



Request for Quotation (RFQ)

RFQ Number: 27166-KH-2024-09

Issuance Date: May 15, 2024

Deadline: May 22nd, 2024 at 17:00 Local Time

Description: Two full-days meeting package on May 29th to 30th, 2024 at Kampot Province, Cambodia

Funded by: United States Agency for International Development

Contract No.: 7200AA18D00023/7200AA19F00014

Implemented by: Abt Global.

Points of Contact: Som, Sophea, Administration & Procurement, :_

LHSS_Cambodia_Procurement@abtglobal.com.

Office Address: GIA tower Floor G26, Sopheak Mongkul Street, Koh Pich City, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh.

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Abt Associates is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Abt Associates does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Abt Associates are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value, or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Abt Associates will inform USAID and the Office of the Inspector General of any supplier offers of money, fees, commissions, credits, gifts, gratuities, objects of value, or compensation to obtain business.

Vendors responding to this RFQ must include the following as part of the quote submission:

- Disclose any close, familial, or financial relationships with Abt Associates or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting quotes. For example, if the offeror's father owns a company that is submitting another quote, the offeror must state this.
- Certify that the price(s) in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror for the purpose of restricting competition.
- Certify that all information in the quote and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Abt Associates prohibitions against fraud, bribery and kickbacks.

Please contact Mr. Som Sophea
(LHSS_Cambodia_Procurement@abtglobal.com) with any questions or

concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Abt Associates U.S. Office.

1. Background & Requested Goods/Services

The USAID-funded Local Health System Sustainability (LHSS) Cambodia Activity supports the Royal Government of Cambodia (RGC)'s efforts to increase support for the National Social Health Protection Council and sub-national health management and budget units. Our office address is in GIA tower Floor G26, Sopheap Mongkul Street, Koh Pich City, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh.

2. Specification requirement as follow:

Two Full-day meeting package on May 29-30, 2024 from 8:00am to 12:00pm with requirement as below:

- o Minimum is 40 Participants and Maximum is 50 people.
- o Two times of coffee break per day
- o One time of lunch per day
- o One LCD projector, screen, and sound systems.
- o Drinking water, paper, pencil, flipchart during the meeting.
- o Other as required.

3. Timeframe

- Upon confirm date

4. Application Process and Selection Criteria

All quotes must be submitted to LHSS_Cambodia_Procurement@abtglobal.com or Hard-Copy on or before May 22nd, 2024 at 17:00 local time. Please reference **RFQ #27166-KH-2024-09** in any response to this RFQ. Quotes received after the specified time and date will be considered late and will be considered only at the discretion of the procurement manager for this RFQ.

All quotations shall be contain the following parts:

- The total services should include VAT or WHT15%, if applicable
- Validation dates of service
- Any other additional fees
- Estimated timeline for completion

All of these factors being equal, the offeror whose response is deemed to provide the best value to the U.S. government is likely to be selected. Price is a key determinant, and offerors are encouraged to provide their best and final price for all services provided. Abt Associates reserves the right to make a selection without negotiation with any offeror. Offerors are required to provide sufficient budget detail in their response to allow Abt Associates to determine the reasonableness of overall costs proposed.

Abt Associates reserves the right to consider late proposals for review, at its sole discretion. It is anticipated that the successful service provider will be contacted after **May 22nd, 2024**.