



# Commonwealth Utilities Corporation



## REQUEST FOR PROPOSALS

### CUC-RFP-21-036

#### Office Space Rental for CUC's Administrative Functions and Operations

The Office of the Executive Director, Commonwealth Utilities Corporation (CUC), is soliciting competitive sealed proposals from firms for Office Space Rental for CUC's Administrative Functions and Operations in Saipan, Commonwealth of the Northern Mariana Islands.

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 4:30 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 \$25.00 for one package.

**One (1) original and five (5) hard copies** of your submission must be submitted in a sealed envelope marked "**CUC-RFP-21-036, Office Space Rental for CUC's Administrative Functions and Operations**" 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 a.m. on October 15, 2021**. Late submissions and conditional offers 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. All proposers shall be accorded fair and equal treatment with respect to any opportunity to discussion. During discussions, there will be no disclosure of any information derived from proposals submitted by competing proposers.

All Proposers are advised that CUC assumes no responsibility in any act of omission on the part of the Proposer 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. The Proposers 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.

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 September 23, 2021** to Manny Sablan, CUC Purchasing Administrator via email address, [manny.sablan@cucgov.org](mailto:manny.sablan@cucgov.org) with a copy to John C. Mafnas, Contracts Officer at

P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950

Tel: (670) 664-4282 • Fax: (670) 235-5131

CUC is an Equal Opportunity Provider and Employer.

[john.mafnas@cucgov.org](mailto:john.mafnas@cucgov.org) and Marcela Tenorio, CUC's Senior Administrative Technician at [marcela.tenorio@cucgov.org](mailto:marcela.tenorio@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 BOYER SABLAN  
Purchasing Administrator