
ACP4CLIMATE

AUSTRALIA CAMBODIA
PARTNERSHIP FOR
CLIMATE RESILIENCE

REQUEST FOR QUOTATION

ACP4C/RFQ/007 - (CNMC) Cambodia National Mekong Committee
Office Renovations and Furnishings

Introduction

The Australia Cambodia Partnership for Climate Resilience (ACP4Climate) is the flagship climate investment of the Australian Government in Cambodia. Supported by the Australian Department of Foreign Affairs and Trade (DFAT), ACP4Climate helps Cambodia adapt to and reduce vulnerability to climate change through improved integrated water resource management and strengthened community-based resilience.

Tetra Tech International Development implements ACP4Climate in partnership with the Royal Government of Cambodia. ACP4Climate works with government, private sector, and civil society partners to strengthen national and subnational water planning, guide climate-resilient water investments, and scale inclusive and innovative solutions for climate-resilient water management. ACP4Climate works closely with women, persons with disabilities, Indigenous Peoples, and marginalised groups to ensure that they shape and benefit from improved water governance.

This procurement is conducted in accordance with the Commonwealth Procurement Rules and Tetra Tech International Development procurement policies.

1. Invitation to Quote

Tetra Tech International Development Pty Ltd invites suppliers to submit a quotation for office renovation and furnishings for (CNMC) Cambodia National Mekong Committee office where ACP4Climate staff will be co-located. The office renovations and furnishings do not cover any other parts of the CNMC office.

Quotes must be submitted using the Response Form (Part C) by Friday, 31 July 2026 (17.00 ICT) and remain valid for 60 days. Evaluation will be based on the criteria outlined below, and any resulting contract will be issued under Tetra Tech's standard terms and conditions.

2. RFQ Documents

- Part A – Terms and Conditions
- Part B – Specification and Technical Requirements
- Part C – Response Form

3. Submission Requirements

Suppliers must submit:

- Completed Response Form (Part C)
- Official quotation
- Any supporting documentation

Key Information:

- **Closing Date and Time:** Friday, 31 July 2026 (17.00 ICT)
- **Lodgement Method:** Quotations must be submitted via email to ACP4climatetenders@tetrattech.com using the subject line 'RFQ – (CNMC) Cambodia National Mekong Committee office renovations and furnishings – [SUPPLIER NAME]
- **Contact Person:** Un Sam En, (samen.un@tetrattech.com)
- **Site Visit:** Prospective suppliers are invited to visit to (CNMC) Cambodia National Mekong Committee office at 14:00 on Monday 20 July 2026, to measure and assess the meeting rooms and office space. The Cambodia National Mekong Committee office is address at 1367 National Highway 2, Sangkat Chak Angrae Kraom, Phnom Penh, Cambodia.

Evaluation Criteria:

Awards will be made to the supplier(s) offering the most favourable quotation(s). Quotations covering all items specified in Part B will be given preference; however, partial quotations may also be accepted, provided the bidder clearly identifies the items for which it is submitting a quotation. The purchaser reserves the right to split the award among multiple suppliers if required based on compliance with the RFQ criteria.

Mandatory:

- Supplier must meet all technical specifications for each item quoted
- Supplier must supply new, genuine and non-refurbished equipment
- Supplier must provide local warranty
- Supplier must be operational in Cambodia
- Supplier must comply with Tetra Tech International Development mandatory safeguarding screening
- Supplier must submit a complete response by the closing date and time
- Supplier must comply with all applicable terms and conditions

Weighting:

- 30% - Relevant experience delivering similar office fit outs
- 30% - Capability and proposed design approach
- 10% - Ability to deliver within required timeframe
- 30% - Price

Part A Terms and Conditions

1. RFQ Process and No Obligation This RFQ is an invitation to treat only. No legal relationship exists between the Supplier and Tetra Tech International Development (Tetra Tech) unless and until a contract is executed. Tetra Tech is not obliged to accept the lowest priced Quote or any Quote and may cancel, amend, suspend, or abandon the RFQ process at any time.

