



### REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: January 28, 2022
	REFERENCE: "For the preparation of the design and supervision for the Improved Albanian State Police Weapons Storage Management Project Strengthening Control, Administration and Social Attitudes Towards SALW .(ID 00123349)

Dear Sir / Madam:

We kindly request you to submit your Proposal **for** For the preparation of the design and supervision for the Strengthening Control, Administration and Social Attitudes Towards SALW.

Please be guided by the form attached hereto as Part 2, in preparing your Proposal. Proposals may be submitted on or before **Wednesday, February 16, 2022 at 14:00 hrs** via eTendering.

Allowable Manner of Submitting Proposals: e-Tendering only. Bids not sent in e-Tendering system will not be considered. Proposal Submission Address: <https://etendering.partneragencies.org>

Please acknowledge receipt of this RFP by using the "Accept Invitation" function in e-Tendering system. This will enable you to receive amendments or updates to the RFP. Please find the link for all the procurement guides and videos:

<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

Electronic submission (e-Tendering) requirements:

- Format: PDF files only
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Max. File Size per transmission: 35 MB
- UNDP reserves the rights to ask for originals during the evaluation.

Please name the submitted files following the structure of the solicitation document and consolidate the files into as few files as possible, using compression tools (zip etc.).

Your Proposal must be expressed in the **English Language**, and valid for a minimum period of **120 (one hundred and twenty) days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3. Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

**UNDP encourages every prospective Service Provider** to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.


UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf)

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours**

*Nuno Queiros*  
*Deputy Resident Representative*

DocuSigned by:  
  
68CE0AA0456D436...

## PART 1

### DESCRIPTION OF REQUIREMENTS

Context of the Requirement	<p>The purpose is to Conduct the reconstruction and refurbishment of selected interventions of Arms &amp; Ammunition storage facilities.</p> <p>Although some of the technical designs may exist, the project will undertake a complete design for update of existing storage location to ensure that all elements and standards are considered and costs are calculated in the same way. The needs for equipment for each of the selected storages to intervene will also be verified and assessed. The main elements for consideration for such equipment include 1) security and 2) storage equipment: Security equipment would include CCTV camera system, Fire protection system, Lighting system, Armored doors and secure windows.</p> <p>While, storage equipment refers to: Ordinary metal shelves, Security safe, Standard weapons shelves, replacing the old shelves in use for weapons the State Police is gradually removing from use, Equipment for storing material evidence and small arms.</p>
Implementing Partner of UNDP	MoI/ASP
Brief Description of the Required Services <sup>1</sup>	<p>The project aims at improving firearms administration and management across public order security forces and private users, firearms-related data collection, sharing and analysis among different sectors of the Albanian State Police and the Judiciary, while boosting public awareness on the dangers of illicit possession, misuse and trafficking of firearms, especially among young men and in context of GBV and domestic violence. The proposed interventions will contribute to consolidate and modernize the national register on firearms, enable full automated and enriched information allowing for better analytical assessments, mark further progress in the proper and safe administration of firearms and increase public awareness inviting the public to contribute and collaborate for an overall improvement of SALW control in Albania.</p> <p>The project will also introduce new business processes and instruments that will enable better management of the risks in countering the illicit trafficking and misuse of firearms.</p> <p>Particular attention will be given to ensure collection of gender disaggregated data and provide evidence-based analysis on the trends of usage of firearms in GBV and domestic violence cases for informing institutional response.</p> <p>The project results will not only contribute to make further progress in attaining the activities and measures planned in the National Strategy on SALW but will also improve regional information exchange.</p> <p>To strengthen national institutions and systems and improve collaboration and coordination between relevant institutions and affected communities for meaningful progress for an effective and efficient response to SALW/firearms threats. Increased public awareness of the danger and consequences of misuse of firearms will support national institutions policies in preventing and combating gun violence and help significantly reduce the supply, demand and misuse of firearms.</p> <p>In close cooperation with the Albanian State Police and other state institutions, the project will be implemented through the output: Improved Albanian State Police weapons storage management</p>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

List and Description of Expected Outputs to be Delivered	<p>1) The main project design with details and Technical Specifications for the execution of works for the upgrade of physical security control and for construction works and equipping of the evidence room in the MoI Security Centers shall include: for the Ministry of Interior's (MoI) Small Arms Light Weapons (SALW) storage location of Regional Directorate of State Police Elbasan, Fier, Shkoder, and Berat and six storages of Police Commissariats Pogradec, Mat, Lushnje, Sarande, Tropoje, and Puke.</p> <p>The designs will foresee the following physical security upgrades:</p> <p>The General Directorate of State Police has provided for the moment the warehouse spaces and indicated that besides infrastructure rehabilitation, all identified depots need to be equipped with:</p> <ul style="list-style-type: none"> <li>- CCTV camera system</li> <li>- Equipment for storing material evidence and small arms (such as ordinary metal shelves, security shelves, standard weapon shelves)</li> <li>- Armored doors and secure windows</li> <li>- Fire protection system</li> <li>- Alarm system</li> <li>- Electric system</li> <li>- Power backup</li> </ul> <p>Reconstruction where no additional structural damages are identified will include:</p> <ul style="list-style-type: none"> <li>- replacement of plasters,</li> <li>- replacement of floor layers,</li> <li>- replacement of waterproofing layers.</li> </ul> <p>Indicative respective Storage Facility surface table</p> <table border="0"> <thead> <tr> <th>Arms &amp; Ammunition Storage Facility</th><th>Construction Area m2</th></tr> </thead> <tbody> <tr> <td>RPD Elbasan</td><td>200</td></tr> <tr> <td>RPD Fier</td><td>250</td></tr> <tr> <td>RPD Shkoder</td><td>200</td></tr> <tr> <td>RPD Berat</td><td>180</td></tr> <tr> <td>DPC Pogradec</td><td>100</td></tr> <tr> <td>DPC Mat</td><td>80</td></tr> <tr> <td>DPC Lushnje</td><td>100</td></tr> <tr> <td>DPC Sarande</td><td>80</td></tr> <tr> <td>DPC Tropoje</td><td>80</td></tr> <tr> <td>DPC Puke</td><td>60</td></tr> <tr> <td><b>TOTAL</b></td><td><b>1,330</b></td></tr> </tbody> </table> <p>RPD – Regional Police Directorate DPC – District Police Commissariat</p> <p>The prepared conceptual design will be made available to the contractor in order to be subjected to an upgrade into a main project design with all necessary details for the execution of works, encompassing the international PSSM guidelines on physical security infrastructure and supply of appropriate metal racks/cabinets for the evidence/weapons.</p> <p>Furthermore, in order to obtain a comprehensive design solution for the upgrade of security of the MoI storage locations, the following additions to the main design should be prepared:</p>	Arms & Ammunition Storage Facility	Construction Area m2	RPD Elbasan	200	RPD Fier	250	RPD Shkoder	200	RPD Berat	180	DPC Pogradec	100	DPC Mat	80	DPC Lushnje	100	DPC Sarande	80	DPC Tropoje	80	DPC Puke	60	<b>TOTAL</b>	<b>1,330</b>
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<b>TOTAL</b>	<b>1,330</b>																								

