

INVITATION TO TENDER

December 10, 2024

VEHICLE PROCUREMENT ONE UNIT OF PICK UP (NEW)

ISSUE INVITATION TO TENDER:	10 DECEMBER 2024
SUBMISSION DEADLINE:	17 DECEMBER 2024 ,5:00 PM
PRE-SUBMISSION CLARIFICATION MEETING:	10:00AM ON 13/12/2024 (BCV OFFICE)
BID CLARIFICATIONS:	18-20 DECEMBER 2024
AWARD CONTACT:	23 DECEMBER 24
QUESTIONS / CLARIFICATIONS:	admin@bcv-cambodia.org
BIDDING SECTIONS:	<u>SECTION 1: INVITATION TO TENDER</u> -Introduction to BCV -Project Overview and Requirements -Award Criteria -Instructions & Key Information
	<u>SECTION 2 : CORE REQUIREMENTS AND SPECIFICATION</u> Detailed description of BCV's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).
	<u>SECTION 3: BIDDER RESPONSE DOCUMENT</u> Template to be used to submit response to this Invitation to Tender

SECTION 1 – INVITATION TO TENDER

1. INTRODUCTION TO Building Community Voices

BCV is a local NGO established in 2007 to share resources, ideas, skills, and technologies that would enable the views of the local communities and the indigenous community members to be heard through community media centers and local development initiatives in Cambodia.

Our Vision – A society in which all citizen exercises their rights to manage their resources for sustainable and equitable development in Cambodia.

Our Mission – BCV works to empower local communities to improve livelihoods while engaging in income-generating activities and awareness-raising while supporting them to voice their concerns with confidence.

Our Core Values We operate its program based on five core values:

- 1) **Teamwork:** Our team members have different skill sets and we value each other toward working to achieve a common goal.
- 2) **Ownership:** Men and Women will have new initiatives in progressive economic development and they will take full ownership of those projects and activities.
- 3) **Diversity:** All citizens regardless of race, gender, ethnicity, social status, and age have important roles and contributions to Cambodia's sustainable development.
- 4) **Accountability:** We operate all programs with transparency and accountability manner we also demand that government institutions take higher accountabilities and openness to local communities they serve at all levels (national and sub-national).
- 5) **Yearning:** We believe that when we have a strong desire for improvement, knowledge, and growth. We can be more driven to learn, evolve, and make a positive impact.

For more information on the work we undertake and recent achievements, visit our [website](#).

2. PROJECT OVERVIEW

BCV is funded by European Commission under project name” Support to Civil Society Organizations (CSOs) and Support to Human Rights and Democracy (HR&D)” with reference Europe Aid/175673/DD/ACT/KH under grant contract No. NDICI□CSO/2023/448/125 .

The CLESIDRA Action responds to the EU policy meant to contribute to an enabling and accessible environment for civil society, to a more inclusive CSO participation in policy dialogue, and to the strengthening of CSOs’ capacity to perform their roles as independent development actors more effectively. In particular, the Project is coherent with the LOT 1 **global objective** (“To

contribute to an inclusive, participatory, empowered and independent civil society and democratic space in Cambodia.”), and with **Specific objective 1** “To strengthen civil society capacity, participation and environment for functioning as independent actors of good governance and development”). The Action seeks in fact, to strengthen civil society organisations’ capacity and participation in multi-stakeholder dialogue for tackling socio-economic challenges and advancing sustainable and inclusive development in Ratanakiri province of Cambodia. (**Impact**). The Action will pivot around the constitution of a Platform for Socio-Economic Dialogue (PLASED), and a Comprehensive Service System (COSS), intended as main achievements reached through the 4 main project outputs: **OP1**- Capacity of CSOs, producers and LAs enhanced on multi-stakeholder dialogue and governance, inclusive socio-economic development, organisation’s management, and environmental risk mitigation. **OP2**- A multi-stakeholder platform for permanent dialogue and participatory decision making (PLASED) on local socio-economic development made operative. **OP3** – Status and potential of 4 key local value chains (provisionally identified in: rice, cassava, forest products, eco-tourism) assessed in participatory way and corresponding strategies for their development elaborated and endorsed **OP4** – A Comprehensive Services System (COSS) established as a branch of the PLASED to support the socio-economic development of the Ratanakiri Province. With this perspective, the Action will achieve its **Outcome** of innovative and democratic forms of multi-stakeholders’ partnership boosted and access to socio-economic resources of small producers, women, youth, indigenous and marginalised people improved in Ratanakiri province of Cambodia.

