

INVITATION FOR A BID

Tender N0:001

Date: 22 October, 2025

TO: ALL CAR SUPPLIERS IN LAO PDR.

PIN (PEOPLE IN NEED), an international NGO, invites for submission of sealed Company Profiles from eligible bidders for the supply of Required Car according the stated specification.

All Suppliers of the car who have valid licenses and and relevant license for vehicle trading in Laos for the current year can collect the tender documentation at **PIN Laos Local Office Address: 23 Singha Road, Nongbone Village, Saysettha District, Vientiane Capital, Lao P.D.R.**

until 10 November 2025, between 08:00 AM and 5.00 PM during working days.

Tender offers have to be submitted sealed envelope to the following address before **closing date and time 10 November 2025, 5:00 PM (Laos time)** and the electronic bids can be submitted through:

secure.bid@peopleinneed.net. Any tender received after the closing date/time or not properly sealed will not be considered.

- I. **PIN office in Lao PDR**, 23 Singha Road, Nongbone Village, Saysettha District, Vientiane Capital, Lao P.D.R (Sourisa Apartment Building)

Bids received after the closing date & time will not be considered.

Envelope opening session will be held on 11 November 2025, at 10:00 AM (Laos Time), in PIN Office in Laos, 23 Singha Road, Nongbone Village, Saysettha District, Vientiane Capital, Lao P.D.R (contact: +85620 51916822).

PIN Laos reserves the right to accept or reject any or all bids.

People in Need
Šafaříkova 635/24
120 00 Prague 2
Czech Republic

+420 226 200 400
mail@peopleinneed.net
peopleinneed.net

m e m b e r o f
Alliance 2015
towards the eradication of poverty

Contract title:	Procurement of two project vehicles (Pick up)
Project code:	LAOZ000009
Procurement ELO folder no.:	LAOC000030
Procedure:	Negotiated
Location:	Vientiane Capital, Lao PDR

Contracting Authority

Člověk v tísni, o.p.s. (People in Need, hereinafter PIN)

entered in the Register of Non-profit Organizations administered by the Municipal Court in Prague,
Volume O, File 119

With its registered office at: Šafaříkova 635/24, 120 00 Prague 2

ID: 257 55 277

Local Office Address: 23 Singha Road, Nongbone Village, Saysettha District, Vientiane Capital, Lao
P.D.R.

Represented by Bouchane Aaron Evan, Cambodia and Laos Country Director

Submission deadline:	10 November 2025, before 17:00, Local time.
Questions / Clarifications	Before 10 November 2025

PART 1: INSTRUCTIONS TO BIDDERS

1. SCOPE OF PURCHASE

Qualified tender offers (bids) are sought from competent bidders for the following **goods**:

02 Dual Cab-4WD MANUAL TRANSMISSION cars (PICK UP)

2. General conditions:

- a. All prices provided shall refer to the specification provided in “Annex 1 - Specification and price list” and the price should be quoted with **tax exemption** conditions
- b. Warranty arrangements should be clearly described;
- c. Delivery location for both vehicles is Thanaleng dry port, Vientiane Capital, Lao PDR;
- d. When submitting offers, the Tenderer must state the country of origin of offered vehicles;
- e. Car colour should preferably be white;
- f. The winning supplier will be obliged to fully cooperate with PIN during process of car registration and to submit all necessary documents from the car, according to Lao law, without any delay;
- g. The winning supplier will be obliged to fully cooperate with PIN in the process of confirming the legality of the vehicles’ origins;
- h. The vehicles should be most suited in the country due to maintenance and availability of spare parts;
- i. Note that this purchase will be made through bank payment therefore purchase discounts are viewed favorably.

3. **Technical specification:** The submitted bids with meeting the majority of the technical specification will also be considered.

Description	Specification
Vehicle type	Pick Up
No of cars	02
Year of Produced	2020 above
Engine type	4-cylinder diesel, in-line, 16-valve DOHC
Transmission type	6-speed manual
Displacement	2,393 cc
Bore x stroke	92.0 x 90.0 mm
Compression ratio	15.6 : 1
Maximum output	150 HP @ 3,400 RPM
Maximum torque	343 Nm @ 1,400 – 2,800 RPM
Front brake	Ventilated disc
Rear brake	Drum
Front suspension	Double wishbone
Rear suspension	Leaf
Drivetrain	Four-wheel drive (4WD)
Steering Type	Power steering (variable flow control)
Gear type	Rack & pinion

