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05 April 2018

NOTIFICATION OF AMENDMENT NO.1 TO THE INVITATION TO BID

Provision of Event/Meeting Facilities Package Services In Phnom Penh For UN Agencies and Its Projects In Cambodia under Long Term Agreement (LTA)

Ref.: Invitation to Bid (ITB) Process 4795 issued on 22 March 2018

The following amendments are hereby made to the above mentioned Invitation to Bid document:

Reference	For	Read
Instructions to Bidders-DATA SHEET DS No 9 Page: 18	Bid Security amount USD 6,300 required to be submitted along the bidding document.	Bid Security is not required to be submitted along the bidding document.
Instructions to Bidders-DATA SHEET DS No 21 Page: 19	Deadline of Bid Submission is no later than 06 April 2018 by 12:00 pm, Phnom Penh Local time.	Deadline of Bid Submission is no later than 17 April 2018 by 12:00 pm , Phnom Penh Local time.
Instructions to Bidders-DATA SHEET DS No 26 Page: 20	Required Documents that must be submitted to Establish Qualifications of Bidders: <input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured, and past contract performance within the last 2 years. The past contract performance should provide details of: Client Name, Contract Date, Contract Value, Contract focal point name and email, work location.	Required Documents that must be submitted to Establish Qualifications of Bidders: <input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured, and past contract performance within the last 2 years. The past contract performance should provide details of: Client Name, Contract Date, Contract Value, Contract focal point name and email, work location.

UNDP in Cambodia

Reference	For	Read
	<p>(Note: UNDP reserves the right to conduct reference checks with one or more of the listed clients provided by bidder)</p> <p><input checked="" type="checkbox"/> Hotel Star rating document.</p> <p><input checked="" type="checkbox"/> Valid Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</p> <p><input checked="" type="checkbox"/> Valid Patent Certificate or equivalent document.</p> <p><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</p> <p><input checked="" type="checkbox"/> Latest Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years if applicable.</p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last two (2) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p>	<p>(Note: UNDP reserves the right to conduct reference checks with one or more of the listed clients provided by bidder)</p> <p><input checked="" type="checkbox"/> Hotel Star rating document.</p> <p><input checked="" type="checkbox"/> Valid Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</p> <p><input checked="" type="checkbox"/> Valid Patent Certificate or equivalent document.</p> <p><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last two (2) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p>
<p>Instructions to Bidders-DATA SHEET DS No 28 Page: 21</p>	<p>Structure of the Technical Bid and List of Documents to be Submitted:</p> <ol style="list-style-type: none"> (1) Signed Bid Submission Form (2) Documents required in No 26 (3) Document Establishing the Eligibility and Qualification of the bidder. (4) Technical Bid Form. (5) Bid Security (6) Price Schedule Form (7) Provide documents should be in line with Bid Data Sheet requirements. 	<p>Structure of the Technical Bid and List of Documents to be Submitted:</p> <ol style="list-style-type: none"> (1) Signed Bid Submission Form (2) Documents required in No 26 (3) Document Establishing the Eligibility and Qualification of the bidder. (4) Technical Bid Form. (5) Price Schedule Form (6) Provide documents should be in line with Bid Data Sheet requirements.
<p>Instructions to Bidders-DATA SHEET DS No 32 Page: 21</p>	<p>Criteria for the Award and Evaluation of Bid:</p> <p><u>Award Criteria</u></p> <p><input checked="" type="checkbox"/> Non-discretionary "Pass" or "Fail" rating on the detailed contents of the Term of Reference.</p> <p><input checked="" type="checkbox"/> Compliance on the following</p>	<p>Criteria for the Award and Evaluation of Bid:</p> <p><u>Award Criteria</u></p> <p><input checked="" type="checkbox"/> Non-discretionary "Pass" or "Fail" rating on the detailed contents of the Term of Reference.</p> <p><input checked="" type="checkbox"/> Compliance on the following</p>

Reference	For	Read
	<p>qualification requirements : <u>Bid Evaluation Criteria¹</u></p> <ul style="list-style-type: none"> ☒ 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) including audit report for the last 2 years if applicable. ☒ Full compliant to other requirements as outlined in the ToR. 	<p>qualification requirements : <u>Bid Evaluation Criteria²</u></p> <ul style="list-style-type: none"> ☒ 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 ☒ Full compliant to other requirements as outlined in the ToR.

All other terms and conditions of the bid document remain unaltered.

Sincerely yours,



Sereyvattana Chan (Ms.)
Procurement Analyst

¹ Pls. reconcile and ensure consistency with the contents of the Technical Specifications

² Pls. reconcile and ensure consistency with the contents of the Technical Specifications