



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

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



## INVITATION TO BID (ITB)

**ITB22-CHCC/HDP-012**

**HEALTH DISPARITIES PROGRAM (HDP)**

## **"LEASE OF VEHICLES"**

### **I. BACKGROUND INFORMATION**

The Commonwealth of the Northern Mariana Islands ("CNMI") through the Commonwealth Healthcare Corporation ("CHCC") Health Disparities Program ("HDP") is soliciting bid proposals from qualified vendors that are interested in the lease/rental of one (1) Sports Utility Vehicle (SUV) for use on Saipan. The lease/rental vehicle will be used to serve as the main transportation for the Health Disparities Program's official programmatic and administrative use.

The Health Disparities Program's objective is to provide community outreach services to aid in improving access to COVID testing and vaccination to underserved communities.

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 HDP 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 RFP/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 Health Disparities Program is in need of (1) SUV for Saipan, to assist in the CHCC Mobile Clinic outreach operations. An essential element to the CHCC Mobile clinic's outreach services includes COVID testing and vaccination at the village level. The period of lease for all vehicles will be up until May 31, 2023, or if granted an extension based on the program's available resources.

##### A. Vehicle Specifications (SUV:

- 5 passengers minimum
- 2-wheel drive
- Automatic Transmission
- Power Steering
- Automatic Power Window and Door Lock
- Airconditioning with Variable Temperature
- 4-wheel disc brakes
- Driver and front passenger airbags
- Safety glass windshield and window
- Spare tire with jack and lug wrench

##### B. Safety

- Driver and passenger, Side 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

##### C. 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

##### D. Warranty

- Limit of Liability \$15,000/each person, \$30,000/each accident

- Property Damage \$15,000
- Medical payments \$3,000 each person

E. Delivery

- Vehicle delivery must be between 30-45 calendar days after issuance of 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 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 **ITB22-CHCC/HDP-012**. 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](mailto:chcc.procurement@gmail.com) no later than **10:00AM Chamorro Standard Time (CHST) on April 4<sup>th</sup>, 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:

*Corazon P. Ada  
Director of Procurement & Medical Supply Office  
Email: [cora.ada@chcc.health](mailto: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: 3/1/22

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

Date: 3-1-22