Tyres & rims	265/65 R17 steel
Spare tyre & rim	Ground tyre, steel
Length / width / height	5,325 x 1,855 x 1,815 mm
Wheelbase	3,085 mm
Front	1,510 mm
Rear	1,510 mm
Minimum turning radius	5.9 m
Kerb weight	1,975 kg
Fuel tank capacity	80 L
Engine powered by	Diesel
Ground clearance	190 mm
Seating capacity	5
Cargo capacity	1,555 x 1,575 x 480 mm
Side view mirrors	Power adjustable, retractable, turn signal
Type	Multi-reflector halogen
Front fog lamps	LED
Windshield wipers	Intermittent, time adjustable, mist
Grille	Chrome
High mount stop lamp	LED
Antenna	Short pole
Rear deck	A-Deck with inner hook, guard frame
Steering wheel	Leather with audio, phone, voice recognition, and MID controls
Number of doors	04
Cool box	Front
Accessory power outlet	12V
Anti-lock Braking System (ABS)	With Electronic Brakeforce Distribution (EBD)
SRS airbags	3 (1 driver, 1 driver's knee, 1 front passenger)

4. OUTCOME OF SELECTION PROCESS.

The contract awarded to successful supplier(s) is a **Contract of sale** which will commit PIN to purchase the specified quantity of **cars** as defined in the contract at the agreed prices / rates.

5. COMMUNICATION / QUESTIONS / CLARIFICATIONS

Tender documentation with detailed instructions for bidders and forms to be filled by the bidders can be obtained from the **PIN Office at 23 Singha Road, Nongbone Village, Saysettha District, Vientiane Capital, Lao P.D.R (Sourisa Apartment Building)** between **8.00 a.m. 5.00 p.m.** during working days before **27th Oct 2025** for **requesting the documentation or upon request via email to thongchanh.vilaichanh@peopleinneed.net & aphaphone.phoutthavong@peopleinneed.net.**

If any of the bidders **requires any clarification relating to the tender**, such question should be sent to PIN by e-mail to the following e-mail address **thongchanh.vilaichanh@peopleinneed.net**

& aphaphone.phoutthavong@peopleinneed.net. If PIN answers the question, **all other bidders will be copied the answer. Communication will be held through e-mail.**

To ensure that PIN could copy the answer to all bidders, all bidders are advised to send their e-mail contacts to the above specified PIN e-mail address, or otherwise ensure that PIN knows their contact details.

In case the bidder does not inform PIN about corresponding e-mail address PIN will send the copy of the answer to any e-mail address available to PIN from public sources and then the bidder cannot claim that they/it did not know the same information as other bidders.

Questions could be answered only until 24 October 2025. PIN does not guarantee that all questions will be answered.

Offers should not be dispatched before expiry of the period for questions under the preceding paragraph of this notice - if the bidder dispatches the tender offer before expiry of that period they/it cannot claim that they/it did not know all information as other bidders.

6. INSTRUCTIONS FOR THE PROCESSING THE BID

Tender forms and instructions included in tender documentation must be strictly followed otherwise the tender offer might be excluded.

Each bidder shall submit only one offer, either individually or subcontracting through a person/partner in a joint venture/team. The winning bidder may not subcontract the service/works, or its part(s) to person(s)/partner(s) who is/are not part of the original offer. If the offer is submitted for a joint venture/ team, PIN requires reviewing all persons/partners that will participate in the service/works pursued, as per the selection criteria stated below and in Annex **01: Quotation form, annex 02 Technical Specification**. Prove of the collaboration must be submitted along with the offer.

The bidder who submits or participates in more than one offer will be disqualified from the process.

Offer must remain valid for the period of no less than **60 days** from the date of closing unless withdrawn in writing before the close of offers.

Electronic bids have to be submitted via email:

- Email should be addressed to secure.bid@peopleinneed.net.
- The subject of the email should be “(insert reference number)/‘Bidder Name’/‘Date’”.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15 MB – if the file sizes are large, please split the submission into two emails or more.
- Do not copy other PIN email addresses into the email when you submit it as this will invalidate your bid.

Physical bids have to be submitted:

- Bids should be submitted in a single sealed envelope addressed to 23 Singha Road, Nongbone Village, Saysettha District, Vientiane Capital, Lao P.D.R (Sourisa Apartment Building).
- The envelope should clearly indicate the Invitation to tender reference number (insert reference number) / Do not open before (insert deadline for bid submission), but contain no other details relating to the bid or the bidder name.
- All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.
- In case of two-envelopes method, each envelope must be sealed separately and

Bids received after the closing date & time will not be considered.

