

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

Date: 04/07/2024

Tender N°: T/67FUN/G4Z/ACH/CHS/INFRA/04072024-001

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

**PRODUCT SPECIFICATIONS:**

1. Description: Renovation of the electrical plumbing system demolition and the plastering and painting in Danceni Kindergarten  
Renovation of the electrical plumbing system demolition and the plastering and painting and heating system in Cojusna Kindergarten
2. Product class / category: Works
3. Quantity/unit: Repair works –Dănceni Kindergarten project/ Repair works – Cojusna Kindergarten project

A detailed list of requested works and layout for each Kindergarten is provided in the attached Offer Form.

**RESPONSIBILITIES OF THE SUPPLIER:**

1. Place of the works: Danceni and Cojusna
2. Maximum date of delivery: 30 October 2024
3. Minimum offer validity period required: 6 months.

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 - Compulsory
2	Original <b>Offer Form (PRO-06)</b> dated, filled, signed & stamped by the Bidder ( <i>detailed as per the requested currency</i> ) - Compulsory
3	<b>The Supplier Questionnaire (PRO-03.2)</b> dated, filled, signed & stamped by the Bidder-Compulsory
4	<b>Supplier Ethical Declaration (PRO-06.2)</b> dated, filled, signed & stamped by the Bidder-Compulsory
5	<b>ACTED Full General Conditions of Purchase (PRO-09)</b> signed & stamped by the Bidder-Compulsory
6	The <b>Bidder's official registration documents</b> - Compulsory
7	A copy of the <b>Bidder's legal representative ID or passport</b> - Compulsory
8	List of materials to be used with brand name and specifications - Compulsory
9	A copy of valid quality certificates for the materials on the list - Recommended
10	<b>A Detailed workplan of works including schedule</b> - Compulsory



11	<b>List and pictures of all relevant assets you own and could use to do the works</b> as requested on the offer form (PRO-06) - Compulsory
12	<b>List and pictures of safety equipment you intend to work with</b> as requested on the offer form (PRO-06) - Compulsory
13	<b>Proof of works done in the past (contracts, certification of completion, pictures)</b> (if relevant) - Compulsory
14	<b>DEGREE AND/OR CERTIFICATE OF EVERY QUALIFIED WORKERS MENTIONED IN THE OFFER FORM</b> - Compulsory
15	The <b>bidder's checklist (PRO-06.3)</b> dated, filled, signed & stamped by the bidder - Compulsory

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, Russian, or Ukrainian.

#### GENERAL CONDITIONS:

1. The **closing date** of this tender is 24/07/2024 at 5pm **Chişinău time** in ACTED office at the following address: **Moldova, mun Chişinău, str. Ştefan cel Mare şi Sfânt, nr. 182, etajul 3**
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 24/07/2024**” and the Tender reference number above. If the offer is sent by email, it must state in the object “**Offer for tender T/67FUN/G4Z/ACH/CHS/INFRA/04072024-001**” to the following email: [moldova.tender@acted.org](mailto:moldova.tender@acted.org), cc : [tender@acted.org](mailto:tender@acted.org)
4. A tender opening session will take place on 25 of July at 11AM in the ACTED representative office in Moldova, mun Chişinău, str. Ştefan cel Mare şi Sfânt, nr. 182, etajul 3. The presence of bidders' representative is allowed – according to the request by the phone or by email [tender@acted.org](mailto:tender@acted.org).
5. For all inquiries regarding this tender, please contact the ACTED representative office in Moldova, mun Chişinău, str. Ştefan cel Mare şi Sfânt, nr.182, etajul 3 no later than 17 of July 2024 by E-mail at [moldova.tender@acted.org](mailto:moldova.tender@acted.org), Cc [tender@acted.org](mailto:tender@acted.org).
6. Unsealed or/and not anonymous envelopes and late offers will not be considered.
7. 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.
8. Collusive practices are prohibited and will lead to offers rejection.
9. **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).**

#### SPECIAL CONDITIONS:

10. **A visit to the site of Danceni Kindergarten (LOT 1) at the following address: “Albinuta” Kindergarten in Danceni ,adress: street 31 august 13, will be organized on the 10 of July 2024 at 11-00 AM.**



**This visit is mandatory in order to be allowed to bid for the lot 1. In case supplier does not attend, the offer submitted for lot 1 will be declared ineligible.** 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.

**A visit to the site of Cojusna Kindergarten (LOT 2) at the following address:** Kindergarten **No.1 (Poienita) Cojusna** in adress: 221 Mihai Viteazul Street, **will be organized on the 10 of July 2024 at 13-00 PM.**

**This visit is mandatory in order to be allowed to bid for the lot 2. In case supplier does not attend, the offer submitted for lot 2 will be declared ineligible.** 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.

