

United Nations Development Programme (UNDP) Albania



*Empowered lives.
Resilient nations.*

INVITATION TO PREQUALIFY

Ref: UNDP-EOI-2020-ALB

For the Construction works on: Repair and Construction of Education Facilities

23 April 2020

United Nations Development Programme (UNDP) Albania

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United Nations Development Programme (UNDP) Albania

Date: 23 April 2020

INTRODUCTION

UNDP-EOI-2020-ALB

Country: Albania

The United Nations Development Programme (UNDP) in Albania would like to invite registered companies to submit their interest in pre-qualification and possible inclusion in the process of:

Repair and Construction of Education Facilities in the areas affected by the 26th November 2019 Earthquake

Registered and interested companies are required to provide the following details:

- Legal status and profile
- Mandate, policies and governance
- Technical capacity
- Managerial capacity
- Administrative capacity
- Financial capacity
- Documents from the eligibility criteria requirements

PREQUALIFICATION APPLICATION PROCESS

All organizations that wish to participate in the process are requested to submit all the required documentation latest by 14 May 2020 Time, **14:00 PM** local time at the following address:

United Nations Development Programme (UNDP) Albania, Procurement Unit
Address: Rr. "Skenderbej", Gurten Building; Tirana, Albania;
Fax No.: 355 (4) 2250 286;
E-mail address: procurement.al@undp.org

The information provided will be used to access your suitability to qualify for above mentioned services.
Please note that only pre-qualified organizations will be contacted.

INFORMATION MEETING

UNDP will organize a virtual informational meeting on 30 April 2020 at 11.00 am **local time**.

Meeting URL: <https://undp.zoom.us/j/95476031385>
Meeting ID: 954 7603 1385

Representatives of all interested Applicants are invited to attend. To confirm participation please send an email message to procurement.al@undp.org not later than 28 April 2020 at 13:00 p.m. local time.

Nuno Queiros



Deputy Resident Representative



United Nations Development Programme (UNDP) Albania

SECTION I: INSTRUCTION TO APPLICANTS (ITA)

Background

The overall objective of the action is to support the national and local governments in reducing further social and economic losses, and to accelerate the recovery process through educational facility repairs and construction. The specific objectives are:

- i. To support repairing and construction, including basic furnishing, of education facilities in municipalities affected by the earthquake according to international standards;
- ii. To provide increased transparency, accountability and inclusiveness to the recovery process.

In response to the needs of those most affected, vulnerable and marginalized, as well as the local communities impacted by the earthquake, the focus will be to support national and local governments in reducing further social and economic losses, and to accelerate the recovery process by building on prior UNDP work with vulnerable communities ensuring that the poorest and most-at-risk population segments can benefit from educational facility repairs and construction. The Action will deliver rapid assistance to help restore education services in local communities in order to ensure students loose minimum school and learning days, and to enable the gradual normalization of life of affected population in those municipalities, with education the foremost priority.

The action will provide, initially, support to the repair and construction of 22 educational facilities, in five municipalities affected by the earthquake of 26 November 2019. (Durrës, Krujë, Kurbin, Kamëz and Kavajë). The direct beneficiaries will be around 7.500 children and personnel of these schools.

By means of this Pre-Qualification Request (hereinafter: PQR) UNDP aims to identify potential highly qualified and experienced building contractors to perform construction works on repairing and construction of educational facilities, including creches, kindergartens and schools, in accordance with provided technical design documents.

This PQR is open to all eligible building contractors single or in a joint venture or in consortium (hereinafter: The Applicant) interested to work on projects of repair and construction of education facilities during the period June 2020 to December 2021. The initial list of predefined education facilities consists of 16 objects that need to be repaired and 6 objects that need to be constructed. New objects might be added to the initial list of education facilities as deemed necessary.

This PQR aims at establishing a list of highly qualified contractors who are technically, financially and administratively capable of providing excellent construction projects of education facilities falling in three predefined groups: (i) Group 1: works up to 300.000 USD, (ii) Group 2: works up to 600.000 USD and (iii) Group 3: works over 600.000 USD. Considering the capacities required, the applicants can be prequalified for one, two or all of the above groups.

