

**OFFER FORM ACTED *Moldova***

Tender N° (filled in by ACTED): *T/67FJJ/J6G/IIC/07-09-2023*

Order ID (filled in by ACTED): OF/67FJJ/J6G/IIC/CHI/PRO/04092023

Date (filled in by Bidders):

**To be Filled by Bidder (COMPULSORY)**

<b>Company's Name</b> (as per registration documents)	
<b>Company Authorized Representative's Name</b> (as per registration documents or duly signed Power of Attorney)	
<b>Company Registration Number</b>	
<b>Registration body</b>	
<b>Company's mailing address</b> Shop/Office/Building No Street name City Governorate/province/district Country	
<b>Commercial representative for the bid</b> (if different from authorized representative)	
<b>Phone contact number</b> Landline Mobile No	
<b>Email address</b>	

I undersigned (to be filled in by the Bidder) \_\_\_\_\_  
 agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.



PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR EACH LOT:

- 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.

UNIT AND TOTAL PRICES MUST BE INCLUSIVE OF ALL COSTS (MATERIALS, EQUIPMENT, WORKERS, INSURANCES, ETC.).

ALL DETAILS FOR EACH ITEM WILL BE CLARIFIED DURING THE MANDATORY FIELD VISIT ON 14/09/2023

## LOT 1: Works for Ungheni community center rehabilitation

### TECHNICAL SPECIFICATIONS

PLEASE ATTACH ANY TECHNICAL PROPOSAL, DRAWINGS AND DESIGNS AS PER ATTACHED TERMS OF REFERENCE.

N°	Works Deliverables	Detail the related past performance sample required	Documents required	Unit <sup>1</sup>	Quantity (1)	Unit Price excluding taxes (MDL) (2)	Total Price excluding taxes (MDL) (1) x (2)
1	Cleaning and preparing the working plan (215 square meters)	Past contracts, pictures and certificates of completion		m2	215.00		

<sup>1</sup> Please note that ACTED works contracts are based on an obligation of result, and not based on time consumption. Therefore, ACTED will not consider offers based on man-days as a unit. Offers must be submitted all costs and taxes inclusive for each deliverable.



N°	Works Deliverables	Detail the related past performance sample required	Documents required	Unit <sup>1</sup>	Quantity (1)	Unit Price excluding taxes (MDL) (2)	Total Price excluding taxes (MDL) (1) x (2)
2	Removing old material on the ceiling and curing if needed from mold.	Past contracts, pictures and certificates of completion		m2	215.00		
3	New ceiling - Drop ceiling created from vinyl tiles	Past contracts, pictures, and certificates of completion	- Technical drawing required	m2	215.00		
4	Plasterboard both walls with vataminala 5cm thickness, height of the walls 3.4m	Past contracts, pictures and certificates of completion	- Technical drawing required	m2	29.00		




N°	Works Deliverables	Detail the related past performance sample required	Documents required	Unit <sup>1</sup>	Quantity (1)	Unit Price excluding taxes (MDL) (2)	Total Price excluding taxes (MDL) (1) x (2)
5	Plasterboard walls, height of the walls 3.4m Wall on a metal support clad with double plasterboard on both sides with a sound insulation layer, with min. ROCKSLAB ACOUSTIC 50mm 1000*610 wadding; 50kg m3, wall thickness 100mm	Past contracts, pictures and certificates of completion	- Technical drawing required	m2	53.88		
6	Glass window 90cm*60cm Double glass performance that also covers the phonetic. Without frame	Past contracts, pictures and certificates of completion	-	psc	1		
7	PVC partition height 1.8 m PVC Wall with double plasterboard on both sides.	Past contracts, pictures, and certificates of completion	Technical drawing required	m2	48.15		



N°	Works Deliverables	Detail the related past performance sample required	Documents required	Unit <sup>1</sup>	Quantity (1)	Unit Price excluding taxes (MDL) (2)	Total Price excluding taxes (MDL) (1) x (2)
8	Glass door single class. PVC size 3,75m	Past contracts, pictures and certificates of completion	Technical drawing required	m2	12.75		
9	PVC Doors the size is 2,10m	Past contracts, pictures and certificates of completion	Technical drawing required	psc	8		
10	PVC Doors size 3,00m	Past contracts, pictures and certificates of completion	Technical drawing required	psc	2		



N°	Works Deliverables	Detail the related past performance sample required	Documents required	Unit <sup>1</sup>	Quantity (1)	Unit Price excluding taxes (MDL) (2)	Total Price excluding taxes (MDL) (1) x (2)
11	Double door, sliding, both opening 5,10m width	Past contracts, pictures and certificates of completion	Technical drawing required	psc	1		
12	Kitchen furniture 2,74m x 1,00m with single sink and several closets as per the picture :  Wood material and pastel colors.	Past contracts, pictures and certificates of completion	Technical drawing required	psc	1		
13	Two single sinks	Past contracts, pictures and certificates of completion	Technical drawing required	psc	2		



N°	Works Deliverables	Detail the related past performance sample required	Documents required	Unit <sup>1</sup>	Quantity (1)	Unit Price excluding taxes (MDL) (2)	Total Price excluding taxes (MDL) (1) x (2)
14	Electric socket European type	Past contracts, pictures and certificates of completion	Technical drawing required	psc	41		
15	Projector screen (installation only)	Past contracts, pictures and certificates of completion	Technical drawing required	psc	1		
16	Acoustic equipment (installation only)	Past contracts, pictures and certificates of completion	Technical drawing required	psc	1		