	<p>electrical installation with exterior lighting, CCTV. The main design should give an overview of the exact scope of necessary works and a realistic estimate of the required funds for the recommended security upgrades given below.</p> <p>2) To provide Contract Administration and Civil Works Supervision Services with the duties and responsibilities stipulated in UNDP General Conditions of Contract for Civil Works. During the performance of the contract, the service provider is accountable to the employer/UNDP and will report to UNDP as per the contract with UNDP. Prior to the start of activities, the service provider will prepare and submit for approval a detailed methodology and work plan for the implementation of the assignment. The service provider shall elaborate a methodology on how it will administer the contract and supervise the works in accordance with the contract documents, specifications and drawings. The methodology shall describe in detail all the inputs to be given for these services.</p> <p>The Service Provider will work under direct monitoring by SALW Control Civil Engineer, in coordination with SALW Control Project Manager in Albania under the overall guidance by the Head of SALW Control Project Specialist.</p>
Person to Supervise the work/ Performance of the Service Provider	Project staff
Frequency of Reporting	Every month during the implementation phase
Progress Reporting Requirements	Narrative and financial reporting as linked to deliverables
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> <b>At Contractor's Location</b>
Expected duration of work	As per ToRs in PART 4
Target start date	25 February 2022
Latest completion date	31 December 2022
Travels Expected	RPD Elbasan RPD Fier RPD Shkoder RPD Berat DPC Pogradec DPC Mat DPC Lushnje DPC Sarande DPC Tropoje DPC Puke
Special Security Requirements	<input checked="" type="checkbox"/> <b>Required</b> The selected bidder's company and staff will undergo a security vetting procedure by the MoI/ASP in order to obtain the access to the project locations with restricted access. Only after the access is permitted, the staff will be allowed to access the project locations. If staff member fails the security vetting procedure, the appropriate replacement shall be provided within 3 working days. In case that selected Bidder does not submit replacement staff data for clearance within 3 working days, UNDP reserves the right to award the next ranked bidder.

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required  Please submit the time schedule table. <ul style="list-style-type: none"> <li>• Preparation of Preliminary Project Ideas – 20 calendar days after the contract signature;</li> <li>• Preparation of Detailed Technical Design – 35 calendar days after approval of the Preliminary Project Idea;</li> <li>• Supervision of the construction works – during all the time life of the construction contract</li> </ul>
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required  <p><b>The Bidders shall propose a team of 3 key engineers and other staff who shall be included, if selected, in the preparation of the design and supervision. Such engineers shall possess the relevant experience and licenses. The team will be composed by:</b></p> <ul style="list-style-type: none"> <li>– <b>Team leader/Leading designer</b> Civil Engineer/Architect with respective graduate degree in field of construction- At least fifteen years of professional experience in the design</li> <li>– <b>Team leader/Leading supervisor</b> Civil engineer with specialization in structural engineer – At least fifteen years of experiences of professional experience in the supervision of public buildings and works of similar complexity;</li> <li>• <b>Electrical Engineer/IT Expert</b>-Electrical Engineer with graduate degree in the field of design of telecommunication networks and systems-At least five years of professional experience at the position of Electrical Engineer in design of CCTV and access control systems</li> </ul> <p>Apart from the above-mentioned designers, only the <b>Mechanical Engineer</b> can be sub-contracted and the appropriate credential submitted.</p> <p>The consultant shall ensure that the experts engaged in one awarded contract shall not be part of any other offer until the successful implementation of the relevant contract. In case the Consultant proposes separate teams for Design and Supervision, he shall consider those equivalent experts are quoted the same. On the contrary, such discrepancy shall be subject to disqualifications. Bidders can propose more experts (i.e., bigger teams) based on their knowledge and experience. Bidders must provide a Management Structure in their offer with clearly indicated names and functions of each proposed team member (e.g., Architect, Civil Eng.)</p>
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency (Albanian Lek)</b>

Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> <b>120 days</b> In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																			
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in Lots, etc.)]																			
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Design</td><td>40% of Design Component contract amount</td><td>For the preliminary evaluation report and Conceptual Design</td><td> <b>For Design</b>            Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td></tr> <tr> <td>Supervision</td><td>60% of Design Component Amount</td><td>Upon completing/ delivering the detailed design</td><td></td></tr> <tr> <td></td><td>Bi-monthly based</td><td>Invoice shall be issued bi-monthly based on the number of involved experts.</td><td> <b>For Supervision</b>            Within 30 days from approval of invoice from UNDP Supervising Engineer         </td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Design	40% of Design Component contract amount	For the preliminary evaluation report and Conceptual Design	<b>For Design</b> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Supervision	60% of Design Component Amount	Upon completing/ delivering the detailed design			Bi-monthly based	Invoice shall be issued bi-monthly based on the number of involved experts.	<b>For Supervision</b> Within 30 days from approval of invoice from UNDP Supervising Engineer
Outputs	Percentage	Timing	Condition for Payment Release																	
Design	40% of Design Component contract amount	For the preliminary evaluation report and Conceptual Design	<b>For Design</b> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.																	
Supervision	60% of Design Component Amount	Upon completing/ delivering the detailed design																		
	Bi-monthly based	Invoice shall be issued bi-monthly based on the number of involved experts.	<b>For Supervision</b> Within 30 days from approval of invoice from UNDP Supervising Engineer																	
Person(s) to review/inspect/	Approved by SALW Technical Advisor and under direct monitoring by SALW Control Civil Engineer.																			

VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

approve outputs/completed services and authorize the disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> <b>Contract for Goods and/or Services</b> <input type="checkbox"/> Long-Term Agreement <sup>4</sup> (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> <b>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</b>
Criteria for the Assessment of Proposal	<p><b><i>1.1 Preliminary Examination and eligibility criteria and fulfillment of minimum qualification requirements</i></b></p> <p>Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements. Eligibility criteria and minimum requirement will be evaluated on a 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.</p> <p><b>Fulfillment of Minimum Qualification Requirements and Eligibility Criteria are explained in detail.</b></p> <p><b><i>1.2 Technical Proposal Evaluation</i></b></p> <p>The evaluation team shall review and evaluate the Technical Proposals of only those companies that fulfill the minimum qualification requirements and eligibility criteria outlined in PART 5.</p> <p>The technical proposals will be evaluated based on their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in PART 6 (Technical Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score of 70%.</p> <p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> <b>Expertise of the Firm 30%</b></p> <p><input checked="" type="checkbox"/> <b>Methodology, Appropriateness to the Condition and Timeliness of the Implementation Plan- 40%</b></p> <p><input checked="" type="checkbox"/> <b>Management Structure and Qualification of Key Personnel- 30%</b></p> <p>See PART 6 for Technical Evaluation Criteria</p>

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.



	<b><u>Financial Proposal (30%)</u></b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b> <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions <sup>5</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal [Part 2]</b> <input checked="" type="checkbox"/> <b>General Terms and conditions [Part 3]</b> <input checked="" type="checkbox"/> <b>Detailed TOR [Part 4]</b> <input checked="" type="checkbox"/> <b>Minimum Qualification Requirements and Eligibility Criteria</b> <input checked="" type="checkbox"/> <b>Technical Evaluation Criteria [Part 6]</b> <input type="checkbox"/> Others <sup>7</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	UNDP Albania Procurement Unit <a href="mailto:procurement.al@undp.org">procurement.al@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## PART 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: *Location*].

[insert: *Date*]

To: [insert: *Name and Address of UNDP focal point*]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

#### 2.1 *Qualifications of the Service Provider*

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

- a) Profile – describing the nature of the business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating the description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List, or Other UN Ineligibility List.*

#### 2.2 *Proposed Methodology for the Completion of Services*

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions, and quality assurance mechanisms that will be put in place while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone, and fax numbers – for verification purposes

### 2.3 Qualifications of Key Personnel

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

### 2.4 Cost Breakdown per Deliverable\* (\*This shall be the basis of the payment tranches)

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Component 1		
2	Component 2		
	Total	100%	

### 2.5 Cost Breakdown Cost of Component 1 (the table is an example)

	<b>Proposed Input</b>	<b>Monthly Rate</b>	<b>Total Cost</b>
	<b>Month</b>		
<b>Key staff</b>			
<b>Non-Key Staff</b>			
<b>Other Services<sup>11</sup></b>			

<sup>11</sup> Bidders must include the Institute of Construction and Environmental Impact Assessment approval fees within their financial offer for the design.

<b>Total Cost of Component 1</b>			

## **2.6 Cost Breakdown Cost of Component 2**

	<b>Proposed Input</b>	<b>Monthly Rate</b>	<b>Total Cost</b>
	<b>Month</b>		
<b>Key staff</b>			
<b>Non-Key Staff</b>			
<b>Other Services</b>			
<b>Total Cost of Component 2</b>			

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*

## **PART 3**

### **GENERAL TERMS AND CONDITIONS FOR SERVICES**



3-General-Terms-Con  
ditions-for-de-minimi:

## PART 4

### TERMS OF REFERENCES

**Title:** 1) Provision of the **project design and technical specifications** with details for the execution of works for the increased safety and standards of firearms and ammunition storages control for the Ministry of Interior's (MoI) Small Arms Light Weapons (SALW) storage locations of four storages of Regional Directorate of State Police Elbasan, Fier, Shkoder, and Berat and six storages of Police Commissariats Pogradec, Mat, Lushnje, Sarande, Tropoje, and Puke .  
2) Provision of **supervision services** for storage locations of four storages of Regional Directorate of State Police Elbasan, Fier, Shkoder, and Berat and six storages of Police Commissariats Pogradec, Mat, Lushnje, Sarande, Tropoje, and Puke.

**Reporting to:** Strengthening Control, Administration and Social Attitudes Towards SALW Project Technical Advisor

**Duty Station:** Tirana

#### **Background**

##### **a. Purpose**

The purpose is to Conduct the reconstruction and refurbishment of selected interventions of Arms & Ammunition storage facilities.

