



Commonwealth Utilities Corporation Office of the Executive Director



REQUEST FOR PROPOSALS

CUC-RFP-19-002

LEASE OF OFFICE SPACE FOR CUC ROTA ADMINISTRATION & OPERATION

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, Rota, Commonwealth of the Northern Mariana Islands.

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.

One (1) original and Five (5) hard copies must be submitted in a sealed envelope marked “CUC-RFP-19-002, Lease of Office Space for CUC Rota Administration & Operation” 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 10:00 AM (ChST) on January 7, 2019. 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 RFP and the ensuing contract shall be executed as per the CUC Procurement Regulations.

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 December 21, 2018** to Manny B. Sablan, CUC Purchasing Administrator via email address manny.sablan@cucgov.org with a copy to Christie Sablan, Senior Purchasing Assistant 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 Administrator