**Ref. No.**: HI/2020/LOG/PHNO/002

Phnom Penh, 4th February, 2020

**CALL FOR INTEREST**

**Handicap International Federation – Humanity & Inclusion**

**(Call for supplier registration into HI supplier database)**

**Announcement:**

Handicap International Federation (HI) Cambodia wishes to obtain Profiles from established companies and organizations that are willing to conduct business with HI in respect of supplying a variety of goods, services and works. Companies and organizations are requested to submit relevant documents clearly indicating the types of goods, services and works for which they wish to be registered into the HI Supplier database. The Supplier database will be utilized by HI to launch requests for future closed bid/quotes and/or for signing long term framework agreements.

Please note that the list below is not exhaustive, it represents those goods and services which HI is most likely to require:

**1- Goods**

* Livestock (chicken, duck, fish, piggy, cow, goat ….)
* Professional kits (salon kit, motorbike repairing kit, tailor kit ….)
* Emergency Kits (dignity kit, shelter kit, cooking kit, hygiene kit, etc)
* Meals (breakfast, lunch, dinner ….)
* Clothing and Fabrics (t-shirt, polo-shirt, uniform, hat, tote bag …)
* Electrical equipment (generator, grinding machine, welding mirror machine, Pneumatic Chipping Hammer , suction machine, vacuum for draping ….)
* Fuel (diesel, gasoline ….)
* Office furniture (table, desk, chairs …..)
* Office stationery and general supply (papers, pen, marker, scissors, tea, coffee, sugar, cleaning products …..)
* Purchase of Vehicles (mini-van, car, pickup, motorbike ….)
* Information Technology equipment’s, software and consumables (laptop, desktop, LED monitors, projectors, Windows, antivirus, HR software, AutoCAD, tonner, HDD, USB drive, digital camera, cables …..)
* Orthopedics/prosthetics component’s (Axillary crutch, axillary brace, elbow crutch, orthosis, side-bar, knee joint, drop lock, posterior reinforcement, rubber tip, trans-femoral Kit …..)
* Orthopedics/prosthetics consumable’s (Sandals, tubular stockinet, EVA Foam, Homo-polymer, lady shocks, Glue, Slippers, Shoes ….)
* Metal/wooden wheel chairs, tricycle, ..
* Physiotherapy Equipment’s (Bicycle exercise for adult and children, balloon, therapeutic parallel bars, standing frame, step stool, children swing, drawing set, some toys ….)
* Supply of construction materials (bricks, sand, cement, wood, hardware’s ….)
* Supply of pharmaceutical products and health commodities (drugs, medical equipment’s, consumables of first aid kit ….)

**2- Services:**

* Accommodation (hotels, guesthouses)
* Workshop facility services (venue, meeting package … )
* Awareness Campaign (rent: tents, chairs, sound system, stages …)
* Building Repair and Maintenance services (aircon, plumbing ….)
* Communication media (press, radio/TV broadcast, , video shooting, documentary …. )
* ICT services (Internet, outsourcing support ….)
* Design and printing (offset print, office print, silkscreen, embroidery ….)
* Tele-communication services (prepaid phone cards, Monthly phone costs, Tel Sat communications, Bulk SMS sending service)
* Vehicle maintenance and repair
* Translation language and simultaneous translator
* Vehicle rental services (mini-van, car, pickup, motorbike ….)
* Travel agent services (air tickets, transportation …)
* Logistics services (export, import, C&F ….)
* Intellectual consultancy services (national & international expertise for the projects related to Rehabilitation, Socio-Economic Inclusion, Mother and Child Health, Accessibility ….)
* Insurance services (assets, property, public ….)

**3- Works**:

* Construction & repair works (shelter, accessibility, ramps ….)

**Application Process:**

Interested Suppliers are encouraged to send a written confirmation of their interest to [**contact@cambodia.hi.or**](mailto:contact@cambodia.hi.or)**g** with subject **“HI Cambodia \_ Call for Interest 2020”** in order to receive the Supplier's Questionnaire.

Or collect the Supplier Questionnaire through the following HI offices:

* **HI Office Phnom Penh**:

No. 9AB, Street 446, Sangkat Toul Tompoung I, Khan Chamkarmorn, Phnom Penh, Cambodia

* **HI Office Kampong Cham**: Physical Rehabilitation Center Kampong Cham, Village7, Sangkat Kampong Cham/ Kampong Cham Province

Or download through the link: <https://www.dropbox.com/s/87ctvr89llh4hhx/HI_Cambodia%20Call%20for%20Interest%202020_Link.7z?dl=0>

**Submission Process:**

Please submit your complete Supplier Questionnaire along with below mandatory documents (signed & stamped) in a **SEALED ENVELOPE** to any office address stated above or send the electronic copy by email to[**contact@cambodia.hi.or**](mailto:contact@cambodia.hi.or)**g** with subject “**HI Cambodia - Call for Interest 2020**”.

**Mandatory Documents:**

The applicant must include the following mandatory documents, whichever is pertinent to the supply/ service/ work applied for, in order to qualify:

* Company profile with Certificate of Incorporation/Professional body registration;
* Trading License/Business permit (Import & Export License, if applicable);
* VAT & TAX registration certificates
* Commodities/Products lists and prices
* References of similar supply/service/work offered either to other NGO’s/UN/Embassies or major corporations in past 3 years (attach list of clients with contact details);
* Audited accounts for the past 2 years and Bank Statement for last 6 months;
* Completed Supplier Questionnaire Form with necessary attachments;
* Any other relevant information.

**Closing date: Thursday, 20th February 2020 at 17.00h**

**Special Remarks:**

* Personal business, local supplier and service provider are encouraged to answer to the call for interest;
* Woman, man and persons with disability and chronic illness and or company and organization owned by them, are encouraged to answer to the call for interest;
* All documents shared by the applicants shall be treated with high confidentiality;
* All questions, inquiry and requests shall only be attended to within the working hour of the application period.

**About HI Cambodia:**

Handicap International Federation (www.hi.org), (HI) founded in 1982 in Cambodia and working today in more than 60 countries, is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights