



**PROCUREMENT AND SUPPLY  
COMMONWEALTH HEALTHCARE CORPORATION  
INVITATION TO BID**

**ITB25-CHCC/CGC-988 PROGRAM-004**

**SUBMISSION DEADLINE: FEBRUARY 5<sup>TH</sup>, 2025    TIME:10:00AM (CHST)**

**“OFFICE LEASE - ROTA”**

INTERESTED PARTIES CAN DOWNLOAD THIS INVITATION TO BID FROM THE CHCC WEBSITE [WWW.CHCC.HEALTH]. 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  
CHIEF EXECUTIVE OFFICER

/S/ CORA P. ADA  
DIRECTOR OF PROCUREMENT & SUPPLY

## INVITATION TO BID

**NOTICE TO BIDDER:** Failure to Provide Company Name, Address, Phone & Fax Numbers and Email Address on this INVITATION TO BID FORM may result in **bid rejection**.

Company Name: INVITATION TO BID #: ITB25-CHCC/CGC-988 PROGRAM-004

Address: BID MUST BE IN OUR OFFICE BY:

Phone # : February 5<sup>th</sup>, 2025 at 10:00AM CHST

Fax # :

Email Address:

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**SPECIAL NOTICE TOP BIDDER:**

EACH ITEM MUST BE PRICED SEPARATELY FROM OTHERS. THIS REQUEST DOES NOT COMMIT THE COMMONWEALTH HEALTHCARE CORPORATION IN ANYWAY TO PAY ANY COSTS INCURRED IN THE PREPARATION OR THE SUBMISSION OF THIS SUPPLIES AND SERVICES

**ADDRESS ALL CORRESPONDENCE TO:**

COMMONWEALTH HEALTHCARE CORP.  
PROCUREMENT & SUPPLY  
P.O. BOX 500409, SAIPAN MP 96950  
ATTN: DIRECTOR OF PROCUREMENT  
PHONE # 670-234-8950 EXT 3561  
EMAIL ADD: CORA.ADA@CHCC.HEALTH

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SUPPLIES OR SERVICES	QTY.	U/M	UNITE PRICE	TOTAL AMOUNT
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**(SEE ATTACHED DETAILED SPECIFICATIONS)**

Duration of Contract: One Year with an option to renew for additional four (4) years.

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Please email your proposal or submit hard copies to Ms. Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at [chcc.procurement@gmail.com](mailto:chcc.procurement@gmail.com) or physically at Lower Base, Saipan no later than **FEBRUARY 5<sup>th</sup>, 2025 at 10:00 AM CHAMORRO STANDARD TIME.**

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, Main Office Garapan Saipan.

**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 page number in the footer.

Failure to follow the instructions regarding the submission of RFP Responses may result in the CHCC's choice to disqualify such proposals.

**General Provisions**

Bids will be publicly opened and read at the Procurement Main Office located at the Administrative Bldg., Lower Navy Hill, Garapan, Saipan at 10:00AM CHST FEBRUARY 5<sup>TH</sup>, 2025.

Until the selection process is completed, the content of the bid will be held in strictest confidence and no details of any bid 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 bids for any reason and waive any defect in said bids, negotiate with any qualified offers, or cancel in part or its entirety this ITB, if it is in the best interest of the Corporation.

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.

CHCC will enter a contract 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.

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**NOTE: FAILURE TO SIGN THIS BID SUBMISSION WILL RESULT IN ITS REJECTION.**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ITB25-CHCC/CGC-988 PROGRAM-004

### “OFFICE LEASE”

#### DETAILED SPECIFICATIONS

##### Location: Rota

- A. Office space consisting of an area of 800 square feet minimum
- B. Facilities  
The building must have the following facilities/amenities:
  - Facility must be move-in ready upon completion of lease agreement/contract;
  - Americans with Disabilities Act (ADA) compliant;
  - In compliance with Public Law 6-45 and CNMI Administrative Code Title 155-10.1, CNMI Building Safety Code Standards and approved project plans and specifications;
  - Main meter and/or sub-meter for electrical and water supply exclusively for the use of the program;
  - Sufficient electrical fixtures, lighting fixtures, and convenience outlets. There should also be provisions for electrical system (single phase and three phases) for the air conditioning units and other office equipment to be installed;
  - Fire alarm/detection system, fire/emergency exits, as provided by NFPA 101: Life Safety Code;
  - Adequate air conditioning units to accommodate the square footage requirements of the office space;
  - Electrical Facilities/Requirements:
    - ○ All electrical fixtures, convenience outlets, switches, and telephone jacks/terminals shall be in good working condition;
  - The building must have a security system in plan; and
  - The building must have back up generator
  - Housekeeping services (if applicable)
- C. Telecommunication:  
Property must have readily available telecommunication lines and network connection that is accessible to the CHCC network.
- D. Parking space to accommodate at least 3 vehicles
- E. Building must be able to withstand destructive wind force of up to 200 MPH
- F. Proper sanitary restroom facility within the office
- G. Designated waste disposal collection area
- H. Regular maintenance of the external area of the office space premises
- I. Emergency exits
- J. Security Deposit/Prepaid Rent  
No security deposit or pre-paid rent will be required.