



**PROCUREMENT AND SUPPLY  
COMMONWEALTH HEALTHCARE CORPORATION  
INVITATION TO BID**

**ITB21-CHCC/CGC-BHRP-001**

**SUBMISSION DEADLINE: JUNE 21, 2021    TIME: 10:000AM (CHST)**

**” LEASE OF VEHICLES”**

INTERESTED PARTIES CAN DOWLOAD THIS INVITATION TO BID FROM THE CHCC WEBSITE [WWW.CHCC.GOV.MP]. ONCE AT THE SITE, NAVIGATE TO **REQUEST FOR PROPOSALS** TAB ON THE LEFT NAVIGATION BAR. CLICK ON THE URL FOR THIS RFP. YOU WILL BE REQUIRED TO ENTER DATA TO ALLOW US TO TRACK ALL REQUESTS FOR THIS OPPORTUNITY.

THE CHCC RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSAL AND TO WAIVE ANY IMPERFECTIONS IN ANY PROPOSAL, IF TO DO SO SHALL BE IN THE INTEREST OF THE CHCC. ALL PROPOSALS SHALL BECOME THE EXCLUSIVE PROPERTY OF THE COMMONWEALTH HEALTHCARE CORPORATION.

/S/ ESTHER L. MUNA  
CHCC CHIEF EXECUTIVE OFFICER

/S/ CORA P. ADA  
DIRECTOR OF PROCUREMENT & S UPPLY



## COMMONWEALTH HEALTHCARE CORPORATION



### INVITATION TO BID (ITB) Community Guidance Center Behavioral Health Response Program

#### LEASE OF VEHICLES ITB21-CHCC/CGC-BHRP-001

#### **1. BACKGROUND INFORMATION**

The Commonwealth of the Northern Mariana Islands ("CNMI") through the Commonwealth Healthcare Corporation ("CHCC") Community Guidance Center ("CGC") is soliciting bid proposals from qualified vendors that are interested in the lease/rental of (1) Sport Utility Vehicle (SUV) for use on Saipan, (1) SUV for use on Tinian, and (1) SUV for use on Rota. The lease/rental vehicles will serve as the main transportation for the Behavioral Health Response Program's ("BHRP") official programmatic and administrative use.

The CGC BHRP's objective is to provide direct treatment services, implement training and outreach activities, and improve cross-agency partnerships. This ITB package contains the necessary information and guidelines for interested vendors to develop and submit bid proposals.

#### **II. NATURE OF WORK**

During the period of the agreement, the prospective contractor is expected to work with CHCC CGC-BHRP staff at the identified location as specified in Section III of this RFP. The prospective contractor is expected to deliver the services in an efficient, trustworthy, and professional manner.

The prospective contractor must have experience to qualify for the award of the contract, the vendor must be able to show proof that it has the manpower, equipment, and financial resources to complete the scope of work as specified in Section IV of this RFB/ITB.

#### **III. LOCATION OF WORK**

**Commonwealth Healthcare Corporation**  
1 Lower Navy Hill, Navy Hill  
Saipan, MP 96950

The vehicle is expected to be readily available on the island of Saipan, CNMI for use on Saipan. The vehicles for use on the islands of Tinian, CNMI and Rota, CNMI should be readily available on Tinian and Rota, or the vendor must be able to transfer a vehicle to each respective island.

#### **IV. DETAILED SCOPE OF WORK**

The Behavioral Response Program is in need of (1) Sport Utility Vehicle (SUV for use on Saipan, (1) SUV for use on Tinian, and (1) SUV for use on Rota to conduct daily program duties and general outreach within communities. **The period of lease for all vehicles will be up until May 2021 and not to exceed May 2022**, with a possible subsequent extension based on the program's available resources. Freight costs should be included in the proposals, especially if shipping is needed for Tinian and Rota's vehicles. Vehicles for lease must have insurance included; otherwise, cost of insurance should be stated.

##### **A. Vehicle Specifications (SUV):**

- a. 5 passengers minimum
- b. Two-wheel drive
- c. Automatic Transmission
- d. Power Steering
- e. Power Window and Power Door Lock
- f. Air Conditioning and Variable Temperature
- g. 4-wheel disc brakes
- h. Driver and front passenger airbags
- i. Safety glass windshield and window
- j. Spare tire with jack and lug wrench

##### **B. Vehicle Specifications (Truck):**

- a. 5 passengers minimum
- b. Four-wheel drive
- c. Automatic Transmission
- d. Power Steering
- e. Power Window and Power Door Lock
- f. Air Conditioning with Variable Temperature
- g. 4-wheel disc brakes
- h. Driver and front passenger airbags
- i. Safety glass windshield and window
- j. Spare tire with jack and lug wrench

