



*Republic of Palau*  
**SOCIAL SECURITY ADMINISTRATION**

P. O. Box 679, Koror, Palau PW 96940

*Tel:* (680)488-2457/1823 or *Fax:* (680)488-1470

*E-mail:* [administration@ropssa.pw](mailto:administration@ropssa.pw) *Website:* [www.ropssa.pw](http://www.ropssa.pw)

**REQUEST FOR PROPOSAL**  
**HCF ATTORNEY FOR COLLECTION & RELATED PURPOSES**

The Republic of Palau Healthcare Fund (HCF), administered by the Republic of Palau Social Security Administration (ROPSSA), will be soliciting and accepting sealed proposals from qualified individuals and/or law firms to provide legal services in the collection effort of the HCF. This service will include, but not limited to, the collection of aged accounts receivable/debts owed to the HCF and for filing legal complaints upon the need to do so.

<b>REQUEST FOR PROPOSAL NO.:</b>	<b>ROPHCF 2024 – 02</b>
<b>PUBLIC NOTICE PERIOD (15days):</b>	<b>April 10 – 24, 2024</b>
<b>BIDDING PERIOD (15days):</b>	<b>April 25, 2024 – May 9, 2024</b>
<b>BID OPENING:</b>	<b>May 10, 2024</b>

Proposals must be received **no later than May 9, 2024 by 3:00 p.m.** Proposals received after the indicated deadline will not be considered. The proposal may be submitted electronically or by mail or physical delivery to the Social Security Administration and addressed to:

**Republic of Palau Social Security Administration**

**Attn: Mr. Clinton O. Ngemaes**

**P. O. Box 679**

**Koror, Republic of Palau PW 96940**

**Email: [administration@ropssa.pw](mailto:administration@ropssa.pw)**

Minimum qualifications for consideration and eligibility must be as follows:

- Licensed attorney in the USA and/or Palau (or eligible to become licensed in Palau pursuant to the Rules for Admission to practice before the Supreme Court of the Republic of Palau;
- Must have experiences with collection cases in general;
- Limited conflict of interest in collection cases in Palau; and
- Must have general knowledge of the people and community in Palau.

The HCF reserves the right to reject any or all proposals for any reason and to waive any defects or limitations of the proposals if in its opinion the agencies' best interests are served by doing so.

*Continuous Improvement – In Pursuit of Excellence in Public Service*