



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

ITB22-CHCC/CGC-SABG-008

SUBMISSION DEADLINE: JANUARY 31, 2021 TIME: 10:00AM (CHST)

“PURCHASE OF 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

Commonwealth of the Northern Mariana Islands

1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



INVITATION TO BID (ITB)

COMMUNITY GUIDANCE CENTER

Substance Abuse Block Grant - COVID19 Testing & Mitigation

ITB22-CHCC/CGC-SABG-008

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 the advertising of (1) Truck for use on Saipan. The vehicle will serve as the main transportation for the Substance Abuse Block Grant - COVID19 Testing & Mitigation ("SABG COVID19") official programmatic and administrative use.

The CGC SAPT Block Grant American Rescue Plan COVID 19 Testing & Mitigation program is required to address main health barriers for clients seeking behavioral health care. The objective of this plan is to provide testing , education, rehabilitation , prevention, treatment and support services,after recovery from the COVID 19 infection. The Community Guidance Center ("CGC") Treatment and Recovery Clinic will work closely with the CNMI Blue Ribbon Initiative to implement training and outreach activities related to COVID19 Testing and Mitigation.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-SABG COVID 19 Testing & Mitigation 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.

IV. DETAILED SCOPE OF WORK

The Substance Abuse Block Grant COVID19 Testing & Mitigation program is in need of (1) Truck for use on Saipan, to conduct daily program duties and general outreach within communities. The following are specifications that interested vendor (s) should include in proposals:

A. Vehicle Specifications (Truck):

- Minimum 5-seater
- 20 Gal. Fuel Tank
- 4-6 Cylinder Engine
- 4 Wheel Drive Crew Cab Pick Up
- Automatic Transmission
- Auto Locking Hubs
- Axle Ratio 3.91
- Engine Oil Cooler
- Front Disc/Rear Drum Brakes W/ 4-Wheel Anti-Lock Brake System
- Front Vented Discs
- Brake Assist
- Hill Descent Control And Hill Hold Control
- Transmission W/ Oil Cooler
- Power Steering
- Power Window And Power Door Lock
- Air Conditioning W/ Variable Temperature
- Safety Glass Windshield And Window
- Spare Tire With Jack And Lug Wrench
- Battery W/ Run Down Protection

B. Safety

- Airbag Occupancy Sensor
- Curtain 1st And 2nd Row Airbags
- Driver And Passenger Knee Airbags
- Dual Stage Driver And Passenger Front Airbags
- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Electronic Stability Control

- Low Tire Pressure Warning
- Outboard Front Lap And Shoulder Safety Belts
- Side Impact Beams
- Rear Child Safety Locks
- Spare Tire W/ Jack And Lug Wrench
- Side Mirrors
- Rear Privacy Glass
- Bumpers
- Daytime Running Lights
- Tail Lights With Integrated Led Light Bars

C. Interior Features

- 2 - 12V DC Power Outlets
- 60-40 Folding Split-Bench Front Facing Flip Forward Cushion/Seatback Rear Seat
- Air Filtration
- Analog Appearance
- Cruise Control w/ Steering Wheel Controls
- Delayed Accessory Power
- Distance Pacing
- Driver Foot Rest
- Driver Seat
- Engine Immobilizer
- Fade-To-Off Interior Lighting
- Front Center Armrest
- Front Cupholder
- Front Map Lights
- Full Carpet Floor Covering
- Full Cloth Headliner
- Full Floor Console w/ Covered Storage
- Mini Overhead Console w/ Storage
- Heavy Duty Rubber Floor Mats
- HVAC :Underseat Ducts
- Instrument Panel Bin, Interior Concealed Storage, Driver / Passenger and Rear Door Bins and 2nd Row Underseat
- Integrated Roof Antenna
- Locking Glove Box
- Manual Anti-Whiplash Adjustable Front Head Restraints
- Manual Adjustable Rear Head Restraints
- Manual Tilt/Telescoping Steering Column
- Outside Temp Gauge
- Passenger Seat
- Power 1st Row Windows w/ Driver 1-Touch Down

- Power Rear Windows
- Radio w/Seek Scan,Clock,Speed Compensated Volume Control
- Vanity w/ Driver and Passenger Auxiliary Mirror

D. Exterior Features

- Full-Size Spare Tire Stored Underbody w/ Crankdown
- Fully Galvanized Steel Panels
- Integrated Storage
- Rear Door Lock
- Steel Spare Wheel
- Tailgate Rear Cargo Access
- Variable Intermittent Wipers

E. Other Features

- Light Color
- New - 2021 Model and Up

F. Maintenance:

- Unlimited mileage
- Regular service and maintenance (every 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

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 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 **ITB22-CHCC/CGC-SABG-008**. You will be required to enter data/information to allow us to track all requests for this opportunity.

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 proposals and all supporting documents to Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at chcc.procurement@gmail.com no later than **10:00AM Chamorro Standard Time (CHST) on January 31, 2022.**

Please note submission instructions:

- All submissions must include the 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 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 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:

Joseph Kevin Villagomez
Treatment and Recovery Clinic Program Manager
Email: joe.villagomez@chcc.health

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. SELECTION PROCESS

Award shall be made to the lowest responsive bid by responsible bidder whose bid fully meets the requirements of the Invitation to Bid. 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 Lizama Muña, PhD, MHA, FACHE
Chief Executive Officer

Date: 12/27/21

Approved by: 
Cora P. Ada
Director, Procurement of Supply

Date: 12/27/21