The pre-qualified Applicants will be invited, in the future, to submit bids through several processes of Invitation to Bid, (hereinafter: the ITB) for the construction works for new construction and/or repair of education facilities, where technical and financial evaluation of the bids will be carried out according to UNDP rules and regulations.

ITBs will only be sent to the pre-qualified Applicants as per the three predefined groups. After having received and evaluated the bids, UNDP will award a civil works contract, for construction and/or repairs of education facilities, to the Applicant with the lowest priced technically responsive, eligible and qualified bid.

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For each submission of bids to the ITB, pre-qualified Applicants should submit with their bids any information updating their original Statements of Qualification (hereinafter: SOQ) or alternatively confirm in the bids that the originally submitted information remains essentially correct as of the date of bid submission.

Eligibility

All Applicants, whose core area of business is such that they can deliver the envisaged works as outlined in this PQR, are eligible to participate.

All Applicants must commit themselves to comply with UNDP's General Terms and Conditions for Civil Works.

Applicants must not be associated, directly or indirectly, with the consulting firm(s) or any other entity who has been/will be in charge of or assist in the preparation of the detailed design for the subject works.

Cost of Submission

The Applicants shall bear all costs associated with the preparation and submission of their SOQ.

UNDP will in no case be responsible or liable for those costs, regardless of the outcome of the prequalification process.

Language

The SOQ and all correspondence and documents relating to the SOQ exchanged by the Applicant and the UNDP procuring entity shall be written in the English language.

Supporting documents (certificates, financial statements, etc.) and any printed literature that are part of the SOQ may be written in other languages, so long as accompanied by a notarized English language translation of its pertinent passages in which case, for purpose of interpretation of the SOQ, the English translation shall govern.

Documents Comprising the Application

The Applicant shall prepare the Application including all requirements mentioned in the sections of the ITA and using the forms given in Section II. All forms must be completed without any alteration to its format. Applications with incomplete submissions will be disregarded.

The Applicant shall structure the Application as follows:

- A. Submission Form (Form 1);
- B. Applicant's General Information Sheet (Form 2);
- C. Firm(s) Profile;
- D. Applicant's Specific Experience (Forms 3, 6, 7 and 8);
- E. Management and Organization Documents;
- F. Quality, Environment, Health & Safety Management System;
- G. Financial Capability Situation (Form 4);
- H. Applicant's personnel capabilities (Form 5);
- I. Litigation history (Form 10);
- J. Any other documents deemed necessary in accordance with the ITA instructions and Forms of Section I & II, such as, but not limited to:

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- Certified copies of Registration Documents of legal entity; in case of joint venture or consortium, copies of article of association and/or copy of joint venture/consortium agreement and copy of the Power of Attorney for the representative of the JV.
- Certified copies of licenses for the required type of construction works issued by relevant Ministry or Ministries
- Certified copies of Certificates (professional license/ professional exam certificates) to prove the qualification of key personnel;
- Equipment ownership title;
- List of all executed projects since 2015;
- Certified copies of Audited Financial Statements (Balance Sheet and Income Statement) for last three years

Firm(s) Profile

The Applicant shall provide a brief description of their firm(s) profile(s) with legal mandates/authorized business activities, year and country of incorporation, core area of specialization, expertise and types of activities undertaken, structure and organization diagram, total full-time employees, type of personnel and total professionals in each major category, capability and approximate annual budget and resources to adequately handle the implementation of the Repair and Construction of Education facilities.

Relevant Specific Experience

Applicant shall have at least five calendar (5) years of relevant experience in implementing construction, renovation or rehabilitation of civil works projects.

The Applicant shall identify at least three (3) major completed projects which demonstrate their specific experience in implementing civil works projects over the past five calendar (5) years.

Financial Documents

The Applicant should demonstrate proven financial reporting and accounting capability and stability to implement the civil works on Repair and Construction of Education facilities in Albania.

Applicants should provide key financial information by filling Form 4: Financial Capability Situation.

The Applicant shall provide copies of financial statements (Balance Sheet and Income Statement, Profit and Loss, Cash Flow, notes to the Financial Statements) for the past three (3) fiscal years. The financial statements shall:

- a) reflect the financial situation of the Applicant, and not parent or subsidiary firms;
- b) be complete, including all notes to the financial statements;
- c) correspond to accounting periods already completed (no statements for partial periods shall be requested or accepted).

