



**COMMONWEALTH HEALTHCARE CORPORATION
DETAILED REQUIREMENTS AND SCOPE OF WORK
PROCUREMENT & MEDICAL SUPPLY OFFICE
GENERAL MEDICAL SUPPLIES AND HOUSEKEEPING
SUPPLIES
RFP20-CHCC/MSO-01**



I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation (CHCC), located in the Commonwealth of the Northern Mariana Islands (CNMI) is soliciting proposals from qualified vendors that are interested in providing General Medical Supplies and Housekeeping Supplies.

The CHCC is a semi-autonomous government agency and within the Corporation, an 86-Bed Facility with full in-patient and out-patient services. The CHCC also has two (2) Community Centers located in the Island of Tinian and Rota. The Tinian Health Center is a semi-acute facility, whereas, the Rota Health Center is a 24-bed acute care facility. The Commonwealth Health Center (CHC) facility in Saipan is a certified Medicare Provider.

The Commonwealth of the Northern Mariana Islands (CNMI) is an island chain of thirteen islands located in the Western Pacific with a land mass of less than 185 square miles stretching over 375 miles north to south. CNMI has a total population of 50,000 residents, which is concentrated on three southern-islands – Saipan, Tinian and Rota (U.S. Census 2015).

It is the Corporation's intention to identify multiple vendors and establish Contract Agreements for the Bulk Purchasing of General Medical Supplies and Housekeeping Supplies. These Contracts will also allow CHCC to purchase on an "as needed" basis from a competitively awarded contracts. Bidders are requested to submit their total line of available products and services. While this RFP specifically covers General Medical Supplies and Housekeeping Supplies, bidders are encouraged to submit an offering on any or and all products available that they currently provide in their normal course of business.

This RFP package contains the necessary information and guidelines for interested vendors to develop and submit proposals.

II. NATURE OF WORK

During the period of the agreement, the prospective contractor is expected to work with CHCC staff at the identified location or remotely for those identified Off-Island Contractors as specified in Section III of this RFP. The prospective service provider is expected to deliver the services in an efficient, trustworthy, and professional manner.



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The prospective service providers must have experience to qualify for the award of the contract; the vendor must be able to show proof that it has the manpower, equipment, and financial resources to complete the scope of work as specified in Section IV of this RFP.

III. LOCATION OF WORK

Service Location: Saipan, CNMI

IV. DETAILED SCOPE OF WORK

- a. The prospective service provider must perform and provide these products:
 - The list of suggested general medical supplies can be found in a separate document marked as “Exhibit A”.
- b. Submit a price list electronically (pricing can be submitted as discount off MSRP, cost plus, etc.).
- c. Multiple percentage discount structure is also acceptable; please specify where different percentage discounts apply.
- d. Establish/proposed a maximum credit line for all purchases.
- e. Must be able to provide/supply for 3-mos. Exhibit A provides the minimum consumption for a three month period.
- f. Must provide at least a minimum of 2-years shelf life
- g. Proposed fee for shipping of goods by weight and size via air and ocean freight.

Prices submitted will be used to establish the extent of a bidder’s products that are available and also establish pricing per item.

Contracts may be awarded to multiple vendors. Please note that CHCC reserves the right to choose only certain items from a vendor’s proposed list. The vendor should take this into account when pricing individual items.

CHCC reserves the right to use multiple vendors for all items listed in Exhibit A but will agree to purchase the minimum purchase for each particular item from the vendors selected as stipulated in Exhibit A.



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The prospective contractor must adhere to the additional requirements listed below:

- Signature Form marked as Exhibit B

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals submitted by the prospective vendors must contain the following information:

1. Brief history and description of the company (including the date the company was founded and date of operation in the CNMI-if applicable).
2. Statement of company's capabilities and experience in General Medical Supplies retail or merchandising.
3. Overall Service plan and approach to project.
4. A minimum of three (3) customer references (major clients; Healthcare Industry references will be a plus).
5. Listing of Board of Directors or Officers and number of employees in the last three years.
6. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel).
7. Copy of valid Business License from either the US mainland, US territories, State of Hawaii, CNMI.
8. Proof of insurance coverage for the contractor and property liability insurance of a minimum of \$100,000 coverage per shipment or based on the value of the merchandise.
9. Copy of Company's most recent Financial Statement.
10. Other information that may be helpful to the evaluation team.

CHCC reserves the right to request for additional information or documents that it may consider necessary and relevant to assist it in evaluating a proposal.

VI. GENERAL AND ADMINISTRATIVE INFORMATION

a. Posting of Proposal

Interested parties can download this Request for Proposal (RFP)/Invitation to Bid (ITB) from the CHCC website (WWW.chcc.gov.mp). 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.



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b. General Provision

Until the selection process is completed, the content of the proposal will be held in strictest confidence and no details of any proposal will be discussed outside the Evaluation Team created by the Corporation. This RFP does not constitute an offer and does not obligate the Corporation in any way. The Corporation reserves the right to reject any or all proposals for any reason and waive any defect in said proposals, negotiate with any qualified offers, or cancel in part or its entirety this RFP, if it is in the best interest of the Corporation.

CHCC will enter into a contract(s) with the successful vendor(s) pursuant to the terms of the standard government independent contract. Additional terms and conditions will be attached as exhibits to the standard independent contract.

d. Place, Date, and Time of Submission

Please email your proposal and all supporting documents to Cora Ada, Director, CHCC Division of Procurement and Supply, at cora.ada@chcc.gov.mp, no later than: 1000 hours (10am) Chamorro Standard Time on December 05, 2019.

Please note submission instructions:

- All submissions must include the RFP# 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# and Project title in the header, plus page numbers in the footer.

Failure to follow these instructions will be considered unresponsive and your proposal will not be included for technical evaluation.

e. Cost of Preparation

All costs incurred by the vendor in preparing a response to this RFP and subsequent inquiries shall be borne by the vendor. All proposals and accompanying documentation will become the property of CHCC and will not be returned. The Commonwealth Healthcare Corporation reserves the right to reject any or all bids for any reason and to waive any defects in said bid, if in its sole opinion, to do so would be in the best interest of CHCC.



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f. Questions, clarifications, or inquiries

Any questions or requests for clarification must be made in writing through email.

All emails MUST contain the RFP# and Project title in the email subject.

Submit questions to:

Cora P. Ada
Director, CHCC Division of Procurement and Medical Supply Office
Email: cora.ada@chcc.gov.mp

VII. EVALUATION CRITERIA

Award will be made to the proposer whose proposal is most advantageous to the Corporation based on the evaluation factors set forth below:

1. Experience in similar or related projects (25%)
2. Demonstrate understanding and ability to meet timeliness of shipments (25%)
3. Cost (50%).

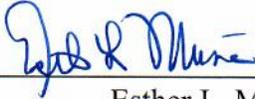
VIII. SELECTION PROCESS

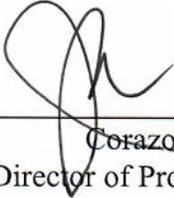
Proposals submitted will be evaluated and selection will be made based on the evaluation criteria mentioned in Section VII. Upon selection, the successful vendor will be advised to negotiate the contract with CHCC. Should the negotiation fail to result in an agreement, CHCC reserves the right to cancel the negotiation and select the next proposer, which in CHCC's opinion, is then the most qualified proposer. If the contract is not agreed to with any of the responsible proposers, the RFP will be cancelled and re-advertised.



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Approved By:  Date: 11/1/19
Esther L. Muna
Chief Executive Officer

Approved By:  Date: 11/1/19
Corazon P. Ada
Director of Procurement & Supply