Envelope opening session will be held on 29th October 2025, at 10:00 AM (Laos Time), in PIN Office in Laos, 23 Singha Road, Nongbone Village, Saysettha District, Vientiane Capital, Lao P.D.R, and the bidders or their authorized representatives are invited to be present at the envelope opening.

7. QUALIFICATION AND EVALUATION CRITERIA

To accept or reject the bid is the responsibility of the **Evaluation Committee**, decision of which shall be final.

Qualification criteria

Criteria which bidders must meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Qualification Criteria, they will be excluded from the tender process . These criteria are scored as 'Pass' / 'Fail'.

Each bidder must meet and properly prove the following **qualification criteria** with relevant documentation:

- Signed and stamped Eligibility sworn statement;
- Business licence/registration;
- Authorization to engage in business activities in the respective field;
- Technical specification;

Evaluation criteria

The evaluation committee will evaluate and award the contract on the basis of the following **evaluation criteria**:

- **Price (criteria weight is 60%)**

Evaluation result of this criterion equals to following formula: $\text{Price A} / \text{Price B} * \text{criteria weight}$. Price A = lowest price from all submitted offers; Price B = actual price offered by the tenderer.

- **(Sustainability criteria weight is 10%)**

- Vehicles produced in 2020 weighs 0 point or (0%)
- Vehicles produced in 2021 weighs 2 points or (2%)
- Vehicles produced in 2022 weighs 4 points or (4%)
- Vehicles produced in 2023 weighs 6 points or (6%)
- Vehicles produced in 2024 weighs 8 points or (8%)
- Vehicles produced in 2025 weighs 10 points or (10%)

- **Proposed delivery time in weeks (10%)**

Evaluation result of this criterion equals to following formula: Delivery Time A/Delivery time B * criteria weight. Delivery time A = shortest delivery time from all submitted offers; Delivery time B = actual delivery time offered by the tenderer

$$\frac{\text{shortest delivery time of all offers}}{\text{supplier's delivery time}} \times \text{delivery time criterion weight} \times \text{supplier's}$$

- **Warranty conditions (20%)**

$$\frac{\text{warranty of the tenderer offer}}{\text{Best warranty of all offers}} \times \text{warranty criterion weight} \times \text{warranty criterion weight Best warranty of all offers}$$

The warranty criterion will be evaluated on the scale in the following benchmark. Resulting number will be multiplied by the criterion weight.

Score	Warranty evaluation
2	The supplier having accepted a 2 year warranty with insurance to replace or repair all major parts on the vehicle (excluding consumables, wear & tear, other user caused faults).
1	The supplier having accepted a 1 year warranty with insurance to replace or repair all major parts on the vehicle (excluding consumables, wear & tear, other user caused faults).
0	The supplier will not give any warranty

For each bid, the points from all the evaluation criteria will be added together, and the winning bid will be the one with the highest number of points. In the event of a tie, the winning bid will be the one with the lowest price.

8. OTHER PROVISIONS

Further negotiations with a bidder about price and conditions are allowed if the negotiation is directed at making the bid more favourable for PIN.

In justified cases after receiving bids and/or during the negotiation (especially if it becomes apparent, that none of the bidders can execute the contract in its full extent) is PIN entitled to split the contract between two or more bidders so, that each of them will supply part of the contract. This decision must be announced to all bidders so, that they have chance to modify their bids.

In case the winning bidder fails to fulfil the concluded contract and PIN will terminate the contract within the period of 60 days upon the contract went into effect, PIN reserves the right to **further negotiate** with second-best bidder, possibly other bidders (according to the order in which their offers were evaluated). If the period of 60 days was elapsed, supporting market assessment must be made.

In case the winning bidder fail to provide to PIN the necessary cooperation to conclude the contract within the period of 60 days upon the tender results notice, PIN can **further negotiate (in negotiated tender)/conclude the contract** with the second-best bidder that shall be considered the winning bidder. Should they fail to conclude the contract with the second-best bidder within 30 days following the notice, PIN is allowed to cancel the tender.

9. SUMMARY OF REQUIREMENTS ON TENDER OFFER

Tender offer (bid submitted by the bidder) **shall consist of the following documents:**

DOCUMENT	ACTION REQUIRED FROM TENDERER
Annex 1 - Specification and price list	Fill out, sign and stamp
Annex 2 - Sworn eligibility statement	Fill out and sign, preferably stamped and printed on letter-headed paper
Annex 3 – General Information of the tenderer	Fill out, sign and stamp
Detailed technical specification of offered cars	Enclose
Copy of business registration (commercial register or similar)	Enclose
Detailed info on warranty (period, type of services provided for free within warranty period etc.)	Enclose
Proof of nationality	Enclose

PART 2: TERMS AND CONDITONS

1. EXCLUSION AND DISQUALIFICATION

1.1 PIN shall **exclude from the tender any offer of a bidder** falling into any of the following cases:

- a) They are **bankrupt** or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- b) They or persons having powers of representation, decision-making or control over them have been **convicted of an offence** concerning their **professional conduct** by a judgement that has the force of res judicata;
- c) They have been **guilty of grave professional misconduct** proven by any means that the contracting authority can justify;
- d) They have **not fulfilled obligations relating to the payment of social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or those of the Czech Republic or those of the country where the contract is to be performed;
- e) They or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata **for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity**;
- f) They do **engage in the employment of children**, disrespect basic social rights and working conditions based on international labour standards;
- g) They have **engaged in the trafficking in persons** and have **provided any support** (direct or indirect) of **terrorism**, including the financing of terrorism, or transactions with persons connected with terrorism;
- h) They are currently subject to an **administrative penalty** imposed by donor or have been listed by the donor as **ineligible** for participation in award procedures financed by donor's money;
- i) Candidate might be excluded on the basis of another procurement procedure or grant award procedure financed by PIN or donor of the project, under which they have been **declared to be in serious breach of contract** for failure to comply with their contractual obligations;
- j) They or any of their employees, associates or other persons related to them provided technical assistance to PIN under that same procurement procedure.

Points (a) to (d) do not apply to the purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Bidders shall declare they are in none of the situations listed above by the signature of **Sworn eligibility statement** form.

1.2 **Offers of bidders** shall be **disqualified** from the tender who, during the procurement procedure:

- a) bidder is subject to a **conflict of interest**;
- b) bidder has **not stated true facts** or has misinterpreted information required by PIN, or fails to provide timely such information or to provide required documents stated by PIN as condition for participation in the tender;
- c) **bidder does not meet the PIN qualification criteria** or requirements stipulated in the tender documentation.

- d) bidder has fulfilled the exclusion condition mentioned above in preceding article (Part 2, Article I.), points c) or i) **during the last 2 years** prior to the launch of the tender.

2. CODE OF CONDUCT FOR SUPPLIERS

In addition to the above conditions for disqualification, Code of Conduct for Suppliers defines all areas that PIN expects all of its suppliers at minimum to respect, and operate in ways that meet fundamental responsibilities in human rights, labour, environment and anti-corruption. The Code of Conduct is defined by the Ten principles of the UN Global Compact¹:

- Support and respect the protection of internationally proclaimed human rights;
- No involvement in human rights abuses;
- Freedom of association and recognition of right to collective bargaining;
- Employment is freely chosen, not forced or compulsory;
- No exploitation of children and child labour;
- No discrimination in respect of employment and occupation;
- Support a precautionary approach to environmental challenges;
- Accept greater environmental responsibility promotion;
- Encourage the development and spread of environmentally friendly technologies;
- Adhering to highest standards of ethical conduct behaviour, including: working against corruption and all its forms, conflict of interest disclosure, respect to local laws.

3. INSTRUCTIONS FOR PROCEDURES IN SPECIFIC CASES

PIN may cancel the announced tender or not conclude contract with the winning bidder in the following cases:

	Case	Procedure
a)	PIN has not received any bid , or none of the bids received was qualitatively and/or financially worthwhile or all the bids received have been disqualified from the tender	PIN has the right to cancel tender and use a less strict rule/procedure. Application of a less strict rule/procedure must be described, justified, approved by the RDD CP PO / HRD Head of Regional Office / Section Director and archived in ELO in agenda 4 – Procurement.
b)	Major discrepancies have been found in the Tender Notice or other supporting documentation of the tender;	PIN has the right to cancel tender and announce a new tender
c)	Serious circumstances have occurred during the tender which prevent PIN to continue the tender	PIN has the to cancel tender and announce a new tender
d)	Only one bid , complying with the tender conditions, has been submitted	PIN has the right to cancel tender and use a less strict rule/procedure. Application of a less strict rule/procedure must be described, justified, approved by the RDD CP PO / HRD

¹ For more information, see <https://www.unglobalcompact.org/what-is-gc/mission/principles>

