

# INVITATION TO BID

<b>Contract title:</b>	<b>Consultancy on Gender Specialist for Early Warning System UNDRR Project</b>
<b>Project code:</b>	<b>KHMP000208</b>
<b>Procurement ELO folder no.:</b>	<b>KHMC000343</b>
<b>Procedure:</b>	<b>Simplified procedure with quotations</b>
<b>Location:</b>	<b>Nationwide</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 **Mr. Aaron Bouchane, Country Director PIN - Cambodia** based on the power of attorney granted by the director.

<b>Submission deadline:</b>	<b>30<sup>th</sup> May 2024 before 5:30pm</b>
<b>Questions / Clarifications</b>	<b>24<sup>th</sup> May 2024</b>

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et  
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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 **contribute to improved integration of gender and vulnerable groups across the EW-EA value chain in Cambodia.**

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 [bunmanut.heng@peopleinneed.net](mailto:bunmanut.heng@peopleinneed.net) or [muth.pisei@peopleinneed.net](mailto:muth.pisei@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 (24<sup>th</sup> May 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**Offer must remain valid** for the period of no less than **60 days** from the date of closing unless withdrawn in writing before the close of offers.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 “(KHMC000343)/‘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 KHMC000343 / 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**:

- **Relevant Qualification** (as per information provided in the CV(s)): **15%**
- **Professional expertise and experience** of the evaluator/evaluation team (as per information provided in the CV(s) and example(s) of previous work: **30%**
- **Proposed methodology** (as per evaluation proposal): **30%**
- **Price** (in USD, including any applicable taxes and fees): **25%**

## 6. EVALUATION METHOD

Each evaluation criterion will score between 0 and 10 points, 10 points being the maximum, 0 points the minimum and multiplied by the weight of the criteria. For the price criterion formula will be as follows:  $\text{PriceA} / \text{PriceB} * \text{weight criteria} (0.25) * 10$ .

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

<b>On behalf of People in Need</b>	
<b>Full name</b>	<b>Aaron Bouchane</b>
<b>Position</b>	<b>Country Director</b>
<b>Date</b>	<b>16-05-2024</b>
<b>Signature</b>	