



NORTHERN MARIANAS HOUSING CORPORATION

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INVITATION FOR BIDS (IFB)

(This ad is paid by NMHC)

NMHC IFB 2024-007

Purchase and Installation of Windows and Typhoon Shutters for the NMHC Housing Units in Tinian

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

The project bid package will be available beginning **February 26, 2024**, at the NMHC Central Office in Garapan, Saipan, during regular business hours (7:30 a.m. to 4:30 p.m.) Monday thru Friday except CNMI holidays. A non-refundable payment of **One Hundred Dollars (\$100.00)** is required for each set of the project bid 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 Tinian Field Office located at the NMC Campus, San Jose, Tinian, on **March 1st, 2024, 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 2024-007**. For Bidders within the CNMI, an original, two (2) 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. March 27, 2024**. 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, **March 27, 2024** 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, two (2) 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 **March 27, 2024**, and must be received at NMHC no later than **April 05, 2024**. 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 at **2:30 p.m. local March 27, 2024**. However, if notice of intent to bid is received from bidders outside the CNMI, bids will be opened at **2:00 p.m. local time on April 06, 2024**.

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.

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/
Jesse S. Palacios
Corporate Director

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