Although some of the technical designs may exist, the project will undertake a complete design for update of existing storage location to ensure that all elements and standards are considered and costs are calculated in the same way. The needs for equipment for each of the selected storages to intervene will also be verified and assessed. The main elements for consideration for such equipment include 1) security and 2) storage equipment:

Security equipment would include CCTV camera system, Fire protection system, Lighting system, Armored doors and secure windows.

While, storage equipment refers to: Ordinary metal shelves, Security safe, Standard weapons shelves, replacing the old shelves in use for weapons the State Police is gradually removing from use, Equipment for storing material evidence and small arms.

##### **b. Objective**

The project aims at improving firearms administration and management across public order security forces and private users, firearms-related data collection, sharing and analysis among different sectors of the Albanian State Police and the Judiciary, while boosting public awareness on the dangers of illicit possession, misuse and trafficking of firearms, especially among young men and in context of GBV and domestic violence.

The proposed interventions will contribute to consolidate and modernize the national register on firearms, enable full automated and enriched information allowing for better analytical assessments, mark further progress in the proper and safe administration of firearms and increase public awareness inviting the public to contribute and collaborate for an overall improvement of SALW control in Albania.

The project will also introduce new business processes and instruments that will enable better management of the risks in countering the illicit trafficking and misuse of firearms.

Particular attention will be given to ensure collection of gender disaggregated data and provide evidence-based analysis on the trends of usage of firearms in GBV and domestic violence cases for informing institutional response.

The project results will not only contribute to make further progress in attaining the activities and measures planned in the National Strategy on SALW but will also improve regional information exchange.

To strengthen national institutions and systems and improve collaboration and coordination between relevant institutions and affected communities for meaningful progress for an effective and efficient response to SALW/firearms threats. Increased public awareness of the danger and consequences of misuse of firearms will support national institutions policies in preventing and combating gun violence and help significantly reduce the supply, demand and misuse of firearms.

In close cooperation with the Albanian State Police and other state institutions, the project will be implemented through the output: **Improved Albanian State Police weapons storage management**

### **Duties and Responsibilities**

#### **a. Scope of Work**

According to the attached Statement of Work, the contractor will produce:

- 1) The **main project design** with details and Technical Specifications for the execution of works for the upgrade of physical security control and for construction works and equipping of the evidence room in the MoI Security Centers shall include: for the Ministry of Interior's (MoI) Small Arms Light Weapons (SALW) storage location of Regional Directorate of State Police Elbasan, Fier, Shkoder, and Berat and six storages of Police Commissariats Pogradec, Mat, Lushnje, Sarande, Tropoje, and Puke.

#### **The designs will foresee the following physical security upgrades:**

The General Directorate of State Police has provided for the moment the warehouse spaces and indicated that besides infrastructure rehabilitation, all identified depots need to be equipped with:

- CCTV camera system
- Equipment for storing material evidence and small arms (such as ordinary metal shelves, security shelves, standard weapon shelves)
- Armored doors and secure windows
- Fire protection system
- Alarm system
- Electric system
- Power backup

#### **Reconstruction where no additional structural damages are identified will include:**

- replacement of plasters,
- replacement of floor layers,
- replacement of waterproofing layers..

#### **Indicative respective Storage Facility surface table**

<b>Arms &amp; Ammunition Storage Facility</b>	<b>Construct Area m<sup>2</sup></b>
RPD Elbasan	200

<b>Arms &amp; Ammunition Storage Facility</b>	<b>Construct Area m<sup>2</sup></b>
RPD Fier	250
RPD Shkoder	200
RPD Berat	180
DPC Pogradec	100
DPC Mat	80
DPC Lushnje	100
DPC Sarande	80
DPC Tropoje	80
DPC Puke	60
<b>TOTAL</b>	<b>1,330</b>

RPD – Regional Police Directorate  
DPC – District Police Commissariat

The prepared conceptual design will be made available to the contractor in order to be subjected to an upgrade into a main project design with all necessary details for the execution of works, encompassing the international PSSM guidelines on physical security infrastructure and supply of appropriate metal racks/cabinets for the evidence/weapons.

Furthermore, in order to obtain a comprehensive design solution for the upgrade of security of the MoI storage locations, the following additions to the main design should be prepared: electrical installation with exterior lighting, CCTV .The main design should give an overview of the exact scope of necessary works and a realistic estimate of the required funds for the recommended security upgrades given below.

The comprehensive design shall include:

- Removing the existing external door and installation of a new steel security door with locks.
- Removing the interior wooden door and installation of new metal doors with locks (and optionally, access control).
- As the authorities would like to divide the existing space into two evidence rooms, removal of a part of the suspended ceiling (tiles) to allow the installation of a new divider interior wall and installation of new ceiling tiles after the wall erection would be necessary.
- Installation of an interior divider wall with plasticized sheet metal frame, sheet metal panels filling and a metal door with lock.
- Conduct floor repair/new layer installation after the wall installation. Considering the funding restrictions, it would be advisable to perform the interior divider wall installation with outmost caution in order to inflict minimum damage on the existing flooring, which would allow considerable saving by not having to install the new flooring.
- Supply of appropriate metal racks/cabinets for the weapons and ammunition.
- Hygienic painting of interior walls.
- Installation of exterior lighting fixtures above the entrance doors.
- Installation of CCTV cameras: exterior on the building above the entrance door covering the immediate perimeter, and interior cameras covering the evidence rooms.

The cameras would need to be integrated into the existing video surveillance system.

- 2) To provide **Contract Administration and Civil Works Supervision Services** with the duties and responsibilities stipulated in UNDP General Conditions of Contract for Civil Works. During the performance of the contract, the service provider is accountable to the employer/UNDP and will



report to UNDP as per the contract with UNDP. Prior to the start of activities, the service provider will prepare and submit for approval a detailed methodology and work plan for the implementation of the assignment. The service provider shall elaborate a methodology on how it will administer the contract and supervise the works in accordance with the contract documents, specifications and drawings. The methodology shall describe in detail all the inputs to be given for these services.

