



Commonwealth Utilities Corporation
Office of the Executive Director



REQUEST FOR PROPOSALS

CUC-RFP-16-001

WORKERS' COMPENSATION INSURANCE AND ADMINISTRATION

The Commonwealth Utilities Corporation (CUC), Office of the Executive Director, is soliciting competitive sealed proposals from qualified insurance firms to provide workers' compensation insurance and administration for CUC's employees throughout the Commonwealth of the Northern Mariana Islands (CNMI) and when on official business away from the CNMI.

The RFP package may be obtained from the CUC Procurement and Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, Saipan, between 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 4:00 p.m., Monday through Friday, except on government observed holidays upon completion of registration and presentation of a receipt evidencing a non-refundable payment to the CUC Treasury Section, by cash, check or credit card in the amount of \$100.00 for one RFP package set. Prospective Proposers for this RFP must pre-register with the CUC Procurement & Supply Division by 10:00 a.m. (ChST) on October 29, 2015 to be considered.

One (1) original and Six (6) hard copies must be submitted in a sealed envelope marked "*CUC-RFP-16-001, Workers' Compensation & Administration*", to the CUC Procurement & Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, P.O. Box 501220, Saipan, MP 96950, **no later than November 17, 2015 at 10:00 a.m. (ChST)**. Late submissions and conditional offers will not be considered. Proposals mailed via postal or courier service must be received on or before due date and time.

All Offerors are advised that CUC assumes no responsibility in any act of omission on the part of the Offeror due to lack of information or understanding of the proposal requirements in the course of Contractor's preparation of a proposal or supply under the contract.

Discussions may be conducted with responsible proposers for the purpose of clarification and to ensure full understanding of, and responsiveness to solicitation requirements. Proposers shall be accorded fair and equal treatment. There shall be no disclosure of any information derived from proposals submitted by competing proposers.

This Request for Proposal does not commit CUC to the award of a contract or contracts, nor to pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. This request and the ensuing contract shall be executed pursuant to the CUC Procurement Regulations. The contractor shall be required to comply with all CNMI and applicable Federal Laws.

Questions or requests for clarification will be entertained only from pre-registered prospective proposers and must be submitted in writing no later than **10:00 a.m. (ChST) on October 30, 2015** to Manny B. Sablan, CUC Procurement Manager via email address manny.sablan@cucgov.org.

CUC reserves the right to reject any or all proposals for any reason and to waive any defects in said proposal, if in its sole opinion, to do so would be in the best interest of CUC. All proposals shall become the property of CUC.

JOHN W. RIEGEL
Acting Executive Director

MANNY B. SABLAN
Procurement Manager



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