

## CALL FOR TENDER ACTED MOLDOVA

### Instructions to Bidders

Date: 22/08/2023

Tender N°: T/67FMA/O3R/ECR/CHS/01-08-2023/002

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

#### PRODUCT SPECIFICATIONS:

1. Description: Consultancy - Disaster Risk Reduction Consultancy
2. Product class / category: Services
3. Made in : International

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

#### RESPONSIBILITIES OF THE SUPPLIER:

1. Place of delivery: Any Moldova
2. Maximum date of delivery: 83,5 days after signature of the contract  
(subject to modifications, details in the ACTED Terms of Reference and the proposal)
3. Minimum offer validity period required: 3 months

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

1	The present <b>Instructions to Bidders (PRO-05)</b> signed & stamped by the Bidder
2	An original <b>Offer Form (PRO-06)</b> dated, filled, signed & stamped by the Bidder <i>(detailed as per the requested currency)</i>
3	<b>Technical Offer</b> with detailed methodology, and work plan signed & stamped by the Bidder
4	Detailed <b>Financial Offer</b> according to ACTED Terms of Reference and proposed methodology, signed and stamped by the bidder
5	The <b>Supplier Questionnaire Form (PRO-06.1)</b> dated, filled, signed & stamped by the Bidder
6	The <b>Integrity Declaration</b> (Annex 6) dated, signed and stamped by the Bidder
7	<b>ACTED Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder
8	The <b>Bidder's official registration documents</b>
9	A copy of the <b>Bidder's legal representative ID or passport</b>
10	<b>ACTED's General Conditions for Purchase</b> signed & stamped by the Bidder
11	The <b>supporting documentations</b> requested for each assessment criteria



12	Other compulsory documents specified in the <b>Bidder's Checklist (PRO-06.3)</b> : <ul style="list-style-type: none"> <li>- Suitability statement, including commitment to availability for the entire assignment</li> <li>- If International consultant : Professional liability insurance for health and repatriation (certificate of less than 3 months and which covers in particular the country)</li> </ul>
13	Additional documents specified in the <b>Bidder's Checklist (PRO-06.3)</b> : <ul style="list-style-type: none"> <li>- If team of consultants : Team composition with everyone's roles + updated curriculum vitae</li> </ul>
14	The <b>Bidder's Checklist (PRO-06.3)</b> 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 or Russian.

#### **GENERAL CONDITIONS:**

1. The **closing date** of this tender is **05/09/2023 at 6:00PM** in ACTED office at the following address: **182 bd. Stefan Cel Mare, Chisinau, Moldova**. Bidders who will submit their offer to another ACTED office than **ACTED Moldova, 182 bd. Stefan Cel Mare, Chisinau, Moldova** must take into consideration the transport time to **ACTED 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 **05/09/2023** and the Tender reference number above, or must be sent by email to [Moldova.tender@acted.org](mailto:Moldova.tender@acted.org), cc [tender@acted.org](mailto:tender@acted.org), with the object **T/67FMA/O3R/ECR/CHS/01-08-2023/002**
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](mailto:transparency@acted.org).**



#### **RESPONSIBILITIES OF THE CONTRACTOR:**

- **Technical Offer (Envelope 1 out of 2) or (File 1 out of 2)** must be clearly marked **‘Technical Offer – not to be opened before 05/09/2023**, and include the following documentation;
  - **The completed, signed and stamped Project Proposal document**
  - **The supporting documentations for each evaluation criteria below:**
    - a) Experience and Expertise
    - b) Languages
    - c) Methodology and Training Approach
    - d) Timeline & workplan
  - **All mandatory documents mentioned in the Instructions to Bidders**
- **Financial Offer (Envelope 2 out of 2) or (File 2 out of 2)** must be clearly marked **‘Financial Offer – not to be opened before 05/09/2023**, and includes the following documentation;
  - A detailed, signed and stamped financial offer

#### **SPECIAL CONDITIONS:**

8. Lots<sup>1</sup>:
  - If the services have not been divided into lots, bidders **may** submit offers for the entirety of the services indicated in the call for tender.
9. Bidders selection and Bids award criteria will be assessed through a: **Scoring method**

The scoring method consists in assessing all eligible offers based on a pre-defined scoring scale for each selection and/or award criteria. The best rated offer will be selected at the end of this process.

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<sup>1</sup>To be adjusted by the Purchase Committee before publication



# EVALUATION CRITERIA TABLE

Selection criteria	Supporting documentation
<b>A. Experience and Expertise (25 points)</b>	
University Degree in : - Management of multi-hazards and disaster risk reduction - Environmental science, ecosystem management - Socio-ecological systems and infrastructure resilience - Other fields closely related to the focus of the consultancy assignment <b>(2 points)</b>	Copy of post-graduate University Degree
Years of experience in DRR and related fields, with a focus on strategy development and policy integration. <b>(2 points)</b>	CV
Previous experiences related to DRR strategy development and policy integration <b>(4 points)</b>	Samples / examples of previous works
Track record of successful DRR projects and training initiatives. <b>(3 points)</b>	Track record copy / samples
Positive feedback and references from previous clients or organizations. <b>(3 points)</b>	Recommendation letter - Contacts of previous organizations
Demonstrated knowledge and understanding of international and national DRR frameworks, policies, and guidelines. <b>(5 points)</b>	Samples of previous works
Expertise in conducting risk assessments, hazard mapping, and vulnerability analysis. <b>(2 points)</b>	Samples of previous works
Ability to design and develop a comprehensive DRR strategy that aligns with the needs and context of LPAs. <b>(4 points)</b>	Samples of previous works
<b>B. Language Competence (10 points)</b>	
Fluency in English (oral & written) <b>PASS/FAIL (If the bidder is not fluent in English, he will be automatically rejected))</b>	CV + samples of previous work
Fluency in Russian (oral & written) <b>(5 points)</b>	CV + samples of previous work
Fluency in Romanian (oral & written) <b>(5 points)</b>	CV + samples of previous work
<b>Award criteria</b>	<b>Supporting documentation</b>
<b>C. Methodology and Training Approach (45 points)</b>	



Incorporation of innovative and effective methodologies for capacity building and knowledge transfer. <b>(6 points)</b>	Answers in Project proposal
Use of participatory approaches and engagement of relevant stakeholders in the strategy development process. <b>(6 points)</b>	Answers in Project proposal
Clarity and coherence of the proposed methodology for designing and delivering DRR training. <b>(11 points)</b>	Answers in Project proposal
Inclusion of participatory approaches and innovative techniques in training delivery. <b>(6 points)</b>	Answers in Project proposal
Incorporation of monitoring and evaluation mechanisms to measure the impact of the training program. <b>(6 points)</b>	Answers in Project proposal
Design of the simulation training <b>(10 points)</b>	Answers in Project proposal
<b>D. Timeline &amp; Workplan (20points)</b>	
According to each deliverables & the ACTED Terms of Reference	Table in the Technical Offer

ACTED is proposing to follow the selection method below:

- Bidders will go through an administrative opening.
- Then bidder(s) will be technically evaluated and will be given a score out of 100 points.
- The bidder(s) passing the minimum requirement threshold from the technical evaluation (50 points) will be then further considered for the financial evaluation;
- Then bidder(s) will be financially evaluated and will be given a score out of 100 points. The price is scored proportionally from the lowest price received.
- The awarded bidder will be the one with the best weighted average out of 80% for the Technical offer and 20% for the Financial one.

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: \_\_\_\_\_

