



TERMS OF REFERENCE (ToR)

Vouchers for Winter clothing for children

Project title: Support for education and sustainable solutions for refugees and communities affected by the war in Ukraine

Introduction

As part of the project "Support for education and sustainable solutions for refugees and communities affected by the war in Ukraine," funded by the Government of the Czech Republic, People in Need (PIN) proposes to target 1000 children, refugee families and vulnerable families from host community, for the provision of vouchers for winter clothes for kids.

Context

A significant area of PIN Moldova work is providing long-term support to Ukrainian refugees and the vulnerable families from host community. PIN's primary objective is to alleviate the immediate financial burdens and Non-Food Item (NFI) necessities that hinder these families from accessing educational opportunities and formally enrolling their children in schools. PIN is seeking a vendor to supply 1,000 vouchers for winter clothing for children.

Objective of services

- To provide winter clothing vouchers to children in need.
- To ensure that the vouchers are redeemed for suitable and high-quality winter clothes.
- To partner with reputable vendors who can facilitate this process efficiently.

Description of services

- Voucher Issuance: Issuing vouchers that can be redeemed for winter clothing.
- Voucher Redemption: Setting up a system for the redemption of vouchers, including necessary procedures and verification processes.
- Clothing Provision: Offering a range of winter clothing options suitable for children, including but not limited to coats, hats, gloves, and scarves.
- Reporting: Providing regular updates and reports on voucher usage, including statistics on redeemed vouchers and any issues encountered.

Contract duration

The services shall be provided from October 2024 to January 2025.

Type of contract:

Specific Procedure Selection of vendors for voucher-based interventions

Qualification criteria

Criteria which bidders must meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Qualification Criteria, they will be excluded from the evaluation process. These criteria are evaluated using 'Pass' / 'Fail methodology:

- Location: Vendor shops should be located in at least two of the following towns – Chisinau, Balti, Causeni, Anenii Noi, Stefan Voda, Comrat, Ceadir Lunga, Ocnita
- Diversity of sold items for cold season: include children's clothes (6-17 y.o.) and all items of the basket:
 - Coat
 - Pair of winter boots
 - Pair of gloves/mittens
 - Scarf
 - Knitted cap
 - Sweater
 - Trouser (denim or cotton)
 - Pair of wool socks
- Price of items:
 - must fall within the average in the area (Will be checked by PIN)
 - the total amount of the whole basket, based on the price list, shall fit to our budget per beneficiary - 1550 MDL without VAT
- Capacity: number of clients that the vendor is able serve should be not less than 20, capacity to resupply, capacity to offer basket products immediately and in large quantities
- Validity of required Business License
- Willingness (and ability) to cooperate:
 - Agree to provide balance return after the end of the acquisition process
 - The internal system of Supplier shall allow the cashier and PIN facilitators to check the total amount of transaction per each beneficiary, before properly registration of sale in the system
 - Agree to provide partial invoicing, per calendar week (all transactions included)
- Ability (and willingness) to work with limited to no advance payment
- Ability to submit periodic reports to People in Need detailing voucher distribution and redemption activities
- Ability to sign PIN contract template
- Vendor must comply with all relevant laws and regulations regarding retail and voucher redemption
- Vendor must ensure that all clothing provided is of high quality and meets the standards. This should be proved by certificates of conformity.

Vouchers description

- Quantity - 1000 pcs, price/voucher - 1920 MDL (including VAT);
- The vouchers will be issued by the supplier with the project logo imprint (the template will be discussed with the PIN Project team and PIN Communications department later after contract award);
- The delivery term must be indicated;
- Presentation of the coverage area of the networks of shops;
- Confirmation of willingness to provide, if necessary, a report on the use of the voucher by the beneficiary (voucher identification number, face value, date of use, total amount of vouchers used);
- Vouchers must be valid for at least 2 months.

Validity of offer The shops should have on stock all the time products with similar price range, type and quality as the ones presented in the offer, throughout the validity period of the tender (at least 45 days);

Budget and Payment

- PIN pays/reimburses vendors based on the reception and verification of invoices and distribution lists.
- Reconciliation is conducted by the Finance Team within a week of the distribution.
- Immediately after receiving the copies of distribution lists and invoices:
 - o PIN Project Assistant records all distributions in a tracking table to track spending progress;
 - o Vendors should be paid via bank transfer within the timeframe specified in the framework agreement.
- The Project Manager/Deputy Project Manager is responsible for approving all payment requests related to vendors' payment as budget holder.

Evaluation

Offerors must fulfil the mandatory minimum qualifications specified above, which will be evaluated based on the Pass/Fail criteria.

Contract award

The Contract Award will be made to the bidders, who meets all minimum requirements per each location.

Offer submission procedure

To submit a valid offer, please send the following documents by e-mail to the following e-mail address tender.moldova@peopleinneed.net

- General company data (company name, contact person and phone number, e-mail address, based in Moldova).

- Declaration on the status of the bidder, signed and stamped by the bidder.
- Registration certificate.
- The bank statement issued by the bank with the bidder's bank references.
- List of examples of prices to check if prices are reasonable and within the market, indicating the price in MDL with VAT for each position separately.
- Certificate of conformity of goods