##### **C. Maintenance:**

- a. Unlimited mileage
- b. Regular service and maintenance (every 3 months or 3,000 miles)
- c. Complimentary loaner vehicle
- d. Safety Inspection, Registration, Tire Repair, and Rust Protection
- e. Manufacturer bumper-to-bumper warranty up to 36,000 miles



D. Insurance Coverage:

- a. Limit of Liability \$15,000/ each person, \$30,000/ each accident
- b. Property damage: \$15,000
- c. Medical payments: \$3,000/ each person

**V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL**

All bids submitted by the prospective vendors must contain the following information:

1. Proposed Fee (refer to Section IV).
2. The name of the authorized personnel to negotiate the proposal and contact (should also be the contact personnel.)
3. Copy of valid CNMI Business License and tax identification no. **upon award** of the contract.
4. Provide Tax Clearance Certification **upon award** of the Contract.
5. Other information that may be helpful to the evaluation team.

CHCC reserves the right to request for additional information or documents that it may consider necessary and relevant to assist it in evaluating a proposal.

**VI. GENERAL AND ADMINISTRATIVE INFORMATION**

**A. Submission of Proposal**

Interested parties can download this *Request for Proposal (RFP)/Invitation to Bid (ITB)* from the CHCC website [www.chcc.gov.mp]. Once at the site, navigate to Request for Proposals tab on the left navigation bar. Click on the URL for this **ITB21-CHCC/CGC-BHRP-001**. You will be required to enter data to allow us to track all requests for this opportunity.

Bidding procedures shall be in full compliance with the CHCC Procurement Regulations currently in effect.

**B. General Provision**

The Corporation reserves the right to reject any and all proposals for any reason and waive any defect in said proposals, negotiate with any qualified offers, or cancel in part or its entirety this RFP/ITB, if it is in the best interest of the Corporation.

CHCC will enter a contract(s) with the successful vendor(s) according to the terms of the standard government independent contract. Additional terms and conditions will be attached as exhibits to the standard independent contract.

### **C. Place, Date, and Time of Submission**

Please email your proposal to Ms. Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at [cora.ada@chcc.health](mailto:cora.ada@chcc.health) or submit five (5) hard copies including original copy, **no later than 10:00 AM Chamorro Standard Time (CHST) on June 21<sup>st</sup>, 2021** at the CHCC Main Campus Office.

Bids will be publicly opened and read at the CHCC Procurement Main Office located in CHCC Main Campus Administrative Building at **10:00 AM Chamorro Standard Time (CHST) on June 21<sup>st</sup>, 2021**

#### **Please note submission instructions:**

- All submissions must include the RFP/ITB# and Project Title in the email subject
- All documents must be submitted in Adobe PDF Format
- All pages of your proposal must include the RFP/ITB# and Project Title in the header, plus the page number in the footer.

Failure to follow the instructions regarding the submission of RFP Responses may result in CHCC's choice to disqualify such proposals.

### **D. Cost of Preparation**

All costs incurred by the vendor in preparing a response to this RFP/ITB and subsequent inquiries shall be borne by the vendor. All proposals and accompanying documents will become the property of CHCC and will not be returned. The Commonwealth Healthcare Corporation reserves the right to reject any or all bids for any reason and to waive any defects in said bid, if in its sole opinion, to do so would be in the best interest of CHCC.

### **E. Questions, clarifications, or inquiries**

All emails MUST contain the RFP/ITB# and Project Title in the email subject.  
Any questions or requests for clarification should be directed to:

**Daisy C. Villagomez-Bier**  
**Behavioral Health Response Program Manager**  
**Email: [daisyvbier.bhrp.cgc@gmail.com](mailto:daisyvbier.bhrp.cgc@gmail.com)**

or

**Corazon P. Ada**  
**Director of Procurement & Medical Supply Office**  
**Email: [cora.ada@chcc.gov.mp](mailto:cora.ada@chcc.gov.mp) or [cora.ada@chcc.health](mailto:cora.ada@chcc.health)**

All questions or requests for clarification must be submitted in writing. Email transmission of questions or requests for clarification is acceptable.

## VII. SELECTION PROCESS

Award shall be made to the lowest responsive bid by responsible bidder whose bid fully meets the requirements of the Invitation to Bids. Prior to award of contract, the successful bidder will be subjected to a responsibility determination in conformance with the CHCC Procurement Regulations, Section 140-80.1-245.

Approved By:   
Esther L. Muna  
Chief Executive Officer

Date: 05/19/21

Approved By:   
Corazon P. Ada  
Director of Procurement & Supply

Date: 5/19/21