



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

ITB22-CHCC/MICAH-HOME-005

SUBMISSION DEADLINE: NOVEMBER 16, 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



INVITATION TO BID (ITB) Maternal, Infant, Child and Adolescent Health (MICAHA) Healthy Outcomes for Maternal and Early-Childhood (H.O.M.E.) Visiting Program

LEASE OF VEHICLES ITB22-CHCC/MICAHA-HOME-005

I. BACKGROUND INFORMATION

The Commonwealth of the Northern Mariana Islands ("CNMI") through the Commonwealth Healthcare Corporation ("CHCC") Maternal, Infant, Child and Adolescent Health ("MICAHA") Program is soliciting bid proposals from qualified vendors that are interested in the lease/rental of (3) 4-Door Sedans for use on Saipan. The lease/rental vehicles will serve as the main transportation for the Healthy Outcomes for Maternal and Early-Childhood (H.O.M.E.) Visiting Program official programmatic and administrative use.

The MICAHA – H.O.M.E. Visiting Program's mission is to provide comprehensive support services to enrolled families and children to ensure that families receive all the information and support needed to live healthy, stay happy and remain safe. 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 MICAHA-H.O.M.E. Visiting Program 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

Marianas Business Plaza
Nauru Loop, Susupe
Saipan, MP 96950

The vehicle is expected to be readily available on the island of Saipan.

IV. DETAILED SCOPE OF WORK

The H.O.M.E. Visiting Program is in need of three (3) sedans to conduct daily program duties and general outreach within communities. **The period of lease for all vehicles will be December 1, 2021 and not to exceed September 29, 2022,** with a possible subsequent extension based on the program's available resources. Vehicles for lease must have insurance included; otherwise, cost of insurance should be stated.

A. Vehicle Specifications (4-Door Sedan):

- a. 5 passengers minimum
- b. Two-wheel drive
- c. Automatic Transmission
- d. Power Steering
- e. Power Window and Power Door Lock
- f. Air Conditioning and Variable Temperature
- g. 4-wheel disc brakes
- h. Driver and front passenger airbags
- i. Safety glass windshield and window
- j. Spare tire with jack and lug wrench

B. Maintenance:

- a. Unlimited mileage
- b. Regular service and maintenance (every 3 months or 3,000 miles)
- c. Complimentary loaner vehicle
- d. Safety Inspection, Registration, Tire Repair, and Rust Protection
- e. Manufacturer bumper-to-bumper warranty up to 36,000 miles

C. Insurance Coverage:

- a. Limit of Liability \$15,000/ each person, \$30,000/ each accident
- b. Property damage: \$15,000
- c. Medical payments: \$3,000/ each person

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 and tax identification no. upon award of the contract.
4. Provide Tax Clearance Certification upon award of the Contract.
5. 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/MICAH-HOME-005**. You will be required to enter data to allow us to track all requests for this opportunity.

Bidding procedures shall be in full compliance with the CHCC Procurement Regulations currently in effect.

B. General Provision

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 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 to Ms. Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at chcc.procurement@gmail.com or submit five (5) hard copies including original copy, **no later than 10:00 AM Chamorro Standard Time (CHST) on November 16, 2021** at the CHCC Main Campus Office.

Bids will be publicly opened and read at the CHCC Procurement Main Office located in CHCC Main Campus Administrative Building at **10:00 AM Chamorro Standard Time (CHST) on November 16, 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 the page number in the footer.

Failure to follow the instructions regarding the submission of ITB 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 ITB 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.

D. Questions, clarifications, or inquiries

All emails MUST contain the ITB# and Project Title in the email subject.
Any questions or requests for clarification should be directed to:

Yuline C. Fitial
H.O.M.E. Visiting Program Coordinator
Email: yfitialmch@gmail.com

or

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 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: For P. Ada
Corazon P. Ada
Director of Procurement & Supply

Date: 10-27-21

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

Date: 10/28/21