

NATIONAL CALL FOR TENDER - ACTED Moldova Instructions to Bidders

Date: 20/02/2023

Tender N°: T/67FFL/SMI/RAC/CHS/22022023

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

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------|--------------------------------------|
| 1. Description: | Hots Meals |
| 2. Product class / category: | Supplies |
| 3. Product stage: | Ready to eat |
| 4. Quantity/Unit: | Framework agreement until 31/12/2023 |

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

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|--|------------------------|
| 1. Place of delivery: | Depending on the lot |
| 2. INCOTERM (delivery conditions): | DDP |
| 3. Maximum date of delivery: | 24 hours after request |
| 4. Minimum offer validity period required: | Until 31/12/2023 |

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	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)
3	The PRO-03.2 SUPPLIER QUESTIONNAIRE_v2.0_FINAL dated, filled, signed & stamped by the Bidder
4	PRO-06.2 SUPPLIER ETHICAL DECLARATION_2.0_FINAL dated, filled, signed & stamped by the Bidder
5	The Bidder's official registration documents
6	A copy of the Bidder's legal representative ID or passport
7	PRO-09 FULL GENERAL CONDITIONS OF PURCHASE_v2.0_FINAL signed & stamped by the Bidder
8	Bidder's certificates <ul style="list-style-type: none"> - ANSA certificate - Certificate for food delivery - Permit issued by the Local Public Administration = Înștiințare de recepționare
9	ANNEXES – copy of past contracts with ACTED or other organizations in a similar field of activity are provided
10	ANNEX - 14-day menu signed and stamped
11	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder



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 in either English, Romanian, Russian or Ukrainian.

GENERAL CONDITIONS:

1. The **closing date** of this tender is **13/03/2023 at 5pm Moldova Time** in ACTED office at the following address: **45 Street Alexander Pushkin, Chisinau, Moldova**
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 **14/03/2023**" and the Tender reference number above, or must be sent by email to Moldova.tender@acted.org, cc tender@acted.org, with the object "T/67FFL/SMI/RAC/CHS/20022023 | Hot meal bid".
4. Unsealed envelope 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. On a daily basis, supplier will provide Certificate of harmlessness (certificate de inofensivitate) and Certificate of Quality for Delivered Products to the Refugee Accommodation Center Manager.
9. Lots¹:
 - The Bidder **may** bid for one or all Lots. Each lot **may** be subject to a separate contract and the quantities indicated for the different lots cannot be divided.
 - If the Bidder is awarded more than one lot, a single contract may be concluded including all lots.
 - **Only one contract will be signed per area: bidders need to be able to provide daily the 4 different meals (Breakfast, Lunch, Snack and Dinner).**
10. Bids 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	Similar past contracts	1		The bidder has provided no past contract similar to the contract to award	The bidder has provided at least one past contract similar to the contract to award	N/A	N/A
		Amount of past contracts	1		No similar past contract provided has an amount is 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

¹ To be adjusted by the Purchase Committee before publication





#	Criteria	Sub-criteria	Maximum score	Minimum score	0 (0 if info not provided)	1	2	3
		Positive past experience with ACTED	1		The bidder proved weaknesses in executing pas contracts awarded by ACTED as per supplier database	The bidder has a positive record as per ACTED supplier database	N/A	N/A
		Number of years in business	1		The bidder has been working in this business for less than 2 years	The bidder has been working in this business for 2 years or more than 2 years	N/A	N/A
	Total experience		4	2	N/A	N/A	N/A	N/A
2	Reliability	Certificates List of certificates to provide to be found in the PRO-06.3 BIDDERS CHECKLIST_Hot_Meals	1	1	Supplier did not provide all required certificates.	Supplier provided all required certificates.		
	Total reliability		1	1	N/A	N/A	N/A	N/A

	Criteria	Sub-criteria	Maximum Score	Minimum Score	0 (0 if info not provided)	1
3	Quality	Menu compliance	1	1	Supplier cannot provide exactly the 14-day menu required by donor	Supplier can provide exactly the 14-day menu required by donor
		Meal packaging compliance	1	1	Supplier cannot provide the meals in the required packaging for the corresponding given lot	Supplier can provide the meals in the required packaging for the corresponding given lot
		If required – individual tableware washing	1	1	Supplier cannot wash the individual tableware between the meals	Supplier can wash the individual tableware between the meals
		Meals quality	1	1	Meals provided have a poor aspect and a mediocre taste.	Meals provided have a good aspect and a good taste.
		Cooking installation	1	1	Cooking installations (kitchen) or cooking utensils or kitchen appliances are not clean or not well maintained.	Cooking installations (kitchen) as well as cooking utensils and kitchen appliances are clean and well maintained.
	Total quality		5	5	N/A	N/A
4	Availability	Delivery time	1	1	Supplier cannot deliver with a 24-hour notice	Supplier can deliver with a 24-hour notice
		Number of employees	1	1	Supplier does not have enough staff and will subcontract some part of the work.	Supplier has enough staff and will not subcontract some part of the work.
	Total availability		2	2	N/A	N/A
BONUS	Social and environmental impact		1	0	Supplier did not provide a social and environmental policy.	Supplier provided a social and environmental policy.

11. Quality criteria will be assessed at selection stage. If the contract is awarded, quality will also be checked on a random basis. Not meeting quality criteria during contract execution might lead to the contract being interrupted.

12. ACTED's General **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: _____

