



Commonwealth Utilities Corporation
Office of the Executive Director



REQUEST FOR PROPOSALS
CUC-RFP-18-015

**LEASE OF OFFICE/WAREHOUSE SPACE FOR CUC POWER DIVISION
TRANSMISSION & DISTRIBUTION SECTION, SAIPAN CNMI**

The Office of the Executive Director, Commonwealth Utilities Corporation (CUC), is soliciting competitive sealed proposals from firms for the lease of office & warehouse spaces for CUC Power Division, Transmission & Distribution Section in Saipan, Commonwealth of the Northern Mariana Islands.

The proposed office space may be situated within or adjacent to the warehouse. The office & warehouse must have a loading dock and parking stalls that can accommodate over-sized heavy equipment (e. g. bucket trucks, augers and backhoes). Additionally, the proposed office space must conform to American Disabilities Act (ADA), OSHA and CNMI Zoning requirements.

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 \$50.00 (non-refundable) for one RFP package set. Prospective Proposers must pre-register with the CUC Procurement & Supply Division.

One (1) original and four (4) hard copies, along with an electronic copy of the proposal on a compact disk in PDF format must be submitted in a sealed envelope marked "*CUC-RFP-18-015, Lease of Office/Warehouse Space for CUC Power Division Transmission and Distribution Section, Saipan, CNMI*" 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 **April 16, 2018 at 10:00 AM (ChST)**. Late submissions and conditional proposals will not be considered.

Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification and to ensure full understanding of and responsiveness to solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity to discussion and revision of proposals, and such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offers. During discussions, there will be no disclosure of any information derived from proposals submitted by competing offerors.

All Offeror 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. The RFP does not commit CUC to award a contract, to pay any cost incurred in the preparation of the proposal under this request, or to procure or contract for services. Offeror are required to comply with all CNMI and applicable Federal Laws. This bid and the ensuing contract shall be executed as per the CUC Procurement Regulations.

All responses to this RFP should take into account any and all taxes, which will become the obligation of the proponent awarded a contract. Successful proponents will be required to submit a copy of a valid CNMI Business license in compliance with the Licensing Laws of the Commonwealth of the Northern Mariana Islands, upon award of the contract. Proponents shall comply to all applicable CNMI and 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 AM (ChST) on March 28, 2018** to Manny B. Sablan, CUC, Purchasing Officer via email address manny.sablan@cucgov.org with a copy to Lee Lieto, CUC, Acting Power Division Manager via email address lee.lieto@cucgov.org, Adrian Reyes, CUC, Power Division Engineer via email address adrian.reyes@cucgov.org and Christie Sablan, CUC, Purchasing Technician, Senior via email address christie.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.

GARY P. CAMACHO
Executive Director

MANNY B. SABLAN
Purchasing Officer



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