



**PROCUREMENT AND SUPPLY  
COMMONWEALTH HEALTHCARE CORPORATION  
INVITATION TO BID (ITB)**

**ITB21-CHCC/CGC-CCP-001**

**SUBMISSION DEADLINE: SEPTEMBER 16, 2021 TIME: 10:00AM (CHST)**

**” LEASE OF VEHICLES”**

INTERESTED PARTIES CAN DOWNLOAD 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 & SUPPLY



# COMMONWEALTH HEALTHCARE CORPORATION

P.O. Box 500409, Saipan MP 96950

Website: [chcc.gov.mp/RFP](http://chcc.gov.mp/RFP)



## INVITATION TO BID (ITB) Community Guidance Center Crisis Counseling Program

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

#### I. BACKGROUND INFORMATION

The Commonwealth of the Northern Marianas 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 (5) Sports Utility Vehicles (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 Crisis Counseling Program's ("CCP") official programmatic and administrative use.

The CGC CCP's objective is to provide community outreach services, including brief emotional and mental health support to COVID-19 affected residents in the CNMI. This ITB package contains the necessary information and guidelines for interested vendors to develop and submit bid proposals.

#### II. NATURE OF WORK

During the agreement period, the prospective contractor is expected to work with CHCC CGC-CCP 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 the experience to qualify for the contract award; the vendor must show proof that it has the staffing, equipment, and financial resources to complete the scope of work as specified in Section IV of this RFP.

#### III. LOCATION OF WORK

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

The vehicles are expected to be readily available on the island of Saipan, CNMI, for use on Saipan. The vehicles for use on the islands of Tinian and Rota, CNMI should be readily available on Tinian and Rota, or the vendor must ship the vehicle to Tinian and Rota.

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

The Crisis Counseling Program is in need of (5) SUVs for Saipan, (1) SUV for Tinian, and (1) SUV for Rota to conduct crisis counseling services and general outreach work within the communities. An essential element to outreach services includes conducting assessments within the villages of each island respectively. The period of lease for all vehicles will be up until May 1, 2022, or if granted an extension based on the program's available resources. The proposals should include freight costs, especially if shipping is needed for Tinian and Rota's vehicles. Vehicles to be leased must have insurance included; otherwise, the cost of insurance should be stated.

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

- 5 passengers minimum
- Two-wheel drive minimum
- Automatic Transmission
- Power Steering
- Automatic Power Window and Door Lock
- Airconditioning with Variable Temperature
- 4-wheel disc brakes
- Driver and front passenger airbags
- Safety glass windshield and window
- Spare tire with jack and lug wrench

##### **B. Maintenance:**

- Unlimited Mileage
- Regular service and maintenance (every three (3) months or 3,000 miles)
- Complimentary loaner vehicle
- Safety Inspection, Registration, Tire Repair, and Rust Protection
- Manufacturer bumper-to-bumper warranty up to 36,000 miles

##### **C. Insurance Coverage:**

- Limit of Liability \$15,000/ each person, \$30,000/ each accident
- Property damage: \$15,000
- 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 for the scope of work (refer to Section IV).
2. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel.)
3. Copy of valid CNMI Business License.
4. 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-CCP-001**. You will be required to enter data to allow us to track all requests for this opportunity.

Proposers may opt to submit out (4) hard copies in addition to the original proposal (5 in total) to the CHCC Division of Procurement and Supply Main office, Garapan Saipan.

### B. **General Provision**

Until the selection process is completed, the content of the proposal will be held in the strictest confidence, and no details of any proposal will be discussed outside the Evaluation Team created by the Corporation. This RFP/ ITB does not constitute an offer and does not obligate the Corporation in any way. 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 of 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 or submit hard copies to Ms. Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at [chcc.procurement@gmail.com](mailto:chcc.procurement@gmail.com) no later than 10:00AM Chamorro Standard Time (CST) on September 16, 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 page number in the footer.

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

**D. Cost of Preparation**

All costs incurred by the vendor in preparing a response to this RFP and subsequent inquiries shall be borne by the vendor. All proposals and accompanying documentation 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:

**Angelyn N. Palacios**  
**CCP Program Manager**  
**Email: [angel.cgcdcm@gmail.com](mailto:angel.cgcdcm@gmail.com)**

and

**Corazon P. Ada**  
**Director of Procurement & Medical Supply office**  
**Email: [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: \_\_\_\_\_  
  
Corazon P. Ada  
Director of Procurement & Supply

Date: 8/31/21

Approved by: \_\_\_\_\_  
  
Esther L. Muna  
Chief Executive Officer

Date: 9/1/21