



College of Micronesia-FSM
Procurement and Property Management Office
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April 29, 2020

MEMORANDUM

To: Vice President for Administrative Services

Thru: PPMO Director

From: Ad Hoc Committee Chair

Subject: RFP No. B2020-07 Recommendation

After further review of all the bids received for the Computer Labs Turn-Over Project per RFP No. B2020-07, it is the **recommendation** of this committee to award the contract to **Britesun** based on their **lowest responsible bid received** in the amount of one hundred seventy seven thousand and five hundred eighty dollars, **(\$177,580.00)**.

Attached to this recommendation cover letter are the bid evaluation report summary with bid selection criteria matrix and tabulation that provides the breakdown for each of the eight bids received.

If you should have any questions, or concern, please let me know.

Thank you very much.

Xc: RFP/PPMO

Cc: Ad Hoc Members

RFP # B2020-07 Bid Evaluation Report

The Procurement and Property Management office in collaboration with the Information Technology office issued a Request for Proposal RFP # B2020-07 on the College of Micronesia-FSM website on February 19, 2020; 12:00pm Pohnpei. RFP #B2020-07 deadline submission was on March 19, 2020; 5:00pm Pohnpei time. The Procurement and Property Management Office received 8 bid packages from the following vendors:

1. Britesun – Yap
2. Office Place - Yap
3. Island Shipping Co. - HongKong
4. RSM Exports - Pohnpei
5. MCS Pohnpei
6. Pacific Source Inc., Lmt – Hawaii US
7. Progressive Computer Services – Hawaii US
8. Dateline Exports – Oregon US

Due to the COVID19 Pandemic, the PPMO Director sent out an email to all participated vendors informing them of the situation which may delay the bids opening which was scheduled on March 20, 2020 as per the RFP#B2020-07, On April 03, 2020, the PPMO Director was given the instruction from the Office of the President to proceed with the RFP and submit the final recommendation. On April 15, 2020 Director Mingii formulated an Ad-Hoc Review Committee to review the bids and make their recommendation based on the Bid Selection Criteria Matrix. The Ad-Hoc Committee members were as follow:

1. Eugene Edmund, COM-FSM Procurement Officer (Chairman)
2. Christopher Gilmete, COM Webmaster (member)
3. Julius Cecilio, COM-FSM Accountant (member)

Examination of Bid Documents

The Bids submitted were examined to verify that the bidders had submitted all the documents and information required by the bidding document. The following documents were examined.

1. Bidders Profile
2. Price Quote
3. Technical Specifications
4. Submittal Form
5. Payment Plan
6. Warranties
7. Delivery Mode & Timeline

The results of checking for completeness of bid documents are presented in the bids Evaluation Criteria Matrix sheet and another sheet with the bidders price quotations. The Committee has concurred that Britesun a local company based in Yap is the lowest responsive bidder as this company provided all required information and price quote came in the lowest among all bidders, even thou Pacific Source Inc., Lmt has the lowest price quote but as per the Citizen Bidder Preference, " Citizen bidders who qualify to bid under the provisions of this RFP shall receive preference over noncitizen bidders in determining the award of the contract per college policy and procedures and in accordance to FSM FMR 6.2.11" and since Pacific Source Inc. Lmt is a noncitizen bidder Britesun becomes the lowest responsive bidder. On the Warranty part, Britesun also offer to replace or fix any defects on the computers in case there's any, see attached emailed

Ad-Hoc Committee Members Concurred:

Eugene Edmund, Chairman



Date: 4/29/20

Julius Cecilio, Member



Date: 4/29/2020

Christopher Gilmete Member



Date: 04/29/20

Bid Selection Ad Hoc; 4/15/20 10:00am Evaluation Criteria Matrix RFP No. B2020-07

Ranking	Bidder's Name	Bidder's Profile 20%	Price Quote 20%	Technical Requirements 20%	Submittal Form 10%	Payment Plan 10%	Warranties 10%	Delivery Mode/Time 10%	Total
1	Britesun	20	20	20	10	10	10	10	100
2	Office Place	20	15	20	10	10	10	10	95
3	Island Shipping Co.	20	15	15	10	10	10	10	90
4	RSM Exports	20	8	15	10	10	10	10	83
5	MCS Pohinpei	20	10	15	10	10	10	5	80
6	Pacific Source Inc., LMT		20	20	10	10	10	10	80
7	Progressive		10	15				10	35
8	Dateline Exports		10	15				10	35

Highlights on Selection screening process including any added value services, or other

Based on the bidders ranking, Britesun is the lowest responsive bidder and Office Place came in the second, some of the bidders did not submit the bidders required docs as stated in the RFP

Ranking	Bidder's Name	Proposed Bid Amount	Local Bidders Preference 15%	Total
1	Britesun	\$177,580.00	\$26,637.00	\$150,943.00
2	Pacific Source Inc. LMT	\$172,694.00		\$172,694.00
3	Dateline Exports	\$179,194.66		\$179,194.66
4	MCS-Pohnpei	\$240,265.75	\$ 36,039.86	\$204,225.89
5	Office Place	\$254,996.82	\$38,249.52	\$216,747.30
6	Island Shipping Co.	\$223,483.43		\$223,483.43
7	Progressive	\$226,174.00		\$226,174.00
8	RSM Exports	\$278,483.43	\$41,772.51	\$236,710.92

Based on Citizen Bidder preference, Britesun a local company based in yap becomes the lowest. reference College Procurment policy and FSM FMR 6.2.11