11. All expenses related to the site visit are the sole responsibility of the bidder and will not be contracted.
12. If a non-Moldovan company intends to participate to the call for tender, it must prior ensure to comply with all national regulations in terms of works (visa, governmental authorization, works permits, etc...). All related expenses will be their sole responsibility. Acted reserves the right to reject a non-Moldovan bidder who wouldn't have such authorizations.
13. All tender documents must be signed and stamped in manuscript or electronically.
14. The work must be carried out entirely by the supplier. The use of contractors is strictly forbidden.
15. Rehabilitation must comply fully with the elements mentioned in the offer form.
16. Unforeseen additional work from BoQs last line may be confirmed by Acted only on the basis of a formal request from the infrastructural department for a list and to the extent that the department confirms it.
17. Lots<sup>1</sup>:
  - 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
18. Bidders selection criteria and Bids award criteria will be evaluated as described below:

#### Pass/fail method

#### Note:

- The pass/fail method consists in evaluating the technical component of offers from the lowest price.

#### Selection Criteria:

#	Criteria	Sub-criteria	Maximum Score	Minimum score to PASS	0 (0 if info not provided)	1	2	3
1	Experience	Amount of past contracts	2	1	No similar past contract provided has an amount equal or above the contract amount to be awarded	The amount of one similar past contract provided is <b>equal or above</b> the contract amount to be awarded	The amount of two similar past contract provided is <b>equal or above</b> the contract amount to be awarded	N/A
		Positive past experience with ACTED	2	1	The bidder proved <b>weaknesses</b> in executing pas contracts awarded by ACTED as per supplier database	The bidder has no record with acted	The bidder has a <b>positive</b> record for similar works as per ACTED supplier database	N/A
		Number of years in business	2	1	The bidder has been working in this business for <b>less than 3 years</b>	The bidder has been working in this business for <b>3 years to 7 years</b>	The bidder has been working in this business for more than 7 years	N/A
	Total Experience		6	3				

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



#	Criteria	Sub-criteria	Maximum Score	Minimum score to PASS	0 (0 if info not provided)	1	2	3
2	Reliability	Defect and liability	2	1	The supplier offers 0 year of warranty on the works done	The supplier offers 1 year or more of warranty on the works done	The supplier offers 2 years or more of warranty on the works done	
		Bank warranty	1	1	The contractor does not accept to provide bank warranty for 10% of the total amount of the works	The contractor accept to provide bank warranty for 10% of the total amount of the works	N/A	

### Award Criteria:

#	Criteria	Sub-criteria	Maximum Score	Minimum score to PASS	0 (0 if info not provided)	1	2	3	4
3	Quality	Detailed workplan of works including schedule	4	3	The contractor does <b>not</b> propose a workplan	N/A	The contractor's workplan includes <b>one</b> of the following element: - overlap of work - completion rate - consistency in works sequence - quantities	The contractor's workplan includes <b>two</b> of the following element: - overlap of work - completion rate - consistency in works sequence - quantities	The contractor's workplan includes <b>three</b> of the following element: - overlap of work - completion rate - consistency in works sequence - quantities
		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 or more</b> of the following relevant asset: - vehicles - heavy machinery - other equipment
		Safety equipment	4	2	The contractor has one or no safety equipment of the following equipment: - safety boots - safety caps - visibility signs - first aid kits	N/A	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	The contractor has <b>four</b> of the following equipment: - safety boots - safety caps - visibility signs - first aid kits
		List of materials	2	1	The contractor does not provide the List of materials to be used with brand name and specifications	The contractor has provided a partial list of materials to be used with brand name and specifications	The contractor has provided a full list of materials to be used with brand name and specifications	N/A	N/A
		Total Quality	14	8					
#	Criteria	Sub-criteria	Maximum Score	Minimum Score to pass	0 (0 if info not provided)	1	2	3	4
4	Availability	Delivery Schedule	4	4	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 policy.		1	0.	The supplier does not have a social and environmental policy.	The supplier has a social and environmental policy.	N/A	N/A	
#	Criteria		Maximum Score	Minimum Score to pass	0 (0 if info not provided)	1	2	3	4
5	Terms of payment		3	2	The supplier ask for 100% advanced payment	The supplier ask for 50% advanced payment and 50% after completion certificate is sign	The supplier ask for 30% advanced payment and 70% after completion certificate is sign	The supplier accept 100% payment after the work is done and completion certificate is sign	N/A



19. 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: \_\_\_\_\_

