



POPULATION SERVICES INTERNATIONAL CAMBODIA
(PSI/C)

INVITATION TO BID (IFB) NO.: **PSI-IFB-SB24-10-306**

TO PROCURE: **Building Renovation**

DELIVERY TERM: **Detailed in BOQ**

ISSUANCE DATE: **12 November 2024**

LAST BID RECEIPT DATE: **28 November 2024**
03:00 PM
PSI Cambodia
House #160, Street 71, Tonle Bassac, Chamcar Mon
PO Box 153, Phnom Penh, Cambodia
Tel: (855-23) 987 405 & 218 846/ (855-12) 967 745
Attn: Ms. Pen Monorom,
Deputy Country Director for Operations
E-mail : pmonorom@psi.org.kh

**LAST DATE FOR RECEIPT OF
REQUEST FOR FURTHER
INFORMATION:** **28 November 2024**

TABLE OF CONTENTS

IFB No. PSI-IFB-SB24-10-306

Number

Title: **Building Renovation**

COVER PAGE

TABLE OF CONTENTS

PART I.

BIDDING INSTRUCTIONS AND PROCEDURES

1.0

Introduction

1.1

Transaction/Financing.

1.2

Donor Guidelines and Policies.

1.3

Part I.

1.4

Definitions and Headings.

1.5

Bidding Costs.

1.6

Review of IFB.

1.7

Language.

1.8

Inquiries.

2.0

Procurement Procedure: Competitive Bidding

2.1

IFB.

2.2

Notification of Intention.

2.3

Form and Content of Bids.

2.4

Submission and Handling of Bids.

2.5

Evaluation of Bids.

2.6

Amendments.

2.7

Post-Tender or Iterative Negotiation.

2.8

Extension of Bid Validity Dates.

2.9

Responsibility.

2.10

Rejection or Award.

PART II.

TECHNICAL SPECIFICATIONS AND STANDARDS FOR THE
GOODS OR SERVICES

PART III.

TERMS AND CONDITIONS OF THE CONTRACT

ANNEX A.

BID FORM

ANNEX B.

FORM OF CONTRACT

SCHEDULE A.

TECHNICAL SPECIFICATIONS AND STANDARDS FOR THE GOODS
OR SERVICES

PART I: BIDDING INSTRUCTIONS AND PROCEDURES

1.0 Introduction

1.1 Transaction/Financing. Population Services International (PSI)_Cambodia invites prospective Suppliers/bidders to compete for a firm, fixed-price contract to supply the following: **building renovation** as indicated below Please find the enclosed requirement or BOQ (Bill of Quantities):

PSI requires bidding on a **public** basis, as described in this Invitation for Bids. This is an urgent requirement, and bidders are strongly urged to offer their most favorable delivery dates. Any award(s) and contract(s) will be subject to approval for financing by the Donor.

1.2 Donor Guidelines and Policies.

The procedures followed by PSI in making any award(s) and contract(s) resulting from this IFB, as well as the terms and conditions of such award(s) and contracts, will be based on the Procurement Policies and Procedures outlined by the Donor (available upon request).

1.3 Part I. This Part I, Bidding Instructions and Procedures, will not form part of any resulting award or contract. It is intended solely for the information of prospective Suppliers.

1.4 Definitions and Headings. Except as otherwise specifically provided herein, all time periods specified shall be consecutive calendar days. The term IFB is used throughout this IFB to refer to the entire document, including all attachments thereto. Any headings contained in the text of the IFB are for reference only and do not alter, limit, or waive the content of the full provisions. Except where the context indicates otherwise, (a) terms in the singular include plural, and vice versa; and (b) references to masculine, feminine, or neutral are interchangeable.

1.5 Bidding Costs. Prospective Suppliers are under no obligation to prepare or submit bids in response to this IFB and do so solely at their own risk and expense. Neither PSI nor the indentor undertakes to reimburse any costs incurred, therefore.