		Head of Regional Office / Section Director and archived in ELO in agenda 4 – Procurement.
e)	The winning bidder refuse to sign contract with PIN, fails to fulfil concluded contract with PIN, have not stated true facts in their bid or their bid is at dumping price or otherwise jeopardizes free competition in the market (e.g. forbidden supplier agreements, cartels, abuse of the leading position in the market).	PIN is entitled to either accept the bid of the bidder whose bid has ended at the second or other places or cancel the tender and announce a new tender

4. GENERAL CONDITIONS

1. The bidder shall bear all costs associated with the preparation and submission of the Tender, and PIN will in no case be responsible or liable for such costs.
2. By participating in the selection process, the bidder hereby declares and warrants that has seen and understood the terms of the below mentioned policies and it complies and shall comply with all applicable terms and conditions specified therein:

PIN Policy on Ethical Conduct, PIN Code of Conduct, PIN Anti-Corruption Policy and other related policies referred to therein, which are incorporated by reference and represent an integral part of this tender notice. Electronic copies containing the complete text are available at:
www.clovekvtisni.cz/policies

3. The bidder will immediately and without undue delay inform PIN of any event which interferes or threatens to materially interfere with this Tender notice, including suspicion of or actual fraud, corruption, bribery, theft, terrorist financing or other misuse of funds. Such information should be passed in the first instance to fraud@peopleinneed.cz.

All information will be treated with the upmost confidentiality. Information can also be reported directly to the PIN programme team where appropriate, these will be immediately passed on to the above-mentioned e-mail address.

4. In case additional supplies/services/construction works would prove to be necessary for finalization of the activity for which this tender is organized, PIN reserves the right to procure them from the winner of this tender. The potential option of the contract extends for a value and duration wouldn't exceed the value and the duration of the initial contract awarded under this tender.
5. When processing any personal data of PIN, the bidder shall comply with the applicable personal data protection laws, including the EU General Data Protection Regulation (GDPR). In case the bidder processes these data on PIN's behalf and according to its instructions, the bidder undertakes to enter into an additional Data Processing Agreement as per Article 28 of the GDPR. In case the bidder is seated outside of the European Economic Area, the Supplier undertakes to comply with the standard data protection clauses required for such data transfers as per Article 46 par. 2 lit. c of the GDPR.
6. PIN reserves the right to cancel the tender without giving any reason.
- 7.

List of annexes:

- Annex 1 – Quotation Form
- Annex 2 - Sworn eligibility statement
- Annex 3_General Information of the tenderer

On behalf of People in Need	
Full name	
Position	
Date	
Signature	

Annex2: Eligibility Sworn statement

We, (IDENTIFICATION OF a PERSON / COMPANY)

declare, that:

We are not **bankrupt** or have not being wound up, are not having their affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

We or persons having powers of representation, decision-making or control over us have not been convicted of an offence concerning our professional conduct by a judgment that has the force of res judicata;

We have not been found guilty of grave professional misconduct proven by any means that the contracting authority can justify;

We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

We or persons having powers of representation, decision making or control over us have not been subject of any judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the EU's financial interests;

Following another procurement procedure or grant award procedure financed by PIN or *any other contractual agency*, we have not been declared to be in serious breach of contract for failure to comply with their contractual obligations;

We do not engage in the employment of children. We respect basic social rights of our employees and provide them with proper working conditions;

We have not engaged in the trafficking in persons and have avoided any support (direct or indirect) of terrorism, including the financing of terrorism, or transactions with persons connected with terrorism.

We are currently no subject to any administrative penalty imposed by donor or have been listed by the donor as ineligible for participation in award procedures financed by donor's money.

We don't find ourselves in any situation which could give raise to a conflict of interest in what concerns the implementation of the contract.

In the event of the contract being awarded to us, we commit ourselves to act with complete impartiality and in good faith in what concerns its performance and outcome.

..... on

On behalf of (Name of the company, name of the person)

People in Need
Safarova 11
120 00 Prague 2
Czech Republic

+420 236 200 400
mail@peopleinneed.net
peopleinneed.net

m e m b e r o f
Alliance 2015
towards the eradication of poverty

Signature

Annex 3: General Information of the Tenderer

Name of Company	
Legal Form	
Established since	
Postal Address	
Physical Address	
Phone Number	
Fax Number	
E-Mail	
Website	
Name of General Manager	
Contact Person(s) Sales & Marketing	

Contact Person (s)	
Freight/Shipping/Logistics	
Number of employees	
Annual Turnover	
Range of Products offered	