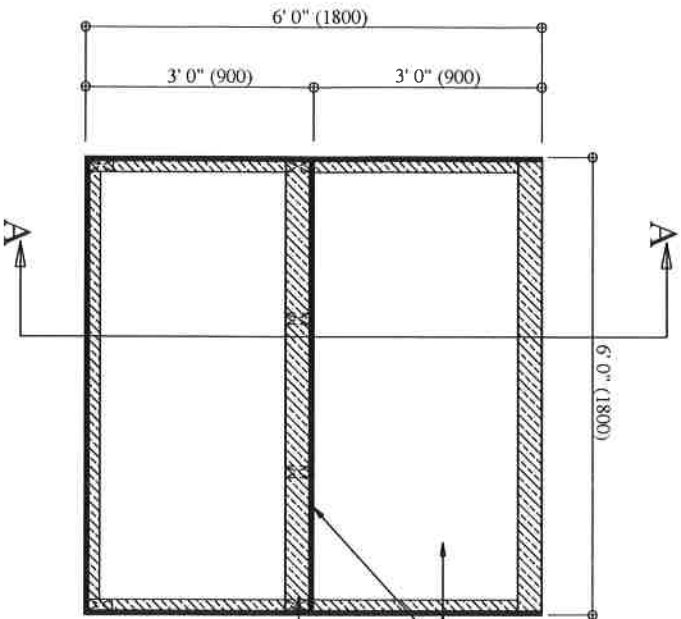
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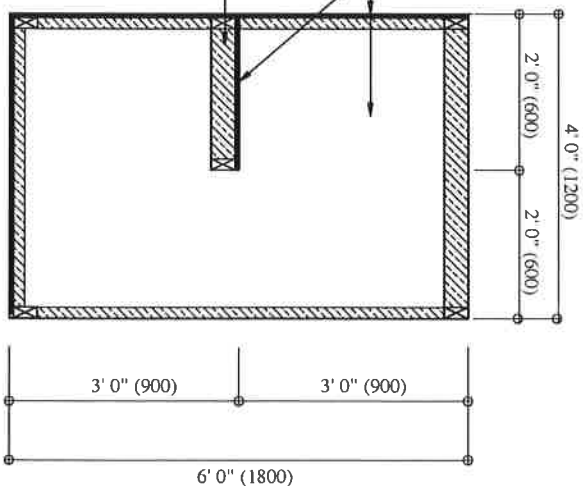
45  
 6' x 4 BOOTH

PPA EXHIBITION BOOTH





BOOTH FRAME 5/8 MARINE PLYWOOD  
 2 X 4 T. LUMBER BOOTH STUD @ 2 FT. O.C.



**FRONT ELEVATION**

**SECTION A - A**

PROJECT TITLE		OWNER		DRAWN BY: SBM		SHEET CONTENT :		SHEET NO.:	
PPA BOOTH DETAILS						BOOTH DETAILS		A-1	
LOCATION:				CHECKED BY:					
				APPROVED BY:					