

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

Date: 01/11/2024

Tender N°: T/67FMA/O3REVA/CHS/MEAL/01-11-2024

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

**PRODUCT SPECIFICATIONS:**

- |                              |  |
|------------------------------|--|
| 1. Description:              | Consultant of External Evaluation                            |
| 2. Product class / category: | Services   |
| 3. Quantity/unit:            | 1 Service in conformity with the Offer form PRO-06 and TORs. |

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

**RESPONSIBILITIES OF THE SUPPLIER:**

- |  |                           |
|--|---------------------------|
| 1. Place of delivery:                      | Moldova, Anenii Noi Raion |
| 2. Service starting date:                  | 17/02/2025                |
| 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-03.2)</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 (PRO-09)</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 annex.</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 **02/12/2024 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 **03/12/2024** 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/O3REVA/CHS/MEAL/01-11-2024**".
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 03/12/2024 and include the following documentation;**
  - ➔ **The completed, signed and stamped Project Proposal document;**
  - ➔ **The supporting documentation for each evaluation criteria below:**
    - a) CV(s) of the personnel deployed (including field team)
    - b) Organigram of the team structure
    - c) Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget
    - d) Excellent written and oral English essential
    - e) Good written and oral Romanian and/or Russian
    - f) Good knowledge of the Disaster risk reduction and Climate change adaptation context of the area is an advantage
    - g) Methodology & 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 03/12/2024 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:

#	Criteria	Sub-criteria	Maximum Score	Supporting documentation	
1	2	3	4	5	
1	<b>Technical Proposal</b>	<b>Technical Proposal as per TOR's (70 points)</b>		This criterion will be scored proportionally from 70 for the Firm/Consultants/supplier who offers the most adherence to the conditions and coverage detailed in the ToRs.	
1.1		Technical skills of personnel deployed (CVs, organizational structure of the team, experience in conducting similar final evaluations - similarity to the evaluation criteria, project and covered area will be scored equally)			35
1.2		Context specificity /relevance of Methodology and work plan			20
1.3		Sample from previous work			15
2	Financial Proposal	<b>Financial Proposal (30 points)</b>		This criterion will be scored proportionally from 30 for the Firm/Consultants/supplier who offers the most adherence to the conditions and coverage detailed in the ToRs	
<b>TOTAL</b>			<b>100</b>		

#	Criteria	Minimum score	Maximum score	0	4	7
1	Technical skills of personnel deployed (CVs, organizational structure of the team, experience in conducting similar final evaluations - similarity to the evaluation criteria, project and covered area will be scored equally)	0	7	No mention of a previous humanitarian or development project final evaluation.	Mention of a previous humanitarian or development project final evaluation not using DAC criteria.	Mention of a previous humanitarian or development project final evaluation produced using DAC criteria (no specificity on DAC criteria is needed)
		0	7	No mention of previous research works (assessment/evaluation/research paper/ etc.) in DRR.	N/A	Mention of previous research works (assessment/evaluation/research paper/ etc.) in DRR.
		0	7	No mention of previous research works (assessment/evaluation/research paper/ etc.) in Moldova or eastern Europe.	Mention of previous research works (assessment/evaluation/research paper/ etc.) in Eastern Europe (excluding Moldova).	Mention of previous research works (assessment/evaluation/research paper/ etc.) in Moldova.
		7	7	No organigramme of the company provided	N/A	Detailed organigramme of the company provided
		4	7	The supplier didn't provide any CV included capacity related to the following points:  Post- graduate qualifications in social and development project or relevant area  Experience in project Monitoring and Evaluation, in particular development projects and/or DRR sector is appreciated  Strong knowledge and/or demonstrated experience in designing and conducting similar evaluation activities in Easter European contexts is required	The supplier provided 1 CV included capacity related to the following points:  Post- graduate qualifications in social and development project or relevant area  Experience in project Monitoring and Evaluation, in particular development projects and/or DRR sector is appreciated  Strong knowledge and/or demonstrated experience in designing and conducting similar evaluation activities in Easter European contexts is required	The supplier provided at least 2 CVs included capacity related to the following points:  Post- graduate qualifications in social and development project or relevant area  Experience in project Monitoring and Evaluation, in particular development projects and/or DRR sector is appreciated  Strong knowledge and/or demonstrated experience in designing and conducting similar evaluation activities in Easter European contexts is required
#	Criteria	Minimum score	Maximum score	0	3	5
2	Context specificity /relevance of Methodology and work plan	3	5	No mention of the stakeholder to be involved in the data collection/assessment.	Mention of some (at least 2) of the stakeholders involved in the methodology: Local authorities, CSOs, Rural communities, project and partners' staff. No explanation on exclusion of certain groups.	Mention of at least 4 of the stakeholders involved in the methodology: Local authorities, CSOs, Rural communities, project and partners' staff. If one is excluded, explanation is provided.

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



		3	5	No mention of DAC criteria	Mention of at list 2 DAC criteria (among Relevance, Coherence, Efficiency, Effectiveness and Impact)	Mention of at list 4 DAC criteria (among Relevance, Coherence, Efficiency, Effectiveness and Impact)
		5	5	Propose a methodology with only secondary data review.	N/A	Propose mixed methodology using primary data collection and secondary data review.
		3	5	The workplan is not detailed and does not ensure delivery by the 15th of May.	Workplan is in line with Acted's reporting obligations: final version of the report by the 15th of May.	Workplan includes a detail data collection period and review (at least 2 weeks), report writing (at least 1 week) and Acted review (at least 1 week). The workplan is in line with Acted's reporting obligation: final version of the report by the 15th of May.
<b>#</b>	<b>Criteria</b>	<b>Minimum score</b>	<b>Maximum score</b>	<b>0</b>	<b>3</b>	<b>5</b>
3	Sample from previous work/experience	0	5	The bidder has provided no past contract similar to the contract to award	N/A	The bidder has provided at least one past contract similar to the contract to award
		0	5	No similar past contract provided has an amount is equal or above the contract amount to be awarded	N/A	The amount of a similar past contract provided is equal or above the contract amount to be awarded
		0	5	The bidder proved weaknesses in executing pas contracts awarded by ACTED as per supplier database	N/A	The bidder has a positive record as per ACTED supplier database
<b>#</b>	<b>Criteria</b>	<b>Minimum score</b>	<b>Maximum score</b>	<b>The price is scored proportionally from the lowest bid price</b>		
4	Price	0	30			

- 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 (70 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 30 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 70% for the Technical offer and 30% 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: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