### **Description of Outputs**

1. The contractor will conduct detailed assessments of the locations' current state including geodetic survey where necessary.
2. The contractor will produce the project design documentation and technical specifications based on the valid urban-technical conditions obtained as prescribed by the valid Law on Spatial Planning and Construction of the Republic of Albania, including any applicable amendments, by-laws, rulebooks while following the professional standards defined in the relevant Chamber of Engineers Directives, as well as any other laws relevant to the above tasks.
3. The design documentation shall contain appropriate level of graphic documentation (drawings), technical specifications and details, in order to fulfil all conditions necessary to obtain the building permit from the relevant government institutions, according to the Law, by/laws and rulebooks and standards, relevant for this kind of constructions/facilities. Technical Specification shall be transparent and referred to respective BOQ Items. They should include a detailed clarification of the item or the product and the standards or norms which have to be followed during implementation. The facility's final cost estimate should be prepared based on each component's final set of approved drawings, technical specifications, relevance to required standards, and UNDP Albania's specific format.
4. The contractor shall provide all required design documentation for obtaining necessary permits issued by the relevant government institutions and shall assist the process on behalf of the MoI.
5. In accomplishing the assignment, the contractor commonly shall be responsible for undertaking all the necessary activities for turning out complete designs which will be subsequently used as tender documents for works execution and subsequent putting into operation the aforementioned sites.
6. The produced design documentation should be compliant with the International Small Arms Control Standards (ISACS).
7. The contractor shall prepare the design documentation in compliance with the valid Albanian technical standards at such level that subsequently, when included in the bidding documents for works execution, interested bidders can prepare and submit bids, and carry out the works smoothly.
8. The design documentation shall contain bills of quantities, technical specifications and bidding documents for the proposed works. The Bills of Quantities (BoQs) with estimated prices will become part of the bidding documentation in the subsequent tender for procurement of associated works, equipment and installation services and it should indicate also item respective technical specification reference number. .
9. The BoQs should not contain any brand names.
10. The complete design documentation is to be approved by the Ministry of Interior (MoI) and UNDP.
11. The complete design documentation should be prepared in the Albanian and English language.
12. The submission of documents shall be accompanied with an inventory sheet. All printed documents should be signed and sealed by the project designers.
13. The documentation including drawings, technical specifications and calculations has to be delivered in five coloured hardcopies (signed and stamped).<sup>12</sup> and seven protected copies in

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<sup>12</sup> As per the Law on Spatial Planning and Construction, the administrative body/the local authority shall permanently keep two copies of the technical documentation on the basis of which it issued a building permit,

electronic form (on electronic data carrier - USB) containing all materials in the respective formats (AutoCAD, word, excel, etc.).

14. The selected company will prepare the documentation and deliver it to UNDP. The documents submitted in the electronic version shall be similar revision and contain the list of drawings and proper numbering. Drawings shall be bilingual, English, and Albanian. The Consultant shall be responsible for an appropriate presentation of the drawings.
15. On the commencement of the assignment, the contractor will sign a Statement of Confidentiality that will bind the contractor to nondisclosure of any sensitive information that the contractor may become knowledgeable of in the course of the assignment.
16. Ownership of all documentation will be transferred from UNDP to the MoI for permanent possession.
- 17. In order to achieve the contract administration and supervision of the works the service provider shall prepare templates containing the outline, format and content of the activities of the supervision services for the following, inter alia, supervision documents:**

- I. Daily site supervision
- II. Photo-documentation/recording of the construction activities (before, during, after)
- III. Reporting to UNDP (weekly, monthly)
- IV. Health & Safety component
- V. Quality control of the materials
- VI. Quality control of the works done
- VII. Tests catalogue
- VIII. Verification of the quantities of works done and certification for payment
- IX. Managing periodic progress meetings with designers, UNDP and the contractor
- X. Managing the substantial completion procedures
- XI. Maintenance & Upkeep Manual' and its contents
- XII. Quarterly monitoring visits during the Defects Liability Period
- XIII. Managing the final completion procedures.
- XIV. These templates and their contents can be modified after contract signature in consultation with UNDP.

**b. Deliverables and timelines**

The contractor is responsible for the following deliverables:

	Description/Deliverable	Time frame (in calendar days)
<b>1</b>	- Detailed assessment visit to: 1) evidence room location with the on-site-measuring including any geodetic survey prior to start of designing process executed 2) conceptual design preparation evidence room prior to start of the technical specifications preparation - Brief report with assessment findings submitted to UNDP	<b>5 (from obtaining the MoI clearance for staff)</b>  <b>10 (from completion of the assessment visits)</b>
<b>2</b>	First draft of main project design for evidence rooms and technical specifications presented to MoI and UNDP.	<b>20 (from completion of conceptual design and technical specifications preparation)</b>

*one in paper form and the other in a protected digital form. The investor shall permanently keep one copy of the technical documentation.*

3	Requested changes incorporated into the main project design for evidence room and technical specifications submitted for approval by MoI and UNDP.	10 (from receipt of comments from UNDP and MoI)
4	1) <i>The main project design with details and Technical Specifications for the execution of works for the upgrade of physical security control and for construction works and equipping of the evidence room in the MoI Security Centers shall include: for the Ministry of Interior's (MoI) Small Arms Light Weapons (SALW) storage location of Regional Directorate of State Police Elbasan, Fier, Shkoder, and Berat and six storages of Police Commissariats Pogradec, Mat, Lushnje, Sarande, Tropoje, and Puke approved by MoI and UNDP.</i>	10 (from submission of the final design documents to MoI and UNDP)  Additional 12 (from the day of submission of the complete design documentation to the revision entity) for any revision of the: 1) <u>Main project design for evidence rooms by another, independent professional entity completed.</u>
5	Revision findings incorporated into the main project design for evidence room and submitted to MoI and UNDP for approval.	5 (from obtaining the revision findings)
6	The request for obtaining building permit submitted to the municipality and building permit obtained.	15 <sup>13</sup> (from submission of the documentation to the municipality)

The Detailed Design Phase shall be considered complete only after issuing the authorities' construction permit. Any required review from the Consultant during this phase shall be deemed to have been included in the offer.

