

INVITATION TO BID

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| Contract title: | Media Agency Consultancy for Developing a TV Talk Show and Radio Broadcast to promote Cambodia's Early Warning System |
| Project code: | KHMP000229 |
| Procurement ELO folder no.: | KHMC000336 |
| Procedure: | Simplified procedure with quotations |
| Location: | Phnom Penh |

Contracting Authority

Člověk v tísni, o.p.s. (People in Need, hereinafter PIN)

entered in the Register of Non-profit Organizations administered by the Municipal Court in Prague, Volume O, File 119

With its registered office at: Šafaříkova 635/24, 120 00 Prague 2

ID: 257 55 277

Local Office Address: No. 33 (4th floor), Street 71, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh, Cambodia.

Represented by **Mr. Lukas Laube, Country Director** based on the power of attorney granted by the director

| | |
|-----------------------------------|---|
| Submission deadline: | 13th March 2024 before 5:30pm |
| Questions / Clarifications | 6th March 2024 |

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member of
Alliance 2015
towards the eradication of poverty

1. SCOPE OF PURCHASE

Qualified tender offers (bids) are sought from competent contractors to support with the design and implementation of a **radio** and **television** broadcast for the promotion of Cambodia's Early Warning System (EWS).

The broadcast is to be done on **local** radio and television networks and should reach nationwide, but preferably to the targeted provinces of the project.

Detailed requirements are specified in **Annex 1: Terms of Reference (ToR)**.

2. OUTCOME OF SELECTION PROCESS

1. The contract awarded to successful supplier(s) is a **Contract for providing services** which will commit PIN to purchase the specified **services** as defined in the contract at the agreed prices.

3. COMMUNICATION / QUESTIONS / CLARIFICATIONS

If any of the bidders **requires any clarification relating to the selection process**, such question should be sent to PIN by e-mail to the following e-mail address johanna.legarta@peopleinneed.net and bunmanut.heng@peopleinneed.net. If PIN answers the question, **all other bidders will be copied the answer. Communication will be held through e-mail.**

Questions could be answered only until (6th March 2024). PIN does not guarantee that all questions will be answered.

4. INSTRUCTIONS FOR THE PROCESSING THE BID

Offer must remain valid for the period of no less than **60 days** from the date of closing unless withdrawn in writing before the close of offers.

Electronic bids have to be submitted via email:

- Email should be addressed to [**procurement.cambodia@peopleinneed.net**](mailto:procurement.cambodia@peopleinneed.net)
- The subject of the email should be "(KHMC000336)/'Bidder Name'/'Date'".
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.

- Emails should not exceed 15 MB – if the file sizes are large, please split the submission into two emails or more.
- Do not copy other PIN email addresses into the email when you submit it as this will invalidate your bid.

Physical bids have to be submitted:

- Bids should be submitted in a single sealed envelope addressed to No. 33 (4th floor), Street 71, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh, Cambodia.
- The envelope should clearly indicate the Invitation to bid reference number KHMC000336 / Do not open before (insert deadline for bid submission), but contain no other details relating to the bid or the bidder name.
- All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.
- In case of two-envelopes method, each envelope must be sealed separately and

Bids received after the closing date & time will not be considered.

5. QUALIFICATION AND EVALUATION CRITERIA

Evaluation criteria

The bids will be evaluated and awarded the contract on the basis of the following **evaluation criteria**:

- **Quality of the offer** (i.e. evaluated based on 1. methodology: document describing how tasks will be accomplished 2. CVs of the consultant and team members): **40%**
- **Price**: evaluated based on the submitted Financial Offer: **40%**
- **Timeframe**: evaluated based on the submitted work plan: **20%**

6. EVALUATION METHOD

For **quality** and **timeframe**, each criterion in submitted offer marked according to following formula: *Criterion A*/*Criterion B* * criteria weight.

Criterion A = most convenient *criterion* for PIN from all submitted offers; *Criterion B* = actual *criterion* offered by the tenderer.

For **price**, the following formula will be used: Price A/Price B * criteria weight. Price A = most convenient price for PIN from all submitted offers; Price B = actual price offered by the tenderer.

These points will be multiplied by criteria weight. For each supplier marks for all criteria are summed up to obtain Total Evaluation. Supplier with highest sum of marks is the winner of the tender.

In case of equal number of points, the winning bid will be the one with the lowest price.

List of annexes:

Annex 1 - Terms of Reference (ToR)

Annex 2 - Eligibility Sworn statement

| On behalf of People in Need | |
|-----------------------------|-------------------------|
| Full name | Lukas Laube |
| Position | Country Director |
| Date | |
| Signature | |