The financial statements shall be audited by certified auditor.

UNDP reserves the right to require from the Applicant during the evaluation process or at later stage additional evidence (e.g. audited financial balance sheets) to ensure that the financial statements are duly reflecting the financial state of the Applicant.

Key financial data required in Form 4 has to be expressed in ALL.

Applicant's Personnel

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CVs for personnel with demonstrated qualifications in areas of specialization relevant to the Scope of Services shall be presented according to Form 5 at least for the following key engineers:

Key Personnel:

- i. **One Licensed University Graduate Civil Engineer/ Architect** to act as an overall **team leader** and a construction site manager with a minimum of 10 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities and need to be permanent employee of the Company personnel and on its payroll for at least 2 (two) years.
- ii. **One Licensed University Graduate Civil/Hydro Engineer** to act as construction **site engineer** with a minimum of 7 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities and need to be permanent employee of the Company and on its payroll for at least 2 (two) years.
- iii. **One Licensed University Graduate Electrical Engineer** with a minimum of 7 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities and need to be permanent employee of the Company and on its payroll for at least 1 (one) year.
- iv. One of the above Engineering Project personnel or a **Dedicated Engineer** must have **Site Safety Certificate** based on the Albanian legislation on occupational health and safety procedures, need to be permanent employee of the company and on its payroll for at least 1 (one) year, with a minimum of 3 years of experience in the construction field.
- v. **At least one technician specialized in civil and construction finishing works** to act as foremen with minimum of 5 years of experience in the field of construction finishing works of residential, commercial or public buildings.

Other Personnel:

The Applicant must have at least 20 full-time employed construction workers, including the company's key and permanent personnel for a minimum period of January 2019 to February 2020, certified through original list issued by Tax Administration Office, confirming paid contribution, issued within the last 30 days.

The Applicant shall submit a statement that he will engage additional specialized technical personnel (including those described below) and construction workers as per the project needs. (not required to be permanent employees).

- i. **One Licensed University Graduate Topographic Engineer** with a minimum of 5 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.
- ii. **One Licensed University Graduate Hydro Technical Engineer** with a minimum of 5 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.
- iii. **One Licensed University Graduate Mechanical Engineer** with a minimum of 5 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.

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- iv. **One Licensed University Graduate IT Engineer**, with a minimum of 3 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities .
- v. **One Licensed University Graduate Environmental Engineer** with a minimum of 3 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.

Litigation History

The Applicant should present information regarding any litigation, current or during the last five years, in which the firm(s) is involved, the parties concerned and dispute amount in accordance with Form 10.

Request for Clarifications

Any request for clarification about the contents of the Prequalification Application Document shall be sent via email address at procurement.al@undp.org, with note: inquiry for UNDP-EOI-2020-ALB. Answers to questions/inquiries will be shared with all interested companies. While UNDP would endeavor to provide response/clarification expeditiously, any delay in providing such information will not be considered a reason for extending the submission date of application for prequalification.

Submission of Applications

Documents must be submitted in e-Tendering procedure:

<https://etendering.partneragencies.org>

Please find the link for all procurement guides and videos:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Deadline for Submission of Applications

14 May 2020, time 02:00 p.m.

Confidentiality

Information relating to the evaluation of applications, and recommendation for qualification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

Evaluation of Applications and Prequalification of Applicants

UNDP may reject any application which is not responsive to the requirements of the prequalification document.

UNDP will use a set of unified criteria to evaluate the qualifications of Applicants. Prequalification will be based on compliance with all mandatory requirements related to Applicants specific experience, managerial and financial capabilities and personnel experience, as demonstrated by the Applicants in their submitted Applications. The qualification and evaluation criteria are available in Annex I.

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Applicants will be assessed in one-stage process for compliance with the requirements set out in the ITP. Each Applicant will be assessed on a “Pass/Fail” basis as to whether each criterion is satisfactorily met as set in Annex I. An assessment of “Fail” against any criterion shall eliminate the Applicant from further consideration.