N°	Works Deliverables	Detail the related past performance sample required	Documents required	Unit <sup>1</sup>	Quantity (1)	Unit Price excluding taxes (MDL) (2)	Total Price excluding taxes (MDL) (1) x (2)
17	Projector (installation only)	Past contracts, pictures and certificates of completion	Technical drawing required	psc	1		
18	Clean outside area 40m2.	Past contracts, pictures and certificates of completion		m2	40		
19	Purchase and install EBS Jungle 121 playground complex or equivalent.	Past contracts, pictures and certificates of completion	Topographic design based on the electrical installation	psc	1		





N°	Works Deliverables	Detail the related past performance sample required	Documents required	Unit <sup>1</sup>	Quantity (1)	Unit Price excluding taxes (MDL) (2)	Total Price excluding taxes (MDL) (1) x (2)
20	Plasterboard plastering	Past contracts, pictures, and certificates of completion	Technical drawing required	m2	83.00		
21	Plasterboard painting pastel color. For inside areas, white color.	Past contracts, pictures and certificates of completion	Technical drawing required	m2	83.00		
22	Topographic design based on the electrical installation	Past contracts, pictures and certificates of completion	Technical drawing required	psc	1		

**WORKPLAN AND OTHER RELEVANT DOCUMENTS REGARDING THE WORKS:**

**PLEASE ATTACH**

- **A DETAILED WORKPLAN DEMONSTRATING THE BIDDER'S ABILITY TO FULFILL ACTED'S BELOW EXPECTATIONS.**
- **LIST AND PICTURES OF ALL RELEVANTS ASSETS YOU OWN AND COULD USE TO DO THE WORKS**



- LIST AND PICTURES OF SAFETY EQUIPMENTS YOU INTEND TO WORK WITH

**PAYMENT CONDITIONS AND WARRANTIES:**

	CONDITIONS REQUESTED BY ACTED	EXECUTION CONDITIONS OFFERED BY BIDDERS (if different)
<b>PAYMENT CALENDAR</b>	<i>ACTED require to make 2 payments, upon contract signature (before the works begin) and upon completion certificate (when the works are finished). The payment amounts will be 50% of total contract value for each payment</i>	Accepted by the Bidder: <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>IF NO, CONDITIONS OFFERED BY THE BIDDER</b>
<b>PERFORMANCE SECURITY</b> (please use ACTED template)	<i>ACTED will request before the beginning of the works a bank warranty of 10% of the amount of the contract. This bank warranty will end when completion certificate for corresponding phase of the contract will be signed by both parties.</i>	Accepted by the Bidder: <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>IF NO, CONDITIONS OFFERED BY THE BIDDER</b>
<b>RETENTION MONEY SECURITY &amp; LIABILITY PERIOD</b> (please use ACTED template)	<i>After each phase of works, ACTED will hold 5% of the payment for 1 year (365 days). This final amount will be paid 1 year (365 days) after the completion certificate was signed, in case no defect or liability has been discovered and remains unsolved.  <i>Liability period: 1 year.</i></i>	Accepted by the Bidder: <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>IF NO, CONDITIONS OFFERED BY THE BIDDER</b>

**CAPACITY AND QUALITY OF WORKS:**

**PLEASE ATTACH:**

- AN ATTESTATION OF THIRD PARTY LIABILITY FOR THE WHOLE DURATION OF WORKS AND LIABILITY PERIOD DATING LESS THAN 3 MONTHS
- A COPY OF VALID QUALITY ASSURANCES WITH RELEVANT CERTIFICATES DATING LESS THAN 3 MONTHS

Please fill in the below table for manpower and equipment that will be made available in awarded:



	ACTED requirements	Bidder's Commitments
NUMBER OF ENGINEERS	1	
NUMBER OF MANAGERS	1	
NUMBER OF SUPERVISORS	2-3	
NUMBER OF QUALIFIED WORKERS	Qualification – plumbers: 2 Qualification – electricians: 1	Qualification – plumbers: Qualification – electricians: Qualification – others:
NUMBER OF UNQUALIFIED WORKERS	3	
EQUIPMENT TYPE #1 Description Performances Number on site at a given time Current location Owned/rented/leased Name of the owner and contact details	N/A	<i>Detail here the heavy/specialized equipments you plan to have on site during the works</i>

**SOCIAL, HEALTH AND SECURITY ASSURANCES:**

**PLEASE ATTACH:**

- THE PROOF THAT ALL APPLICABLE LABOR TAXES HAVE BEEN PAID OVER THE PAST 2 YEARS
- THE PROOF THAT ALL WORKERS ON WORKSITES ARE LEGALLY EMPLOYED, AND THAT ALL REQUIRED AUTHORIZATIONS AS PER NATIONAL LAWS HAVE BEEN OBTAINED

**VALIDITY OF THE OFFER:**

	GENERAL CONDITIONS RECOMMENDED BY ACTED	GENERAL CONDITIONS OFFERED BY BIDDERS (if different)
VALIDITY OF THE OFFER	1 months	





	ACTED REQUIREMENTS	BIDDER'S COMMITMENTS
<b>CODE OF CONDUCT</b>	ACTED expects from all its suppliers/service providers/contractors to ensure a full adherence to the principles of its Ethical Declaration which the Bidder hereby acknowledges as a duty throughout the execution of works if awarded a portion or the entire scope of works.	I, as the representative of the Bidder, hereby acknowledges that ACTED Ethical Declaration principles are implemented within my company and will be monitored throughout the contract execution if awarded a portion or the entire scope of works. In particular, all staff working on the works sites related to this contract will be trained. I also hereby acknowledge a zero tolerance approach, and my company's and its employees' duty to report to ACTED any abuse: <input type="checkbox"/> YES <input type="checkbox"/> NO

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

