**Q & A No. 1**

“**Preparations of the Designs and Supervision for Repair and Retrofitting of the objects of Lot I and Lot II**”, under the “EU4Schools” Action.

**Question No.1:**

In Annex 1 – Description of the Requirements (pg 3 of RfP), 3rd column of the table, in the last sentence of the 2nd paragraph it is written “Detailed design must be completed within 30 calendar days after signing the contract from both parties;

In Annex 1 – Description of the Requirements (pg 5 of RfP), 16th column of the table, it is written:

Implementation Schedule indicating breakdown and timing of activities/sub-activities.

Required. Please submit the time schedule table.

         Preparation of Preliminary Project Ideas – 15 days for the contract signature;

         Preparation of Detailed Technical Design – 30 days after approval of the Preliminary Project Idea;

In Annex 4 – Terms of Reference, Section VI – Design Implementation, it is also foreseen the following timeline about the overall process design:

Time for preparation of Phase I *Design task analyse* + Phase II *Design Preliminary Ideas* – 15 (fifteen days)

Time for preparation of Phase III *Preparation of the Detailed Technical Design* + Phase IV Construction Permit Approval Project + Phase V *Final Cost Estimation* – 30 (thirty) days

Based on the above and the number of buildings to be investigated and designed our assumption is that the Design implementation period including Preliminary and Detailed design is 15 + 30 = 45 days from the contract signature.

Please, kindly confirm if our assumption is right.

**Answer 1:**

The Design implementation period is **45 days**: – 15 (fifteen days) for the preparation of Phase I *Design task analyse* + Phase II *Design Preliminary Ideas* and – 30 (thirty) days for preparation of Phase III *Preparation of the Detailed Technical Design* + Phase IV Construction Permit Approval Project + Phase V *Final Cost Estimation*.

**Question No. 2**

In Annex 5 – Minimum qualification requirements and eligibility criteria, there is a list of documents to be submitted by the tenderer. Most of the required documents are issued by the Albanian state authorities and are in the Albanian language, beside the notarial certified copies of the documents is needed any translation in English of such documents or they are accepted in their original language (Albanian)?

If an English translation will be needed, please kindly confirm if based on IFI’s best practices a free English translation (not certified by a licensed English translator) is accepted

**Answer No. 2**

All documents should be translated in English language and should be notarized.

**Question No. 3**

With regards to Minimum Qualification Requirements and Eligibility Criteria, specifically item 2.3 which outlines the license categories required:

-    In case the proposal is submitted as a Joint Venture, can members of the Joint Venture contribute part of the required license categories such that the aggregated license categories of the Joint Venture fulfill this requirement?

**Answer No. 3**

The description of the organization of the JV, must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV Agreement. All entities that comprise the JV, shall be subject to the eligibility and qualification assessment by UNDP.

In Annex 1- Description of Requirements, in the sub-title “Criteria for the Assessment of Proposal” is specified:

Eligibility criteria and fulfilment of minimum qualification requirements

Eligibility criteria and minimum requirement will be evaluated on Pass/Fail basis. If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Fulfilment of Minimum Qualification Requirements and Eligibility Criteria are explained in detail in Annex 5.

In this context,

1 - Registration to perform the requested services as a legal entity and

2- Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;

**are mandatory** for each member of the JV. The other requirements (experience, financial standing and personnel) can be aggregated in accordance with JV Agreement.