



Palau Public Utilities Corporation

REQUEST FOR PROPOSAL RFP PUC18-013: DESIGN AND BUILD OF ADDITIONAL PDD PARKING SPACE PROJECT.

Issued on : August 21, 2018
Closing Date : **September 21, 2018**
Pre-bid Conference : **August 31, 2018**
: **At 10:00AM,**
: **PPUC Main Office Conference Room**

Request For Proposal No. (RFP No.) : **RFPPUC18-013**
Corporation : **Palau Public Utilities Corporation (PPUC)**
: **PO Box 1372, Oldiais Building, Medalaii, Koror**
: **Republic of Palau 96940**

Country : **Republic of Palau**

Table of Contents

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

1. PREFACE

This Request for Proposals (RFP) for Design and Build of Additional PDD Parking Space Project has been prepared by Palau Public Utilities Corporation - Power Distribution Division (PPUC-PDD). PPUC-PDD 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

The Republic of Palau comprises of 350 tropical islands and islets located in the westernmost 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 island.

Palau Public Utilities Corporation - Power Distribution Division (PPUC-PDD) maintains all distribution lines in Koror and other areas in the Republic of Palau. It is located at Malakal, Koror Republic of Palau.

Currently, the existing parking space of PDD is already too small to cope up with the increasing number of equipment and service vehicles including employee personal vehicles. To cope up with these demand, development and construction of more parking spaces is a must. The location of this development is inside the PPUC's Malakal Power Plant compound.

3. SCOPE OF WORK

In this scope of works, two main phases are to be considered, design and construction phase.

Design Phase:

- Site investigation
 1. Soil and ground situation (loading capacity).
 2. Ground and storm water management.
- Site survey
 1. Fencing and parking area layout.
 2. Drainage and water management layout.
- Structural design
 1. Backfilling plan as per site investigation.
 2. Concrete pavement based on standard loadings.
 3. Parking spaces layout and appurtenances.
 4. Ground and storm water drainage system.
 5. Fencing and access layout.
 6. Slope protection structure.

Construction Phase:

1. Mobilization
2. Construction of new fencing and gate system at new location as per design.
3. Clearing of existing drainage system.

4. Construction of new ground and storm water drainage system and slope protection as per design.
5. Construction of additional parking area including appurtenances as per design.
6. Site safety and quality.
7. Demobilization.

Deliverables:

- Electronic copies of all site investigation and survey data.
- Concrete trial mix result (testing should be witnessed by PPUC/PPID).
- Drawings and design calculations (Autocad and hard copy), in A3 size paper.
- Inspection and test plan (ITP).
- Copy of specified standards and loadings used in design.
- Material specifications.

Conditions:

- All designs and drawings are to be approved by PPUC-PPID prior to construction.
- Inspections and approvals to be obtained prior to succeeding works.
- Material submittals are to be approved by PPUC-PPID.
- Maintain site safety and housekeeping including PPE.

Additional Requirements after contract execution:

- Contractor shall be responsible for securing the required permits and clearances for the work (EQPB, Historical, Building Permit etc.). Site work shall not commence without the required permits submitted to PPUC.

4. PROJECT SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Kick-off Meeting	5
2. Investigation and Design Phase (Minimum)	30
3. Submission of Deliverables and Approvals	15
4 Construction and Handing over	<u>180</u>
	230

5. PPUC ADVICE AND ASSISTANCE

PPUC will provide support for preliminary inspections and site survey by bidders, to ensure that the location of this project is known and defined.

6. CONTRACTOR REQUIREMENTS

The Contractor shall provide but not limited to, labour, equipment and all materials needed to finish this project according to design and specification and scope of work.

Health and environmental safety shall be observed at all times. Wearing PPE's at all times in the project area is a must.

Note that Malakal Power Plant (MPP) is an Electric Power Generating Plant and some areas of the MPP are hazardous (High Voltage) sites.

Any person / workers are Off Limit to enter to hazardous (High Voltage) sites of MPP.

The Contractor will be fully responsible for the safety of their employees under this contract.

7. 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

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

8. PROPOSAL REQUIREMENTS

The Proposer shall submit a written quotation 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. Qualifications of personnel to undertake structural design.
6. Proposed time to start after notification of award
7. 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.;

8. Detailed Cost Estimate for the Item of Works.
9. Fixed Lump Sum Price for all the Item of Works;
10. Other Proposal features which will contribute to the value of the offer.

9. 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.

10. 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

11. 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:

A - Technical: 60%

1. Proposal compliance with all RFP requirements as stated in this document
2. Proposed Project Time-Frame
3. Familiarity and experience with this type of project for the last Three Years in the Pacific Rim.
4. Fast Records with PPUC Projects.
5. Meet the Required Specifications.

B - Financial: 40%

1. Proposed Project Cost.
2. Provide Bonding Requirements.

12. GENERAL CONDITIONS

- A. Proposers 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 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

13. 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 | |

14. CONTACT DETAILS

Sofronio "Pons" Mahor

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

Hilton Hideos

PDD Manager
 PPUC Power Distribution Department
 Tel: (680) 488-2413
 Email: hilton@ppuc.com

Anthony Rudimch

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 Project Planning and Implementation Dept.
 Tel: (680) 488-5320
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Richard Basiya

Civil Engineer
 Project Planning and Implementation Dept.
 Tel: (680) 488-5320
 Email: r.basiya@ppuc.com

APPENDIX 1- BID FORM

Letter of Quotation

Date: _____/_____/_____

RFP No.: **RFP-PUC18-013**

Design and Build of PDD Additional Parking Space 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.

**Schedule of Works - Construction of Additional PDD Parking Space
Project**

ITEM	DESCRIPTION OF WORKS	Price USD (Incl. Taxes and Duties)
1	Investigation and Design	
2	Construction	
TOTAL COST PROPOSAL		\$ _____

Name of Bidder _____

Signature of Bidder _____

APPENDIX 3 – PROPOSED SITE PLAN

