



**Commonwealth Utilities Corporation**  
Office of the Executive Director



## **REQUEST FOR PROPOSALS**

### **CUC-RFP-16-007**

#### **LEASE OF OFFICE SPACE (CUC ROTA)**

The Office of the Executive Director for the Commonwealth Utilities Corporation (CUC), is soliciting competitive sealed proposals from individuals or firms for the lease of office space for CUC Administration and Operation in Rota, CNMI.

The proposed office space must conform to American Disabilities Act (ADA), OSHA and CNMI Zoning regulation.

The RFP package may be obtained at 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 (Saipan, Tinian or Rota), by cash, check or credit card in the amount of \$20.00 for one RFP package set. The RFP package will be provided in a CD or emailed to the registered Proponents email ID. Prospective Proposers for this RFP must pre-register with the CUC Procurement & Supply Division to be considered.

A pre-proposal conference is scheduled for **2:00 PM (ChST) on April 15, 2016** at the CUC Rota Administration Office in Sinapalo Village, Rota.

**One (1) original and Five (5) hard copies** must be submitted in a sealed envelope marked "*CUC RFP -16-007, Lease of Office Space (CUC Rota)*" to the CUC Procurement & Supply Office, 3<sup>rd</sup> Floor, Room No. 3, Joeten Dandan Commercial Building, P.O. Box 501220, Saipan, MP 96950, **no later than 10:00 AM (ChST) on May 10, 2016.**

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

Discussions may be conducted with responsible Proponents for the purpose of clarification and to ensure full understanding of, and responsiveness to solicitation requirements. Proponents shall be accorded fair and equal treatment. There shall be no disclosure of any information derived from proposals submitted by competing proposers. All responses to this RFP should take into account any and all taxes which will become the obligation of the Proponent awarded a contract.

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 Proponent awarded a contract shall comply with all CNMI and applicable Federal Laws.

Selection procedure shall be in full compliance with CUC Procurement Regulations. CUC reserves the right to reject any or all proposals and waive any imperfection in the proposal in the best interest of the government. All proposals shall become the property of CUC.

Questions or requests for clarification will be entertained only from registered Proponents and must be submitted in writing no later than **10:00 a.m. (ChST) on April 18, 2016** to Manny B. Sablan, CUC Purchasing Officer via email address [manny.sablan@cucgov.org](mailto:manny.sablan@cucgov.org).

GARY P. CAMACHO  
Acting Executive Director

MANNY B. SABLAN  
Purchasing Officer



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