The deliverables have to be reviewed in terms of quality and accepted by the UNDP Coordinator with the support of the MoI. None of the materials, reports, and designs produced under this Contract will be used, released, and/or disseminated without prior approval by UNDP.

### **Requirements:**

A potential bidder should be a professional company with the following characteristics:

- (a) The potential bidders (professional services firm / organization/consortium) shall provide a team of 3+1 engineering experts: Civil Engineer/Architect, Civil Engineer, Electrical Engineer/IT Expert, with indicated functions of each team member (Team Leader; Leading Designer; Responsible Designer and a HSE Engineer (this function can be subcontracted, while he/she cannot perform the function of a Team Leader).
- (b) with the competencies as listed below. The potential bidders can be given the opportunity to propose more experts (i.e. bigger team), based on knowledge and experience. The rationale for such approach should be clearly elaborated in the Proposal under the Resource plan and Proposed methodology paragraphs.
- (c) It should be noted that prior to award of contract experts will undergo security check-up by the Ministry of Interior and if not cleared the contract shall not be signed but will be awarded to the next ranked bidder whose experts are cleared.
- (d) Bidders shall provide CVs and copies of professional credentials of the design team members.
- (e) Bidders shall submit the list of personnel which will be working on the project with a clear indication of the team member's function, i.e. Team Leader/leading designer/responsible designer etc.
- (f) The design team must have proven experience in similar designs.

<sup>13</sup> The legally binding deadline for issuing the building permit by the local authorities is 10 days from the date of request submission.

- (g) All engineers must be members of the Albanian Chamber of Engineers, specialized for the appropriate tasks from the enclosed Statement of Work.
- (h) The contractor (a company, legal entity) must have all key experts employed within Company, and company has to be licenced for provision of requested technical documentation according to the Albanian Law.
- (i) A leading designer manages the production of technical/design documentation as a whole and is responsible for compliance of all phases of the project design.
- (j) The responsible designer manages the development of certain parts of the technical documentation. A leading designer can also act as a responsible designer. The technical documentation as well as its constituent parts or projects shall be signed by the relevant aforementioned designers.
- (k) A Team leader/Leading supervisor - Civil engineer with specialization in civil engineer – at least 15 years of experiences;

**Documents to be provided:**

- Reference list indicating successfully implemented projects within the last 5 (five) years on the company memorandum letter;
- (In case of Joint Venture, at least one of the members must have at least 5 (five) years of experience as a legal entity)
- Recommendation letters indicating the value, complexity, and date of project completion, for at least
- 2 (two) projects in design and 2 (two) projects in supervision implemented within the last 5 (five) years. Letters should include the referral's contact details.
- At least two references for similar design works and two for similar works in supervision within the last 5 (five) years performed by the company.
- Notarized Contract on the Joint Venture establishment.

**Professional Qualifications of the Successful Contractor:**

The Service Provider must be a professional company registered for work supervision services and with at least 5 years of relevant experience. It will have to demonstrate that it has institutional and managerial capacities and experienced human and adequate physical resources capable to conduct services as described in the previous sections.

A reference list of the most recently implemented relevant projects needs to be submitted alongside the offer, including the contact details and statement/confirmation of organizations/clients on the success of similar projects/contracts of no less than 3 references in the past 5 years. The Contractor must have at least 2 contracts/assignments related to the design and supervision of similar works (in scope and complexity) in the last 5 years.

The Service Provider shall make his own assessment of the inputs needed to carry out the work covered by these terms of reference. It shall provide adequately qualified staff in terms of expertise and experience and ensure sufficient time allocation to complete the required activities and to achieve the objectives of the project.

The Service Provider is encouraged to co-operate with and/or employ local experts and additional technical assistance (TA), as appropriate. The Service Provider shall provide adequate administrative staff (secretary, translators, drivers) needed to support the assignment.

All personnel except support staff nominated by the Service Provider to work on the project must be approved by the contracting authority. The working language of the project shall be English and all staff assigned to it must have a good command of the language both written and spoken, and direct working experience of its use.

**Key personnel:**

- **Team leader/Leading designer Architect**
  - Civil Engineer/Architect with respective graduate degree in field of construction
  - At least fifteen years of professional experience in the design of public buildings and works of similar complexity;
  - At least 2 projects at the position of manager, or team leader, in design (in case he/she is a Team Leader/leading designer/responsible designer)
  - Similar Experience with previous UNDP project is an asset
  - Good command of English language
- **Team leader/Leading supervisor**
  - Civil engineer with specialization in structural engineer –
  - At least fifteen years of experiences of professional experience in the supervision of public buildings and works of similar complexity;
  - At least 2 projects at the position of manager, or team leader, in design (in case he/she is a Team Leader/leading designer/responsible designer)
  - Similar Experience with previous UNDP project is an asset
  - Good command of English language
- **Electrical Engineer/IT Expert**
  - Electrical Engineer with graduate degree in the field of design of telecommunication networks and systems
  - At least five years of professional experience at the position of Electrical Engineer in design of CCTV and access control systems
  - At least 2 projects at the position of manager, or team leader, in design (in case he/she is a Team Leader/leading designer/responsible designer)
  - Good command of English language

Apart from the above mentioned designers, only the **Mechanical Engineer** can be sub-contracted and the appropriate credential submitted.

