

Terms of Reference (TOR)

For Hiring Services to Organize the 18th ACMM Liaison Officers' (LOs) Biannual Meeting Through Tenders

1. Background/Principles and Rationale

The ASEAN Center of Military Medicine (ACMM) was established to serve as a central hub for military medical affairs in the region. It consists of representatives from 10 ASEAN countries: Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam. The center's key responsibilities include collecting information and preparing beneficial proposals for the ASEAN Coordinating Center to provide humanitarian assistance and support missions beyond the capabilities of civilian medical units.

From the roles and responsibilities of the ASEAN Center of Military Medicine, it is evident that ACMM plays a vital role in facilitating the exchange of experiences, knowledge, technology, innovations, and cooperation in health, medicine, and public health among member countries and partner/dialogue countries. This leads to improvements and preparedness in effectively assisting the citizens of member countries during emergency situations.

Therefore, organizing the 18th ACMM Liaison Officers' Biannual Meeting enhances military medical cooperation and promotes other collaborations, leading to the development of maximum operational efficiency and effectiveness, which aligns with achieving the vision of the ASEAN Center of Military Medicine.

2. Objectives

2.1 To provide opportunities for liaison officers of the ASEAN Center of Military Medicine from member countries and partner/dialogue countries to exchange experiences, knowledge, learn new things, and keep pace with changes occurring at all levels.

2.2 To build good relationships between member countries and partner/dialogue countries.

2.3 To promote a positive image for the ASEAN Center of Military Medicine.

3. Qualifications of Bidders

3.1 Have capability according to the law.

3.2 Not be a bankrupt person.

3.3 Not be in the process of business dissolution.

3.4 Not be a person who is under suspension from submitting proposals or entering into contracts with government agencies temporarily due to failure to meet the performance evaluation criteria for operators according to the regulations set by the Minister of Finance as published in the information network system of the Comptroller General's Department.

3.5 Not be a person whose name appears on the blacklist of contractors and has been notified as a blacklisted contractor by government agencies in the information network system of the Comptroller

General's Department, which includes juristic persons where the blacklisted person is a partner, manager, director, executive, or has authority in the operations of that juristic person.

3.6 Have qualifications and no prohibited characteristics as stipulated by the Government Procurement and Supplies Management Policy Committee in the Royal Gazette.

3.7 Be a natural person or juristic person who is in the profession of providing services for the electronic bidding in question.

3.8 Not have mutual benefits with other bidders submitting proposals to the ASEAN Center of Military Medicine on the date of proposal submission for this tender.

3.9 Not be a person granted special privileges or immunity, which may refuse to appear in Thai courts, unless the government of the bidder has ordered the waiver of such privileges or immunity.

3.10 The contractor must be registered in the government electronic procurement system (Electronic Government Procurement: e-GP) of the Comptroller General's Department.

3.11 Bidders must have a net business value, referencing the guidelines for expediting contract execution and determining qualifications of eligible bidders according to the Comptroller General's Department letter No. Kor Kor (Kor Wor Jor) 0405.2/Wor 124 dated March 1, 2023, as follows:

(1) In the case where the bidder is a juristic person established under Thai law and has been registered for more than 1 year, they must have a net business value, calculated from the difference between net assets and net liabilities, which appears in the audited financial position statement, which must show a positive value for the last 1 year before the proposal submission date.

(2) For procurement with a value of 500,000 baht or more, in the case where the bidder is a natural person, as verified by a bank deposit certificate issued not more than 90 days before the proposal submission date, they must have a remaining bank deposit of 1/4 of the total budget of the project or item being proposed each time, and if selected as the winner of the procurement or selected, they must present the bank deposit certificate with such value again on the day of contract signing.

(3) In the case where the bidder does not have a net business value or registered capital, or has but insufficient to submit a proposal, the bidder can request a credit line, which must have a credit line of 1/4 of the budget value proposed for that time (credit from domestic banks, or finance companies or securities finance companies authorized to operate finance business for commerce and operate guarantee business according to the notification of the Bank of Thailand, according to the list of finance companies that the Bank of Thailand has circulated, by considering the total amount of the credit line certified by the head office, or certified by the branch office (in case authorized by the head office), issued to the bidder, valid up to the proposal submission date not exceeding 90 days.

(4) The cases (1) - (3) are exempted for the following cases:

(4.1) When the bidder is a government agency.

(4.2) A juristic person established under Thai law that is in the process of business rehabilitation under the Bankruptcy Act (No. 10), B.E. 2561.

4. Scope of Work

The contractor must propose a meeting organization plan and manage and organize activities while being responsible for all expenses incurred. The scope of work is as follows:

4.1 Prepare a detailed work plan within 7 days following the day of signing the contract, specifying the work plan and clear timeline. This plan must be approved by the ASEAN Center of Military Medicine before implementation.

4.2 Organize a 2.5-day meeting in Bangkok Metropolitan area.

4.2.1 Provide a suitable meeting venue that can accommodate at least 50 participants according to the date and time specified by the ASEAN Center of Military Medicine. The venue must be located in an area convenient for travel, such as near mass transit systems, or surrounded by facilities and safety.

4.2.2 Design the concept of the event into a key visual related to the event to communicate and create a good impression for participants.

4.2.3 Prepare a photo backdrop of not less than 6 x 2.4 meters, or in proportions suitable for the venue area, 1 set.

4.2.4 Prepare a stage of not less than 6 x 3 meters with an LED screen backdrop of not less than 5 x 2.5 meters. The size of the stage and LED screen should be consistent or in proportions suitable for the venue area.

4.2.5 Prepare lighting and sound systems with technical staff to facilitate the meeting appropriately and completely.

4.2.6 Prepare tables and chairs sufficient for all participants.

4.2.7 Prepare refreshments and beverages for 5 breaks, each serving not less than 50 people or sufficient for all participants.

4.2.8 Prepare lunch and beverages for 3 meals, each serving not less than 50 people or sufficient for all participants.

4.2.9 Provide a master of ceremonies who can communicate in English very well and has professional experience, to conduct the program, 1 person.

4.2.10 Prepare a podium, 1 unit, decorated with the logo or emblem of the ASEAN Center of Military Medicine or with appropriate decoration.

4.2.11 Prepare meeting documents sufficient for all participants.

4.2.12 Provide at least 1 coordinating staff member who is skilled and can solve immediate problems well.

4.2.13 Provide sufficient staff to oversee all parts of the operation.

4.2.14 Provide at least 2 reception and registration staff with equipment for registering participants for each day of the meeting.

4.2.15 Provide at least 1 experienced photographer to capture images throughout the event.

4.2.16 Provide at least 2 experienced videographers to record video and audio throughout the event.

4.2.17 Create a video clip summarizing the meeting, with a duration of not less than 3 minutes, 1 item.

4.3 Provide transportation for receiving and sending meeting participants from various countries, 20 people, with drivers.

4.3.1 Prepare sufficient and appropriate vehicles according to flight schedules, for receiving and sending between the airport and accommodation on arrival and departure days.

4.3.2 Provide at least 2 reception and coordination staff on arrival and departure days.

4.4 Provide accommodation in a standard hotel that is convenient, clean, safe, has amenities, and is conveniently located near public transportation such as mass transit systems. The accommodation period is 5 days and 4 nights, with not less than 20 rooms, 1 person per room. All participants must stay in the same hotel, and the accommodation must include breakfast service.

4.5 Prepare canapé-style or cocktail food with beverages in the evening or night of the first day of the meeting for not less than 50 participants.

4.6 Organize off-site activities from afternoon to evening of the last day of the meeting.

4.6.1 Prepare and present a detailed activity plan.

4.6.2 Provide vehicles with drivers to transport participants between the accommodation and the off-site venue.

4.6.3 Organize a tourism program to experience Thai culture and way of life, with a guide or knowledgeable person who can communicate well in English, 1 person.

4.6.4 Prepare refreshments and beverages for 1 break, serving not less than 50 people.

4.6.5 Prepare dinner and beverages for 1 meal, serving not less than 50 people.

4.6.6 Prepare equipment for heat relief or rain protection during outdoor activities, such as umbrellas, drinking water, cool towels.

4.6.7 Provide at least 1 performance during the dinner.

4.6.8 Provide at least 1 experienced photographer to capture images.

4.6.9 Provide at least 2 experienced videographers to record video and audio.

4.7 Prepare a summary report of the event according to items 4.1 - 4.6.

5. Implementation Period

Implementation period within 7 days following the day of signing the contract.

6. Budget for Hiring

The budget for implementation is within 62,602 US dollars (sixty-two thousand six hundred and two US dollars), which includes value-added tax and all expenses. The exchange rate used is that of the date of

approval of the Terms of Reference, which is April 18, 2025, according to the announcement of the Bank of Thailand, set at 33.5326 baht per 1 US dollar.

7. Payment Conditions

The ASEAN Center of Military Medicine will make payments to the contractor in 2 installments as follows: 7.1 First installment: 60% of the contract value, when the contractor has delivered work according to item 4.1 completely and the inspection committee has accepted the work. 7.2 Second installment: 40% of the contract value, when the contractor has delivered work according to items 4.2 - 4.6 completely and the inspection committee has accepted the work.

8. Work Delivery

The contractor must perform the work and provide services as per the contract and deliver the work as documents and electronic media (Flash Drive or External HDD), 2 sets (1 original and 1 copy), along with complete related documentation.

9. Criteria for Proposal Selection

Price criteria, considering only those who submit their proposals and price quotations as documents to the ASEAN Center of Military Medicine before April 28, 2025, 16:00 hrs.

10. Penalty Rates

10.1 In case the contractor subcontracts the work to another party without permission from the ASEAN Center of Military Medicine, a penalty of 10% of the subcontract value will be imposed.

10.2 If the contractor cannot complete the work within the time specified in the contract and the hirer has not terminated the contract, the contractor must pay a daily penalty to the hirer at the rate of 0.10% of the contract value, but not less than 100 baht per day.

11. Personal Data Protection

In case the contractual parties must organize activities or implement projects, or conduct any other operations related to the processing of personal data under the Personal Data Protection Act B.E. 2562, the contractual parties must make a personal data processing agreement with the ASEAN Center of Military Medicine, within the time frame and format as specified by the ASEAN Center of Military Medicine.

12. Confidentiality

In case the contractual parties must organize activities, implement projects, or conduct any other operations, if the contractual parties receive confidential information from the ASEAN Center of Military Medicine, they have the duty to maintain confidentiality and keep the information completely and strictly.

The contractual parties must inform their personnel, employees, consultants, and/or external persons who must be involved with the confidential information about the confidentiality and limitations on the rights to use and disclose the confidential information. The contractual parties must ensure that such persons are bound by a contract or written agreement to maintain confidential information, with

provisions the same as or not less than the terms and conditions specified in the confidentiality agreement with the ASEAN Center of Military Medicine.

The contractual parties must use appropriate measures to keep confidential information to prevent it from being used without permission or disclosed to others. The contractual parties must use the standard of keeping confidential information at the same level or not lower than they use for their own confidential information. However, it must not be lower than the standard level as per government regulations.

The contractual parties must make a confidentiality agreement with the ASEAN Center of Military Medicine within the time frame and format as specified by the ASEAN Center of Military Medicine.

13. Responsible Agency

ASEAN Center of Military Medicine 504 Somdet Phra Chao Taksin Road, Bukkhalo Subdistrict, Thonburi District, Bangkok 10600, Thailand Tel. 024752600

Committee for Drafting Terms of Reference and Tender Documents

Signed   Committee Chairperson (Capt. Sethsiri Saengsuwan)

Signed  Committee Member (Capt. Pichayen Silsrikul)

Signed  Committee Member (Cdr. Puvanant Wiputhanuphongs)