



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 2025-002

BID SUBMISSION DATE & TIME: December 03, 2024, 2:00 p.m.

**Vehicle Lease of 3-Sport Utility Vehicles (SUV) for the
Community Development Block Grant-Disaster Recovery (CDBG-DR) Program in Saipan**

Bid information and packet is available on November 18, 2024, 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 September 10, 2024, no later than 10 a.m.

/s/
Jesse S. Palacios
Acting-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 2025-002
BID MUST BE IN OUR OFFICE BY:

Tuesday, December 03, 2024, 2:00 P.M.

Phone No.:
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. 234-6866/9447
FAX NO. 234-9021

| ITEM | SUPPLIES OR SERVICES | QTY | UNIT PRICE | TOTAL AMOUNT |
|------|--|----------|-----------------|-----------------|
| | Lease of Sport Utility Vehicles (SUV) | 3 | \$ _____ | \$ _____ |

(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 Office located in Garapan, Saipan, MP 96950 no later than **2:00 p.m., local time, December 03, 2024** and must be marked **NMHC IFB 2025-002**.

Bidders located outside of the Commonwealth must notify the Procurement Officer, in writing, of their Notice of Intent to Bid to receive additional seven (7) working days for the receipt of the actual proposal documents. The Notice of Intent to Bid shall be submitted in writing via facsimile to (670) 234-9021 or email to officemanager@nmhcgov.net must be received no later than **2:00 p.m., local time, December 03, 2024**.

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 December 03, 2024, and the bid documents must be received at the Northern Marianas Housing Corporation Central Office, P.O. Box 500514, Saipan, MP, 96950 by **December 12, 2024**.

Bids will be publicly opened and read at the Northern Marianas Housing Corporation Central Office, Garapan, Saipan, MP 96950, at **10:00 a.m., local time, December 13, 2024**. However, if there is no Notice of Intent to Bid are received from bidders outside the CNMI, bids will be opened at **2:30 p.m., local time, December 03, 2024**.

THE NORTHERN MARIANAS HOUSING CORPORATION RESERVES THE RIGHT TO REJECT AND 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 November 25, 2024, 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 an 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 three (3) vehicles for a period of two (2) years with the option to renew for another year. The automobile company shall provide all leasing terms and conditions for the vehicles.

Body Type: Five Door SUV
Seating Capacity: 5

Quantity: Three (3)

Fuel Type: Gas

Mechanical/Performance:

Engine Size: 4 Cylinder

Transmission: Automatic

Other Features:

- Air-Conditioning
- AM/FM/CD/Bluetooth Sound System
- Power Windows
- Keyless Remote Entry
- Anti-Lock Brakes
- Rust Proofing
- All wheel drive
- Vehicle Must be New 2024 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

Bidders shall provide all vehicle specifications and include lease terms.

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

NMHC WILL REQUIRE DOOR SIGNAGE ON THE DRIVER AND PASSENGER FRONT DOORS. SIGNAGE WILL BE ARRANGED BY NMHC.

DEALERS MUST COMPLY WITH PUBLIC LAW 15-23 “ENERGY EFFICIENCY” TO THE EXTENT POSSIBLE.

NON-COLLUSION AFFIDAVIT

Project: _____
Commonwealth of the Northern Mariana Islands

NORTHERN MARIANAS HOUSING CORPORATION)
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS)
SAIPAN, MARIANA ISLANDS) ss

_____ being first duly sworn, deposes and says:
(Name)

That he/she is _____ (A partner or officer in the firm of, etc.) of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiance or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure advantage against the Northern Marianas Housing Corporation (NMHC) or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of

Subscribed and sworn to before me this _____ day of _____, 20____.

Seal of Notary Public

My commission expires _____ 20_____.

SMALL, MINORITY, WOMEN-OWNED BUSINESS CONCERN REPRESENTATION

The bidder/proposer represents and certifies as part of its bid/offer that it:

(a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) is, is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least fifty-one (51%) percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) is, is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least fifty-one (51%) percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least fifty-one (51%) of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(check the block applicable to you)

Black Americans Asian Pacific Americans

Hispanic Americans Asian Indian Americans

Native Americans Hasidic Jewish Americans

Bidder's/Proposer's Signature

The undersigned bidder certifies that the information contained in this certification and representations is accurate, complete, and current.

(Signature and Date)

(Typed or Printed Name)

(Title)

(Company Name & Mailing Address)

Telephone: _____

Fax No.: _____

Northern Marianas Housing Corporation (NMHC)

DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

1. The respondent certifies, by submission of this IFB/RFP Response, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
 2. The respondent will provide immediate written notice to whom this Certification is submitted if at any time the Proposer learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 3. The Respondent shall not knowingly enter any agreement/subcontractor relationship lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this procurement, unless authorized by the department or agency with which this procurement originated.
 4. Where the respondent is unable to certify to any of the statements in this certification, such respondent shall attach an explanation to this RFP Response.
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Company Name & Address

Email Address

Type or Print Name

Title

Signature of Authorize Official or Owner

Date

Northern Marianas Housing Corporation (NMHC)

ORGANIZATIONAL CONFLICT OF INTEREST STATEMENT

The NMHC is respectfully requesting information to ensure that any actual or potential Conflicts of Interest (COIs) are properly recorded, reviewed, and addressed in a manner as deemed appropriate by the Northern Marianas Housing Corporation (NMHC). It is our goal to protect the integrity of the procurement process and to ensure that no unfair competitive advantages exist or existed during any stage of the process. The NMHC, in its sole discretion, will take the steps required to neutralize, mitigate, or to perform any other action to resolve any potential or actual conflict of interest if discovered during this discovery phase.

