

Request for Proposal (RFP)

Kosrae OPA seeks services for the custodial, grounds keeping and general building maintenance of the Kosrae OPA office facility; including the general indoor cleaning of office space, conference room, restrooms and all areas of the Kosrae OPA facility.

The contractor will also be responsible to maintain the OPA entrance road and provide general grounds keeping including cutting and clearing of grass, brushes, shrubs and hedges and keeping cleanliness of the Kosrae OPA grounds.

Duration & Schedule of Services

Work schedule will be part-time, and on a short-term contract.

Proposal Format

Kosrae OPA will consider adequately completed proposals that have the following information.

1. Name and contact information;
2. Type of work you are willing to perform;
3. Shows the days of the week you plan to perform the desired work;
4. Payment terms including amount, timing and frequency of payment; and,
5. Signed, dated and addressed to the following contact and address:

Postal Mail:

Palikkun N. Kilafwasru
Office of the Public Auditor
P.O. Box 847
Tofol, Kosrae FM 96944

Email:

pali.ksauditor@gmail.com

How to Submit a Proposal

You may submit a proposal using the Kosrae OPA RFP Proposal Form.

Proposals may be submitted by hand-delivery to the Kosrae OPA office in Tofol, by postal mail or by email. Proposals should be submitted to the addressed provided above.

Advertisement Period

Kosrae OPA is accepting proposals until the closing of business on October 6, 2023.