



COMMONWEALTH PORTS AUTHORITY

Main Office: SAIPAN INTERNATIONAL AIRPORT, 2ND Floor Arrival Bldg.

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REQUEST FOR PROPOSAL

CURRENCY EXCHANGE SERVICES FRANCISCO C. ADA/SAIPAN INTERNATIONAL AIRPORT

Project No.: CPA-RFP-001-21

CPA Concession No.: SCX-2021-01

Notice is hereby given that the Commonwealth Ports Authority (the "CPA") is accepting sealed proposals, subject to the terms and conditions of the Request for Proposals (the "RFP"), and other contract provisions, for proposals from firms, companies, and/or corporations for currency exchange services at the Francisco C. Ada/Saipan International Airport. This concession is for the exclusive right to offer currency exchange, travel insurance, and other related services as applicable, including, but not limited to, the sale and purchase of foreign currency banknotes, drafts, money transfer, travelers check, and any other travel related products that are not related products precluded by other concessionaire agreements in the Airport.

The RFP will be issued and available for pick-up beginning **October 07, 2021**, from 8:00 a.m. to 5:00 p.m., Mondays through Fridays, at the Administration Office, 2nd Floor, Arrival Building, Saipan International Airport. CPA offices are closed on holidays. The RFP includes layouts and requirements. All responses to this RFP shall also take into account any and/or all costs that will be charged to the proposer awarded the contract for the project. Prospective proposers will be required to pay a non-refundable administrative fee of \$50.00 for costs associated with handling and consideration of the proposal. Payments are accepted in the form of cash, credit card, and certified cashier's checks made out to the Commonwealth Ports Authority.

Questions and/or clarification concerning this project shall be in writing and sent to the attention of the Executive Director through email at cpa.receptionist@pticom.com with copy to Joy Ann Tenorio at joy.tenorio@cnmiports.com no later than **October 25, 2021**.

All proposals shall be sealed and marked on the cover package outside as follows: **"RFP TECHNICAL SUBMISSION: CONFIDENTIAL; CONCESSION NO. SCX-2021-01."** One (1) original and three (3) copies of the technical proposal must be submitted no later than **2:00 p.m. Chamorro Standard Time, November 18, 2021**, to the Authority Administration Section, Office of the Executive Director, 2nd Floor, Arrival Building, Saipan International Airport. Proposals are not required to include a prepaid minimum concession fee. Proposers that submit proposals deemed to be Sufficiently Acceptable pursuant to the terms of this RFP will be invited to submit Price Bids and will be notified of the time, date, and location for submittal of such Price Bids.

The Commonwealth Ports Authority reserves the right to reject any or all proposals for any reason, if in its sole opinion to do so, would be in CPA's best interest. CPA further reserves the right to waive any defects in said proposals if in its sole opinion to do so would be in CPA's best interest. All proposals shall become property of the Commonwealth Ports Authority.

FOR THE COMMONWEALTH PORTS AUTHORITY

/s/ **CHRISTOPHER S. TENORIO**
Executive Director

October 04, 2021
Date