

**INVITATION FOR TENDER**

Reference: FD-PHNO-00328

RE: FRAMEWORK AGREEMENT OF SUPPLYING POLYPROPYLENE

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1. **Introduction to Humanity and Inclusion**

**Handicap International Federation (HI)** running under the operation name **Humanity & Inclusion (HI)** was founded in Cambodia in 1982 and working in more than 60 countries. HI is an independent and impartial aid organization working in situations of poverty and exclusion, and conflict and disaster. The organization has worked alongside people with disabilities and vulnerable populations, taking action and bearing witness to respond to their essential needs, improve their living conditions, and promote respect for their dignity and fundamental rights.

In Cambodia, 6 projects have been implemented in Phnom Penh, Kampong Cham, Tboung Khmum, Takeo, Prey Veng, Siem Reap, and Kratie provinces.

* **SHARE Project:** Support a holistic approach for the rehabilitation of adults and children with disabilities. Component - Inclusive Education & Rehabilitation. Funded by MAEE LUX (Jan.2018 - Dec.2027).
* **ATscale Project:** Strengthening government capacity in increasing access and improving management of Assistive Technology (AT) services in Cambodia. Component – Mobility (Rehabilitation). Funded by UNOPS/ATscale (Mar.2023-Feb.2026).
* **ACCESS-2:** Improving quality & inclusive rehabilitation services in Kampong Cham province. Component – Rehabilitation. Funded by DFAT/ACCESS-2 (Sep.2024 – Jun.2028).
* **VA (CfRIV):** Improving physical rehabilitation services to support an integrated approach to Victim Assistance. Funded by UNDP (Sep.2024 – Aug.2025).
* **ILAB (B-UP):** Bridging Barriers and Unlocking Potential (B-UP), Improving Access to Decent Work for People with Disabilities. Funded by US-DOL/ILAB (Jan.2025 – Jun.2029).
* **Inclusive Education:** Technical support for The Ministry of Education, Youth and Sport (MoEYS) in scaling up inclusive education schools and developing inclusive education resource schools. Funded by UNICEF (Feb.2025 – Aug.2027).

Read more about Humanity and Inclusion at <https://www.hi.org/>

1. **Scope of Work**

Humanity and Inclusion Cambodia are inviting interested parties to submit a bid foras part of a competitive process for **the supply of Polypropylene.**

The estimated volume for the one-year agreement is as follows:

* **Polypropylene:** Estimated 500 sheets per year

*Please note that the quantities provided are estimates and may vary based on actual requirements throughout the year.*

Successful Bidder(s) will be expected to enter into a **Framework Agreement for 01 year with possibility of renewal** on a non-exclusive basiswith our organization.

Documents comprising this tender pack are as follows:

* Invitation to Tender
* ANNEX 1\_Application form
* ANNEX 2\_ List of items and technical specification
* ANNEX 3\_ Supplier Quotation Form
* ANNEX 4\_Reference list of Clients Form
* ANNEX 5\_Acknowledgment of HI Ethical Form
* ANNEX 5.1-5.6 - HI Code of Conduct and Policies
  1. **Tender Submission instruction**

**3.1 Submission Requirements:**

Bidders are required to submit their bids including below documents:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Documents** | **Details** | **Notes** |
| i | Application Form\_ Annex 1 | must be filled, signed, and stamped | Mandatory |
| ii | Supplier Quote \_ Annex 3: | must be filled to compare the required specifications/terms and conditions to the bidder’s offered; must be signed and stamped. | Mandatory |
| iii | Reference list of Clients \_ Annex 4 | must be filled for the past 3 years | Mandatory |
| iv | Acknowledgment of HI Ethical \_Annex 5 | must be filled, signed and stamped | Mandatory |
| v | Catalogues/brochures of the submitted products |  |  |
| vi | Supplier Legal Profile:  • ID card/Passport of the owner or representative  • Company profile   * Certificate of Incorporation/ Professional body registration;   • Trading License/Business permit (Import & Export License, if applicable);  • VAT & TAX registration certificates |  | Mandatory |

**3.2 Submission Method:**

Bidders are required to submit their bids either online or offline:

* Online: [procurement@cambodia.hi.org](mailto:procurement@cambodia.hi.org) with the subject of the e-mail “**Invitation to Tender- Polypropylene”**
* Offline: to Phnom Penh Office: GIA Tower, G17 Floor (G1711-13A), Sopheak Mongkul Street, Koh Pich City, Tonle Bassac, Chamkarmon 120101, Phnom Penh

The documents should be placed in a sealed envelope marked with the following:

*From: [Supplier name -Address]*

*To: Humanity & Inclusion -* “**Invitation to Tender- Polypropylene”**

**3.3 Submission Deadline:**

All tender submissions must be received by **22nd** A**pril 2025** at **5:30 pm** (Cambodian time). Late submissions will not be considered.

* 1. **Pricing**

Bidders must complete the Quotation template (Annex 3) and submit quotes in **[USD].** Prices should be fixed for the Framework Agreement duration. Quotes must remain valid for **90 days** post-submission.

Humanity & Inclusion expects bidders to submit their best financial offer. HI reserves the right to negotiate with bidders.

**5. Selection Process**

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process.

The evaluation of bids shall be conducted in (03) three sequential stages:

Stage 1: Administrative Evaluation

Bids will be assessed for compliance with eligibility and formal criteria:

* Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified.
* Agreement to our mandatory policies mentioned in Annex 5 “Acknowledgment of HI Ethical”

Only bids that pass this stage will proceed.

Stage 2: Technical Evaluation

Eligible bids will undergo technical evaluation. Only offers that meet expectations will be considered further.

Stage 3: Financial Evaluation

Financial assessments will focus on cost and commercial terms. The lowest-priced offer that meets technical requirements will be given preference, though other factors such as customer service, warranty and other relevant factors will also be considered.

**The contract(s) will be awarded based on the best overall value for Humanity & Inclusion.**

**6. General terms and conditions:**

By submitting a tender, the bidder acknowledges and agrees that:

* HI reserves the right to reject any or all tenders without incurring any liability to the bidders.
* HI is not obliged to award a contract, nor to reimburse any costs incurred by the bidders in the preparation and submission of their tenders.
* HI reserves the right to re-launch the tender process at its sole discretion.
* HI may award the contract to one or more suppliers.
* The award of the contract may not necessarily be based solely on the lowest price.

**7. Other Information**

* Personal businesses, local suppliers, and service providers are encouraged to answer the call for interest;
* Women, men with special disabilities and chronic illness and or companies /organization owned by them, are encouraged to answer the call for interest;
* All documents shared by the bidders **shall be treated with high confidentiality**;
* All questions, inquiries, and requests shall only be attended to Mr. Sok Rathanak, Cambodia Logistics Manager, Tel: +855 23 217 300, M. +855 10 929402 / [r.sok@hi.org](mailto:r.sok@hi.org)

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