2. Supplier Responsibility and Risk Suppliers participate in this process at their own risk and cost, including all costs associated with preparing and submitting a Quote. Suppliers are responsible for: ensuring their Quote is complete and compliant; submitting their Quote by the closing date and in the required format; reviewing all RFQ documents, including the Draft Contract (Part C). Late or non-conforming Quotes may be rejected.

3. Communication and Probity All communication regarding this RFQ must be directed to the nominated Contact Person. Unauthorised communication with other Tetra Tech personnel may result in disqualification. Suppliers must declare any actual, potential, or perceived conflicts of interest. Tetra Tech reserves the right to manage or exclude any Supplier where a conflict is identified.

4. Product and Probity Supplier MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any subsidiary or affiliate

5. Evaluation and Process Rights Tetra Tech may, at its discretion: seek clarification or additional information; negotiate with any Supplier; consider or reject any Quote (including non-conforming Quotes); invite additional suppliers or accept alternative offers; award this RFQ in whole or in part to one or more suppliers; make enquiries (including referee checks). Quotes will be assessed on a value-for-money basis against the stated evaluation criteria.

6. Compliance with Laws and Policies Suppliers must comply with all applicable laws and regulations. Suppliers must also comply with relevant Australian Government and DFAT policies, including but not limited to: fraud and anti-corruption requirements; child protection and safeguarding (including PSEAH); sanctions and counter-terrorism financing requirements. Tetra Tech reserves the right to exclude any Supplier that does not meet these requirements.

7. Fraud and Anti-Corruption Suppliers must not engage in fraud, bribery, or corrupt practices. Suppliers must promptly report any suspected fraud or corruption related to this procurement or any resulting contract.

8. Sanctions and Eligibility By submitting a Quote, the Supplier confirms that: it is not subject to sanctions or restrictions under Australian or international law; it does not engage with prohibited or sanctioned entities

9. Safeguarding Requirements Suppliers must comply with DFAT safeguarding requirements, including: child protection; prevention of sexual exploitation, abuse and harassment (PSEAH). Where applicable, Suppliers must ensure their personnel and subcontractors meet these standards.

10. **Insurance** Suppliers must hold appropriate insurance relevant to the goods/services being supplied, including (as applicable): public liability insurance; workers compensation insurance. Evidence of insurance may be requested prior to contract award.

11. **Records and Audit** Suppliers must maintain accurate records relating to any resulting contract. Tetra Tech (and DFAT where applicable) may request access to records for audit or verification purposes.

12. **Confidentiality and Information Use** Suppliers must identify any information they consider confidential. Tetra Tech is not obliged to treat information as confidential unless agreed. All Quotes become the property of Tetra Tech and may be used for evaluation purposes. Suppliers acknowledge that information may be disclosed in accordance with Australian Government requirements, including the Freedom of Information Act 1982.

13. **Intellectual Property** Unless otherwise agreed, all deliverables produced under any resulting contract will become the property of Tetra Tech or the Commonwealth of Australia.

14. **Subcontracting** Suppliers must disclose any proposed subcontracting arrangements in their Quote. Tetra Tech reserves the right to approve or reject subcontractors.

15. **RFQ Changes** Tetra Tech may amend this RFQ at any time by issuing written addenda. Addenda form part of the RFQ.

16. **Offer Validity** Quotes must remain valid for the period specified in the RFQ.

17. **Contract Formation** A contract may be formed: by written acceptance of a Quote; or by execution of a formal agreement. Tetra Tech will determine the applicable method.

Part B Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Suppliers are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, suppliers may complete this table and submit a signed/stamped version to Tetra Tech.

Suppliers may propose alternative products that meet or exceed the specified requirements, where equivalent or comparable solutions are available.

Item Number	Description	Quantity	Unit	Rate	Amount
1	Office renovation design	1	Lump Sum		\$
Meeting Room (L5.9M x W4.5m X H2.38m)					
2.1	Install gypsum walls over existing glass walls and frames from floor to ceiling on the interior and exterior of the structure. Walls should be reinforced with plywood or a suitable alternative on the short end of the meeting room so that a television and can be mounted on one end and glass writing wall on the other end.	1	Lump Sum		\$
2.2	Remove broken ceiling light fixtures and patch holes.	1	Lump Sum		\$
2.3	Install ceiling lights that match the approved renovation design.	1	Lump Sum		\$
2.4	Move breaker box to exterior location	1	Lump Sum		\$
2.5	Provide new power outlets throughout the meeting room.	1	Lump Sum		\$

2.6	Run power and HDMI interface from wall where TV will be mounted to centre of meeting room so that power can be accessed from underneath the table.	1	Lump Sum		\$
2.7	Install vinyl flooring throughout the meeting room.	1	Lump Sum		\$
2.8	Paint gypsum walls on interior and exterior in a neutral office tone.	1	Lump Sum		\$
2.9	Create a disability access ramp at main entrance to (CNMC) Cambodia National Mekong Committee office compliant with Cambodian government standards.	1	Lump Sum		\$
Office Space (L8.8m xW4.95mxH2.5m)					
3.1	Brick over double door opening and create new door for entrance to Secretary of State office from the adjacent room.	1	Lump Sum		\$
3.2	Brick over interior window	1	Lump Sum		\$
3.3	Paint all walls a neutral office tone	1	Lump Sum		\$
3.4	Replace all blinds	1	Lump Sum		\$
3.5	Provide new air conditioner (A/C) units and installation	2	Lump Sum		\$
3.6	Replace all lights and patch holes for old fixtures	1	Lump Sum		\$
Furnishing Requirement					
4.1	Conference room table, rubber wood, of 4M x 1.2M	1			\$
4.2	Chairs for conference room, Net back and fabric seat with steel leg, Size: W550 x D540 x 910MM	14			\$
4.3	Adjustable desks Size: L 1.4 x W 0.7 x H 0.72 Single Motor, include: cable tray, privacy panel and top of desk partition Propose: black leg	4			\$
4.4	Swivel chairs Black High Swivel Net Chair Chrome leg, Size: W680 x D550 x H1230MM	4			\$
4.5	Trolley Cabinets, Size: L 0.4 x D0.6 x H 0.6	4			\$
4.6	Storage cabinet for under television in main meeting room (L120cmx45cmx65cm)	1			\$
4.7	Crono metal cabinet ((W914XD457xH1830MM)	1			\$
4.8	Table for printer in office with storage underneath (L0.8m x W: 0.5cmx H:0.65 m)	1			\$

Information to be provided by Suppliers as part of Quotation

- Completed Supplier Response Form (Part C)
- Estimated timeline
- A fixed lump sum price for each work
- Examples of similar office fit-out works (if available)

Part C Response Form

(To be completed in full and returned by the supplier by the closing time and date)

Supplier Details

I/We hereby offer to supply to Tetra Tech International Development the Goods/Services (specified in this RFQ (CNMC) Cambodia National Mekong Committee office renovations and supply) in accordance with the Conditions of Quotation, the attached draft Conditions of Contract and the following Addenda (if any) issued by Tetra Tech International Development.

Trading Name	
Registered Name	
Business Registration Number	
Business Address	
Contract Person & Details (name, position, contact information)	
Provide details of insurance relevant to RFQ requirements	
Business Referee	
Estimated delivery timeframe (after receipt of order) (Delivery to Phnom Penh)	
Submitted alongside this form	☐ Official quotation ☐ Other: _____

I/We declare that:

- a. the Conditions of Quotation are agreed;
- b. the Conditions of Contract are agreed; and
- c. the information and particulars provided as part of this offer are accurate and correct.
- d. We are not subject to sanctions and do not engage with prohibited entities
- e. We will comply with applicable safeguarding requirements, including child protection and PSEAH
- f. We will comply with fraud and anti-corruption requirements
- g. We hold (or will obtain prior to contract award) appropriate insurance
- h. We will maintain records and provide access for audit if required

Supplier

Signature

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Witness

Signature

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*Print
name and
office
held:

*Print
name and
office
held:

*Use BLOCK LETTERS.