

CALL FOR TENDER ACTED **Moldova** Instructions to Bidders

Date: 25/09/2023

Tender N°: T/67FJJ/J6G/IIS/25-09-2023

Through this tender ACTED is requesting a company to provide detailed written offers for the supply of the following products:

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------|--|
| 1. Description: | Works for RAC UID 12 Chişinău rehabilitation |
| 2. Product class / category: | Works |
| 3. Quantity/unit: | 1 Refugee accommodation center |

A detailed list of requested works is provided in the attached Offer Form.

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|--|--------------------------------|
| 1. Place of the works: | Chişinău |
| 2. Maximum date of delivery: | 15 of December 2023 |
| 3. Minimum offer validity period required: | 3 months min; ideally 6 months |

The responses to this call for tender shall include the following elements:

1	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder
2	Original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)
3	The Supplier Questionnaire (PRO-03.2) dated, filled, signed & stamped by the Bidder
4	Supplier Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
5	ACTED Full General Conditions of Purchase (PRO-09) signed & stamped by the Bidder
6	The Bidder's official registration documents
7	A copy of the Bidder's legal representative ID or passport
8	An attestation of third-party liability for the whole duration of works and liability period dating less than 3 months
9	A copy of valid quality assurances with relevant certificates dating less than 3 months
10	A Detailed workplan of works including schedule
11	List and pictures of all relevant assets you own and could use to do the works as requested on the offer form (PRO-06)
12	List and pictures of safety equipment you intend to work with as requested on the offer form (PRO-06)
13	Proof of works done in the past (contracts, certification of completion, pictures) (if relevant)
14	Any other compulsory item specified in the bidder's checklist (PRO-06.3)



15	The bidder's checklist (PRO-06.3) dated, filled, signed & stamped by the bidder
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It is important to note that all documents must be filled, dated, signed & stamped by the Bidders in order to be considered as eligible. ACTED only accepts bids that have been filled in either English, Romanian, Russian, or Ukrainian.

GENERAL CONDITIONS:

1. The **closing date** of this tender is 09/10/2023 at 5pm **Chişinău time** in ACTED office at the following address: [Moldova, mun Chişinău, str. Ştefan cel Mare și Sfânt, nr. 182, etajul 3](#)
2. The submission of an offer by a bidder to this call for tender may not result in the award of a contract.
3. The offer must be submitted to ACTED Logistics department in a sealed envelope marked **“Not to be opened before 09/10/2023”** and the Tender reference number above. If the offer is sent by email, it must state in the object **“Offer for tender T/67FJJ/J6G/IIS/25-09-2023”** to the following email: moldova.tender@acted.org, cc tender@acted.org.
4. Unsealed envelopes and late offers will not be considered.
5. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on any contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractors.
6. Collusive practices are prohibited and will lead to offers rejection.
7. **ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and set up a Transparency unit (supervised by the Director of Audit & Transparency) that can be reached through a dedicated phone number and e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practice (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to transparency@acted.org.**

SPECIAL CONDITIONS:

8. **A visit to the site of RAC UID 12 Chişinău (lot 1) at the following address: str. Valea Rediului 16, will be organized, THE DATE OF THE VISIT WILL BE ANNOUNCED IN DUE TIME TO ALL APPLICANTS BY E-MAIL OR/AND BY PHONE. This visit is mandatory. In case supplier does not attend, the offer submitted for lot 1 will be declared ineligible.** The visit will be followed by a Questions & Answers session, where all suppliers are welcome to ask any question related to this Call for Tender. Minutes of this session will then be shared to all bidders who attended the visit.
9. **The Bidder must offer all items & quantities indicated for each lot.**
10. **Bidders selection criteria will be evaluated as described below:**

#	Criteria	Sub-criteria	Maximum Score	Minimum score	0 (0 if info not provided)	1	2	3
1	Experience	Amount of past contracts	1	1	No similar past contract provided has an amount equal or above the contract amount to be awarded	The amount of a similar past contract provided is equal or above the contract amount to be awarded	N/A	N/A
		Positive past experience with ACTED	1	0	The bidder proved weaknesses in executing pas contracts awarded by ACTED as per supplier database or no past experience.	The bidder has a positive record as per ACTED supplier database	N/A	N/A
		Number of years in business	1	1	The bidder has been working in this	The bidder has been working in this business	N/A	N/A



#	Criteria	Sub-criteria	Maximum Score	Minimum score	0 (0 if info not provided)	1	2	3
					business for less than 3 years	for 3 years or more than 3 years		
	Total Experience		3	2				
2	Reliability	Defect and liability	2	1	The supplier offers 0 year of warranty on the works done	The supplier offers 1 year of warranty on the works done	The supplier offers 3 years or more of warranty on the works done	N/A

11. Bids award criteria will be assessed through a:

Pass/fail method



OR

Scoring method



#	Criteria	Sub-criteria	Maximum Score	Minimum score	0 (0 if info not provided)	1	2	3	4
3	Quality	Workforce qualification	4	3	The contractor does not have qualified workforce	The contractor has between 0% to 25% of the required qualified workforce	The contractor has between 25% to 50% of the required qualified workforce	The contractor has between 50% to 75% of the required qualified workforce	The contractor has between 75% to 100% of the required qualified workforce
		Detailed workplan of works including schedule	4	3	The contractor does not propose a workplan	N/A	The contractor's workplan includes one of the following element: - overlap of work - completion rate - consistency in works sequence - quantities	The contractor's workplan includes two of the following element: - overlap of work - completion rate - consistency in works sequence - quantities	The contractor's workplan includes three of the following element: - overlap of work - completion rate - consistency in works sequence - quantities
		List and pictures of relevant assets	4	2	The contractor does not own any relevant asset	N/A	The contractor has one of the following relevant asset: - vehicles - heavy machinery - other equipment	N/A	The contractor has two of the following relevant asset: - vehicles - heavy machinery - other equipment
		Safety equipment	4	3	The contractor does not have safety equipment	N/A	The contractor has two of the following equipment: - safety boots - safety caps - visibility signs - first aid kits	The contractor has three of the following equipment: - safety boots - safety caps - visibility signs - first aid kits	The contractor has four of the following equipment: - safety boots - safety caps - visibility signs - first aid kits
Total quality			16	11					
#	Criteria	Sub-criteria	Maximum Score	Minimum score	0 (0 if info not provided)	1	2	3	4
4	Availability	Delivery schedule	4	4	N/A	N/A	N/A	N/A	Not exceeding the required delivery time
BO NU S	Social and environmental impact		1	0	The supplier does not have a social and environmental policy.	The supplier has a social and environmental policy.	N/A	N/A	N/A

1. ACTED's Special Conditions for Purchase for this tender are attached for the information of Bidders. When sending their offers to the present call for tender, Bidders acknowledge their agreement with these terms & conditions.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____

