



DEPARTAMENTO DE

SALUD

GOBIERNO DE PUERTO RICO

ADMINISTRATION OFFICE
Auction Administrative Support Section

Tuesday, August 4, 2026

ADDENDUM 06

RFP-PS-2025-2026-039-PMO-CDBG

A/E DESIGN & ENVIRONMENTAL PROFESSIONAL SERVICES FOR DSPR'S FACILITY REHABILITATION,
RESILIENCE, AND MITIGATION PROJECT UNDER THE COMMUNITY DEVELOPMENT
BLOCK GRANT-MITIGATION INFRASTRUCTURE MITIGATION PROGRAM

Purpose:

The purpose of this addendum is to amend the ARTICLE 6 – PROPOSALS PROCEDURES.

ARTICLE 6 – PROPOSALS PROCEDURES

1. **Proponent's Questions:** All questions or requests for clarification must be submitted in writing to the email address identified in this RFP. The subject line of the email shall refer to the complete RFP number as indicated in the bidding documents. Failure to include the RFP number may result in a delayed response or omission.
2. **Preparation of Proposals:** All proposals shall be prepared using the official forms provided by the **Puerto Rico Department of Health (DSPR)** and in full accordance with these **Instructions to Bidders**. Failure to comply with this requirement may result in immediate disqualification. The Request for Proposal procedures shall follow **Administrative Order Number 581**.
3. **Submission Requirements.** Proposals shall be **sealed and submitted in writing**. The sealed envelope must clearly include:
 - RFP number,
 - Project name,
 - **Pre-defined group(s) and project location(s) chosen by the Proponent**, and,

- Proponent's details (legal name, contact number, and email address).

All handwritten information must be completed in **blue ink**. Each submission must include **one (1) original, one (1) hard copies**, and **one (1) USB flash drive** containing a full digital version of the proposal in **PDF format**. Proposals must also include the **Proposal Checklist** and all supporting documentation requested herein.

Formatting Requirements:

- Font: Arial, 12-point, 1.5-line spacing
 - Margins: 1 inch
 - Paper size: 8.5" x 11", portrait orientation
 - No minimum or maximum page limit
4. **Required Forms and Completeness.** Each proposal must include, without alteration, the following completed and signed forms:
- Proposal Form
 - Statement of Bidder's Qualifications
 - Non-Collusion Affidavit
 - Any additional forms or documents required by the DSPR.

Proposals received after the submission deadline will be **returned unopened**.

5. **Pricing Requirements.** The Proponent shall specify a **lump sum price**—in both words and figures—for the complete scope of professional services described in this RFP. The total proposal amount shall be computed by summing up all applicable items, if any. All entries must be written in blue ink or typed. In the event of a discrepancy between the written words and figures, **the written words shall govern**. Any erasures or corrections should be **initiated by the Proponent**. When a choice is required for a specific item, only one option shall be selected—no later changes will be permitted.

6. **Execution of Proposals.**

All proposals must be properly executed in strict accordance with the following requirements:

- **Individual:** Must include the full name and mailing address of the individual and be signed with the notation "Individually" below the signature.
- **Corporation:** Must be executed in the name of the corporation by the President or Vice-President and attested by the Secretary or Assistant Secretary, with the corporate seal affixed. If signed by another officer, a certified copy of the Board resolution authorizing the execution must be attached.
- **Partnership:** Must be executed in the name of the partnership and signed by one of the partners, with the partnership's address shown.

The DSPR will not accept proposals from joint ventures, consortia, syndicates, professional pools, or entities with similar arrangements under this RFP. However, subcontracting may be allowed, subject to prior written approval from the DSPR.

7. **Proposal Commitment.** The Proponent shall submit a letter of commitment stating that its proposal will remain valid for a period of **90 calendar days** following the submission deadline. The letter shall be signed by an authorized representative of the firm and included as part of the proposal submittal package.
8. **Withdrawal or Modification of Proposals.** Unless otherwise provided in the General Conditions, no Proponent may withdraw, modify, or cancel their proposal for 60 calendar days after the submission deadline. Proposals must remain valid during this period. All proposals will remain in custody of the DSPR Financial Division. **Each Proponent shall include a letter certifying the validity period of its proposal.**
9. **Qualification Statement.** Each proposal must include a **Statement of the Proponent's Financial Capacity, Experience, and Organizational Resources**, on the official form provided. DSPR reserves the right to verify the information submitted and to investigate the Proponent's ability to perform the work. The DSPR may reject any proposal if, in its

judgment, the evidence fails to demonstrate the Proponent's capacity to meet contract requirements.

10. **Non-Collusion Affidavit.** Each Proponent shall execute and submit the **Non-Collusion Affidavit** provided with the proposal forms, certifying that no collusion has occurred with any person, firm, or entity regarding this RFP.
11. **Receipt of Proposals.** The DSPR will receive proposals up to the official **date and time** established in public notice. The **DSPR Board of Awards** will determine the official closing time. Proposals received after that time will not be considered. No liability shall attach to DSPR for prematurely opened proposals that were not properly labeled or addressed.
12. **Opening Proposals.** All proposals received on time will be **open** by the Board of Awards. The following will be documented for future reference:
 - Names of Proponents,
 - Confirmation of preliminary compliance with submission requirements, and
 - The total amount listed on the **Cost Schedule Form**.
13. **Late Submissions.** Proposals received after the specified deadline will not be opened or considered and will be **returned unopened** to the sender.
14. **Incomplete Submissions.** Proposals lacking required documentation or forms will be deemed **non-responsive** and **automatically disqualified** from further evaluation.

All additional instructions and requirements set forth in the Request for Proposal documents remain unchanged. This Addendum is part of the Request for Proposal. The information included herein must be considered at the time of submission of the Proposal.


Carlos Padilla Cruz

Interim Manager

End of the Addendum