All Applicants that have been able to meet the eligibility and qualification criteria as set in Annex I shall form the list of pre-qualified Applicants that will be invited to participate in the further tender (ITB) process according to their capacity and eligibility, assessed through ITP evaluation.

To assist in the evaluation of applications, UNDP may, at its discretion, ask any Applicant for a clarification of its Application, which shall be submitted within a stated reasonable period of time.

If necessary, UNDP may arrange personal interviews to examine the experience of the Applicant’s key team members assigned.

Right to Accept or Reject Applications

UNDP reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.

Notification of Prequalification

Once the UNDP has completed the evaluation of the applications it shall notify by email to all Applicants about the outcome of evaluation.

Invitation to Bid (ITB)

Shortly after the notification of the results of the ITP, UNDP shall issue an Invitation to Bid (ITB) for which only the pre-qualified Applicants will be invited to submit their technical and financial bids according to their capacity and eligibility, assessed through ITP evaluation.

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SECTION II: APPLICATION FORMS AND DOCUMENTS

Form 1: Submission Form

Statement of Qualifications (SOQ) for the construction works on “Repair and Construction of Education Facilities”

Date: *[insert day, month, year]*

To: United Nations Development Programme (UNDP) Albania, Procurement Unit
Address: Rr. “Skenderbej”, Gurten Building; Tirana, Albania;
Fax No.: 355 (4) 2250 286;
E-mail address: procurement.al@undp.org

We, the undersigned, hereby apply to be pre-qualified for *[insert title of services]* in accordance with your Prequalification Request dated *[insert: Date]* and our Statements of Qualification. We are hereby submitting our Statements of Qualification through e-Tendering

We hereby declare that:

- a) All the information and statements made in this SOQ are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern;
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.
- e) We have examined and have no reservations to the Prequalification Documents, including any Addendum (or Addenda to same effect), issued by the procuring UNDP entity in accordance with Instructions to Applicants.
- f) We are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Employer to provide consulting services for the preparation of the design specifications, and other documents to be used for the services to be procured.

We undertake, if our SOQ is accepted and we are pre-qualified, to submit bids for the provision of the required works as will be detailed and presented in the upcoming ITBs not later than the date that will be indicated in the Data Sheet of the ITBs.

We understand that UNDP may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.

The following information shall be used by UNDP to notify us:

Authorized Signature *[in full and initials]*:

Name and Title of Signatory:

Name of the Applicant:

Address:

[please mark this letter with your corporate seal]

United Nations Development Programme (UNDP) Albania**Form 2: Applicant's General Information Sheet**

Date: [insert day, month, year]

Applicant's legal name: <i>[insert full legal name, please attach documentary evidence]</i>
In case of Consortium/ Joint Venture legal name of each partner: <i>[insert full legal name of each member, please attach documentary evidence]</i>
Applicant's country of constitution: <i>[indicate country of registration, please attach documentary evidence]</i>
Applicant's year of constitution: <i>[indicate year of establishment, please attach documentary evidence]</i>
Applicant's minimum criteria points of the licenses to perform the required works are: (i) Construction of high-rise buildings <ul style="list-style-type: none"> • NP-1, Excavation Work, • NP-2, Civil and industrial building works • NP-3, Reconstruction and maintenance of civil and industrial buildings • NP-12, Environmental engineering works • NS-1, Demolishing works • NS-2, Hydro-sanitary work, laundry, cousins and maintenance • NS-4, Finishes work, masonry, wood, plastic metallic and glass finishes • NS-12, Air conditioner, technologic implants, technologic implants • NS-13, Plants and telephone lines and telecommunications works • NS-14, Indoor electrical, phone and TV installation <i>[indicate Ministry or other authorized government body which issued licenses and date until the license is valid]</i>
Applicant's legal address: [insert full information] Street: Building name & Floor No.: City: P.O. Box: Tel: Fax: Mobile: Email: Name of Contact person:
Applicant's authorized representative information [please attach documentary evidence] Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Applicant's core area of business/activity <i>[please list core areas of business activity]</i>
Attached are copies of original documents of: A. Submission Form (Form1); B. Applicant General Information Sheet (Form 2); C. Firm(s) Profile; D. Applicant's Specific Experience (Form 3, Form 6, Form 7, Form 8); E. Management and Organization Documents; F. Quality, Environment, Health & Safety Management System; (The applicant must provide it as a separate document) G. Financial Capability Situation (Form 4); H. Applicant's personnel capabilities (Form 5);