Team Leaders and at least one team members must be permanent (full-time) personnel of the Service Provider. Above minimum qualification requirements are defined. Bidder must demonstrate relevant capacity in terms of the engaged staff through the submission of their CVs.

**Documents to be provided:**

- List of team members (engineers and other personnel) to be engaged for the contract (names, education, skills, years of experience);

- Original certificate issued by the relevant Tax Administration Office indicating the number of employees registered by the company. This document should be issued within 30 days prior to RFP launching date;
- CV of each team member with references and letters of recommendation;
- Copies of professional licenses and university diplomas (bachelor and master’s degree) of each team member);
- Statement on availability and exclusivity during the entire contracted period, signed by each team member;

(l) ***The contractor shall remain available to provide all necessary information/details related to the completed design throughout the construction process until its successful completion (technical acceptance of works) if needed.***

Duration of the **supervision services** assignment will be from the contract signature up to the issuance of the final completion certificate for the civil works contract.

It is assumed that the civil works contract will have 12-month duration from site handover. Therefore, the timeline for the service provider will consider the following benchmarks;

- Time to complete civil works – 12 months form the date of site handover/possession
- Substantial completion procedures – 30 days
- Defects liability period – 12 months
- Final completion procedures – 30 days

The service provider will arrange the level of effort in its site supervision in line with the progress of the civil works approved by the contracting authority.

Subject	Documents to be provided
Eligibility	

<p>1. Language of the bid must be English</p> <p>2. Registration to perform the requested services as a legal entity;</p> <p>3. Profile – describing the nature of the business, field of expertise, licenses, certifications, accreditations;</p> <p>4. Financial standing and tax obligations</p> <p>5. Personnel/staff of the company</p>	<p>1.1 All original legal documents must be notarized same as original and also notarized translation in English must be provided in case documents are in other languages.</p> <p>2.1 Certified copy of applicant's registration</p> <p>2.2 Written Self-Declaration The company is not on the UN Security Council 1267/1989 List, UN Procurement Division List, or Other UN Ineligibility List, etc.;</p> <p>3.1 Company profile</p> <p>3.2 License for services of technical documentation preparation, as a legal entity, issued by a relevant government authority;</p> <p>3.3 Certified copy of the applicant's license for company and key personnel (team leader and team members) for technical documentation preparation. The following categories of licenses are required:</p> <p>(i) For design: Category 2, b2; Cat. 3.a; Cat. 4 a,b,f; Cat 9, a. and</p> <p>(ii) For supervision: NP-1; NP-2; NP-3; NS-1; NS-4 <i>(In case of Joint Venture, members of the JV cumulatively must fulfill the criteria)</i></p> <p>3.4 Certificates and Accreditation – including ISO, Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.</p> <p>In case of Joint venture, at least one of the members must be licensed according Albanian legislation to provide the required deliverables.</p> <p>4.1 Latest Audited Financial Statement (Income Statement and Balance Sheet) as required by the law of the Bidder's country, proving minimum average annual turnover of 4,500,000 ALL for the last three years;</p> <p>4.2 E-Sig Certificates form the Tax office demonstrating that the consultant has paid all obligatory taxes for the last year.(the document should be not older than three months)</p> <p>For the company staff must be submitted: valid notary employment contract, CV, Diploma, Individual professional license, as well as must appear in the payroll of the company for each Month for the period July 2021 – December 2021.</p>
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- The company should be registered by the Central register of economic entities for performing activities of preparation of technical documentation and fulfilling the requirements prescribed by the Law on Spatial Planning and Construction of the Republic of Albania.
- Proven experience (reference letter, copy of contract/s, etc.) of the bidder in the requested area: at least three completed projects in the past three years (2020, 2019, 2018) with a minimum budget of ALL4,500,000/project **covering design and supervision in the areas related to this contract**

If applicable, please provide consortium agreement. This agreement should state the leading company/institution which will be responsible for signing and implementing the contract with UNDP. Also, the agreement should have a clause indicating that the members of the consortium will hold UNDP harmless in case of internal disputes.

**NOTE 1:** The language of the Contract is English. All documents (including technical ones such as drawings, BoQ) must be submitted in English and Albanian languages.

**NOTE 2:** The contractor is responsible for the provision of:

- Translating/interpreting services needed during the implementation of the Contract
- Assistance in the implementation of the Contract (secretarial, driving, logistics)
- Any equipment necessary to provide proper and unremitting working conditions for the project team engaged under this Contract



## **STATEMENT OF WORK**

### **For the preparation of the design and superviso for the Improved Albanian State Police Weapons Storage Management Project**

The design is to be made pursuant to the Law, regulations and standards while complying with the follwoing:

#### **1. Perimeter lighting**

- a) Exterior and interior perimeter illumination shall be of sufficient intensity to allow detection of
- b) attempted intrusion by the guard force. All points of access through the perimeter should have direct illumination from above.
- c) Light switches shall be installed in such a manner as to be accessible only to authorized personnel.
- d) Automatic backup generators and power system shall be employed given the high value of the weapons, ammution and equipment kept at the storage location.
- e) The perimeter illumination system should be located inside the perimeter fence.
- f) The light should be directed slightly outwards in order to improve the night vision of the guard force inside the perimeter, while impeding that of persons outside the perimeter.

#### **2. Visual surveillance systems**

The video survailance system equipped with analogue video cameras providing IP66 security level, is to be used to:

- a) cover the gates, doors and the perimeter
- b) provide constant, real time monitoring;
- c) record activity for review in the event of loss or theft.

Provide camera system technology to support

- d) normal visible light range;
- e) low light capable; and
- f) day/night recording.

