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SUSTAINABLE DEVELOPMENT GOALS

## Instruction to Bidders

- Language of Bid: English
- Conditions for Submitting Alternative Bid: Not be considered
- Period of Bid Validity commencing on the submission date: 120 days after submission deadline
- Bid security: USD 6,300
- Form of Bid security:
  - Bank guarantee
  - Any bank-issued check (banker check/ certified check)
  - Validity of Bid security: minimum of 150 days from the last day of Bid submission. Bid Security of unsuccessful Bidders shall be returned.
- Preferred Currency of Bid and Method for Currency conversion: United States Dollars (US\$).



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## Instruction to Bidders

- No. of copies of Bid that must be submitted : 1 original & 1 copy
- Deadline for submitting requests for clarifications/questions: 5 day before the submission deadline to email: [pheara.lek@undp.org](mailto:pheara.lek@undp.org) and [procurement.kh@undp.org](mailto:procurement.kh@undp.org)
- Proposal submission address: UNDP Cambodia, Registry Office (Building No. 5), No. 53, Pasteur Street, Boeung Keng Kang I, PO Box 877, Phnom Penh, Cambodia
- Deadline for submission of bid: **06 April 2018 by 12:00 p.m., local time.**
- Manner of Submitting Bid: Courier/Hand Delivery
- Maximum Expected Duration of Contract: initial 1 years with possible extension for another 2 years subject to satisfactory performance.
- No of contract to be awarded: One or more supplier, categorized by " 4 star" and " 5 star" hotel.



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## Required Documents that must be Submitted

- Completed and signed bid submission form ( ITB section 4)
- Document Establishing the Eligibility and Qualifications of the bidder ( ITB section 5)
- Technical Bid form ( ITB section 6)
- Price Schedule ( ITB section 7)
- Bid security
- Other requirement documents:
  - Company profile, which should not exceed 15 pages, including printed brochure, past contract performance with the last 2 years.
  - Hotel star rating document.
  - Valid Certificate of Registration of the business
  - Valid patent certificate
  - Qualify Certificate documents (e.g ISO certificate, etc) or other similar certificate, accreditation certificate, if any.
  - Latest Financial Statement ( income statement and Balance sheet) for the past 2 years.
  - All information regarding any past and current litigation during the last 2 years, in which the bidder is involved.



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## Criteria for the Award and Evaluation of Bid

### Preliminary Evaluation:

- The bids are complete with respect to minimum documentary requirements.
- Appreciate signatures.
- Is the bidder in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors.
- Bid Security



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## Required Documents that must be Submitted

### Bid Evaluation Criteria

- ☒ Minimum 2 years of work experience in Hotel industry.
- ☒ Legal Registration document to operate business in Cambodia.
- ☒ Valid Patent Certificate or equivalent document
- ☒ Hotel Star rating document.
- ☒ Availability of at least 2 meeting rooms which is accommodate minimum 20 pax per room
- ☒ Latest Financial Statement (Income Statement, Balance Sheet) for the last 2 years
- ☒ Compliance with UNDP schedule of requirements (Section 3).
- ☒ Compliance with UNDP General's Terms and Conditions for contract (Section 10).
- ☒ Lowest price offered of technically qualified/responsive bid categorized by 4 star and 5 star hotel.



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## Price Schedule

The bid price will be evaluated based on the following weight contribution:

- **Duration of Event/Meeting:**
  - Half-day (with lunch): 5%
  - Half-day (without lunch): 5%
  - 1 day with lunch: 30%
  - 1 day without lunch: 5%
  - 2 days with lunch: 25%
  - 3 days with lunch or over: 25%
  - Half day (with dinner): 2%
  - 1 day with lunch and dinner: 2%
  - From 2 days with lunch and dinner: 1%
- **Number of Pax per Day**
  - 10 to 20 pax: 20%
  - 21 to 50 pax: 40%
  - 51 to 100 pax: 30%
  - Over 100 pax: 10%

Formula for determining the Total price offer

- Total price offer =  $\Sigma$  of all weighted prices quoted by duration of event/meeting and number of pax.



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## Schedule of Requirements

### Scope of Services:

Provision of Event/Meeting Facilities Package Services in Phnom Penh for UN Agencies and its Projects in Cambodia:

- Identify suitable room/hall for the event in timely manner.
- Ensure that any other services such as, additional electronic and audio-visual equipment and workshop materials (such as flipcharts, notebooks, folders, banners, flags) will be satisfactorily provided, and electronic equipment is fully functional.
- Ensure that meeting packages (lunch, coffee breaks, and dinner) are provided and arranged in timely manner and as required.



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## Schedule of Requirements

The detail expenditure in 2017 is given below:


Category	No of Event	Total expenditure
4 star hotel	123	USD 183,185.22
5 star hotel	15	USD 73,080.86



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**Thank you 😊**  
**Q & A**

