



P.O. Box 9, Koror  
Republic of Palau  
PW 96940  
Tel: (680) 488-2470  
Fax: (680)488-2447

## **PUBLIC NOTICE**

The public is hereby informed that the Palau Community College will be accepting sealed proposals from interested businesses /companies to supply **One (1) 16 seater van to transport PCC students.** Bid specifications may be obtained by contacting Ms. Debbie O. Ngiraibai, Director of Finance at the address noted at the bottom of this notice, or it can be retrieved at the College's website at <https://pcc.palau.edu/about/finance/>.

Request for Proposal No: **2023 – RFP - 001**

Public Notice: April 3, 2023 – May 2, 2023

Bidding Period: April 3, 2023 – May 2, 2023

Opening Date: May 3, 2023

Time: 10:00am

Place: Palau Community College - Business Office

Proposals or offers may be submitted to Palau Community College located in Medalaii, Koror. It can also be sent either electronically or mailed to the address noted below. Request for Proposal Number must be clearly marked on the outside of the envelope and addressed to the Director of Finance.

Palau Community College reserves the right to extend the opening date and also reserves the right to cancel or modify this notice and the offering in any manner.

Palau Community College  
Administration & Finance Department  
P.O. Box 9  
Koror, Palau 96940  
Ph. (680) 488-2471  
Fax. (680) 488-2447  
E-Mail: [debbien@palau.edu](mailto:debbien@palau.edu)

# REQUEST FOR PROPOSAL

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The Palau Community College is accepting sealed proposals from interested businesses/companies to supply **one (1) 16 seater van to transport PCC students.**

RFP No.: 2023-RFP-001

Issue Date: April 3, 2023

Deadline: May 2, 2023

Opening Date: May 3, 2023

Opening Place: Palau Community College - Business Office

Time: 10:00 am

Palau Community College will select the bid that best meets its requirement. Cost will not be the sole criteria for selection and award. Discussion shall be conducted with those responsible offerors whose bids are determined by Palau Community College to have a reasonable chance of being selected for award. These discussions shall be conducted for the purpose of obtaining clarification from the offeror on the bids and to ensure full understanding of, and responsiveness to the requirements of the request for bid. The offeror shall be accorded fair and equal treatment with respect to any opportunity or discussion and revision of bids and such revisions may be permitted after submission and prior to award for the purpose of obtaining the best final offer. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

Award shall be made in writing to the responsible offeror whose proposal is determined to be the most advantageous to the College, taking into consideration price and delivery, product availability, quality of the product to be offered, maintenance, warranty, related business experience and other relevant factors set forth in the proposal. The Palau Community College reserves the right to reject any or all offers for any reason and to waive any defects in the said RFP, if in its sole opinion it would be in the best interest to do so, and reserve the right to award said Proposal/Bid either separately or on it entirely.

These specifications have been written to describe minimum acceptable equipment/supplies and performance requirements to be supplied. Reasonable test may be conducted upon delivery before acceptance. The successful offeror/bidder shall furnish all necessary and desirable information and instructions for proper operation of the equipment/supplies. Should any bidder/offeror have deviations from these specifications and cannot meet every requirement of the specifications, he shall indicate such in the column provided for, explaining the deviations. Failure to do so will cause the bid to be rejected as non-responsive.

For the convenience of off-island vendors, copies of each bid/offers may be faxed to (680) 488-2447 or mailed to P.O. Box 9, Koror, Palau 96940.

If you need additional information regarding this request for proposal, please contact Ms. Debbie O. Ngiraibai, Director of Finance at 488-2470/71 ext. 232.

Thank you.

SUBMITTED BY: \_\_\_\_\_

- CORPORATION
- PARTNERSHIP
- PROPRIETORSHIP

Person to contact for additional information on this submittal:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

The undersigned, as bidder, declares that he has carefully read the bid requirements; that he has thoroughly examined all the contract documents for the bid requirements, and that this proposal is in all respects fair and without fraud; that it is made without collusion with any official or employee of Palau Community College and that the proposal is made without any connection with any person making another proposal on this contract.

The bidder further declares that he has satisfied himself as to the quantities of materials and equipment, including the fact that the description of the equipment included herein is brief and is intended only to indicate the general nature of the equipment and to identify the said quantities with the detailed requirements of the contract documents; that this proposal is made according to the provisions and under the terms of the contract, which documents are hereto attached and are hereby made a part of this proposal.

**IMPORTANT:** Palau Community College reserves the right to award one or more bid items to one or more bidders, or any combination of bid items to one or more bidders. Bidders may submit a separate price for each separate bid item, as well as a combined price, contingent on the award of all bid packages to the bidder.

- Payment terms: NET 30 DAYS.

Total Offer: \$ \_\_\_\_\_

## **BID SPECIFICATIONS**

### **1 each – 16 seater van**

- Brand New/US Standard (Left Hand Drive)
- Automatic or Manual Transmission
- Diesel Engine (6 cylinder)
- AM/FM Radio
- Dual Air Conditioning
- Safety Seat Belts on all seats
- Emergency Door Exit
- Power Steering
- Reverse Warning Buzzer
- 1 Year Warranty