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- I. Litigation history (Form10);
- J. Any other documents deemed necessary in accordance with the ITA instructions and Forms of Section I & III, such as, but not limited to:
- K. Certified copies of Registration Documents of legal entity; in case of joint venture or consortium, copies of article of association and/or copy of joint venture/consortium agreement;
- L. Certified copies of licenses for the required New Construction and Rehabilitation construction works, issued by relevant Ministry or Ministries;
- M. Certified copies of Certificates (professional licensure/ professional exam certificates) to prove the qualification of key personnel;
- N. Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- O. Equipment ownership title only;
- P. List of all executed projects since 2015 to present; and,
- Q. Certified copies of Audited Financial Statements (Balance Sheet and Income Statement) for last three years

Note: Any application form that does not include any of the above-mentioned attachments will {(void) the application} not be considered

I, the owner of the above-mentioned firm, certify that the above information is complete and true, and I understand that any discrepancy in the above-mentioned information will entitle the UNDP to reject my application.

Signature: _____ Stamp: _____ Date: _____

United Nations Development Programme (UNDP) Albania**Form 3: Applicant's Establishment****Applicant's Legal Name:** *[insert full name]*Date: *[insert day, month, year]*

- 1) How many years has your organization been in construction business as a contractor under your present Business name? The applicant must provide the Certificate of Incorporation/ Business Registration
- 2) How many years of experience in construction contracting/ work has your organization had?
 - a) As a Sole contractor _____ Years.
 - b) As a Sub-Contractor _____ Years.
- 3) The Contractor normally performs _____% of the work using own resources (human resources & equipment).

The Contractor normally subcontracts the following Works/Services:

-
-
-

- 4) List of subcontracts and firms contracted:

Sections of the works	Percentage Value of subcontract	Subcontractor (Name and address)	Experience in similar works

- 5) Have you ever failed to complete any work awarded to you? _____

If so, note where and why? _____

United Nations Development Programme (UNDP) Albania**Form 4: Financial Capability Situation****Applicant's Legal Name:** *[insert full name]***Date:** *[insert day, month, year]*

Summarize actual assets and liabilities in Albanian ALL or US dollars equivalent for the previous three recent years (Please use one currency only):

Financial Information in ALL or USD <i>(Please use one currency only):</i>	Historic Information for previous 3 years in ALL or USD <i>(Please use one currency only):</i>		
	Year 1	Year 2	Year 3
Information from Balance Sheet			
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Inventory (IN)			
Cash and cash equivalents			
Account Receivables (AR)			
Current Liabilities (CL)			
Information from Income Statement			
Annual Turnover (Minimum average annual turnover for the last three years must be as following: For Group 1 the works valued up to 300.000 USD – 75.000,000 ALL: For Group 2, the works valued 300.000 USD – 600.000 Euro – 120.000.000 ALL and For Group 3 the works valued over 600.000 USD – 150.000.000 in ALL)			
Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations.			
Profits Before Taxes (PBT)			
Quick Ratio (QR) ¹ , calculated as $QR = (Cash + AR) / CL$	[Insert QR]	[Insert QR]	[Insert QR]

Attached audited financial reports for the most recent three years.

Use the following table to complete banker information.

Name of Bank	Address	Name & Title of Contact	Tel/ Fax No.

Attach audited financial statements—including, as a minimum, profit and loss account, balance sheet, and explanatory notes—for the period of last three calendar years. (for the individual Applicant or each partner of a joint venture).

¹ Quick Ratio: an indicator of a company's short-term liquidity. The quick ratio (also acid ratio) measures a company's ability to meet its short-term obligations with its most liquid assets. The higher the quick ratio, the better the position of the company.