### **Evidence rooms**

#### **Potential security and safety upgrades to be taken into consideration**

Pursuant to the assessment made, the upgrades would be recommended as follows, provided that they do not exceed the available funding:

1. Removing the existing external doors and installation of a new steel, security door outfitted with locks.

2. Removing the interior wooden existing doors and installation of new metal doors outfitted with locks.
3. As the authorities would like to divide any of the existing space into two evidence rooms, removal of a part of the suspended ceiling (tiles) to allow the installation of a new divider interior wall and installation of new ceiling tiles after the wall erection would be necessary.
4. Installation of interior dividers wall with metal section frame, and plasticized sheet metal panel filling, and metal doors.
5. Carry out floor repair/new layer installation after the wall installation. Considering the funding restrictions, it would be advisable to perform the interior divider wall installation with outmost caution in order to inflict minimum damage on the existing flooring, which would allow considerable saving by not having to install the new flooring. That would enable the procurement of a larger quantity of essential furnishing - weapons racks/cabinets.
6. Procurement of appropriate metal racks/cabinets for weapons and ammunition.
7. Hygienic painting of interior walls.
8. Installation of an exterior lighting fixture above the entrance door.
9. Installation of three CCTV cameras: exterior camera on the building above the entrance door covering the immediate perimeter, and interior cameras covering the evidence rooms. The cameras should be integrated into the existing video surveillance system.

#### Assignment Output 2 – Works Supervision

Outputs/tasks	Deliverables	Deadlines
<b>Preparatory work</b>	Detailed methodology and workplan submitted	By the end of the 1 <sup>st</sup> week
<b>Contract administration</b>	Monthly reports	every month
	Interim Payment Certificates	every 45 days
	Final Payment Certificate	12 <sup>th</sup> month
	Substantial completion report	12 <sup>th</sup> month
<b>Works Supervision</b>	Weekly reports	every week
	Weekly meetings	every week
	Maintenance & Upkeep Manual	12 <sup>th</sup> month
	Quarterly monitoring visits during the Defects Liability Period	18 <sup>th</sup> , 21 <sup>st</sup> and 23 <sup>th</sup> months
<b>End of contract</b>	Final completion report	24 <sup>th</sup> month

During the assignment, the service provider must arrange its site supervision inputs in line with the progress of the civil works. The contract price will not be increased due to delays in the implementation of works. If the scope of works is being increased by the Employer, an amendment to the contract will be negotiated.

**ANNEX****Summary of Technical Proposal Evaluation Forms**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
<b>Total</b>			<b>1000</b>

Technical Proposal Evaluation Form 1		Points obtainable
<b>Expertise of the Firm/Organization</b>		
1.1	Reputation of the Company and Staff /Credibility/Reliability	50
1.2	Experience on Similar Projects (please provide references related to previous design and supervision)	100
1.3	Quality assurance procedures and risk mitigation measures	50
1.4	Management structure, financial stability and project financing capacity/controls.	100
		<b>300</b>

Technical Proposal Evaluation Form 2		Points Obtainable
<b>Proposed Methodology, Approach and Implementation Plan</b>		
2.1	To what degree does the Proposer understand the task in line with the relevant rules and regulations for this type of objects?	100
2.2	Is the implementation plan clear and is the sequence of activities and the planning logical, realistic and promise efficient execution to the design process?	150
2.5	Structure of project management, monitoring, reporting	150
		<b>400</b>

Technical Proposal Evaluation Form 3		Points Obtainable
<b>Management Structure and Key Personnel<sup>14</sup></b>		
3.1	Team leader/Leading Designer Architect	100
3.2	Team leader/Leading Supervisor	100
3.3	Electrical Engineer	50
3.4	Electrical Engineer/IT Expert	50
		<b>300</b>

<sup>14</sup> With indicated function(s) of each team member: Team Leader; Leading Designer; Responsible Designer.

**PART 5**

***4.1 TECHNICAL EVALUATION CRITERIA***

<b>Subject</b>	<b>Documents to be provided</b>

<p>1. Language of the bid must be English</p> <p>2. Registration to perform the requested services as a legal entity;</p> <p>3. Profile – describing the nature of the business, field of expertise, licenses, certifications, accreditations;</p> <p>4. Financial standing and tax obligations</p> <p>5. Personnel/staff of the company</p>	<p>1.1 All original legal documents must be notarized same as original and notarized translation in English must be provided in case documents are in other languages.</p> <p>2.1 Certified copy of applicant's registration</p> <p>2.2 Written Self-Declaration The company is not on the UN Security Council 1267/1989 List, UN Procurement Division List, or Other UN Ineligibility List, etc.;</p> <p>3.1 Company profile</p> <p>3.2 License for services of technical documentation preparation, as a legal entity, issued by a relevant government authority;</p> <p>3.3 Certified copy of the applicant's license for company and key personnel (team leader and team members) for technical documentation preparation. The following categories of licenses are required:</p> <p>(i) For design: Category 2, b2; Cat. 3.a; Cat. 4 a,b,f; Cat 9, a. and</p> <p>(ii) For supervision: NP-1; NP-2; NP-3; NS-1; NS-4 <i>(In case of Joint Venture, members of the JV cumulatively must fulfill the criteria)</i></p> <p>3.4 Certificates and Accreditation – including ISO, Quality Certificates, Patent Registrations, Environmental Sustainability Certificates.</p> <p>In case of Joint venture, at least one of the members must be licensed according Albanian legislation to provide the required deliverables.</p> <p>4.1 Latest Audited Financial Statement (Income Statement and Balance Sheet) as required by the law of the Bidder's country, proving minimum average annual turnover of 4,500,000 ALL for the last three years;</p> <p>4.2 E-Sig Certificates form the Tax office demonstrating that the consultant has paid all obligatory taxes for the last year.(the document should be not older than three months)</p> <p>For the company staff must be submitted: valid notary employment contract, CV, Diploma, Individual professional license, as well as must appear in the payroll of the company for each months for the period July 2021 –February2022.</p>
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