



REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: March 3, 2022
	REFERENCE: EU4Schools Programme

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Testing and Commissioning, for educational facilities repaired and reconstructed under “EU4Schools” Programme – Phase II.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, March 23, 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. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

Please find the link for all the procurement guides and videos:
<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

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**, and valid for a minimum period of **120 days** after the deadline of the RFP.

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.

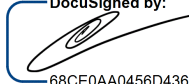
UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

68CE0AA0456D436...

Nuno Queiros

Deputy Resident Representative

Annex 1**Description of Requirements**

Context of the Requirement	<p>The “EU4Schools” is an initiative funded by European Union (EU) and implemented by UNDP Albania in collaboration with the Albanian Government, to accelerate the recovery process in the education sector, after the earthquake of November 26, 2019 in Albania. The Action aims to deliver rapid assistance to help restore education facilities 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.</p> <p>As indicated by the Post Disaster Need Assessment (PDNA), the education sector is one of the most affected by the November 26, 2019 earthquake. Damages were reported to 321 educational institutions (all types including dormitories) in the 11 affected municipalities, representing 24% of all educational establishments. In this context, the EU pledged EUR 75 million allocated for the reconstruction of the education sector, as part of the donor’s conference organized in Brussels on February 17, 2020.</p> <p>“EU4Schools” is targeting 63 educational facilities, including creches, pre-schools, primary education, secondary schools – including VET schools and respective dormitories in municipalities affected by the earthquake, such as: (i) Lezha, (ii) Tirana, (iii) Rrogozhina, (iv) Mirdita (v) Vora, (vi) Shijak, (vii) Durrës, (viii) Kruja, (ix) Kurbin, (x) Kamza and (xi) Kavaja.</p> <p>The overall objective of EU4Schools Programme is to further support local and national governments in reducing social and economic losses, and to accelerate the recovery process through educational facility repairs and reconstruction. The specific objectives are: (i) To support repairing and reconstruction, including basic furnishing, of education facilities in municipalities affected by the earthquake according to international standards and (ii) To provide increased transparency, accountability and inclusiveness to the recovery process.</p> <p>UNDP Albania has already contracted one company to conduct testing and commissioning services for the first completed 22 educational facilities under EU4Schools Programme.</p> <p>Through this procurement process, UNDP Albania is interested to select one qualified company/ Joint Venture (JV) to perform testing and commissioning of the executed construction works by the Contractors of works and supervised by the Supervision Companies for other repairing and reconstructing educational facilities of the EU4Schools Programme. The service will be provided for indicatively 19 educational facilities in 10 above-mentioned municipalities affected by the earthquake of November 26, 2019.</p> <p>The overall objectives of the Assignment are the testing and commissioning of the works including internal and external hydraulic installations; electrical installations; mechanical installations; fire protection; sound system; IT equipment and CCTV installation, in accordance with the project, construction permit, the</p>
----------------------------	--

	<p>contract of works and applicable technical standards and rules. It is also required that the company will assess the conformity between documentation and verification in place of the quality, quantity and designs; to verify the conformity of the values of BoQ and of Contract for works with the values in the Final Payment Certificate and other requirements set out in the RFP.</p> <p>Detailed information is provided in Annex 3 “Terms of Reference” of the RFP.</p> <p>The selected company or JV/ Consortium/ Association shall conform in all respects with national or international Laws, Regulations, By-laws or requirements, Statutes, Ordinances, which may be applicable to perform its service.</p>
Implementing Partner of UNDP	Municipalities of Durres, Lezhe, Kurbin, Kamez, Tirana, Rrogozhina, Shijak, Kavaja, Vora and Mirdite.
Brief Description of the Required Services ¹	<p>The required services include but not limit to the following:</p> <ol style="list-style-type: none"> 1. Testing and commissioning of the construction works as foreseen in the Bill of Quantities, Detail Design documents and relevant standards, technical regulations, general and special technical conditions and professional codes; 2. Verification of the interim and final payment certificates; 3. Testing and commissioning also will include and not limited to all the technical inspection of other facility works services, such as electrical installations; internal and external hydraulic installations; mechanical installations; fire protection; sound system; IT equipment and CCTV installation HVAC installation and operation works, Lifts, quotes, and levels etc.; 4. Preparation of a detailed report on the status of the reconstructed or repaired facility verifying the compliances between the documentation and the measurements in place related dimensions, quality and quantity; 5. Participation in takeover of the facility by UNDP and Hand Over of the facility to the respective authority.
List and Description of Expected Outputs to be Delivered	<p><u>Assignment Output:</u></p> <p>Completed Preliminary and Final Testing and Commissioning reports for each educational facility over the execution of contracted works in accordance with the design documentation and relevant national and international legislation, professional standards and final testing and commissioning report delivered.</p>
Person to Supervise the Work/Performance of the Service Provider	“EU4Schools”/UNDP Engineers and approved by Programme Managers
Frequency of Reporting	<ul style="list-style-type: none"> • The reports must be submitted upon the completion of each of the testing and commissioning services conducted by the Proposer. • Final testing and commissioning report for each educational facility.

