



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

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



PROCUREMENT AND SUPPLY

INVITATION TO BID (ITB)

ITB22-CHCC/EHDP/ELC-CDI-007

SUBMISSION DEADLINE: DECEMBER 27, 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

Commonwealth of the Northern Mariana Islands

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



INVITATION TO BID (ITB)

ENVIRONMENTAL HEALTH DISEASE PREVENTION

Epidemiology Laboratory Capacity Program

(Communicable Disease Investigation)

ITB22-CHCC/EHDP/ELC-CDI-007

"LEASE OF VEHICLES"

I. BACKGROUND INFORMATION

The Commonwealth of the Northern Mariana Islands (CNMI) through the Commonwealth Healthcare Corporation (CHCC) is soliciting bid proposals from qualified vendors that are interested in submitting bids for two (2) SUV vehicles to be used by the Communicable Disease Investigation under the Epidemiology Laboratory Capacity Program for its Tinian and Rota Offices. The lease of these vehicles is necessary for its day-to-day operations and activities for the clients/consumers for the Communicable Disease Investigation Program. The vehicle will be used primarily to conduct home visits, outreach activities.

The 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 EHDP-CDI 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

Environmental Health Diseases Prevention
Formerly Bureau of Environmental Health
Upper Navy Hill, Saipan MP 96950

The vehicles are expected to be readily available and to be shipped on the Island of Tinian and Rota.

IV. DETAILED SCOPE OF WORK

A. Mechanical Performance

- 4 or 6 cylinder engine
- 2.3 Liter or Higher
- Automatic Transmission
- 230 horsepower or higher
- Gas- regular or unleaded
- MPG Rating 20 city/27 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
- Door sill protection film

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
- Blind Spot information system
- Cross traffic monitors
- Multi-Angle Review Camera

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 or latest Model
- Registration and documentation fees must be included in the price

F. Delivery

- Vehicle delivery must be made at least within 7-working days after issuance of Notice-To-Proceed
- Must include shipping cost for two (2) vehicles. One (1) vehicle to Rota and one (1) vehicle to Tinian.

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals submitted by the prospective vendors to the Procurement and Supply Office must include all items listed below. Incomplete proposals may not be considered.

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/EHDP/ELC-CDI-007**. You will be required to enter data/information to allow us to track all requests for this opportunity.

a. 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 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 ITB, if it is in the best interest of the Corporation.

CHCC will enter a contract(s) with the successful vendor pursuant to the terms of the standard government independent contract. Additional terms and conditions will be attached as exhibits to the standard independent contract.

b. 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 December 27, 2021.**

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.

c. Cost of Preparation

All costs incurred by the vendor in preparing a response to this ITB 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.

d. Questions, clarifications, or inquiries

All questions or requests for clarification must be made in writing through email.

All emails **MUST** contain the ITB# and Project Title in the email subject.

Submit questions:

- **Corazon P. Ada**

Director, CHCC Division of Procurement & Medical Supply Office

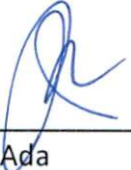
Email: cora.ada@chcc.health

VII. SUCCESSFUL 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: 12/13/21

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

Date: 12/13/21