United Nations Development Programme (UNDP) Albania**Form 5: Personnel Capabilities *****Applicant's Legal Name:** *[insert full name]***Date:** *[insert day, month, year]*

[List the names and CVs for the following minimum full-time employed key personnel proposed for the administration and execution of the conservation and rehabilitation works]

No.	Name	Occupation	Min. Years of Experience
1.		Graduate Civil Engineer/ Architect (Team Leader)	10
2.		Graduate Civil/Hydro Engineer	7
3.		Graduate Electrical Engineer	7
4.		Site Safety Engineer	3
5.		Technician Foreman (civil)	5

*Minimum Requirements:

Key Personnel:

- (i) **One Licensed University Graduate Civil Engineer/ Architect** to act as an overall team leader and a construction site manager with a minimum of 10 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities and need to be permanent employee of the Company and on its payroll for at least 2 (two) years.
- (ii) **One Licensed University Graduate Civil/Hydro Engineer** to act as construction site engineer with a minimum of 7 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities and need to be permanent employee of the Company and on its payroll for at least 2 (two) years
- (iii) **One Licensed University Graduate Electrical Engineer** with a minimum of 7 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities and need to be permanent employee of the Company and on its payroll for at least 1 (one) year
- (iv) One of the above Engineering Project personnel or a **Dedicated Engineer** must have **Site Safety Certificate** based on the Albanian legislation on occupational health and safety procedures, permanent employee for at least 1 (one) year, with a minimum of 3 years of experience in the construction field.
- (v) **At least one technician specialized in civil and construction finishing works** to act as foremen with minimum of 5 years of experience in the field of construction finishing works of residential, commercial or public buildings.

Other Personnel:

The Applicant must have at least 20 full-time employed construction workers, including the company's key permanent personnel for a minimum period of January 2019 to February 2020, certified through original list issued by Tax Administration Office, confirming paid contribution, issued within the last 30 days.

The Applicant shall submit a statement that he will engage additional specialized technical personnel (including those described below) and construction workers as per the project specific needs (not required to be permanent employees).

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- i. **One Licensed University Graduate Topographic Engineer** with a minimum of 5 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.
- ii. **One Licensed University Graduate Hydro Technical Engineer** with a minimum of 5 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.
- iii. **One Licensed University Graduate Mechanical Engineer** with a minimum of 5 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.
- iv. **One Licensed University Graduate IT Engineer**, with a minimum of 3 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.
- v. **One Licensed University Graduate Environmental Engineer** with a minimum of 3 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

[Engineers' CVs shall be presented utilizing the following table]

Name:		
Position for this assignment:		
Contact Information:		
Years of Experience		
Educational and Other Qualifications:		
Summary of Experience: <i>highlight experience in the region and on similar projects</i>		
Relevant Experience (from the most recent):		
Period: From – To	Name of activity/ Project/ funding organization if applicable	Job Title and Activities undertaken/ Description of actual role performed
<i>e.g. June 2010 – March 2020</i>		
<i>Etc.</i>		
<i>Etc.</i>		
Reference No. 1 (of the minimum of 3)	Name Designation Organization Contact information – Address; Phone, Email, etc.	
Reference No. 2	Name Designation Organization Contact information – Address; Phone, Email, etc.	
Reference No. 3	Name Designation Organization Contact information – Address; Phone, Email, etc.	
<p>Declaration: I confirm my intention to serve in the stated position and present availability to serve for the terms of the proposed contract. I also understand that any willful misstatement described above may lead to my disqualification, before or during my engagement.</p> <p>_____ Signature of the Nominated Personnel</p> <p>_____ Date Signed</p>		

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Form 6: Particular Experience Record of Construction and Rehabilitation Works

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this PQR for various entities.

List projects chronologically, according to their commencement (starting) dates.

The Applicant is requested to list contracts of a similar nature, complexity, and requiring similar construction technology to the contract or contracts for which the Applicant wishes to qualify, and which the Applicant has undertaken during the period, and of the number, stated in the letter of invitation. Each partner of a joint venture should provide details of similar contracts on which they have experienced. The contract value should be based on the payment currencies of the contracts converted into U.S. dollars, at the date of substantial completion, or for ongoing contracts at the time of award. The information is to be summarized, using Form (3A), for each contract completed or under execution, by the Applicant or by each partner of a joint venture.

Where the Applicant proposes to use named subcontractors for highly specialized elements of the Works, the information in the following forms should also be supplied for each subcontractor (or alternate, if any).

