



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

ITB21-CHCC/CGC-TLC-001

SUBMISSION DEADLINE: AUGUST 3rd, 2021 TIME: 10:00AM (CHST)

” PROCUREMENT OF 15-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 Transitional Living Center Program (TLC)

PROCUREMENT OF 15-PASSENGER VAN ITB21-CHCC/CGC-TLC-001

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 the bidding for a 15 Passenger Van to be used by the CGC Transitional Living Center Program. The purchase of a 15 Passenger Van is necessary for the day-to-day operations and activities for clients/consumers for the Transitional Living Center Program. The vehicle will be used primarily to conduct home visits, medication management, and outreach activities.

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-TLC 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
- 3.5 Liter or higher
- 275 Horsepower or higher
- Automatic Transmission
- Gas – unleaded
- MPG Rating 15 City/19 Highway
- Dual Rear Axle Tires

B. Interior Features

- Air conditioning
- Integrated backup camera
- Power windows
- Power outside mirrors
- Radio, USB, Bluetooth
- LCD Display
- USB media port
- Heavy duty rubber floor mats

C. Safety

- Driver and Passenger, Sid Seat Mounted Airbags and Curtain Airbag System
- Safety Glass Windshield
- Safety Glass Windows
- Bumpers
- Side Mirrors
- Auto high beams

D. Warranty

- Limited Powertrain – 5 year/60,000 miles
- Limited Basic Coverage: 3-year/36,000
- Limited Anti-Perforation Coverage: 5 year/60,000

E. Other Features

- New – 2020 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 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.

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-TLC-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 cora.ada@chcc.health no later than **10:00 AM Chamorro Standard Time (CHST) on August 3rd, 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:

Evelyn S. Tenorio
Transitional Living Center Supervisor
Email: chungibrown@gmail.com

Corazon P. Ada
Director of Procurement & Medical Supply Office
Email: 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. EVALUATION CRITERIA

NOT APPLICABLE

VIII. SELECTION PROCESS

Proposals submitted will be evaluated based on the requirements set forth in the Invitation to Bid mentioned in Section IV. Upon selection, the successful vendor will be advised to negotiate the contract with CHCC. Should the negotiation fail to result in an agreement, CHCC reserves the right to cancel the negotiation and select the next proposer, which in CHCC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the responsible proposers, the ITB will be canceled and re-advertised.

Approved By: 
Esther L. Muna
Chief Executive Officer

Date: 07/15/21

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

Date: 7/15/21