¹ 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.

Progress Reporting Requirements	<p>Both reports must be signed by the commissioning engineer, the contractor, supervisor and UNDP for each educational facility. It should contain:</p> <ul style="list-style-type: none"> • Site location • Project name and its function • Design date and details, and the changes applied to them • Project value • Contractor's legal and technical information; • Contract duration • Value of expenses (according to the accounting registers) • Commissioning engineer's legal and technical information • Commissioning duration • Detailed description on the documentation and the works • Finding and duties given during testing and commissioning
Location of work	Municipalities of Durres, Lezhe, Kurbin, Kamez, Tirana, Rrogozhina, Shijak, Kavaja, Vora and Mirdite. The exact location of each educational facilities is provided in the Annex 2.
Expected duration of work	April 2022 – May 2023
Target start date	15 April 2022
Latest completion date	May 2023
Travels Expected	The contractor is expected to travel in 10 (ten) targeted municipalities upon an agreed calendar. Travels will be agreed upon starting and cost will be covered by the Service Provider.
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

completing the services				
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – Albanian Lek (ALL)			
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes Based on the Decision of Council of Ministers No. 143, dated 13.02.2020 “On the procedures for issuing the authorization for subjects of reconstruction and for exemption from value added taxation (VAT) of furniture of goods and services related with reconstruction process”, amended by the Decision of Council of Ministers No. 804, dated 30.09.2020, the projects under this call are VAT exempted. Please, follow the link below for more details regarding this issue: https://qbz.gov.al/eli/vendim/2020/09/30/804/0752944c-d6e2-478d-ac39-666cb0b2f5dc			
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"/> 120 days 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"/> Not permitted <input type="checkbox"/> Permitted			
Payment Terms	Payment will be done in five tranches. Each tranche will be paid upon submission of preliminary and final Testing and Commissioning report of educational facilities targeted. Each Invoice shall be issued upon the acceptance of the services by the “EU4Schools” responsible Engineer and approved by the Programme Managers. The Consultant's services will be based on deliverables despite the efforts required with regards to the completion of the testing and commissioning of the facility.			
	Outputs	Deliverables	Expected delivery date	Condition for Payment Release

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	Preliminary and final report for 5 of the educational facilities.	Submission of reports for 5 Educational Facilities	15 June 2022	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.
	Preliminary and final report for 5 of the educational facilities	Submission of reports for 5 Educational Facilities	15 September 2022	
	Preliminary and final report for 5 of the education facilities	Submission of reports for 5 Educational Facilities	15 December 2022	
	Preliminary and final report for 4 of the education facilities	Submission of reports for 4 Educational Facilities	15 April 2023	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	“EU4Schools”/UNDP Engineers and approved by Programme Managers.			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input checked="" type="checkbox"/> Other Type of Contract [Contract for Goods and/or Services]			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> 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.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <u>Financial Proposal (30%)</u>			

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions ³	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed Terms of Reference (ToR) (Annex 3) <input checked="" type="checkbox"/> Minimum Eligibility and Qualification Requirements (Annex 4) <input checked="" type="checkbox"/> Technical Evaluation Criteria (Annex 5) <input checked="" type="checkbox"/> General Terms and Conditions for Services (Annex 6) <input type="checkbox"/> Others ⁵ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Procurement Unit</i> <i>E-mail : procurement.al@undp.org</i> 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]	All documents must be submitted in English.

³ 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.

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁶ 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[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:

A. 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 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 –similar services as those required by UNDP, indicating 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.*

B. 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.

C. Qualifications of Key Personnel

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

- a) Names, licenses 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; and*

- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component in Albanian Lek (ALL)

- a) Unit price for additional services that might be required

Description of Activity	Remuneration per day
I. Personnel Services	
1. Services on Construction site	
1.1 Team Leader/ Civil Engineer	
1.2 Mechanical engineer HVAC	
1.3 Electrical engineer	
1.4 Hydro Technical Engineer	
1.5 Geodetic Engineer	
1.6 Environmental Engineer	
Other Experts	
1.7. Other expenses	

Note: Qualification of personnel to be involved in this assignment are presented in Annex 5: Minimum eligibility and qualification requirement. The team leader must be permanent (full-time) employee of the Service Provider (**proven with the company payrolls, issued by relevant authorities**)

- b) Cost Breakdown Component for Testing and Commissioning for each educational facility

