



Hon. Pedro Pierluisi Urrutia  
Gobernador

Lcda. Karla G. Mercado Rivera  
Administradora y Principal Oficial de Compras

**INVITATION FOR REQUEST FOR PROPOSAL**  
**PUBLICATION DATE: July 23, 2021**  
**NUMBER 21-0004**

**TO ESTABLISH A CONTRACT(S) FOR MULTIPLE SELECTION OF TEMPORARY LABOR FOR ALL OF THE ENTITIES OF  
THE GOVERNMENT OF PUERTO RICO**

All persons, natural or legal, who meet the minimum requirements to contract with the Government of Puerto Rico are invited to participate in the request for proposal referenced above. Such requirements are established under Article 31 of Act No. 73 of July 19, 2019, as amended, known as the General Services Administration Act for the Centralization of the Government of Puerto Rico's purchase and acquisition process of 2019 as well as the applicable provisions of the Uniform Regulations for Purchases and Bids of goods, works, and nonprofessional services of the General Services Administration of the Government of Puerto Rico, Regulation No. 9230.

**SCOPE**

This RFP seeks to receive proposals from Proposers who wish to be considered to provide Temporary Labor for all the government entities. Interested Proposers should use the Pricing Worksheets to submit their economic proposals. The proposal that represents the best value for the Government of Puerto Rico will be chosen.

**REQUEST FOR PROPOSAL DOCUMENTS**

The Sealed Request for Proposal (RFP) and the Quote Sheet must be downloaded from the ASG website, in the Procurement Reform section (<http://www.asg.pr.gov/ReformaCompras/Pages/default.aspx#>). Said document may be downloaded free of charge and will be available as of July 23, 2021 for an indefinite period of time.

**REQUEST FOR CLARIFICATIONS AND QUESTIONS**

Requests for clarification and questions related to this Request for Proposals should be sent by email to [rfpquestions@asg.pr.gov](mailto:rfpquestions@asg.pr.gov), on or before August 11, 2021. Questions submitted must refer to the Request for Proposals number and provide the contact details of the potential Proponent. The ASG will offer the corresponding answers within a term of three (3) days after receiving the question.

From the moment the RFP is published until the award is granted, Proponents should not contact ASG directly by any other means. This includes office visits, phone calls, text messages, emails, or any other form of communication. Questions related to the RFP may only be communicated at the Pre-Proposal Meeting or through the email provided herein. Questions sent to other emails will not be answered.

**PRE-PROPOSAL MEETING: COMPULSORY**

Access to the virtual Pre-Proposal Meeting is **compulsory for all Proponents**. Any Proponent who submits a proposal and has not attended the virtual Pre-Proposal Meeting will be disqualified. The Pre-Proposal Meeting will be held on August 2, 2021 at 11:00 a.m. AST, in order to provide instructions on how to complete the technical sections of the RFP and the Quote Sheet, as well as to clarify questions from interested Proponents. Any Proponent or interested person may access the Pre-Proposal Meeting, through the website of the ASG, Procurement Reform.





Interested Proponents will have to access the Pre-Proposal Meeting and register prior to the start of the processes. The Proponent who agrees after the meeting has started will be disqualified. Registration will begin at least five (5) minutes before the Pre-Proposal Meeting officially begins.

#### **BID BOND**

For this Request for Proposals a bid bond of fifteen thousand (15,000) dollars is required. Any proposal that is presented without the bid bond provided herein or that is presented in the name of an agency or entity other than what is established herein will be rejected.

The bid bond will be a provisional endorsement provided by the bidder for the purpose of assuring the Government of Puerto Rico that it will sustain its bid throughout the auction procedure. The deposit must be in original. If presented through an insurance company, it will be in favor of the "**Administración de Servicios Generales**" and if it is presented by certified check or money order, it will be in favor of the "**Secretario de Hacienda**". The bid bond will be presented together with the proposal or annually by means of a lump sum.

#### **DEADLINE FOR SUBMITTING PROPOSALS**

Proposals must be submitted on or before August 16, 2021 at 9:30 a.m. AST, in the following two ways:

1. Before the Office of the Auction Board at the Minillas Government Center, Torre Norte, 12th Floor, San Juan, Puerto Rico; and
2. Electronically to the following address: [ofertas@asg.pr.gov](mailto:ofertas@asg.pr.gov)

The Proposer who does not submit his offer in the two required ways will be disqualified. Proposals received after the deadline date and time prescribed here for delivery will not be accepted. The subject line of the email must contain the following: "Attention: Offer to RFP 21-0004 of <Name of Proposer>".

The document loaned in physical form at the Bid Board Office will be taken as official. The email must be a true and exact copy of the documents physically delivered. As an exception, attachments may be physically accepted that, due to the size of their content, exceed the space available to be sent by email.

#### **OPENING ACT**

Proposals will be open on August 16, 2021 at 11:00 a.m. AST. Any person interested in attending the Opening Ceremony, which will be held virtually, may access it through the ASG's website, Procurement Reform. In addition, you must access the link to the Reference Request for Sealed Proposals, which will provide you with the option of connectivity to the "Virtual Opening Act"

#### **REGISTERED AND UNREGISTERED PROPOSERS**

Proponents must follow the instructions in this Request for Sealed Proposals # 21-0004 that describe the timing and registration requirements of the RUL.



**ADMINISTRACIÓN DE SERVICIOS GENERALES**  
Gobierno de Puerto Rico  
PO Box 41249  
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(787) 759-7676  
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**WARNINGS**

The Administrator or the Bid Board may cancel this Request for Sealed Proposals, even after the opening ceremony has been held, as long as no contract has been formalized or a purchase order has been issued, if the cancellation of the Request for Sealed Proposals is in the best interest of the Government of Puerto Rico.

The ASG or the Bid Board may amend any invitation or tender, when it serves the best interests of the Government of Puerto Rico.



María L. Rivera Rodríguez

Secretary

Bid Board



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