

Contract title:	Supply of Coffee and Related Consumables for PIN Moldova
Project code:	MDAP000161
Procurement ELO folder no.:	MDAC000584
Procedure:	Negotiated with publication
Location:	Alexei Mateevici 54, Chisinau, Moldova

Contracting Authority

Člověk v tísni, o.p.s. (People in Need, hereinafter PIN)

entered in the Register of Non-profit Organizations administered by the Municipal Court in Prague, Volume O, File 119

With its registered office at: Šafaříkova 635/24, 120 00 Prague 2

ID: 257 55 277

Local Office Address: Alexei Mateevici 54, Chisinau, Moldova

Represented by **Country Director** based on the power of attorney granted by the director

Submission deadline:	August 20, 2026, at 17:00
Questions / Clarifications	August 14, 2026, at 17:00

People in Need
Šafaříkova 635/24
120 00 Prague 2
Czech Republic

+420 226 200 400
mail@peopleinneed.net
peopleinneed.net

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PART 1: INSTRUCTIONS TO BIDDERS

1. SCOPE OF PURCHASE

Qualified offers (bids) are sought from competent bidders for the supply of coffee, tea, sugar, milk and related consumables, including the provision of two professional bean-to-cup coffee machines on a free-of-charge loan basis for the duration of the Framework Agreement.

The detailed technical specifications for the products and the coffee machine are provided in Annex 1 – Quotation Form.

2. OUTCOME OF SELECTION PROCESS

The contract awarded from this selection process to the successful supplier shall be a **Framework Agreement (FWA) with fixed unit prices**. The Framework Agreement is a **non-exclusive agreement with a single supplier**, establishing the terms and conditions governing purchases that may be made during its validity. The FWA sets the agreed unit prices and the general contractual conditions for future purchases.

PIN, as the Contracting Authority, **does not guarantee any minimum or maximum volume of orders** under the Framework Agreement. All purchases will be made solely based on the operational needs and activities of PIN.

The Framework Agreement shall remain valid for a period of **24 months**. During its validity, individual purchases will be initiated through **Purchase Orders (POs)**.

Each Purchase Order may include, as applicable, the following information:

Note: The information below may vary depending on the specific order.

- Description of each item;
- Quantity ordered;
- Total Purchase Price;
- Delivery location;
- Required delivery date;
- Delivery instructions (if applicable);
- Any other relevant instructions related to the order.

3. COMMUNICATION / QUESTIONS / CLARIFICATIONS

If any of the bidders **requires any clarification relating to the selection process**, such question should be sent to PIN by e-mail to the following e-mail address (tender.moldova@peopleinneed.net) If PIN answers the question, **all other bidders will be copied the answer. Communication will be held through e-mail.**

Questions could be answered only until (**August 14, 2026, at 17:00**). PIN does not guarantee that all questions will be answered.

4. INSTRUCTIONS FOR THE PROCESSING THE BID

Offer must remain valid for the period of no less than **60 days** from the date of closing unless withdrawn in writing before the close of offers.

Electronic bids have to be submitted via email:

- Email should be addressed to (tender.moldova@peopleinneed.net)
- The subject of the email should be "(MDAC000584_Bidder Name_Date)".
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15 MB – if the file sizes are large, please split the submission into two emails or more.
- Do not copy other PIN email addresses into the email when you submit it as this will invalidate your bid.

Bids received after the closing date & time will not be considered.

5. QUALIFICATION AND EVALUATION CRITERIA

Evaluation Criteria

Before financial evaluation, bids will be assessed for compliance with the technical specifications.

Product Quality

The offered coffee and related consumables must comply with the technical specifications provided in **Annex 1 – Quotation Form**. Products that do not meet the required specifications or are of inferior quality may be considered **non-compliant** and may be rejected.

Only substantially compliant bids will proceed to the financial evaluation stage.

Evaluation criterion:

- **Price (100%)**

6. EVALUATION METHOD

Bids found to be substantially compliant with the technical specifications and qualification requirements will be evaluated based on **price only**.

The contract will be awarded to the bidder submitting the **lowest-priced substantially compliant offer**.

7. OTHER PROVISIONS

In case the successful bidder refuses to sign the contract or fails to fulfil its contractual obligations, People in Need (PIN) reserves the right to conclude the contract with the next ranked bidder, in accordance with the evaluation results.

If the next ranked bidder is also unable or unwilling to fulfil the contract, PIN reserves the right to cancel the procurement procedure.

8. SUMMARY OF REQUIREMENTS ON TENDER OFFER

Tender offer (bid submitted by the bidder) **shall consist of the following documents:**

No.	Document	Remarks
01	<i>Sworn Eligibility statement</i>	<i>filled, signed and stamped</i>
02	<i>Quotation form</i>	<i>filled, signed and stamped</i>
03	<i>Copy of Certificate of Registration</i>	<i>Copy attached</i>

PART 2: TERMS AND CONDITONS

1. EXCLUSION AND DISQUALIFICATION

1. PIN shall **exclude from the tender any offer of a bidder** falling into any of the following cases:
 - a) They are **bankrupt** or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- b) They or persons having powers of representation, decision-making or control over them have been **convicted of an offence** concerning their **professional conduct** by a judgement that has the force of res judicata;
- c) They have been **guilty of grave professional misconduct** proven by any means that the contracting authority can justify;
- d) They have **not fulfilled obligations relating to the payment of social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or those of the Czech Republic or those of the country where the contract is to be performed;
- e) They or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata **for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity**;
- f) They do **engage in the employment of children**, disrespect basic social rights and working conditions based on international labour standards;
- g) They have **engaged in the trafficking in persons** and have **provided any support** (direct or indirect) of **terrorism**, including the financing of terrorism, or transactions with persons connected with terrorism;
- h) They are currently subject to an **administrative penalty** imposed by donor or have been listed by the donor as **ineligible** for participation in award procedures financed by donor's money;
- i) Candidate might be excluded on the basis of another procurement procedure or grant award procedure financed by PIN or donor of the project, under which they have been **declared to be in serious breach of contract** for failure to comply with their contractual obligations;
- j) They or any of their employees, associates or other persons related to them provided technical assistance to PIN under that same procurement procedure.

