# WWF – CAMBODIA

# TENDER PROCEDURES

**1. Scope: WWF-Cambodia** invites all interested Tender for the supply **one unit of vehicle** with 2 options of: “Tax Exemption and Tax Paid Vehicle”.

**2. Language:** As determined by WWF-Cambodia language of the bid is in English.

**3. Bid Price:** Bid price should be in US Dollar and shall submitted include “VAT” with two options:

* Tax Exemption Vehicle
* Tax Paid Vehicle

All bids should clearly state the sources and origin country, warrantee term & conditions and maintenance period. Price shall remain fixed and is not subject to price adjustment, omission of the error in submitted Tender. WWF- Cambodia will not accept price increases to correct any mistakes by the Tender.

**4.Eligible Criteria:**

To be eligible and qualified, a Tender must:

* Be a registered entity
* Have completed at least two contracts for supply of similar goods in the preceding 3 years.
* Not be under any notice of disbarment issued by the Royal Government of Cambodia.

**5.Validity of Bid:** Bid shall be valid for the period of 45 days from its date of submission.

**6. Documents:** Bid submit by Tender must include the following documents:

* A copy of relevant business documents including: valid patent certificate, VAT certificate, registration of business certificate from ministry of Commerce or valid ministries
* An original sign copies of Tender Declaration Form
* Clearly state the name, position, phone number, email and address of the company
* Bid must submit with original copies

 Any Bid that not companied by the above documents will be rejected by WWF- Procurement Committee.

**7. Submission deadline:** Interested Tender shall deliver their Bid in seal envelop marked: “**Confidential, Ref: Vehicle Bidding”** by **12** **August 2020** at 17:00**.** Bid shall deliver to below address:

*WWF-Cambodia office at # 21, Street 322 Sangkat Boeung Keng Kang I, Khan Boeung Keng Kang, Phnom Penh, Cambodia. WWF-Cambodia reserves the right to reject offer that do not conform to the conditions of the Tender.*

**8. Bid Opening:** Bids will be opened on **13 August 2020** in the presence of the Procurement Committee, interest Tender or their representative who wish to participate and witness the bid opening process are mostly welcome.

**9. Evaluation and Selection Criteria**

Selection of the successful Tender will be based on the ranking of Tender that provide substantial responsive and compliant to WWF- Cambodia’s requirements. Tender that submits the "Best Value for money" or, as appropriative, to the Tender offering the lowest price will be awarded the contract. "Best Value for Money" is defined as the greatest overall benefit to WWF considering the quality and price plus coordination with relevant ministries for Tax Exemption Vehicle if WWF-Cambodia decided to consider this option.

**10. Delivery Schedule**

The “delivery timeframe” of the vehicle should clearly state in the bid to WWF-Cambodia. For Tax Exemption Vehicle Tender shall clearly state the timeframe to work with relevant ministries and import duration.

Tender shall insure the quality (original and genuine) of the vehicle. WWF-Cambodia reserves the rights to reject any low quality and none genuine products and any Bid that are incorrectly completed without incurring any liability to the affected Tender.

**11. Acceptance of Successful Tender:** Taking into consideration the recommendation of the Procurement Committee, Tender submits bid will be informed in due course as to whether bid have been selected or not. WWF-Cambodia will not be obliged to provide explanation or reasons for its selections

**12. Fraud and Corruption**: WWF-Cambodia implemented zero tolerant policy to fraud and corruption. Any Tender that involve direct or indirect with fraud, corruption, collusive and associate with conflict of interest will be automatically rejected. All Tender are required to **complete “Tender Declaration Form “which can be found in Annex 2.**

**13. Bridger Check:** Successful Tender will have to go through Bridge check per WWF- Cambodia requirement.

**14. Payment Conditions**

Payment will be made within 7-15 working days upon delivery of vehicle and receipt of an accurate Tax invoice detailing the quantity and price. Invoice must contain detail bank instruction.

**15 . Annex**

Annex 1: WWF-Cambodia Specifications Requirement- Vehicle Specification

Annex 2: Tender Declaration Form

**Annex 1: WWF-Cambodia Specifications Requirement**

**Vehicle Specification**

**POWERTRAIN:**

Engine: 3.2 Turbo diesel common rail, max power

Displacement: 3200cc

Horse Power: 200

Torque Power: 470Nm

6 Speed Automatic Transmission

Drive System: 4WD

Fuel Economy: 8-9/100Km

Fuel Tank: 80L

**SECURITY AND SAFETY**

* 6 air bags (driver, front passenger, side and side curtain)
* Belt minder- driver and passenger
* Break Anti-Lock Braking System (ABS) and Electronic Brake Force Distribution(EBD)
* Rear Park Assist
* Smart Key (optional)

**GENERAL**

* Model: Year 2020 pickup truck, Double Cab
* Color: white
* Seat: 5 seats
* Door: 4 doors- left hand drive

**Annex 2: WWF-Cambodia**

**TENDER DECLARATION**

WWF-Cambodia implemented zero tolerant policy to fraud and corruption and we don’t accept any commission, gift or bribe and gratuity or remuneration of any kind to WWF’s staff

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by complete the declaration below:

I, ……………………………………………, the bid giver from ………….................... ………………………………………shop/company, declare that the price on the bid attached is a market competitive price offer by my shop/company without keeping any commission, gift or bribe to the buyer.

Name, Sign, stamp and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_