HELVETAS MOLDOVA

Optim
Opportunities through Technologies and Innovation in Moldova

Procurement Policy

HELVETAS Swiss Intercooperation's system of procurement obeys to:

a) Ensure transparent, fair, integer process.
b) Avail desired quality and quantity of goods or services, ensuring value for money[1].
c) Offer widest possible participation of vendors/service providers.

The procurement processes adhere to (inbuilt in the detailed steps):

- Impartiality
- Confidentiality
- Objective decision
- Appropriate approval
- Checks & balances

Procurement Categories

Depending on the value of the purchase, the solicitation of quotations happens through a:
- Direct Purchase (DP)
- Three Quotations (3Q)
- Tendering (T)

Goods	include both equipment (machinery, other assets) and supplies (commodities, raw material) etc.
Services	include transportation, training, consultancy, catering, printing and etc.
Works	include all activities, including those associated with the design, construction, reconstruction, demolition, repair or renovation of buildings and facilities, including worksite preparation, excavation works, erection

[1] This means selecting offers which present the optimum combination of factors such as appropriate quality, life-cycle costs, delivery time and other parameters which can include social, environmental or other strategic objectives which meet the end-user needs. Best value does not necessarily mean the lowest price option, but rather represents the best return on the investment, taking into consideration the evaluation criteria in the specified solicitation documents.

	of buildings, installation of equipment, finishing works, drilling, mapping, satellite mapping, seismic research and etc.

HELVETAS MOLDOVA minimum thresholds for DP, 3Q and T solicitation of quotations for goods, services and works:

Solicitation method	Minimum threshold Goods	Minimum threshold Services	Minimum threshold Works	Procedure
DP- direct purchase	>18,500 MDL – 55,500 MDL *(>1,000 CHF – 3,000 CHF)*	>18,500 MDL – 92,500 MDL *(>1,000 CHF – 5,000 CHF)*	>18,500 MDL - 185,000 MDL *(>1,000 CHF – 10,000 CHF)*	Direct award, direct purchase at supplier. In application of good practices, it is recommended to collect a minimum of three quotations. The selection process should be elaborated in the Procurement Memo.
3Q- three quotes	>55,500 MDL – 1,850,000 MDL *(> 3,000 CHF – 100,000 CHF)*	>92,500 MDL – 1,850,000 MDL) *(5,000 CHF – 100,000 CHF)*	>185,000 MDL – 1,850,000 MDL *(> 10,000 CHF – 100,000 CHF)*	The invitation of a minimum of three quotations (in writing) is required; The procurement process, decision and decision criteria must be documented.
T- tendering	>1,850,000 MDL *> 100,000 CHF*	>1,850,000 MDL *> 100,000 CHF*	>1,850,000 MDL *> 100,000 CHF*	A public tender is mandatory.

Purchases from 0-18,500 MDL (0-1,000) CHF for goods, services and works are exempted from any procedure. However, when purchasing goods within this threshold, four eye principle should be applied.

Purchase of assets shall be made in the name of the Partner, shall belong to the Partner and be used within the funded project. The assets may not be transferred, mortgaged or sold within the duration of the project without HELVETAS' approval.

Invoices/receipts on purchased equipment for project purposes shall contain a description of the equipment and production number and each asset should be tagged with a unique reference number for identification purposes. This tag or sticker is placed on the asset at the time of receipt. The Partner shall hold a list on all equipment purchased within the project.

This Appendix enters into force at the contract signature date.

For HELVETAS:
Artak Harutyuyan

For Partner:
Vasile Mirzenco

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Appendix 5 Details on Financial Documentation to partnership agreement 015/2021/PA

Details on Financial Documentation

Proposed list of documents that need to be kept in the project file

As per contract on each instalment, our partner needs to make sure and provide us with the following documentation for the occurred costs during the implementation process.

Project documentation that describes the implementation and includes:

a. Procurement -

a.1. Goods and services: signed and stamped invoices, contract and delivery

a.2. Services: Terms of Reference for a consultant, a contract of engagement, the result of work (studies, analyzes, strategically document, etc.), fiscal invoices, payment order/bank statement

b. Finance - for all payments and costs incurred must be submitted a copy of invoices, all necessary back up documents, and a bank statement confirming certain transactions.

In addition to the originals that are kept in the project file, it is necessary that copies of the following documents will be submitted to the financial representative of HELVETAS:

b.1. Diems: the signed order for business trip and payment voucher signed by the parties

b.2. For procurement of materials, printing and other services: (a) the contract with the supplier, (b) fiscal invoice, (c) delivery of goods

b.3. Project team (employment contract for full-time employees and consulting or service contract for part-time employees), local experts and interpreters, and the like: time sheet, salary calculation, salary/payment voucher approved, calculation of social and health insurance, personal income tax and withholding, together with their declaration to Tax Office, payment order and bank statement for each payment.

Appendix 5 Details on Financial Documentation to partnership agreement 015/2021/PA

c. Reporting - copies of all reports and supporting documentation prepared and provided to HELVETAS

d. Correspondence - copies of all letters or e-mails with important information / decisions

e. Seminars, training sessions, meetings - the list of participants, notes / short reports on the implementation of specific activities

f. Copies of all studies, surveys, expert reports, evaluations and other documents developed during the project (eg. Research Report (final product)

Report from focus groups - a list of participants; a semi-structured questionnaire, and all other questionnaires that are used during the study; etc.)

g. Publications produced during the project (brochures, posters, manuals, etc.).

h. Press clipping about the realization of your project

i. Evaluation, and meeting notes

Partners should be informed before signing the co-investment agreement about above documentation requirements in order for them to be cautious and take necessary actions on gathering documents from the beginning of implementation process.

This Annex enters into force at the contract signature date.

For HELVETAS:
Artak Harutyunyan

For Partner:
Vasile Mirzenco

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Appendix 2.1 Payment schedule to partnership agreement 015/2021/PA

		Amount	**Period**
	1st tranche	250,000	06.08.2021
	2nd tranche	200,000	20.01.2022
	3 rd tranche	136,500	20.04.2022
	4th tranche	17,000	*The payment to audit company will be directly transferred by HELVETAS
Total		**603,500**	

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