



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

**BUREAU OF HUMAN RESOURCES**

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## **REQUEST FOR PROPOSAL**

**Date of Issue:** December 1, 2025

**RFP No.:** PCS-2026-06

### **SOLICITATION INFORMATION AND SELECTION SCHEDULE**

**Solicitation (RFP) Number:** PCS-2026-06

**Solicitation Title:** OFFICE SPACE FOR THE OFFICE OF THE PUBLIC AUDITOR

**Date of Issue:** December 1, 2025

### **MANDATORY REQUIREMENTS AND DATES**

**Inquiries Due Date:** December 8, 2025 (Monday) 4:00 pm Palau Time

**Answers/ Response:** December 12, 2025 (Friday) 11:00 am Palau Time

**Expression of Interest:** December 19, 2025 (Friday) 4:00 pm Palau Time

**Proposal Due Date and Time:** January 2, 2026 (Friday) 4:00 pm Palau Time

**Proposals Opening Date:** January 5, 2026 (Monday) 10:00 am Palau Time

**Anticipated Contract Award:** By February 4, 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 the Office of the Public Auditor with an Office Space (OPA).**
- 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 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 **December 19, 2025** by emailing [hr@palaugov.org](mailto:hr@palaugov.org) or providing a written EOI to the Bureau of Human Resources Office located at the 3<sup>rd</sup> 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 be submitted in electronic format (in a USB/thumb drive) of the finalized proposal, one (1 original printed proposal and three (3) hard copies). Proposals must be enclosed in an envelope and addressed to the above address with the RFP No. indicated on the envelope.*** In addition to the hard copies of the proposal, one complete and exact copy of the entire proposal on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office compatible format or PDF format shall also be submitted. The electronic copy must be a mirror image of the hard copy. Proposals must be received by the Bureau of Human Resources Office in Capitol by 4:00pm (Palau Time) on January 2, 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](mailto:hr@palaugov.org) no later than 4 pm (Palau Time) **December 8, 2025**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **December 12, 2025**.

### IV. RFP Timeline:

Bidding Period	December 1, 2025 – January 2, 2026
Inquiries/Clarification Due	December 8, 2025 (4pm Palau Time)
Answers Responses will be Posted After	December 12, 2025 (11am Palau Time)
Expression of Interest	December 19, 2025 (4pm Palau Time)
RFP Closing Date	January 2, 2026 (4pm Palau Time)
Proposals Opening Date	January 5, 2026
Anticipated Contract Award	February 4, 2026



## V. Scope of Work

### SPACE OCCUPANCY REQUIREMENTS

**Location:** The space shall be located within Koror or Airai area; Preference will be given to locations within Koror and on the main street. Please provide the physical address of the space.

**Space (Premises):** The Office of the Public Auditor (OPA) requires approximately 3,000 usable square feet of office space. The OPA reserves the right to increase or decrease the size of this requirement by up to 25%. Space must have at least four (4) fully enclosed individual offices, a fully enclosed conference/meeting room, a main working room, two (2) restrooms (equipped for male and female), a storage room, a break/kitchen area, and a janitor closet, if the space is multi-level, restrooms must be available on each floor.

- **Restrooms:** Must have separate toilet facilities for male and female on each floor. Each restroom must have a mirror, coat hook, toilet, sink, toilet paper dispenser, and urinal for the Male's restroom.
- **Breakroom/Kitchen:** Must contain sufficient electrical capacity and number of outlets to supply a refrigerator, microwave oven, water dispenser, coffeemaker, etc. It shall be equipped with a counter, storage cabinets, and a sink. The sink faucet must be raised according to kitchen standards.
- **Janitor Closet:** Equipped with a service sink and enough space for cleaning equipment, materials, and supplies.
- Working room must be large in size to accommodate small cubicles for individual working areas.

**Parking:** The OPA requires paved, striped, illuminated, and reserved motor vehicle parking on the Leased Premises for a minimum of **10** motor vehicles. Please describe the parking provided at the site, including the total number of spaces available, and provide details as to how you will meet this parking requirement.

### LEASE TERM

**Initial Lease Term:** The Initial Lease Term is for one (1) year from January 1, 2026, to December 31, 2026.

**Renewal Option(s):** The OPA requests a five (5) year annual renewable option with sixty (60) days' advance written notice to the Lessor to exercise such option based on the terms and conditions defined in the Initial Lease. Please outline the rental rate for said option periods.



**Availability:** If presently occupied, please state in your proposal the expected date of availability.

## **BUILDING STANDARDS AND SYSTEMS**

**Electricity and Electrical Distribution:** The Electrical System and Distribution must meet standardized building codes and be capable of accommodating office machines, including air conditioners, computers and accessories, appliances, etc.

Outlets must be sufficient to accommodate office equipment and other devices in all rooms.

Wiring must be enclosed in walls, and outlets and light switches must be covered to eliminate the risk of electrocution.

**Building and Tenant Improvements:** Please provide a detailed description of the building and other relevant materials. For example, describe the VAC system, the type of access and security system, and procedures, as well as the telecommunications services available, to enable the OPA to understand the quality and appearance of the building.

**Telephone, Data Equipment, Internet Access, and Computer Network System:** The Lessor shall allow the Lessee to install or make necessary changes to an existing setup within the building to accommodate its needs.

**Air Conditioners:** If necessary, the Lessee may install air conditioners or additional air conditioners to maintain the room temperatures conducive to a standard working environment.

**Lightings:** The office space must be adequately lighted. If not, the Lessor must install additional light fixtures for the space to be adequately illuminated.

**Environmental Disclosure:** The Lessor must guarantee that he/she has undertaken a due diligence inquiry of the Premises. The Premises and property must be free of any toxic, hazardous, or injurious substances.

## **UTILITIES AND OTHERS**

**Utilities:** The Lessor shall ensure that utilities necessary for operation are provided. The electricity and water must be metered separately. The Lessee will be responsible for paying monthly utility costs for the building or that portion of the building leased. Proration is not permissible.





**Water Tank:** Must have a water tank on the premises to provide a continued water supply should the public water turn off temporarily or permanently. The water tank must be connected to the kitchen and restrooms of the leased premises.

**Garbage Disposal:** The Lessor shall provide garbage bins and be responsible for the disposal of the garbage.

**Evaluation Criteria**

No.	Criteria	Percentage
1	Condition of Facility	25%
2	Location	25%
3	Equipped/Layout (communication readiness, air conditioning, parking availability, toilet requirements, adequacy of rooms, overall layout)	15%
4	Cost	35%
	<b>TOTAL</b>	<b>100%</b>

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***

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