

Procurement No:	031/UCLG ASPAC/Prog/XI/2024
Procurement Title:	Meeting & Event Venue for the Second Urban Mekong Corridor Initiative – Phnom Penh
Division:	Programme
Duty Station:	Phnom Penh – Cambodia
Posting Date:	15 November 2024
Closing Date:	18 November 2024
Budget Code/Budget Line:	50100 – Secretariat 1.2.2 Accommodation 7.1.4 Accommodation for Member Participants 7.1.5 Meals 7.1.6 Visibility Cost

A. BACKGROUND / INTRODUCTION

UCLG ASPAC is the largest regional section of UCLG, and it is based in Jakarta. It connects over 10,000 cities and local governments across Asia-Pacific, representing over 3.76 billion people. UCLG ASPAC promotes democratic local governance, supports city-to-city cooperation, and advocates for sustainability, equality, and social justice.

In collaboration with the cities and local governments along the Mekong River face critical challenges such as rapid urbanisation, population growth, and the impacts of climate change. These issues require a collaborative approach that balances economic development with environmental sustainability and social equity across national borders.

The Urban Mekong Corridor Initiative (UMCI) is a pioneering platform connecting cities and towns along the river for inclusive, green development. Launched by Cities Alliance in partnership with the Swiss Agency for Development and Cooperation (SDC) and UCLG ASPAC, UMCI hosted its first Urban Mekong Corridor Dialogue in Vientiane, Lao PDR, in February 2024. This event marked a strong regional commitment to shared urban and environmental solutions.

As the organiser of the Urban Mekong Corridor Initiative Series, UCLG ASPAC will convene the 2nd UMCI Dialogue in Phnom Penh, Cambodia. Phnom Penh was selected for its strategic position in the Mekong corridor, with a particular focus on addressing solid waste management challenges.

B. OBJECTIVES

We are seeking a vendor or hotel to provide meeting and event venue support for the second Urban Mekong Corridor Initiative (UMCI) dialogue event in Phnom Penh, Cambodia. This event will be attended by 50 local government representatives, including governors, mayors, and high-ranking officials. The selected vendor or hotel will be required to offer a comprehensive meeting package and accommodations for the participants.

C. TIMELINE

The timeline for this procurement is as follows:

1. Approval for the ToR Hotel Procurement: 11-14 November 2024

2. Public Announcement/Request for Proposal: 15 – 18 November 2024
3. Pitching Process and Appointment: 20 November 2024

D. SPECIFICATION of GOODS/SERVICES

This procurement will involve one (1) meeting and event venue/hotel for the second Urban Mekong Corridor Initiative (UMCI) dialogue in Phnom Penh, Cambodia, along with the necessary supporting facilities:

1. A 4- to 5-star hotel
2. Luxurious and well-appointed guest rooms
3. High-end dining and catering options
4. Exclusive meeting and event spaces
5. Concierge services and other premium amenities
6. Interpreter booth and SIS devices

E. HOW TO SUBMIT

Interested vendors are requested to submit the proposals/applications, which should include:

1. Quotation(s)
2. Business Registration Documents
3. Vendor Profile Company and Client References

Application/Proposals must be submitted electronically no later than 18 November 2024 to procurement@uclg-aspac.org, copy to noviandri.yotighana@uclg-aspac.org, mohammad.ridwan@uclg-aspac.org

Please use the following subject line format: **Application for the Second UMCI – UCLG ASPAC.**

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