



NORTHERN MARIANAS HOUSING CORPORATION
P.O. BOX 500514, Saipan, MP 96950-0514

INVITATION FOR BIDS (IFB)
(This is ad is paid for NMHC with HUD funds)

NMHC IFB 2021-012

BID SUBMISSION DATE & TIME: August 19, 2021, 10:00 a.m.

**Vehicle Lease of 2-Pick-up Trucks for the
Community Development Block Grant-Disaster Recovery (CDBG-DR) Program**

Bid information and packet is available on July 19, 2021, at the NMHC website at www.nmhcgov.net by clicking on the "Procurement Tab" or at the CDBG-DR website at www.cnmi-cdbgdr.com.

The provisions of the NMHC Procurement regulations, NMIAC 100-60-725 AND 100-60-730 Prohibiting Gratuities, Kickbacks and Contingent Fees shall apply.

Inquiries regarding this bid shall be submitted to Mr. Jacob Muna, Office Manager/Procurement Officer via email at officemanager@nmhcgov.net or facsimile at (670)234-9021, on or before July 26, 2021, no later than 10 a.m.

/s/
Jesse S. Palacios
Corporate Director

/s/
Merced "Marcie" M. Tomokane
Chairwoman, NMHC Board of Directors

INVITATION FOR BIDS

NOTE TO BIDDER: Failure to Provide Company Name, Address, Phone & Fax number on this INVITATION FOR BID FORM May result in **bid rejection.**

Company Name:
Address:

INVITATION NO.: NMHC IFB 2021-012
BID MUST BE IN OUR OFFICE BY:

August 19, 2021, AT 10:00 A.M.

Phone No.:
Email:
Fax No.:

SPECIAL NOTICE TO BIDDER

EACH ITEM MUST BE PRICED SEPARATELY FROM OTHERS. THIS REQUEST DOES NOT COMMIT THE NORTHERN MARIANAS HOUSING CORPORATION IN ANYWAY TO PAY ANY COSTS INCURRED IN THE PREPARATION OR THE SUBMISSION OF THIS QUOTATION OR TO PROCURE OR CONTRACT FOR SUPPLIES AND SERVICES.

ADDRESS ALL CORRESPONDENCE TO:
NORTHERN MARIANAS HOUSING CORPORATION
P.O. BOX 500514
SAIPAN, MP 96950
ATTN: JACOB MUNA, OFFICE MANAGER/PROCUREMENT OFFICER
PHONE NO. 234-7689
FAX NO. 234-9021

| ITEM | SUPPLIES OR SERVICES | QTY | UNIT PRICE | TOTAL AMOUNT |
|------|------------------------------------|----------|------------|--------------|
| | LEASE OF TWO PICK-UP TRUCKS | 2 | \$ _____ | \$ _____ |

(SEE ATTACHED DETAILED SPECIFICATIONS)

Sealed bid submittals for this project must be submitted with **one (1) original and three (3) copies** to the Northern Marianas Housing Corporation Central House located in Garapan, Saipan, MP 96950 no later than **10:00 a.m., local time, August 19, 2021** and must be marked **NMHC IFB 2021-012**.

Bids submitted by firms outside of the Commonwealth must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **August 19, 2021** and the bid documents must be received at the Northern Marianas Housing Corporation Central Office, P.O. Box 500514, Saipan, MP, 96950 by **August 30, 2021**.

Bidders outside of the Commonwealth must notify the Procurement Officer, in writing, of their intent to submit a Notice of Intent For Bid in order to receive this additional seven (7) working days for the receipt of the actual proposal documents. This Notice of Intent For Bid may be any mode of written communication including facsimile to (670) 234-9021 or emailed to officemanager@nmhcgov.net but must be received no later than **10:00 a.m., local time, August 19, 2021**.

Bids will be publicly opened and read at the Northern Marianas Housing Corporation Central Office, Garapan, Saipan, MP 96950, at **10:30 a.m., local time, August 31, 2021**. However, if no Notice of Intent For Bid are received from bidders outside the CNMI, bids will be opened at **10:30 a.m., local time, August 19, 2021**.

THE NORTHERN MARIANAS HOUSING CORPORATION RESERVES THE RIGHT TO REJECT ALL BIDS AND PROPOSALS; IN WHOLE OR IN PART, AND TO WAIVE ANY IMPERFECTION IN A BID IN THE BEST INTEREST OF THE NORTHERN MARIANAS HOUSING CORPORATION.

For any inquiries regarding this IFB shall be submitted to **Mr. Jacob Muna, Office Manager/Procurement Officer**, via email at officemanager@nmhcgov.net or facsimile at (670) 234-9021, on or before July 26, 2021, no later than 10:00 a.m.

NOTE: FAILURE TO SIGN THIS BID SUBMISSION WILL RESULT IN ITS REJECTION.

Print Name and Title: _____

Signature: _____

Date: _____

NMIAC Section 100-60-725 Gratuities and Kickbacks

Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

Kickbacks. It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontractor or order.

NMIAC 100-60-730 Prohibition Against Contingent Fees

Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure NMHC contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Representation of contractor. Every person, before being awarded a NMHC contract, shall represent, in writing that such person has not retained anyone in violation of this section. Failure to do constitutes a breach of ethical standards.

VEHICLE SPECIFICATIONS (MINIMUM)

Method of Procurement:

The Northern Marianas Housing Corporation (NMHC) is soliciting from automobile companies to lease two (2) vehicles for a period of two (2) years with the option to renew for another two (2) years. The automobile company shall provide all leasing terms and conditions for the vehicles.

Body Type: Four Door (Crew Cab) Pick-Up Truck

Quantity: Two (2)

Mechanic/Performance:

Engine Size: 6 Cylinder

Transmission: Automatic/ 4-Wheel Drive

Fuel Type: Gas

Other Features:

- Air-Conditioning
- AM/FM/CD/Bluetooth Sound System
- Power Windows
- Keyless Remote Entry
- Anti-Lock Brakes
- Rust Proofing
- 4-Wheel Drive
- Vehicle Must be 2021 or newer model
- Safety Inspection and Registration to be included
- Automobile insurance under 25 years old to be included
- Routine preventative maintenance, every 3,000 miles or 3 months, whichever comes first to be included.

Other Bid Requirements:

1. Bidders shall provide all vehicle specifications;
2. Shall state lease terms

NOTE TO DEALERS: TINT MUST NOT HAVE BEEN APPLIED TO VEHICLE WINDOWS/WINDSHIELD.