Points (a) to (d) do not apply to the purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Bidders shall declare they are in none of the situations listed above by the signature of **Sworn eligibility statement** form.

2. Offers of bidders shall be **disqualified** from the tender who, during the procurement procedure:

- a) bidder is subject to a **conflict of interest**;
- b) bidder has **not stated true facts** or has misinterpreted information required by PIN, or fails to provide timely such information or to provide required documents stated by PIN as condition for participation in the tender;

- c) **bidder does not meet the PIN qualification criteria** or requirements stipulated in the tender documentation.
- d) bidder has fulfilled the exclusion condition mentioned above in preceding article (Part 2, Article I.), points c) or i) **during the last 2 years** prior to the launch of the tender.

2. CODE OF CONDUCT FOR SUPPLIERS

In addition to the above conditions for disqualification, Code of Conduct for Suppliers defines all areas that PIN expects all of its suppliers at minimum to respect, and operate in ways that meet fundamental responsibilities in human rights, labour, environment and anti-corruption. The Code of Conduct is defined by the Ten principles of the UN Global Compact¹:

- Support and respect the protection of internationally proclaimed human rights;
- No involvement in human rights abuses;
- Freedom of association and recognition of right to collective bargaining;
- Employment is freely chosen, not forced or compulsory;
- No exploitation of children and child labour;
- No discrimination in respect of employment and occupation;
- Support a precautionary approach to environmental challenges;
- Accept greater environmental responsibility promotion;
- Encourage the development and spread of environmentally friendly technologies;
- Adhering to highest standards of ethical conduct behaviour, including: working against corruption and all its forms, conflict of interest disclosure, respect to local laws.

3. INSTRUCTIONS FOR PROCEDURES IN SPECIFIC CASES

PIN may cancel the announced tender or not conclude contract with the winning bidder in the following cases:

	Case	Procedure
a)	PIN has not received any bid , or none of the bids received was qualitatively and/or financially worthwhile or all the bids received have been disqualified from the tender	PIN has the right to cancel tender and use a less strict rule/procedure . Application of a less strict rule/procedure must be described, justified, approved by the RDD CP PO / HRD Head of Regional Office / Section Director and archived in ELO in agenda 4 – Procurement.
b)	Major discrepancies have been found in the Tender Notice or other supporting	PIN has the right to cancel tender and announce a new tender

¹ For more information, see <https://www.unglobalcompact.org/what-is-gc/mission/principles>

	documentation of the tender;	
c)	Serious circumstances have occurred during the tender which prevent PIN to continue the tender	PIN has the to cancel tender and announce a new tender
d)	Only one bid , complying with the tender conditions, has been submitted	PIN has the right to cancel tender and use a less strict rule/procedure. Application of a less strict rule/procedure must be described, justified, approved by the RDD CP PO / HRD Head of Regional Office / Section Director and archived in ELO in agenda 4 – Procurement.
e)	The winning bidder refuse to sign contract with PIN, fails to fulfil concluded contract with PIN, have not stated true facts in their bid or their bid is at dumping price or otherwise jeopardizes free competition in the market (e.g. forbidden supplier agreements, cartels, abuse of the leading position in the market).	PIN is entitled to either accept the bid of the bidder whose bid has ended at the second or other places or cancel the tender and announce a new tender

4. GENERAL CONDITIONS

1. The **bidder shall bear all costs** associated with the **preparation and submission of the Tender**, and PIN will in no case be responsible or liable for such costs.
2. **By participating in the selection process**, the bidder hereby declares and warrants that has seen and understood the terms of the below mentioned **policies** and it complies and shall comply with all applicable terms and conditions specified therein:

PIN Policy on Ethical Conduct, PIN Code of Conduct, PIN Anti-Corruption Policy and other related policies referred to therein, which are incorporated by reference and represent an integral part of this tender notice. Electronic copies containing the complete text are available at:

www.clovekvtisni.cz/policies

3. The bidder will immediately and without undue delay inform PIN of any event which interferes or threatens to materially interfere with this Tender notice, including suspicion of or actual fraud, corruption, bribery, theft, terrorist financing or other misuse of funds. Such information should be passed in the first instance to fraud@peopleinneed.cz.

All information will be treated with the upmost confidentiality. Information can also be reported directly to the PIN programme team where appropriate, these will be immediately passed on to the above-mentioned e-mail address.

4. In case additional supplies/services/construction works would prove to be necessary for finalization of the activity for which this tender is organized, PIN reserves the right to procure them from the winner of this tender. The potential option of the contract extends for a value and duration wouldn't exceed the value and the duration of the initial contract awarded under this tender.

5. When processing any personal data of PIN, the bidder shall comply with the applicable personal data protection laws, including the EU General Data Protection Regulation (GDPR). In case the bidder processes these data on PIN's behalf and according to its instructions, the bidder undertakes to enter into an additional Data Processing Agreement as per Article 28 of the GDPR.

In case the bidder is seated outside of the European Economic Area, the Supplier undertakes to comply with the standard data protection clauses required for such data transfers as per Article 46 par. 2 lit. c of the GDPR.

6. PIN reserves the right to cancel the tender without giving any reason.

List of annexes:

Annex 1 – Quotation form

Annex 2 – Sworn Eligibility Statement

On behalf of People in Need	
Full name	
Position	
Date	
Signature	