

CALL FOR PREQUALIFICATION ACTED MOLDOVA Instructions to Applicants

Date: 25/09/2023

Prequalification N°: No. P/67JFF/J6G/MULTI /25-09-2023

Through this call for prequalification ACTED is requesting a company to provide written applications for the supply of the following works: facility maintenance works, general building maintenance work.

PROJECT BACKGROUND

As part of the 2023 strategy to support the integration of refugees in the local communities, ACTED will support with interventions to rehabilitate community infrastructure and public spaces, these activities promote local communities and refugees to have an adequate and safe spaces to access to information of existing services and to community activities for everyone, emphasizing women, children, and elderly people. ACTED will therefore oversee the implementation of rehabilitation works in a total of 6 centers in 2023. This will include refurbishments in Childcare Facility Balti, Childcare facility Chisinau, Stefan Voda Sports Facility, Otaci City Hall, Causeni Sport Facility, Palanca Kindergarten. The final design of the centers will be approved after estimative budget confirmation by the constructors.

Lot 1: Childcare Facility Balti

Dismantle windows and installing 85 windows approximately, on an area of 221 square meters.

Lot 2: Childcare facility Chisinau:

Walls surface reparation and plastering and painting 637 m2, flooring replacement 146 m2, replacement windows 17 m2, replacement doors 13 m2

Lot 3: Stefan Voda Sport Facility

Change and replace the flooring 242 square meters approximately. Walls preparation, plastering and painting for approximately 400 square meters. Replacing 3 doors and 4 windows. Installation of two ventilating systems.

Lot 4: Otaci City Hall

External thermal insulation of 200 m2 approximately including surface preparation, and applying beton de contact, installation of thermal polystyrene, plastering, painting the façade

Lot 5: Causeni Sport Facility

Replacement of the roof, approximately 200 square meters.

Lot 6: Palanca Kindergarten

Change heating systems, 5 windows and 4 doors to change.

PRODUCTS DESCRIPTION & OVERALL TECHNICAL SPECIFICATIONS

To be specified during the scheduled field visits, based on the donor's designs which are still to be determined.

PROVISIONS CONCERNING COOPERATION WITH OTHER ENTITIES DURING THE CONTRACT (CONSULTANCY COMPANIES/INDIVIDUAL CONSULTANTS, CONTRACTORS, ETC.)

No cooperation with other entities during the contract is planned.



DELIVERY TIMELINE
Lot 1: Childcare Facility Balti

6 weeks from start of contract

Lot 2: Childcare facility Chisinau:

7 weeks from start of contract

Lot 3: Stefan Voda Sport Facility

6 weeks from start of contract

Lot 4: Otaci City Hall

6 weeks from start of contract

Lot 5: Causeni Sport Facility

2 weeks from start of contract

Lot 6: Palanca Kindergarten

6 weeks from start of contract

DELIVERY LOCATION

Lot	Description	Location
1	Childcare Facility Balti	Balti
2	Childcare Facility Chisinau	Chisinau
3	Sport Facility Stefan Voda	Stefan Voda
4	City Hall Otaci	Otaci
5	Sport Facility Causeni	Causeni
6	Kindergarten Palanca	Palanca

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

1	The present Instructions to Applicants (PRO-05.2) signed & stamped by the Bidder
2	An original Application Form (PRO-06.6) dated, filled, signed & stamped by the Bidder with all financial, human and technical elements required in annex
3	Any other compulsory item specified in the Applicant's Checklist (PRO-06.7)
4	Last 2 years financial statements
5	Safety Plan (for works)
6	The Applicant's Checklist (PRO-06.7) dated, filled, signed & stamped by the Bidder

It is important to note that all documents must be filled, dated, signed & stamped by the Applicants in order to be considered as eligible. ACTED only accepts bids that have been filled in in either English or French.





GENERAL CONDITIONS:

1. The **closing date** of this prequalification is **09 / 10 / 2023** at EEST in ACTED office at the following address: Bulevardul Ștefan cel Mare și Sfint 182, Chișinău 2005 / Floor 3
2. The submission of an application by an applicant to this call for prequalification may not result in the award of a contract.
3. The application must be submitted to ACTED Logistics department in a sealed envelope marked "Not to be opened before **09 / 10 / 2023** the Prequalification reference number above. The application can also be sent by email to: moldova.tender@acted.org, cc tender@acted.org.
4. Unsealed envelope and late applications will not be considered.
5. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all applications 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 applications 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 prequalification 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:

1. The 6 different lots mentioned above can be split among different suppliers. Acted reserves the right to choose different suppliers for each lot.
2. Applications will need to pass the following minimum requirements:

#	Criteria	Sub-criteria	Minimum requirements	Submission documents
1	Number of contracts awarded in the past 12 months	N/A	At least 1 contract should have been awarded with a value >15,000k USD in the past 12 months	Application form
2	Safety Standards	Equipment	The applicant provides PPE for every one of its employees	
		Plan	The applicant provides a safety plan accepted by Acted	
3	Financial Resources	N/A	Minimum average annual construction turnover of US\$ > 100,000	
4	Non-Financial Resources	Equipment	The Applicant demonstrates the availability of sufficient appropriate equipment for the timely works completion	
		Manpower	The Applicant demonstrates the availability of sufficient appropriate workers for the timely works completion	

3. In addition, the Applicant must obtain the minimum score set for each of the following selection criteria to be deemed prequalified:

#	Criteria	Sub-criteria	Minimum Score to be reached	0 (0 if info not provided)	1	2	3
1	Experience	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





		Positive past experience with ACTED	1	The applicant proved weaknesses in executing pas contracts awarded by ACTED as per supplier database	The applicant has a positive record as per ACTED supplier database	N/A	N/A
		Number of years in business	1	The applicant has been working in this business for less than 3 years	The applicant has been working in this business for 3 years or more than 3 years	N/A	N/A
2	Reliability	Customer services (repair, return and exchange)	2	The applicant proposes none of the following services: - Repair - Refund - Exchange	The applicant proposes one of the following services: - Repair - Refund - Exchange	The applicant proposes two of the following services: - Repair - Refund - Exchange	The applicant proposes all of the following services: - Repair - Refund - Exchange
		Warranty	1	The supplier applies 0 year of warranty on provided items	The supplier applies 1 year of warranty on provided items	The supplier applies 2 years or more of warranty on provided items	N/A

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____

