



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

**ITB21-CHCC/CGC-SATR-001**

**SUBMISSION DEADLINE: SEPTEMBER 20, 2021 TIME: 10:00AM (CHST)**

**” PROCUREMENT OF 7-SEATS PASSENGER VAN”**

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



## INVITATION TO BID (ITB) Community Guidance Center Substance Abuse Treatment and Recovery Program

### ITB21-CHCC/CGC-SATR-001 PURCHASE OF VEHICLE

#### **I. 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 bidding for a Van to be used by the CGC Substance Abuse Treatment and Recovery Program. The purchase of a van will be highly beneficial for clients without transportation. The CNMI currently has one (1) public transportation service for the entire population. Therefore, client appointments are often missed or increased dropout rates are attributed to transportation challenges. Furthermore, the van will alleviate staff from using personal vehicles for daily office errands and outreach/prevention activities. The van will also be used by any crisis occurring over after working hours or during holidays and weekends.

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-SATR 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.

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

##### **A. Mechanical Performance**

- 6 Cylinder Engine
- 3.0 Liter or higher
- 280 Horsepower @6000 rpm (or higher)
- 262 lb-ft @ 4700 rpm
- Automatic Transmission
- Gas – unleaded
- Combined 22 MPG
- 18” Alloy Wheels

##### **B. Interior Features**

- 7 Seats
- Air conditioning
- Integrated backup camera
- Power Windows
- Power Door Lock
- Power Sliding Doors
- 7 Speakers, AM/FM Stereo
- Bluetooth
- 5” LCD Display
- USB media port
- Push Button Start
- Heavy duty rubber floor mats

##### **C. Safety**

- Three-Row Side Curtain Airbags with Rollover Sensor
- Front Side Airbags
- Driver’s and Front Passenger Knee Airbags
- Daytime Running Lights
- Tail Lights with Integrated LED Light Bars
- Tire Pressure Monitoring
- Cruise Control
- Electric Power Steering
- Side Mirrors
- Rear Privacy Glass
- Child Seat Anchors
- Spare Tire with Jack and Lug Wrench
- Bumpers

##### **D. Warranty**

- Limited Powertrain – 5 Years/60,000 miles
- Limited Basic Coverage: 3-Years/36,000 Basic Warranty

E. Other Features

- Color-White
- New – 2020 model or latest
- Registration and documentation fees must be included in the price

F. Delivery

- Vehicle delivery must be between 30-45 calendar days after issuance of the Notice-To-Proceed

**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.
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.

**V. 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-SATR-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, Lower Base, 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 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 (CHST) on September 20<sup>th</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 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.

#### **A. 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:

**Joseph Kevin Villagomez**  
**Substance Abuse Treatment and Recovery Supervisor**  
**Email: [jkvillagomez.cgc@gmail.com](mailto:jkvillagomez.cgc@gmail.com)**

or

**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: 8/17/21

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

Date: 8/18/21