

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

Date: 10/02/2023

Tender N°: T/67FJJ/J6G/IIC/10-02-2023

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

PRODUCT SPECIFICATIONS:

- | | |
|------------------------------|-------------------------------------|
| 1. Description: | Rehabilitation of community centers |
| 2. Product class / category: | Works |
| 3. Quantity/unit: | 2 Community Centers to rehabilitate |

A detailed list of requested works for each Community Center is provided in the attached Offer Form.

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|--|---|
| 1. Place of the works: | Comrat and Causeni |
| 2. Maximum date of delivery:
works | 2 months after the beginning of the works |
| 3. Minimum offer validity period required: | 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	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)
3	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
4	ACTED Ethical Declaration (PRO-06.2) 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	ACTED's General Conditions for Purchase signed & stamped by the Bidder
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	Proof that all applicable labor taxes have been paid over the past 2 years
11	Proof that all workers on worksites are legally employed, and that all required authorizations as per national laws have been obtained
12	Proof of Works done in the past (Contracts, Certification of completion, Pictures) in a separate sealed envelope (if relevant)
13	Workplan for each lot





14	List and pictures of relevant assets to do the works
15	List and pictures of safety equipments
16	Technical drawings as requested on the Offer Form (PRO-06)
17	3D design plans as requested on the Offer Form (PRO-06)
18	Any other compulsory item specified in the Bidder's Checklist (PRO-06.3)
19	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 10/03/2023 at 5pm **Chisinau time** in ACTED office at the following address: **Or. Chişinău, Str. Pushkin 45**
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 11/03/2023" 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/IIC/10-02-2023"
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 Comrat Community Center (lot 1) is organized on the 16/02/2023 at 10pm at the following address: Ostrovschi 2A, Comrat, located in theoretical lyceum "Dimitrii Mavrodi". This visit is mandatory in order to be allowed to bid for the lot 1. 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.

A visit to the site of Causeni Community Center (lot 2) is organized on the 17/02/2023 at 10pm at the following address: Cauşeni, Str. Alexei Mateevici 7. This visit is mandatory in order to be allowed to bid for the lot 2. 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. 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. The Bidder **must** offer all items & quantities indicated for each lot. Bids for part of a lot only will not be considered.
- If the Bidder is awarded more than one lot, a single contract may be concluded including all lots.

10. Bidders selection criteria and Bids award criteria will be evaluated as described below:

Pass/fail method

#	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 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		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 5 years	The bidder has been working in this business for 5 years or more than 5 years	N/A	N/A
Total Experience			4	2				
	Reliability	Defect and liability	2	2	The supplier offers 0 year of warranty on the works done	The supplier offers 6 months of warranty on the works done	The supplier offers 12 months or more of warranty on the works done	N/A

Criteria	Sub-criteria	Maximum Score	Minimum score	0 (0 if info not provided)	1	2	3	4	
3	Quality	Workplan	8	8	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
		Technical drawings and 3D design plans	8	6	There are no technical drawings or drawings do not contain any of the below: -materials of good quality to be used -dimensions for each item mentioned on the drawing - drawings with official signature (architect or engineer) 3D design plans are not provided				The technical drawing contains all the following informations -materials of good quality to be used -dimensions for each item mentioned on the drawing - drawings with official signature (architect or engineer) 3D design plans are provided
		List and pictures of relevant assets	4		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

¹To be adjusted by the Purchase Committee before publication





		Safety equipment	4		The contractor does not have safety equipment	N/A	The contractor has one of the following equipment: - safety boots - safety caps - visibility signs - first aid kits	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
		Total quality	24	18					
4	Availability	Delivery schedule	4	4	Exceeding by 8 weeks the required delivery time	Exceeding by 6 weeks the required delivery time	Exceeding by 4 weeks the required delivery time	Exceeding by 2 weeks the required delivery time	Not exceeding the required delivery time
BONUS	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

11. 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: _____

