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REQUEST FOR PROPOSAL

Date of Issue: March 09, 2026 **RFP No.: PCS-2026-19**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2026-19

Solicitation Title: MARINE TRANSPORTATION FOR GOVERNMENT RELATED SERVICES, MEDICAL SERVICES AND FIELD TRIPS TO THE SOUTWEST ISLANDS OF PALAU

Date of Issue: March 09, 2026

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date:	March 12, 2026 (Monday) 4:00 pm Palau Time
Answers/ Response:	March 18, 2026 (Monday) 11:00 am Palau Time
Expression of Interest:	March 19, 2026 (Monday) 4:00 pm Palau Time
Proposal Due Date and Time:	March 24, 2026 (Tuesday) 4:00 pm Palau Time
Proposals Opening Date:	March 25, 2026 (Wednesday) 10:00 am Palau Time
Anticipated Contract Award:	By April 27, 2026

Terralyn R. Nabeyama
Director/Procurement Officer

SECTION A – RFP INFORMATION

I. RFP Purpose, Type, Process

a. Purpose. The Bureau of Human Resources of the Government of Palau is soliciting proposals from interested qualified individual, business agencies or institutions **to provide marine transportation for government related services, medical services and field trips to the following six (6) southwest islands of Palau: Hatohobei, Helen Reef, Sonsorol, Merii, Pulo Anna and Fanna.**

b. Interested vendors may obtain copies of specifications by contacting the Bureau of Human Resources Procurement website http://palaugov.pw/rfp-bids/ or calling 680-767-2415/1126.

c. Type of RFP. This is a *competitive negotiated contract where evaluation is based on various criteria.*

d. Funding. This project will be fully funded *by* ***local government funds***. Offers or proposals may also be rejected, and no contract may be awarded by the Procurement Officer pursuant to the Republic of Palau Procurement law.

e. Inspection. Offeror acknowledges that the submission of a proposal provides the Republic of Palau the right to inspect at reasonable time the part of the plant or place of business of a contractor or subcontractor which is related to the performance of any contract awarded by the government. Failure to allow inspection may result in the rejection of the proposal/offer.

f. Business Laws and Taxes. A successful contractor must comply with local business laws and shall be subject to applicable Republic of Palau taxes and fees. In order to be awarded a contract, ***a vendor shall provide proof of applicable ROP Business License (Applicable Business License)*** as well as be in good standing with the Bureau of Revenue and Taxation.

g. Potential finalist interviews/demonstrations: If necessary, the Procurement Officer will notify vendors for additional information and/or discussions. However, it is required that proposals shall be inclusive of any and all information needed for the ROP to make a determination on the best proposal.

h. Award. It is anticipated that a vendor will be awarded within 30 days of the Bid opening unless otherwise approved by the Procurement Officer.

II. Preparation/Submission of Proposal

a. Intention to Bid. In order for your business to be considered for this RFP, you MUST submit a written Expression of Interest (EOI) to the Procurement Officer by **March 19, 2026** by emailing hr@palaugov.org or providing a written EOI to the Bureau of Human Resources Office located at the 3rd Floor Executive Building in Ngerulmud, Melekeok. The email or letter shall include Business or organization Name, Point of

Contact or Authorized Representative, phone number, email address, and statement of your interest to bid.

b. Vendors are invited to participate in the competitive selection process for the Services outlined in this RFP. Responding parties shall review their Proposal submissions to ensure the following requirements are met.

c. Required Submittal Details and Quantities. ***Proposals must and shall be submitted as follows: one (1) original printed proposal, three (3) printed hard copies, and one (1) electronic copy saved on a USB/Flash Drive. All proposal materials must be enclosed in a sealed envelope, clearly addressed to the above office, with the applicable RFP Number indicated on the outside of the envelope. The electronic copy must contain the complete and finalized proposal in Microsoft Office, Microsoft Office-compatible, or PDF format, and must be an exact mirror image of the hard-copy submitted.*** Proposals must be received by the Bureau of Human Resources Office in Capitol by **4:00pm (Palau Time) on March 24, 2026**, which is the closing date of this RFP. Proposals received before the issuance date and after the closing date of this RFP will not be considered.

d. Proposal Format. Please comply with the following format:

   i. Section 1 – Provide the Company Information – Name and contact information of authorized representative, copy of Business License, other information relevant to the service.

   ii. Section 2 – Description services, schedules, etc.

   iii. Section 3 – Total Cost of Proposal.

e. Responsibility of Bidders and Offerors

Awards shall be made only to responsible bidders or offerors who:

(1) Have adequate financial resources to perform the contract or the ability to obtain the finances;

(2) Be able to comply with required delivery or performance schedule;

(3) Have the necessary organization, experience, and skills required to perform the contract or have ability to obtain them;

(4) Have the necessary production, construction, and technical equipment facilities or the ability to obtain them; and

(5) Be qualified and eligible to receive the award under applicable laws and rules.

If you meet or can meet the above criteria, ensure to:

i. examine the entire RFP,

ii. seek clarification of any item or requirement that may not be clear,

iii. check all responses for accuracy before submitting a Proposal and,

iv. submit the entire Proposal by the Proposal Due Date and Time.

f. Cost of Proposal Preparation. The ROP does not reimburse the cost of developing, presenting or providing any response to this solicitation. Proposals submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The Vendor is responsible for all costs incurred in responding to this RFP. All materials and documents submitted in response to this RFP become the property of the ROP and will not be returned.

III. Inquiries

a. All Inquiries and Clarification shall be received by email hr@palaugov.org no later than 4 pm (Palau Time) **March 12, 2026**.

b. Answers/Responses to Inquiries shall be available online at http://palaugov.pw/rfp-bids/- COB on **March 18, 2026**.

IV. RFP Timeline:

Bidding Period	March 9, 2026 – March 24, 2026
Inquiries/Clarification Due	March 12, 2026 (4pm Palau Time)
Answers Responses will be Posted After	March 18, 2026 (11am Palau Time)
Expression of Interest	March 19, 2026 (4pm Palau Time)
RFP Closing Date	March 24, 2026 (4pm Palau Time)
Proposals Opening Date	March 25, 2026 (10 am Palau Time)
Anticipated Contract Award	April 27, 2026

V. Scope of Work

1. Project Overview

The Ministry of State is soliciting sealed bids from qualified firms or individuals to provide marine transportation for government related services, medical services and field trips to southwest islands of Palau.

Marine Transportation Services – Southwest Islands Field Trips

1. Ojcective

The Bidder shall provide marine transport services to facilitate official field trips from Koror to the Southwest Islands of the Republic of Palau. Services shall include passenger transport, cargo transport (including humanitarian and government supplies), and logistical support necessary to complete scheduled visits safely and efficiently.

2. Designated Locations

Each voyage shall include visits to the following Southwest Island locations:

- Hatohobei
- Helen Reef
- Sonsorol
- Merii
- Pulo Anna
- Fanna

3. Voyage Duration and Structure

The Bidder shall propose two voyage options:

- **Option A**: Eight (8) – Day Voyage
- **Option B**: Ten (10) – Day Voyage

Each Voyage shall:

- Include round-trip transit between Koror and all designated Southwest Island locations;
- Clearly identify transit days, operational days per state, and estimated arrival and departure times;
- Provide sufficient operational time per state to allow for passenger movement, cargo offloading/loading, and official activities;
- The Bidder must demonstrate that the proposed itinerary is operationally feasible and accounts for weather conditions, sea state variability, fuel planning, and contingency measures.

4. Passenger and Cargo Capacity

The vessel must:

- Safely accommodate up to forty-five (45) passengers;
- Safely transport between 2,500 – 3,000 pounds of cargo per voyage;
- Provide secure and protected storage for general goods, government supplies, and humanitarian cargo;

- All loading and unloading operations shall be conducted in accordance with maritime safety standards.

5. Vessel Requirements

The vessel must:

- Be fully seaworthy and certified for passenger transport;
- Comply with all applicable maritime safety regulations, including standards relating to the Safety of Life at Sea (SOLAS) or equivalent national regulations.

Be equipped with:

- Operational communication and distress systems;
- Adequate life-saving appliances;
- Emergency medical and first-aid equipment.

