



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

BUREAU OF HUMAN RESOURCES

3rd Floor, Executive Building, National Capitol, Ngerulmud

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REQUEST FOR PROPOSAL

Date of Issue: May 26, 2026

RFP No.: PCS-2026-40

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2026-40

Solicitation Title: OFFICE SPACE FOR THE BUREAU OF BEHAVIORAL HEALTH'S PROGRAM

Date of Issue: May 26, 2026

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: June 2, 2026 (Tuesday) 4:00 pm Palau Time

Answers/ Response: June 8, 2026 (Monday) 11:00 am Palau Time

Expression of Interest: June 16, 2026 (Tuesday) 4:00 pm Palau Time

Proposal Due Date and Time: June 24, 2026 (Wednesday) 4:00 pm Palau Time

Proposals Opening Date: June 25, 2026 (Thursday) 10:00 am Palau Time

Anticipated Contract Award: By July 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 individuals, business agencies, or institutions to **provide Office Space for the Bureau of Behavioral Health’s program.**
- 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 *competitively negotiated contract in which evaluation is based on various criteria.*
- d. **Funding.** This project will be fully funded by the **local government fund.** 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 a 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 proposal/offer being rejected.
- f. **Business Laws and Taxes.** The successful contractor shall comply with all applicable laws of the Republic of Palau and shall be responsible for all applicable taxes, duties, and fees. As a condition of award, the vendor shall provide proof of any required Republic of Palau Business License and shall be in good standing with the Bureau of Revenue and Taxation. However, a non-resident vendor providing services under a short-term contract, and having no business premises or other physical presence in the Republic of Palau, shall not be required to obtain a Republic of Palau Business License. In such a case, ten percent (10%) of payments under the contract shall be automatically withheld as tax and remitted to the Bureau of Revenue and Taxation.
- g. **Potential finalist interviews/demonstrations:** If necessary, the Procurement Officer will notify vendors to request additional information and/or hold discussions. However, proposals must include all information needed for the ROP to determine 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 **June 16, 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) June 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) **June 2, 2026**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **June 8, 2026**.

IV. RFP Timeline:

Bidding Period	May 26, 2026 – June 24, 2026
Inquiries/Clarification Due	June 2, 2026 (4pm Palau Time)
Answers/Responses Posted by COB	June 8, 2026 (11am Palau Time)
Expression of Interest	June 16, 2026 (4pm Palau Time)
RFP Closing Date	June 24, 2026 (4pm Palau Time)
Proposals Opening Date	June 25, 2026 (10 am Palau Time)
Anticipated Contract Award	By July 27, 2026

V. Scope of Work

Purpose and Background:

To provide Office Space for the Bureau of Behavioral Health’s program use that meets the following requirements and specifications:

1. A minimum of 2,500 square feet of space
2. Air conditioning
3. Phone and Internet Capability (phone jacks in place)
4. Toilet and sink with running water
5. Electricity (energy efficient)
6. Centrally located in Koror

7. Convenient parking
8. Therapeutic Environment (windows to let natural light in, plain walls-no bright or neon colors, etc., spacious and comfortable)
9. Individual/group counseling room
10. Conference room area
11. Wheelchair accessible
12. Storable room
13. Big office space that can accommodate 10 to 15 people
14. Rent up to two (2) years
15. Enclosed office within space

Evaluation Criteria

No	Criteria	Percentage
1	<ul style="list-style-type: none"> • CAPACITY 	25%
2	<ul style="list-style-type: none"> • LOCATION 	25%
3	<ul style="list-style-type: none"> • TOTAL COST 	50%
TOTAL		100%

The maximum possible total combined score for a proposal is 5 weighted points. Each Major category is assigned a weight, and each evaluator will rate the categories with the following points:

Points	Description
0	Fails
1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent

Proposals will be evaluated based on the following formula:

Criteria 1 Points x Weight % = Criteria 1 Score

Criteria 2 Points x Weight % = Criteria 2 Score

Criteria 3 Points x Weight % = Criteria 3 Score

Criteria 1 + Criteria 2 + Criteria 3 = TOTAL SCORE