3. AWARD CRITERIA

BCV is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated based on the criteria set in section 3. Criteria’s used to evaluate the impact a supplier has on the environment, local economy and community and to evaluate the bidder’s ability, skill and experience in relation to the requirements. Criteria also used to evaluate the commercial competitiveness of a bid.

4. CHECKING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel to support the objectives of the EU’s common foreign and security policy, such as conflict resolution, the fight against terrorism, non-proliferation of weapons of mass destruction, and the promotion of democracy, rule of law and human rights.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), BCV may withdraw their award decision.

5. BIDDER INSTRUCTIONS

5.1 TIMEFRAME

Activity	Date
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Issue Invitation to Tender	10 December 2024
Pre-Submission Clarification Meeting	9:300 AM ON 13/12/2024 At Building Community Voices
Deadline for questions from Bidders	16 December 2024
Deadline for Bid Submission	17 December 2024 at 17:00 PM (local time)
Bid Clarifications	18-20 December 2024
Award Contact	23 December 2024

The above dates are for indicative purposes only and are subject to change.

5.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in SECTION 3 of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the criteria set. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in SECTION 3 of this pack.

Bids can be submitted by:

Paper Submission

- A copy submitted on headed paper to **Building community Voices**, #17A, St.468, Sankat Toul Tompong I, Khan Chamkar Morn, Phnom Penh, Cambodia.
- Tel +855 (0) 089 885 625 / (0) 69 672 009 , website: www.bcv-cambodia.org
- Bids should be submitted in a single sealed envelope addressed to **Administrative Unit**.
- 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.

5.3 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **17 :00 Hrs. of 17 December 2024**. Bids must remain valid and open for consideration for a period of no less than 60 days.

5.4 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address	Contact Number
Chea Boren	admin@bcv-cambodia.org	(855) 69672 009

Please be advised local working hours are 8:00-12:00 and 14:00-17:30. Please allow up to 2 days for a response.

Where the enquiry may have an impact on other bidders within the process, BCV will notify all other Bidders to maintain a fair and transparent process.

SECTION 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. SPECIFIC REQUIREMENTS

BCV is a local NGO established in 2007 to share resources, ideas, skills, and technologies that would enable the views of the local communities and the indigenous community members to be heard through community media centres and local development initiatives in Cambodia.

As part of this tender call, Building Community Voices is inviting tenders from eligible and experienced companies for the supply of 1 unit of vehicle as per the below details.

Bidders may bid for vehicle as below:

No	Vehicle Type	Unit	Quantity	Delivery Address
1	Brand PICKUP 2024-Up (New Car)	EACH	1	Building Voices Community

2. SPECIFICATIONS

No	SPECIFICATIONS REQUIREMENTS	
1	GENERAL VEHICLES SPECIFICATIONS	
	Vehicle Type	Pick Up (New Car)
	Year of Production	2024-Up
	Transmission Type	Manual/Automatic Transmission
	Color	White is preferable
	Steering Wheel	Left Hand drive
	Engine Type/Model Range	2.0 – 4.0 Liter
	Cylinder	4 Wheel Drive 4x4
	Engine Power Range	170-300 HP
	Engine Displacement Range	1800cc to 3000cc
	Ground Clearance Range	Minimum 220mm
	Fuel Type	Diesel
	Fuel Tank Capacity Range	55 - 90L
	Seat capacity	5-Seater (Including Driver)
	Pay load Capacity	Minimum 800Kg
Environmental Standard	Compliance with local emissions standards	
2	SAFETY	
	SRS Air Bags:	2 front and 2 side airbags,
	Ventilated Disc Brakes:	front & rear
	Seatbelt:	all seats
Brake:	ABS (Anti Blocking System Brakes)	
3	FEATURES	
	Headlights led or xenon	
	Entertainment system with Bluetooth, USB charging port	
	Air Conditioning front or front & rear	
	Spare Wheel: Yes	
	Speed alert: Yes	
	Child safety lock: Yes	
Crash test score/ fire safety		
Reverse parking camera		
4	SPECIAL REQUIREMENTS	
	Official warranty and maintenance services available (authorized repair service and accessories)	Warranty: 3 years or 100,000 KM as per manufacturer's recommendation

