**TENDER NOTICE**

**ITT No: ITT-ADM/HR247124001**

Norwegian People’s Aid (NPA), one of the world’s largest humanitarian mine action organizations, is expanding its operations in Laos 2024. NPA is an international non-governmental organization (INGO) rooted in the Norwegian Labour Movement. We run projects in more than 30 countries across the globe and works, both through direct implementations of projects and with local partners and with local authorities, to ensure enhanced local competency as the key for sustainable projects.

NPA Laos currently has a need to procure a service as listed below for a United States of America Government (US Department of State) and Norway Govemment funded project (Norway Ministry of Foreign Affairs):

Tender will be conducted in accordance with NPA guidelines and donor regulations.

Norwegian People’s Aid invites sealed bids from eligible bidders for the supply of one or more lots of the following services:

**Lot 1:**

Description: **Annual Medical Check Up for NPA Field Staff in 04 Southern Provinces**

**- Attapeu 01-02/08/2024 (191 staff)**

**- Champasak 17-19/08/2024 (244 staff)**

**- Sekong 01-02/09/2024 (161 staff)**

**- Salavan 18-19/09/2024 (172 staff)**

Quantity: **Total 768 staff**

Please note that all Tenderers will be screened for applicable NPA eligibility requirements and will be required to declare any family relations to existing NPA employees or others Conflict of Interest cases during the procurement process.

The tender document with instruction to bidders can be obtained by email at [npa.laos@npaid.org](mailto:npa.laos@npaid.org). Any queries shall be sent to the same email address before on 05.07.2024, at 05:00pm*.* Alternatively, the tender document can be obtained by hand at the address given below, Monday to Friday between opening hours (08:00am - 17:00pm).

Bids will only be considered if received whether received in email in PDF format at [npa.laos@npaid.org](mailto:npa.laos@npaid.org) or/and received in sealed envelope to the physical address given below, proposals must be submitted with service and financial components before or on **08.07.2024, at 5:00 PM**.

Bids will be opened only in the presence of NPA Bidding Committee at the address below on 09.07.2024 at 2:00 PM.

Norwegian Peoples Aid

Vientiane Country Programme Office: PO Box 8106, 150 Unit 08, Ban Watnak, Sisattanak District, Vientiane Capital

Lao PDR

Tel: 021 316 971

Champasak Field Office, Ban Muenlouang (KM 13), Bachiangchaleunsouk District, Champasak Province

Lao PDR

Tel: +856 031 256 224

For further information please contact npa.laos@npaid.org