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**PUBLIC NOTICE**

**PRE-QUALIFICATION OF CONTRACTORS**

**[Hopwood Middle School Construction Project]**

Pursuant to **NMIAC § 60-40-245**, the CNMI Public School System (“PSS”) hereby informs all interested contractors in the CNMI and abroad that PSS is conducting a pre-qualifying process prior to soliciting bids for the Hopwood Middle School Construction Project through a formal Invitation to Bid.

Interested contractors are invited to submit the following **verifiable** information to PSS:

1. Detailed Company Background and relevant experience
2. Physical business location(s), including mailing address
3. Contact information (including point of contact)
4. Articles of Incorporation (Corporate Charter)
5. Company Bylaws (if applicable)
6. Annual Reports filed with the Registrar of Corporation
7. Current Financial Statements certified by a principal executive officer and principal financial officer
8. Valid CNMI construction business license and any other CNMI business license pertinent to the project
9. Letter of bondability demonstrating good standing, financial strength, capacity, and experience, confirming the ability to obtain a T-listed surety performance bond (US Department of Treasury Circular 570)
10. Proof of active registration in the System for Award Management (SAM)
  - a. Provide a Unique Identifier
11. Corporate Income Tax filings for the past two (2) Years
12. Certificate of Compliance from the CNMI Division of Revenue and Taxation
13. Clearance Letter from the Department of Labor
14. Workmen’s Compensation Policy
15. Name(s) of insurance carrier(s) currently providing coverage to your company
16. A list of completed large scale projects (Federally funded preferred)
  - a. At least three (3) reference letters of satisfactory completion by the 3 owners of completed projects
17. Company roster of employees, including qualifications and an organization chart
18. List of subcontractors, consultants, vendors, suppliers used on the projects listed above
  - a. At least three (3) reference letters from 3 of the companies listed.
    - i. Referencing the working relationship and performance in project completion.

Pre-qualified contractor(s) whose submissions are complete and verified will be determined by PSS, pursuant to **§ 60-40-240**, to be responsible potential bidders for the Hopwood Middle School Construction Project’s Invitation to Bid. PSS may, in its sole discretion and as permitted by law, solicit bids from other, non-pre-qualified contractors. Pre-qualification confirms only that a contractor is eligible to be considered for award; it does not guarantee an award or create any entitlement. The opportunity to qualify prior to solicitation is afforded to all potential bidders. **Submission of prequalification documents does not waive the requirement to attend the mandatory pre-bid meeting for the project.** In no event will bidders be permitted to qualify after the bid opening

The information listed above must be submitted in a sealed envelope clearly marked “PQOC 2026-001” and delivered to the **PSS Procurement & Supply Office in Capital Hill, Bldg. 1206**, no later than one week prior to the bid submission date on the construction announcement. For inquires or requests for clarification, please email [michael.jason.babauta@cnmipss.org](mailto:michael.jason.babauta@cnmipss.org) & [magiline.rena@cnmipss.org](mailto:magiline.rena@cnmipss.org) with **PQOC 2026-001** in the subject line or call (670) 237-3070.