Some examples of COIs in an organization may include, but are not limited to the following:

- Unfair Advantage: Assisting or preparing the organization in crafting written specifications, scopes of work, or statements of qualifications and subsequently responding to the solicitation.
- Potentially biased or impaired objectivity: Assisting the organization with evaluating or assessing the performance of products or services of other potential bidders and also submitting a response to the solicitation.
- Unequal access to information not shared with other potential bidders or respondents: Gaining access or pre-solicitation access to non-public information prior to official release (i.e., budget/funding information, procurement information, proposed evaluation criteria, prior award info obtained from the organization through non-FOIA means, etc.).

I, _____ (Bidder/Proposer), on behalf of myself and my company, and my subcontractors, if applicable, certify the following, under penalty of perjury, that to the best of my knowledge and belief:

1. No circumstances currently exist that create a Conflict of Interest in my performing the services required by the Solicitation to which I am responding or the Agreement to be signed if I am the successful Bidder/Proposer in response to this Solicitation, and
2. I understand and acknowledge that my failure to disclose any affiliation or relationship that creates or may create a Conflict of Interest shall be deemed a material misrepresentation and sufficient reason for Bidder/Proposer and it's company to be disqualified, suspended, and/or excluded from participating in this and any future solicitation and procurements as well as removal from the Northern Marianas Housing Corporation vendor database. It may further result in termination of any contractual relationship with the Northern Marianas Housing Corporation and may be grounds for disciplinary action, up to and including debarment by the NMHC, fines, penalties, imprisonment, or civil suit to be brought against Bidder/Proposer company.
 - a That to my knowledge, no employee or official of the NMHC, nor any public agency or official affected by this Solicitation or the Agreement to be signed if I am the successful Bidder/Proposer, has any pecuniary interest in the business of the Bidder's/Proposer's company or Bidder's/Proposer's subcontractor(s), nor does Bidder's/Proposer's subcontractors have any interest that would conflict in any manner or degree with the performance related to this Solicitation or Agreement.
3. I warrant that I and my subcontractor(s), if any, have not employed or retained any company or person other than a bona fide employee working solely for the Bidder's/Proposer's company or subcontractor(s) in order to solicit or secure an agreement with the Northern Marianas Housing Corporation, as related to this solicitation or any resulting Agreement, and that I and my subcontractor(s), if any, have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Bidder's/Proposer's company or Bidder's/Proposer's subcontractor(s) any fee,

Northern Marianas Housing Corporation (NMHC)

commission, percentage, gift, or other consideration contingents upon or resulting from the award of any Agreement.

4. I warrant and represent that my offer identifies and explains below any unfair competitive advantage I or my company or subcontractors may have in competing for the Agreement to result from this solicitation and any actual or potential conflicts of interest that may arise from my participation in this solicitation or my receipt of an award. I acknowledge that the NMHC intends by this statement to identify any and all potential conflicts of interest and unfair competitive advantages held by any Bidder/Proposer, to prevent the existence of conflicting roles that might bias a consultant's judgment, and prevent one Bidder/Proposer or company from having an unfair competitive advantage over other Bidder or Proposers. The NMHC, in its sole discretion, has the authority and responsibility to determine whether or not a conflict of interest or unfair competitive advantage exists, after a review of the relevant facts. I acknowledge and understand that if I or my company has an unfair competitive advantage or a conflict of interest; the NMHC may withhold the award of this Agreement. Before withholding an award on these grounds, a Bidder/Proposer will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

5. I have complied with the following:

"No questions (including Compliance Program-related questions) may be directed to or contacts made with the Corporate Director, other members of NMHC, or other NMHC staff not identified in this solicitation as points of contacts during the time that this solicitation is made public until the final selection is made, except as otherwise provided for herein. Violation of this prohibition may disqualify the contractor and/or consulting firm from further consideration by the Procurement Officer for this solicitation."

6. List any Actual or Potential Conflicts of Interest below or check the box below to certify that none exists. Failure to fully disclose information may result in penalties and/or sanctions as outlined in #2 above. Please check only one box below.

- No known actual or potential Conflicts of Interest are subject to disclosure.
- All identified actual or potential Conflicts of Interest and/or Unfair Competitive advantage(s) are stated below and submitted for further review by the Northern Marianas Housing Corporation.

7. I warrant that should I become aware of an actual or potential conflict of interest involving my company or subcontractors, if any, in performing the services under the Agreement or responding to this Solicitation, I will notify the NMHC immediately. I also warrant that should I become aware of any competitive advantage that my company or subcontractors have in responding to this solicitation or providing services under an agreement related to this solicitation, I will immediately notify the NMHC of the discovery of a possible competitive advantage. I understand and acknowledge that this obligation to inform the NMHC of the discovery of a conflict of interest or competitive advantage is a continuing obligation and extends throughout the Term of the Agreement for this procurement.
8. By signing this statement, I certify for myself and on behalf of my company and any of my subcontractors that I have and will comply with, and have not, and will not, induce a person to violate 1

Northern Marianas Housing Corporation (NMHC)

CMC Section 2304 (Ethics Act). I acknowledge and understand that the NMHC may rescind any Agreement and recover all amounts expended as a result of any action taken in violation of this provision.

9. Has anyone in your company been privy to any information regarding the _____ solicitation prior to _____? If so, please explain.

10. Prior to the solicitation release date on _____ has anyone in your company attended any meetings, either internally or externally, where the above-referenced solicitation was discussed either in whole or in part?

Company Name: _____

Print Name/Signature of Authorize
Official or Owner

Title