1.6 Review of IFB. Prospective Suppliers are solely responsible for examining carefully all of the terms and conditions of this IFB -- including, but not limited to, this Part I, Bidding Instructions and Procedures, and Part II, Technical Specifications and Standards for the goods or services as described in Schedule A of Annex B -- and to comply fully therewith. Failure to do so will be at the prospective Supplier's risk and expense. Any patent ambiguities in the Technical Specifications and Standards or inconsistencies between or among the various provisions of the IFB shall be resolved against the Supplier if it fails to seek clarification of same prior to award.

1.7 Language. All documents submitted in response to this IFB, as well as all correspondence in connection with the IFB, shall be in the **English** language.

1.8 Inquiries. Inquiries concerning this IFB and any return bid(s) must be submitted in writing, to be received sufficiently in advance of the Last Bid Receipt Date to permit a thorough and accurate response by PSI/C. Such inquiries shall be sent by email, directed to Attention: **Mrs. Pen Monorom, Deputy Country Director for Operations, email: procurement@psi.org.kh and pmonorom@psi.org.kh.** PSI is under no obligation to consider or respond to questions that are not received in a timely manner.

2.0 Procurement Procedure: Competitive Bidding

2.1 **IFB.** This IFB constitutes an invitation to prospective Suppliers to submit bids for the goods and services described herein. It consists of (1) Cover Page, (2) Table of Contents, (3) Part I, Bidding Instructions and Procedures, (4) Part II, Technical Specifications and Standards for the Goods or Services, (5) Part III, Terms and Conditions of the Contract, (6) Annex A, Bid Form, (7) Annex B, Form of Contract, and (8) Schedule A to Annex B. All of the foregoing is fully incorporated herein and form an integral part of this IFB.

2.2 **Notification of Intention.** Each prospective Supplier that receives a copy of this IFB must, as soon as possible, email its intention to bid or not to bid to PSI, Attention: **Mrs. Pen Monorom, Deputy Country Director for Operations**, email: procurement@psi.org.kh and pmonorom@psi.org.kh.

2.3 Form and Content of Bids.

(a) All bids must be signed and dated by an authorized employee of the bidder (the original must be manually signed). Bidders must use the Bid Form provided in Annex A of this IFB. The Bid Form should be fully completed, with all the information required therein (Note: in case of a discrepancy between per unit and total prices, the per unit price shall govern, and the total will be corrected by multiplying the per unit price by the specified quantity). The Bid Form combines technical and price bids in a single document.

(b) The bid validity period should be at least **30** days following the Last Bid Receipt Date.

2.4 Submission and Handling of Bids.

(a) Bids are to be delivered by hand delivery/courier to the tender box at PSI/C office address and delivered to:

PSI Cambodia

House #160, Street 71, Tonle Bassac, Chamcar Mon

PO Box 153, Phnom Penh, Cambodia

Tel: (855-23) 987 405 & 218 846/ (855-12) 967 745

Attention: Mrs. Pen Monorom

IFB No.: < PSI-IFB-SB24-10-306 >

Last Bid Receipt Date: November 28, 2024, by 3:00 pm

Noted: PSI Cambodia will NOT accept the bid submission through soft copy or email attachment.

(b) In order to be considered, the original bid must be received at the above address no later than the Last Bid Receipt Date, as stated in Paragraph 2.4(a). Bidders are solely responsible for ensuring the timely receipt of their bids. Bids received after the date and time required will generally not be considered unless no other bids are received.

(c) Bids need to be sealed; they will be opened by BEC (Bid Evaluation Committee) on **<28 November 2024>** at **<03:30 PM>**, at **<PSI Cambodia, Address: House #160, Street 71, Tonle Bassac, Chamcar Mon, PO Box 153, Phnom Penh, Cambodia >**. Once received, they will be held secure and intact. Reasonable efforts will be made to protect them from loss or alteration, or disclosure to any person other than the donor (or any person authorized by the donor); however, neither PSI nor the donor will be liable to any bidder for any failure to comply with this Section 2.4(c).