The applicant should pay a specific attention when filling thin form, in regard to the particular experience and criteria required.

It includes in particular Experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.

Project name	Client	Contract Value in ALL/USD	Period of activity	Construction Activities Undertaken	Status and date of completion	References Contact Details (Name, Phone, Email)
				Civil works		

United Nations Development Programme (UNDP) Albania**Form 7: Details of Contract of Similar Nature and Complexity****Applicant's Legal Name:** *[insert full name]***Date:** *[insert day, month, year]**[Use a separate sheet for each contract]*

1.	Number of Contract
	Name of Contract
	Country
2.	Name of Employer
	Employer Address
3.	Nature of works and features relevant to the contract for which the Applicant wishes to prequalify
4.	Contract role (check one) <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Management Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Partner in a Joint Venture
5.	Amount of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for ongoing contracts)
6.	Equivalent amount in ALL or USD Total contract: _____; Subcontract: _____; Partner share: _____
7.	Date of award/ completion
8.	Contract was completed _____ months ahead/behind original schedule (if behind, pls. provide explanation)
9.	Contract was completed ALL or USD _____ equivalent under/over original contract amount (if over, provide explanation)
10.	Special contractual/ constructional requirements, including monthly/annual production rates of the key construction activities.
11.	Indicate approximate percent of total contract value (and USD amount) undertaken by subcontract if any, and the nature of such work

United Nations Development Programme (UNDP) Albania**Form 8: Current Contract Commitments/ Works in Progress****Applicant's Legal Name:** *[insert full name]***Date:** *[insert day, month, year]*

Applicants should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Contract name	Employer, contact address/ tel/ fax	Value of outstanding work (current ALL or USD equivalent)	Estimated/ contracted completion date	Average monthly invoicing over last six months (ALL or USD/month)
1.				
2.				
3.				
4.				
5.				

United Nations Development Programme (UNDP) Albania**Form 9: Schedule of Owned Construction Plant & Equipment****Applicant's Legal Name:** *[insert full name]***Date:** *[insert day, month, year]*

No.	Description of Equipment	Model	Estimated Value in ALL or USD
		TOTAL	

Note: The above machineries must be equipped with:

- For the vehicles listed in the public registers, the document certifying the registration of the vehicle (circulation permit), plus the certificate of technical control and insurance of the vehicle (valid) should be presented.
- In the case of other assets, also it should be accompanied by the clearance deeds or purchase tax invoices, registered as an asset of the company/JV.

The bidder must submit a statement that in case of prequalification, the above machinery will be engaged in UNDP project.

The Contracting Authority during the evaluation process, reserves the right to carry out the physical verification checks of the availability of these machineries at any time.

United Nations Development Programme (UNDP) Albania**Form 10: Litigation History****Applicant's Legal Name:** *[insert full name]***Date:** *[insert day, month, year]*

Information regarding any litigation, current or during the last five years in which the firm(s) has been involved, the parties concerned and dispute amount.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation and matter in dispute	Disputed amount (current value in ALL or USD equivalent)