6. Crew Requirements

The vessel shall be staffed with a minimum of ten (10) qualified crew members, including personnel capable of navigation, engineering support, passenger safety management, and emergency response.

Crew certifications and maritime experience documentation must be provided.

7. Frequency of Voyages

The Bidder shall propose a voyage schedule on either a monthly basis (up to twelve (12) voyages per contract year or a quarterly basis (up to four (4) voyages per contract year). Final scheduling and confirmation of individual voyages shall be determined in coordination with the Ministry of State.

8. Cost Proposal

The Bidder shall submit a detailed and itemized cost proposal for:

- An 8-day voyage; and
- A 10-day voyage;
- The total cost per voyage, inclusive of fuel and all operational expenses.
- Cost breakdowns must include, at minimum:
    - Fuel
    - Crew compensation
    - Vessel operational costs

- Insurance
- Port or docking fees (if applicable)
- Contingency allocation

9. Performance and Contract Term

The initial contract period shall be twelve (12) months. The number of voyages conducted during the contract term shall correspond to the approved monthly or quarterly schedule. Renewal for subsequent one-year terms up to five year contract shall be subject to satisfactory performance and continued compliance with service requirements, at the discretion of the Government.

10. Performance Standards

The Bidder must demonstrate:

- Proven experience in similar long-distance marine transport operations;
- Capacity to complete voyage safely under variable sea conditions;
- Operational sustainability for the full contract term;
- Compliance with all maritime regulatory requirements.

<u>Evaluation Criteria and Scoring Matrix</u>

1. Technical Approach and Operational Feasibility: 40%

- Bidders will be evaluated on the quality, clarity, and feasibility of their proposed approach.

Evaluation Factors Include:

- Clarity and completeness of proposal itineraries (8-day and 10-day options);
- Demonstrated feasibility of completing visits to all designated Southwest Island locations within the proposed timeframe;
- Passenger and cargo handling procedures;
- Safety protocols and contingency planning (weather, fuel reserves, emergency response);
- Compliance with vessel and crew requirements outlined in the Scope of Work.

Scoring Guidance:

Excellent (32-40 pts): Comprehensive, realistic, and fully compliant proposal with strong operational planning and contingency measures.

Satisfactory (20-31 pts): Generally responsive with minor gaps or limited detail.

Unsatisfactory (0 – 19 pts): Significant deficiencies or unrealistic operational plan.

2. Organizational Experience and Technical Expertise: 30%

- Bidders will be evaluated on demonstrated capacity and prior performance in similar marine transport operations.

Evaluation Factors Include:

- Experience conducting long-distance marine passenger transport;
- Experience servicing remote or outer island communities;
- Crew qualifications and certification;
- Vessel operational history and safety record;
- Past contract performance and references.

Scoring Guidance:

Excellent (24 – 30 pts): Extensive, directly relevant experience with strong documentation and positive references.

Satisfactory (15 – 23 pts): Moderate relevant experience with adequate documentation.

Unsatisfactory (0 – 14 pts): Limited or insufficient relevant experience.

3. Value and Cost: 30%

- Bidders will be evaluated on overall cost reasonableness and value for money.

Evaluation Factors Include:

- Total Proposed cost per voyage;
- Transparency and itemization of cost breakdown;
- Cost realism relative to operational plan;
- Balance between technical capacity and price.

Scoring Guidance:

Excellent (24 – 30 pts): Competitive, clearly justified pricing with strong value for money.

Satisfactory (15 – 23 pts): Reasonable pricing with minor inconsistencies.

Unsatisfactory (0 – 15 pts): Excessive, unsupported, or unclear pricing.

Minimum Responsiveness Requirements (Pass/Fail/Screening)

Before scoring, proposals will be reviewed for basic compliance. Proposals may be rejected if they fail to:

- Include both 8-day and 10-day voyage options;
- Provide required vessel specifications and crew documentation;
- Demonstrate capacity for 45 passenger and 2,500 – 3,000 lbs. cargo;
- Remain within the stated cost ceiling;
- Comply with maritime safety requirements.

Award Determination

The contract will be awarded to the bidder whose proposal is determined to be:

- Technically responsive;
- Operationally feasible;
- Cost reasonable; and
- Most adventurous to the Government, taking into consideration technical merit and price.