

<b>Contract title:</b>	<b>Consultancy for video production</b>
<b>Project code:</b>	<b>KHMP000229</b>
<b>Procurement ELO folder no.:</b>	<b>KHMC000338</b>
<b>Procedure:</b>	<b>Simplified procedure with quotations</b>
<b>Location:</b>	<b>Phnom Penh and Battam Bang</b>

## 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 (4<sup>th</sup> floor), Street 71, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh, Cambodia.

Represented by **Ms. My Hanh Nguyen, Program Manager** based on the power of attorney granted by the director

<b>Submission deadline:</b>	<b>27<sup>th</sup> March 2024 before 5:30pm</b>
<b>Questions / Clarifications</b>	<b>20<sup>th</sup> March 2024</b>

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m e m b e r o f  
**Alliance 2015**  
towards the eradication of poverty

## 1. SCOPE OF PURCHASE

Qualified tender offers (bids) are sought from competent contractors to support with video production services for the promotion of Cambodia's Early Warning System (EWS).

The objectives of the video aim to:

- To promote the early warning system and its different dissemination channels. (Note: The selected province is in Battambang, hence, the service provider will **also need to focus** on the public loudspeakers in the video).
- To understand the different and relevant stakeholders and their roles in disseminating early warning messages.

The key message(s) for the video should cover:

- Information about the Early Warning System and its dissemination channels.
- Encourage the audience and listeners to subscribe to the different dissemination channels of EWS.
- Identify the benefits of the system.

The service provider is to deliver the following tasks:

- Completed deliverables specified in table below.
- Propose innovative ideas for the video.
- Provide ideas and draft contents for the video.
- Provide samples for storyline for review and approval by PIN team.
- Submit **at least** 2 draft videos (which includes script in Khmer and English and draft video with sign interpretation).
- Work closely with PIN EWS Project team and PIN Comms Team throughout the assignment.
- Adhere to PIN Code of Conduct and Key Policies, and other relevant guidelines.

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](mailto:johanna.legarta@peopleinneed.net) or [bunmanut.heng@peopleinneed.net](mailto: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 (20<sup>th</sup> 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 “(KHMC000338)/‘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 KHMC000338 / 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**:

- **Price**: evaluated based on the submitted Financial Offer: 30%
- **Technical and quality** (i.e. evaluated based on 1. methodology: document describing how tasks will be accomplished; 2. CVs of the consultant and team members; 3. Work plan): 40%
- **Experience**: evaluated based on the submitted portfolio of previous works: 30%

## 6. EVALUATION METHOD

For **Technical and quality**, 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 **Experience**, 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 offer**, 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)

On behalf of People in Need	
Full name	My Hanh Nguyen

<b>Position</b>	<b>Program Manager</b>
<b>Date</b>	
<b>Signature</b>	