- (d) Bids may not be altered, corrected or withdrawn after the Last Bid Receipt Date, except that PSI, at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which PSI deems that both the mistake and the intended bid can be established conclusively on the face of the bid. Other than the mistakes listed in the previous sentence, no mistakes alleged by a bidder after the Last Bid Receipt Date will be permitted to be corrected.

2.5 Evaluation of Bids.

- (a) Evaluation of bids submitted pursuant to this IFB will be carried out by PSI in accordance with this section.
- (b) In evaluating bids, PSI will seek best value or value for money rather than merely the lowest priced bid. Suppliers are at liberty to bid for one or more lots, as applicable. Each lot shall be evaluated separately. An award may be for either Lot separately (i.e. multiple awards) or combination of lots or for all lots combined in a single award. The principal evaluation factors will be weighted as follows:

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Scope of Work (SOW).

In the Second Stage, the price proposal of all contractors, who have attained a minimum 70% score in the technical evaluation, will be compared. In this stage, the total number of points allocated for the price component is 100. The maximum number of points will be allotted the lowest price proposal that is opened and compared among those invited offerors who have obtained a minimum 70% score in the technical evaluation. All other price proposal will receive point in inverse proportion to the lowest price. $[\text{Lowest price} \times 100 / \text{other price under consideration}] = \text{point of another offeror's price component}$.

The contract will be awarded to the Contractor obtaining the highest combined technical (0.7) and financial scores (0.3).

- (c) PSI may reject any bid that is not substantially responsive to the terms and conditions of the IFB.

2.6 Amendments. If at any time prior to award PSI deems there to be a need for a significant modification to the terms and conditions of this IFB, PSI will issue such a modification as a written IFB amendment to all competing bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any IFB term or condition, and no bidder shall rely on any such statement.

2.7 Post-Tender and Iterative Negotiation. PSI reserves the right, in its sole discretion, to conduct post tender and/or iterative negotiations.

2.8 Extension of Bid Validity Dates. When necessary and appropriate under the circumstances, PSI may request bidders, in writing, to extend the validity period of their bids. A bidder may refuse to extend; however, its bid will be disqualified. Subject to Section 2.8 above, a bidder agreeing to

extend will not generally be permitted or required to modify its bid in any manner other than to extend it.

2.9 Responsibility. Bidders which have been provided with this IFB were previously prequalified by PSI. Notwithstanding such prequalification, an otherwise successful bidder may be required, in order to be awarded a Contract pursuant to this IFB, to demonstrate to the satisfaction of PSI that it is a responsible firm with regard to the specific transaction described in this IFB. In order to be determined responsible, a bidder must (1) have adequate personnel, financial resources, equipment and material to perform the Contract, or the ability to obtain them; (2) be able to comply with the required or proposed delivery schedule; and (3) have a satisfactory record of performance, business ethics and integrity. PSI reserves the right to request additional information relevant to responsibility at any time prior to award.

2.10 Rejection of Award.

- (a) PSI is not bound to accept the lowest or any tender and reserves the right to accept any tender in whole or in part and to reject any or all tenders without assigning any reason there for and to Contract on any of the terms offered or on different terms. Circumstances in which rejection of all bids may occur include, without limitation, the following: (1) none of the bids is adequately responsive to the specifications, (2) there is evidence of insufficient competition, or (3) the lowest bid exceeds the estimated value or funds available by a significant amount and cannot be reduced by negotiation.
- (b) PSI will send a Notice of Award to the winning bidder(s).

PART II. TECHNICAL SPECIFICATIONS AND STANDARDS FOR THE GOODS OR SERVICES

The Technical Specifications and Standards for the goods or services are provided in Schedule A of the Form of Contract (see Annex B of the IFB). PSI has carefully reviewed these Technical Specifications and Standards and has determined that they do not show an unjustified preference for any particular Supplier.

PART III. TERMS AND CONDITIONS OF THE CONTRACT

The terms and conditions of any award and supply Contract resulting from this IFB will be based on the Form of Contract included as Annex B to the IFB.