



CALL FOR PREQUALIFICATION ACTED **Moldova** Instructions to Applicants

Date: 19/02/2024

Prequalification N°: No. P/67FUN/G4Z/DRA/MRA/CHS/PROG/19-02-2024

Through this call for prequalification ACTED is requesting a company to provide written applications for the supply of the following small repair works: **plumbing maintenance work, electrician maintenance work, general building maintenance work and so on.**

PROJECT BACKGROUND

Under this project, ACTED are responsible for maintaining in good shape a dozen Refugee Accommodation Centers (RAC) across Moldova. On a regular basis, small repairs need to be done quickly in the RACs. ACTED are here running a prequalification round to build a pool of suppliers who could perform those repairs. For each repair, ACTED will then run a competition procedure between suppliers who are in the pool.

PRODUCTS DESCRIPTION & OVERALL TECHNICAL SPECIFICATIONS

Small repairs consist in plumbing maintenance work (fixing leaks, boilers, repairing toilets, filters, etc), electrician maintenance work (installing power sockets, fixing lighting issues, maintaining an electrical installation, etc), general building maintenance work (changing windows, repairing damages on walls, doors, floors, etc) and so on. The lists of works described in this document are not exhaustive.

DELIVERY TIMELINE

Depending on the emergency of the repairs, the works will need to be conducted within a matter of hours to a few weeks.

DELIVERY LOCATION

Works will take place in buildings hosting between 10 to 150 people. These buildings are located all across Moldova.

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	List of staff including engineers / supervisors
7	Evidence of similar past experience with others NGO, institution, private companies...etc
8	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 04/ 03 /2024 at EEST in ACTED office at the following address:
Bulevardul Ștefan cel Mare și Sfânt 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.

The application must be submitted to ACTED Logistics department in a sealed envelope marked “Not to be opened before 04/03/2024” and the Prequalification reference number above. If the offer is sent by email, it must state in the object “Offer for prequalification [P/67FUN/G4Z/DRA/MRA/CHS/PROG/19-02-2024](#)”

3. Unsealed envelope and late applications will not be considered.
4. 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.
5. Collusive practices are prohibited and will lead to applications rejection.
6. **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. 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	Financial Resources	N/A	Minimum average annual construction turnover of US\$ > 100,000	Annual financial results for last 2 years
			Submission of financial statements for the last 2 years to demonstrate the current soundness of the applicant's financial position and its prospective long term profitability	List and pictures of equipment/tools
3	Non-Financial Resources	Equipment	The Applicant demonstrates the availability of sufficient appropriate equipment for the timely works completion	Work contract, CV, certificate
		Manpower	The Applicant demonstrates the availability of sufficient appropriate workers for the timely works completion	
4	safety		The Applicant demonstrates its reliability toward safety at works sites	List and Picture of safety equipment





2. 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	The applicant has provided no past contract similar to the contract to award	The applicant has provided at least one past contract similar to the contract to award	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
3	Terms of payment	N/A	1	Full payment in advance	50% payment in advance – 50% after signing the completion certificate	20% in advance – 80% after signing the completion certificate	100% after signing the completion certificate

Company Name:

Authorized Representative Name:

Signature:

Stamp:

