



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.cnmi-cdbgdr.com>

INVITATION FOR BIDS (IFB)

(This ad is paid by NMHC by HUD funds)

NMHC IFB 2025-010

BID SUBMISSION DATE: October 27, 2025, 2:00 p.m.

Carolinas Heights Road and Drainage Improvement Project Tinian

Project Package will be available on September 26, 2025, at the NMHC Central Office in Garapan, Saipan, during regular working hours (7:30 a.m. to 4:30 p.m.) Monday thru Friday except CNMI holidays. A non-refundable payment of One Hundred Fifty Dollars (\$150.00) is required for each set of the project package. Payment must be made payable to NMHC and receipt of payment must be presented when obtaining the project package at the reception counter.

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

A Mandatory Pre-Bid Conference will be held at the NMHC Field Office in Tinian located at the NMC Campus in Tinian on **October 10, 2025, 10:00 a.m.** In addition, a Mandatory site Visit/Inspection of the project site will be conducted immediately after the Pre-Bid Conference. Failure to attend both the Mandatory Pre-bid conference and the Mandatory site Visit/Inspection will be considered a non-responsive bidder.

For more information, contact Mr. Jacob Muna, Office Manager, at (670) 234-9447 or via email at officemanager@nmhcgov.net during business hours, 7:30am – 4:30pm Monday through Friday, except CNMI holidays.

/s/

Zenie P. Mafnas
Corporate Director

/s/

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



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NMHC IFB 2025-010

Carolinas Heights Road and Drainage Improvement Project Tinian

The Northern Marianas Housing Corporation (NMHC) is soliciting sealed bids for the above-mentioned project located in the island of Tinian.

The Project Package will be available beginning **September 26, 2025**, at the NMHC Central Office in Garapan, Saipan, during regular working hours (7:30 a.m. to 4:30 p.m.) Monday thru Friday except CNMI holidays. A non-refundable payment of **One Hundred Fifty Dollars (\$150.00)** is required for each set of the project package. Payment must be made payable to NMHC and receipt of payment must be presented when obtaining the project package at the reception counter.

A Mandatory Pre-Bid Conference will be held at the NMHC Field Office in Tinian located at the NMC Campus in Tinian on **October 10, 2025, 10:00 a.m.** In addition, a Mandatory site Visit/Inspection of the project site will be conducted immediately after the Pre-Bid Conference. Failure to attend both the Mandatory Pre-bid conference and the Mandatory site Visit/Inspection will be considered a non-responsive bidder.

Sealed bids must be marked **NMHC IFB 2025-010**. For Bidders within the CNMI, an original, three (3) copies of sealed bids and one (1) USB flash drive must be submitted to the NMHC Central Office, Garapan, Saipan MP 95960, **no later than 2:00 p.m. October 27, 2025**. Bids received after the date and time will not be accepted. Bidders located outside the CNMI may obtain an additional seven (7) working days for receipt of their bids by submitting a **Notice of Intent to Bid**. Notice of Intent Bid must be received by the Procurement Officer no later than 2:00 p.m. local time, **October 27, 2025** and must be transmitted via facsimile to (670) 234-9021, or via email to officemanager@nmhc.gov.net. For bidders outside the CNMI, an original, three (3) copies and one (1) USB Flash Drive of sealed bids must be postmarked by the U.S. Postal Services or the official government postal service of a foreign country no later than **October 27, 2025** and must be received at NMHC no later than **November 05, 2025**. Note that failure to submit the required number of copies may be cause for rejection of a bid.

Bids will be publicly opened and read at the NMHC Central Office, Garapan, Saipan on **October 27, 2025, 2:30 p.m.** local time. However, if a bidder outside the CNMI submits a notice of intent to bid, bids will be opened at **2:00 p.m.** local time on **November 06, 2025**.

Bid Security: Bids shall be accompanied by a bid guarantee of not less than fifteen percent (15%) of the amount of the bid which maybe a Bid Bond (form enclosed) in cash, by certified check, cashiers' check or other form acceptable to NMHC.

Payment and Performance Bonds: 100% payment and performance bond is required for this project. The winning bidder shall furnish the required payment and performance bond after execution of a contract or as prescribed by the NMHC Procurement Officer.

Project Duration: The period of performance to complete the project is two hundred (200) calendar days. The selected lowest responsive and responsible bidder shall obtain the necessary permits within the established period of performance. Liquidated Damages for delays beyond the established completion date will be assessed \$1,000.00 per calendar day.

Bidder's Qualification: Before a bid is considered for an award, the bidder will be required to the NMHC to submit a statement regarding their previous experience in performing similar work, their business, technical organization, financial resources, on-going contract if any and plant available to be used in performing the contract.

Bidder's Acknowledgement: The bidder acknowledges and confirms they have read and understand all the instructions, program requirements and the project requirements of this bid.

Questions and Clarifications: Bidders that had attended the mandatory pre-bid meeting shall submit their Request For Information (RFI) on or before October 17, 2025, no later than 4:00 p.m. via email at officemanager@nmhcgov.net.

Bidding Procedures shall be in compliance with the NMHC Procurement Regulations (NMIAC § 100-60)

Breach of Ethical Standard

NMIAC § 100-60-725 (a) 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 purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or any other advisory capacity in any proceeding or application, 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.

NMHC hereby notifies all bidders that it will affirmatively ensure that, in any contracts entered into pursuant to this advertisement, small, minority businesses and women's business enterprises will be afforded equal opportunity to submit bids and will not be discriminated against on grounds of race, color, religion, sex, disabilities or national origin.

This project is also subject to Section of the Housing and Community Development Act of 1968 which requires the successful bidder to the “maximum extent feasible”, take affirmative steps to provide training, contracting and employment opportunities and help ensure that the economic opportunities generated by these HUD funds are provided to local low-income residents in Saipan.

NMHC reserves the right to reject any and all proposals for any reason and to waive any defects in the bids if determined to be in its best interest. All bids received shall become the property of the Commonwealth Government

/s/

Zenie P. Mafnas
Corporate Director

/s/

Merced “Marcie” M. Tomokane
Chairwoman, NMHC Board of Directors