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ANNEX I: QUALIFICATION CRITERIA AND REQUIREMENTS

Eligibility and Qualification Criteria			Compliance Requirements	Reference
No.	Subject	Criteria		
1. Submittal Requirements				
1.1	Provision of Application	Application submitted through eTendering	Must meet requirement	ITA Section I,
1.2	Format of Application	Electronic submission	Must meet requirement	ITA Section I,
1.3	Signatures	Application should be duly signed by Authorized Applicant	Must meet requirement	ITA Section I,
1.4	Correctness	Application contains no interlineations, erasures or overwriting except as necessary to correct errors made by the Applicant	Must meet requirement	ITA Section I,
1.5	Language	Application must be written in English languages	Must meet requirement	ITA Section I,
1.6	Submission Form	Submission form is: <ul style="list-style-type: none"> Presented, Complete, Duly signed 	Must meet requirement	Section II, Form 1
1.7	Information about Applicant	Applicant's General Information Sheet is: <ul style="list-style-type: none"> Presented; Complete and Duly signed 	Must meet requirement	Section II, Form 2
1.8	Documents of Registration	Certified copies of Registration Documents are provided for: <ul style="list-style-type: none"> Applicant 	Must meet requirement	ITA Section I, & Section II Form 2, Form 3
1.9	Documents of Required Licenses of a Legal Entity	Certified copies of Licenses to perform required works are provided for: <ul style="list-style-type: none"> Applicant 	Must meet requirement	ITA Section I, & Section II Form 2, Form 3
1.10	CVs of the Key Personnel	CVs of the key personnel: <ul style="list-style-type: none"> Presented for every required key personnel; Complete; Copies of diplomas and professional licensure/ exam certificates to prove the qualifications provided for every required key personnel 	Must meet requirement	ITA Section I, & Section II Form 5
1.11	Documents of registered full-time employees	Original Certificates issued by Tax Administration, confirming paid contribution for all registered full-time employed personnel for period of at January 2019 to February 2020, issued within the last 30 days and including the personnel. Verified list of registered employees on company letterhead.	Must meet requirement	ITA Section I,
1.12	Financial Capability	Submission of key financial data: <ul style="list-style-type: none"> Form 4 is completed 	Must meet requirement	ITA Section II, Form 4
1.13	Financial Statements	Submission of endorsed/ certified Financial statements for the last three recent fiscal years	Must meet requirement	ITA Section I,
1.14	Litigation history	Submission of complete information according to requirements and no major history of litigation or arbitration against Applicant	Must meet requirement	ITA Section II, Form 10

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2. Eligibility Requirements				
2.1	General Eligibility	Not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.	Must meet requirement	Section II, Form 1
2.2	Association with consulting firms	Applicant must not be associated, directly or indirectly, with the consulting firm(s) or any other entity in charge of or assisting in preparing design documentation for constructing and rehabilitation of Schools and Education Facilities	Must meet requirement	ITA Section I,
2.3	UNDP General Terms and Conditions	Commitment to UNDP General Terms and Conditions	Must meet requirement	ITA Section I
3. Specific Experience Requirements				
3.1	Past Specific Experience of Performing similar assignments as a <u>Prime Contractor</u>	Applicant shall have at least five (5) calendar years of relevant experience in implementing construction, renovation or rehabilitation projects. The Applicant shall identify at least three (3) completed projects of similar nature and complexity over the past five (5) calendar years.	Must meet requirement	Section II, Forms 3, 6, 7 and 8
3.2	Minimum Required Volume of Works in the field of construction of public buildings, schools and education facilities as a Prime Contractor	Minimum civil works contracts, including civil works on field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities, of similar value as required by Group 1 (up to 300,000 USD); by Group 2 (up to 600,000 USD); and by Group 3 (over 600,000 USD). Minimum volume of implemented works during the last five (5) calendar years in the above-mentioned types of interventions for one single contract should be submitted with the hand over certificate and the last certificate of payment.	Must meet requirement	Section II, Forms 3, 6, 7 and 8
4. Specific Personnel Requirements				
4.1	Minimum required key personnel proposed for management of the project, which should be provided for the contract duration	Full-time employed a minimum of: <ul style="list-style-type: none"> • Graduate Civil Engineer/ Architect (Team Leader) • Graduate Civil/Hydro Engineer • Graduate Electrical Engineer • Site Safety Engineer • Technician Foreman (civil) 	Must meet requirement	Section I, Clause 5.4, Section II, Form 5
4.2	Minimum required other workers, which should be provided for the contract duration	Permanent employed: At least 20 construction workers including key personnel, proved by the payroll issued by tax office administration. <i>The Applicant shall submit a statement that he will engage additional construction workers if required (not needed to be permanent employees).</i>	Must meet requirement	Section I, Clause 6.4, Section II, Form 5
5. Financial Eligibility Requirements				
5.1	Liquidity	Quick ratios should not be lower than 1.0	Must meet requirement	Section II, Form 4

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5.2	Average annual turnover	An average annual turnover equal to 75,000,000 ALL for the works valued up to 300,000 USD: 120,000,000 ALL for the works valued 300,000 – 600,000 USD, and 150,000,000 ALL for the works valued over 600,000 USD.	Must meet requirement	Section II, Form 4
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