

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

Date: 12/02/2024

Tender N°: T/67FMA/O3RECA/CHS/DRR/12-02-2024

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

**PRODUCT SPECIFICATIONS:**

- |                              |  |
|------------------------------|--|
| 1. Description:              | Consultancy – External Consultant ACC                  |
| 2. Product class / category: | Services   |
| 3. Quantity/unit:            | 1 Consultancy in conformity with the Offer form PRO-06 |

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

**RESPONSIBILITIES OF THE SUPPLIER:**

- |  |  |
|--|--|
| 1. Place of delivery:                      | Moldova, Chisinau. With regular travel to Anenii Noi Raion and any other Moldovan region |
| 2. Service starting date:                  | 11/04/2024   |
| 3. Minimum offer validity period required: | 1 year   |

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	The <b>Integrity Declaration (Annex 6)</b> dated, signed and stamped by the Bidder
9	<b>Technical Proposal in line with TOR'S in annexe.</b>
10	<b>Consultant/Firm/Company Profile, CVs of trainers, relevant experience</b>
11	<b>ANNEXES – Past contracts with other entities</b>
12	Any other compulsory item specified in the <b>Bidder's Checklist (PRO-06.3)</b> <ul style="list-style-type: none"> <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> <li>• Suitability statement, including commitment to availability for the entire assignment</li> </ul>
13	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 either English Romanian or Russian.

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is **29/03/2024 at 5pm** in ACTED office at the following address: Chisinau, 182 Stefan cel Mare si Sfant str, 3<sup>rd</sup> floor.
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 **01/04/2024** and the Tender reference number above. If the offer is sent by email ([Moldova.tender@acted.org](mailto:Moldova.tender@acted.org), cc [tender@acted.org](mailto:tender@acted.org)), it must state in the object "**Offer for tender T/67FMA/O3RECA/CHS/DRR/12-02-2024**".
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 01/04/2024 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 01/04/2024 and includes the following documentation;**
  - **A detailed, signed and stamped financial offer.**

**SPECIAL CONDITIONS:**

8. Lots<sup>1</sup>:
  - Bidders **may** submit offers for the entirety of the items indicated in the call for tender.
9. Bidders selection criteria will be evaluated as described below:

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





#	Criteria	Sub-criteria	Maximum Score	Supporting documentation
1	2	3	4	5
1	Technical Proposal	Technical Proposal as per TOR's (10 points)	10	This criterion will be scored proportionally from 10 for the Firm/Consultants/supplier who offers the most adherence to the conditions and coverage detailed in the ToRs.
<b>Experience and Expertise (20 points)</b>				
2	Experience	University Degree in: - Experience in developing climate change adaptation strategies, - Experience in analyzing data and ability to prepare reports, - Management of multi-hazards/geohazards, - Environmental science and management, - Socio-ecological systems and infrastructure resilience - Other fields closely related to the focus of the consultancy assignment <b>(4 points)</b>	20	Copy of post-graduate University Degree
		Years of experience in Natural Resource Management/ Forestry/ Ecology/ Environmental Science/Agriculture/Climate Sciences/Climate Change and related fields, closely related to the focus of the consultancy assignment. <b>(2 points)</b>		CV
		Previous experiences related Natural Hazards Risk Assessment, Disaster Risk Reduction, climate adaptation and Ecosystem-based Adaptation and ecosystem-based management and Nature-Based Solutions, ideally on multi-hazards <b>(2 points)</b>		Samples / examples of previous works
		Track record of successful DRR projects and training initiatives. <b>(2 points)</b>		Track record copy / samples
		Positive feedback and references from previous clients or organizations. <b>(2 points)</b>		Recommendation letter - Contacts of previous 3 organizations
		Demonstrated knowledge and understanding of international and national Climate sciences/Climate change or related foeld. <b>(2 points)</b>		Samples of previous works
		Expertise in Ecology/ Climate Change/Sustainable Development/ Remote Sensing & GIS/Weather advisories. <b>(2 points)</b>		Samples of previous works
		Statement of the proposed consultancy methodology including a detailed work plan. <b>(4 points)</b>		Samples of previous works
<b>Language Competence (10 points)</b>				
3	Communication skills	Fluency in both Russian,Romanian and English (oral & written) <b>PASS/FAIL (If the bidder is not fluent in those three languages, he will be automatically rejected) (10 points)</b>	10	CV + samples of previous work
<b>Methodology and Training Approach (40 points)</b>				
4	Trainings	Design and develop the schedule of data analysis of farmers in Anenii Noi raion <b>(10 points)</b>	40	
		Design the tools and the schedule of the training sessions for the farmers in Anenii Noi raion and the Acted team <b>(10 points)</b>		
		A draft of business proposal template to be used by farmers <b>(5 points)</b>		
		Samples of similar work done previously <b>(10 points)</b>		
		Incorporation of monitoring and evaluation mechanisms to measure the impact of the training program. <b>(5points)</b>		
<b>Timeline &amp; Workplan (20 points)</b>				
5	Deliverables	According to each deliverables & the ACTED Terms of Reference	20	Table in the Technical Offer

- 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 50% for the Technical offer and 50% for the Financial one.

10. Bids award criteria will be assessed through a: Scoring method

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: \_\_\_\_\_





**ACTED**

LOGISTICS  
PRO-05  
Version 01/2022

Signature:

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Stamp:

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