

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

Date: 07/09/2023

Tender N°: T/67FJJ/J6G/IIC/07-09-2023

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

**PRODUCT SPECIFICATIONS:**

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

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

**RESPONSIBILITIES OF THE SUPPLIER:**

- |  |   |
|--|---|
| 1. Place of the works:                     | Ungheni                                   |
| 2. Maximum date of delivery:               | 2 months after the beginning of the works |
| 3. Minimum offer validity period required: | 1 month                                   |

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	The <b>Supplier Questionnaire Form (PRO-06.1)</b> dated, filled, signed & stamped by the Bidder
4	<b>ACTED Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder
5	The <b>Bidder's official registration documents</b>
6	A copy of the <b>Bidder's legal representative ID or passport</b>
7	<b>ACTED's General Conditions for Purchase</b> signed & stamped by the Bidder
8	Attestation of third-party liability for the whole duration of works
9	A copy of valid quality assurances with relevant certificates dating less than 3 months
10	Proof that all workers on worksites are legally employed, and that all required authorizations as per national laws have been obtained
11	<b>Proof of Works done in the past (Contracts, Certification of completion, Pictures)</b> in a separate sealed envelope (if relevant)
12	Schedule of the works (timeline)
13	List and pictures of relevant assets to do the works
14	List and pictures of safety equipment





15	Technical drawings as requested on the Offer Form (PRO-06)
16	Topographic design as requested on the Offer Form (PRO-06)
17	Any other compulsory item specified in the <b>Bidder's Checklist (PRO-06.3)</b>
18	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 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 05/10/2023 at 5pm **Chisinau time, 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 06/10/2023" 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/IIC/06-10-2023"
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. 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).**

**SPECIAL CONDITIONS:**

8. **A visit to the site of Ungheni Community Center is organized on the 14/09/2023 at 12 pm at the following address: Nicolae Balcescu 9, Ungheni.** 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. ***This site visit is mandatory for all bidders.***
9. 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
1	Experience	Similar past contracts	1	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
		Amount of past contracts	1	0	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
		Positive past experience with ACTED	1	0	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





#	Criteria	Sub-criteria	Maximum Score	Minimum score	0 (0 if info not provided)	1	2
		Number of years in business	1	0	The bidder has been working in this business for <b>less</b> than 5 years	The bidder has been working in this business for <b>5 years or more</b> than 5 years	N/A
	Total Experience		4	2			
2	Reliability	Defect and liability	2	2	The supplier offers <b>0 year</b> of warranty on the works done	The supplier offers <b>6 months</b> of warranty on the works done	The supplier offers <b>12 months or more</b> of warranty on the works done

Criteria	Sub-criteria	Maximum Score	Minimum score	0 (0 if info not provided)	1	2	3	4	
	Technical topographic for all the electricity installation	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 information. -materials of excellent 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	2	The contractor does <b>not</b> own any relevant asset	N/A	The contractor has <b>one</b> of the following relevant asset: - vehicles - heavy machinery - other equipment	N/A	The contractor has <b>two</b> of the following relevant asset: - vehicles - heavy machinery - other equipment	
	Safety equipment	4	2	The contractor does <b>not</b> have safety equipment	N/A	The contractor has <b>one</b> of the following equipment: - safety boots - safety caps - visibility signs - first aid kits	The contractor has <b>two</b> of the following equipment: - safety boots - safety caps - visibility signs - first aid kits	The contractor has <b>three</b> of the following equipment: - safety boots - safety caps - visibility signs - first aid kits	
	Total quality		18	12					
4	Availability	Delivery schedule	4	3	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
	Total Score		28	17					

10. 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: \_\_\_\_\_

