



**PROCUREMENT AND SUPPLY**  
**COMMONWEALTH HEALTHCARE CORPORATION**  
**INVITATION TO BID (ITB)**  
**ITB21-CHCC/CGC-SOC-001**

**SUBMISSION DEADLINE: JULY 26, 2021    TIME: 10:00AM (CHST)**

**” PROCUREMENT OF SPORT UTILITY VEHICLE”**

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 - SYSTEM OF CARE PROGRAM

### ITB21-CHCC/CGC-SOC-001 PROCUREMENT OF SPORT UTILITY 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 the procurement of a sport utility vehicle to be used by the Community Guidance Center – System of Care (SOC) Program.

The vehicle will serve as the Program’s transportation in visiting consumers for their scheduled meetings and daily operations and activities.

This ITB package contains the necessary information and guidelines for interested vendors to develop and submit ITBs

#### II. NATURE OF WORK

During the period of the agreement, the prospective contractor is expected to work with CHCC staff at the identified location as specified in Section III of this ITB. 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 ITB.

#### III. LOCATION OF WORK

Lower Navy Hill, Saipan, CNMI

#### IV. DETAILED SCOPE OF WORK

##### A. Mechanical Performance

- 4 Cylinder with dual VVT-i
- 2.5 Liter DOHC
- 203 Horsepower @ 6600 RPM; 184 Lb.-Ft @ 5000 RPM

- Direct shift 8-speed electronically controlled automatic transmission
  - Gas – unleaded
- B. Interior Features
- Air conditioning
  - Integrated backup camera with project path
  - Remote keyless entry system with lock, unlock, and panic functions
  - Power windows
  - Power outside mirrors
  - 60/40 split reclining fold-flat seats with center armrest and cup holders
  - 7-inch touch screen with Etune audio
  - USB media port
  - Heavy duty rubber floor mats
- C. Safety
- Safety sense including pre-collision system
  - Lane departure alert and steering assist
  - Auto high beams
- D. Warranty
- Powertrain – 60 months/60,000 miles
  - Rust-Through – 60 months
  - Manufacturer bumper to bumper warranty – 36 months/36,000 miles
- E. Other Features
- New – 2019 model
  - 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 proposals submitted by the prospective vendors must contain the following information:

1. Proposed fee for the scope of work (refer to Section III).
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 in evaluating the proposal

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. Posting of ITB**

Interested parties can download this Invitation to Bid (ITB) from the CHCC website [[www.chcc.gov.mp](http://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-SOC-001**. You will be required to enter data to allow us to track all requests for this opportunity.

### **b. General Provision**

Until the selection process is completed, the content of this 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 or all proposals for any reason and waive any defect in said proposals, negotiate with any qualified offers, or cancel 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) pursuant 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 proposals and all supporting documents to Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at [cora.ada@chcc.health.hi.gov](mailto:cora.ada@chcc.health.hi.gov) no later than: **10:00AM Chamorro Standard Time (CST) on July 26, 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 these instructions will be considered unresponsive and your proposal will not be included for technical evaluation.

### **d. Cost of Preparation**

All costs incurred by the vendor in preparing a response to this RFP/ITB and subsequent inquiries shall be done 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 questions or requests for clarification must be made in writing through email. All emails **MUST** contain the RFP/ITB # and Project Title in the email subject.

Submit questions:

- **CORAZON P. ADA**  
**DIRECTOR, CHCC DIVISION OF PROCUREMENT & MEDICAL SUPPLY OFFICE**  
**EMAIL: CORA.ADA@CHCC.HEALTH**


**VII. EVALUATION CRITERIA**

Not Applicable

**VIII. SUCCESSFUL VENDOR NOTIFICATION PROCESS**

Upon the selection, the successful vendor(s) will be advised to negotiate the contract with CHCC. Should the negotiations fail to result in an agreement, CHCC reserves the right to cancel the negotiations and select the next recommended vendor, which in CHCC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the vendors, the RFP/ITB will be cancelled and re-advertised.

Approved By:  Date: 07/09/21  
Esther L. Muna  
Chief Executive Officer

Approved By:  Date: 7/9/21  
Corazon P. Ada  
Director of Procurement & Supply