SECTION 3: BIDDER RESPONSE DOCUMENT

PART 1 – GENERALS AND TECHNICAL QUESTIONS

<i>Item</i>	Question	Bidder Response	
		Bidder Response (*Yes/No/Details)	Comments
1	The Bidder and its staff (and any sub-contractors used) agree to comply with BCV's Procurement guidelines and mandatory policies throughout this process and during the term of any future contract awarded.		
2	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that BCV will undertake independent checks to validate this.		
3	The Bidder confirms it is fully qualified, licenses and registered to trade with Building Community Voices (including compliance with all relevant local Country legislation). This includes the Bidder submitting the following requirements (where applicable): <ul style="list-style-type: none"> - Proof of legitimate business address - Copy of tax registration number & certificate - Copy of business registration certificate/Trade License - Submit the authorized distributor/dealership 		
4	CLIENT LIST/ORGANIZATIONS		

	Bidder shares three (3) examples of their experience in providing services similar to include within the scope of this tender.		
5	GENERAL VEHICLE SPECIFICATIONS		
	Vehicle Type		
	Year of Production		
	Transmission Type		
	Color		
	Steering Wheel		
	Engine Type/Model Range		
	Cylinder		
	Engine Power Range		
	Engine Displacement Range		
	Ground Clearance Range		
	Fuel Type		
	Fuel Tank Capacity Range		
	Seat capacity		
	Pay load Capacity		
Environmental Standard			
6	AVAILABILITY OF SAFTY		
	SRS Air Bags:		
	Ventilated Disc Brakes:		
	Seatbelt:		
	Brake:		
7	AVAILABILITY OF FEATURES		
	Headlights led or xenon		
	Entertainment system with Bluetooth, USB charging port		
	Air Conditioning front or front or rear		
	Spare Wheel		

	Speed alert		
	Child safety lock		
	Crash test score/ fire safety		
	Reverse parking camera		
8	DELIVERY LEAD TIME		
	Please advise on the delivery time period in days: Note: please support with proof of delivery of the vehicle within delivery lead time		
9	WARRANTY/GUARANTEE :		
	Please advise on the warranty/guarantee period in months or Km:		
10	TERM OF PAYMENT :		
	Please advise on the term of payments in steps/percentages/cost		
11	ENVIRONMENTAL STANDARDS:		
	Please advise on the carbon emissions of the proposed vehicle		
12	AFTER SALE SERVICE:		
	Please advise on the location of company's authorized service centers across Cambodia.		
13	OTHERS		
	Please advise on the extra offers which are advantaged to this bidding.		

PART 2 – COMMERCIAL QUESTIONS

No	Good/Service	Quantity	Unit Price	Total Price
1				
GRAND TOTAL INCLUDING ALL RELATED COST				

Note:

- Quoted price should be inclusive of any Government taxes/VAT and charges as applicable or any relevant cost.

PART 3 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:		
No	Section	Please Tick
1.	PART 1 – General and Technical Questions	
2.	PART 2 – Commercial Questions	
We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:		
Section	Required Document / Evidence	Please Tick
REQUIRED Evidence	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate/Trade License	
	Submit the authorized distributor/dealership	
	Attached Proof of delivery of the vehicle within delivery lead time	
	Proof of experience (experience for similar type of goods) and client list	
Commercial Criteria	Completed section 3, Commercial Session	

Evidence	in Bidder Response Document.	

We confirm that Building Community Voices may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title:

Company:

Date: