



## INTERNATIONAL RESCUE COMMITTEE, INC. Thailand

### INVITATION TO TENDER (ITT)

The International Rescue Committee, Inc. (IRC) is an international, nonsectarian, voluntary organization providing relief, protection, and resettlement services for refugees and victims of oppression or violent conflict.

The IRC has a requirement to provide **Payroll Services** below for the national staff in FY2024 and FY2025 which will commence on 1 July 2023.

- **Professional fees per person per month for 300-400 persons**

Delivery address to IRC Bangkok office: 888/213-217 Mahatun Plaza Bldg. 2nd Floor, Ploenchit Road, Lumpini, Pathumwan, Bangkok 10330

The Interested suppliers can download the bidding documents via the link: <https://rescue.box.com/s/gq8x6410l6slyvfdvfsc7davv0filmqk>. All Interested suppliers are invited to submit their intent to bid on 07<sup>st</sup> June 2024 by e-mail to [bkk.procurement@rescue.org](mailto:bkk.procurement@rescue.org). The bidding proposal should be submitted to the IRC by e-mail to [bkk.tenderbox@rescue.org](mailto:bkk.tenderbox@rescue.org) or sealed bids addressed to the Supply Chain Department in the box provided for the purpose at the IRC office below by 14<sup>th</sup> June 2024, 23:59. Thailand time indicating “**BNK24/08\_Payroll Services**” in the subject line.

**The following information and documentation should be attached to the e-mail:**

**Bid Information:**

- Item unit price including VAT 7%
- Date that the bid is valid until...
- Method of Payment

**Company documents**

- Business Registration
- Company profile and list of available products
- Certificate of VAT Registration
- Name and Designation of the Contact Person
- Address, phone number, and e-mail address of the contact person.

All questions can be addressed for clarification at [bkk.procurement@rescue.org](mailto:bkk.procurement@rescue.org) by 10<sup>st</sup> June 2024, 23.59 Thailand time. All answers will be clarified on 12<sup>nd</sup> June 2024.

This document is not a commitment to purchase on the part of the IRC.  
Should your offer be successful an IRC Purchase Order will be issued.  
Any order arising from this ITT will be subject to IRC's Conditions of Purchase.