No.	Education Facility	Municipality	Expected completion date	Intervention	Area (m2)	Location	Amount ALL (VAT excluded)
1	Azem Hajdari Kindergarten	Kamëz	Nov-2022	Repair	826	Azem Hajdari	
2	Bërxullë 9-year School	Vorë	Aug-2022	Reconstruction	2,512	Bërxullë	
3	Creche Kamëz	Kamëz	Sep-2022	Reconstruction	700	Cerdhe Kamëz	
4	Creche No.3	Durrës	May-2022	Repair	750	Cerdhe Nr.3	
5	Charles Telford Erickson professional high school	Kavajë	Jun-2022	Repair	40	Charles Telford Erickson	
6	Kindergarten No. 2	Shijak	Apr-2022	Reconstruction	406	Kopshti Nr. 2	
7	Kindergarten No. 2	Kurbin	May-2022	Reconstruction	1,144	Kopshti nr.2	
8	Kryevidh annex school and kindergarten	Rrogozhinë	Sep-2022	Reconstruction	379	Kryevidh	
9	Kindergarten Okshtun	Rrogozhinë	Jul-2022	Reconstruction	128	Okshtun	
10	Rreth-Greth annex school and kindergarten	Rrogozhinë	Sep-2022	Reconstruction	360	Rreth-Greth	
11	Vilë Bashtovë annex school and kindergarten	Rrogozhinë	Sep-2022	Reconstruction	390	Vilë Bashtovë	
12	Dhosi Liperi high school	Durrës	Oct-2022	Reconstruction	1,890	Dhosi Liperi	
13	Rilindja 9-year school, Sallmone	Shijak	May-2022	Reconstruction	1,598	Rilindja	
14	Creche and Kindergarten Rubik	Mirditë	Aug-2022	Reconstruction	640	Rubik	
15	Kindergarten Bize	Durrës	Sep-2022	Reconstruction	159	Fshati Bizë	
16	Ibrahim Basha 9-year school and kindergarten	Kamëz	Nov-2022	Repair	1,468	Ibrahim Basha	

17	Karpen 9-year school	Kavajë	Sep-2022	Repair	913	Karpen	
18	Fran Ivanaj 9-year school and kindergarten	Lezhë	Nov-2022	Repair	1,560	Fran Ivanaj	
19	Kopshti Nr. 41, Tirane Kindergarten	Tiranë	Sep-2022	Repair	820	Kopshti Nr. 41	
Total Amount (ALL VAT excluded)							

Annex 3**TERMS OF REFERENCE (TOR)**

The subject of this RFP is the Testing and Commissioning of the Construction Works, including all the other facility services works such as electrical installations; internal and external hydraulic installations; mechanical installations; fire protection; sound system; IT equipment and CCTV installation, HVAC installation and operation works, Lifts, quotes, and levels etc. of the Educational facilities as follows:

1. **"Azem Hajdari" Kindergarten;** Location: Kamez Municipality. The kindergarten has a total construction area of 826 m2 and outdoor area of 300 m2. The kindergarten is a three-story building. The repairing works for this site consists in a full repair for all the kindergarten, including inside and outside total plastering, doors and window replacement, façade thermo isolation with ETIC system, electrical, hydro sanitary, IT, CCTV and HVAC installation and supply with hot water through photovoltaic panels and installation of an elevator. The rehabilitation works also include landscaping works and front yard renovation.
2. **"Bërxullë" 9-year school;** Location: Vora Municipality. The 9-year school is located in Bërxullë, Municipality of Vora. This is a new constructed facility composed of a two-floor building and of an indoor gym. The school has a total area of 2,512 m2. The internal school engineering network is equipped with a high-end electrical system with efficient lighting, energy-efficient central heating and cooling system, HVAC, CCTV, wooden internal doors, emergency exit and a fire protection system. Ramps and elevator are included for the access of people with disabilities. The school territory is lit with efficient outdoor lighting. An outdoor playground, landscaping works and fencing are constructed as well.
3. **"Creche Kamez";** Location: Kamez Municipality. The creche is located in Paskuqan, Municipality of Kamez. This is a new constructed facility composed of a one-floor building. The facility has a total area of 700 m2. The internal creche engineering network is equipped with a high-end electrical system with efficient lighting, energy-efficient central heating and cooling system, HVAC, supply with hot water through photovoltaic panels, CCTV, wooden internal doors, emergency exit and a fire protection system. Ramps are constructed for the access of people with disabilities. The territory is lit with efficient outdoor lighting. An outdoor playground, landscaping works and fencing are constructed as well.
4. **"Creche No. 3, Durres";** Location: Durres Municipality. The creche has a total construction area of 750 m2 and outdoor area of 200 m2. The creche is a three-story building. The repairing works for this site consists in a full repair for all the building, including inside and outside total plastering, doors and window replacement, façade thermo isolation with ETIC system, electrical, hydro sanitary, IT, CCTV and HVAC installation and supply with hot water through photovoltaic panels and installation of an elevator. The rehabilitation works also include landscaping works and front yard renovation.
5. **"Charles Telford Erickson" professional high school;** Location: Kavaja Municipality. The professional high school is located in Golem, Municipality of Kavaja. The repair works to the existing school have consisted of wall repair, plastering and paint. In addition, it has been constructed a small building 40 m2 which will serve as changing room for the students and an outdoor playground.

6. **“Kindergarten No. 2, Shijak”**; Location: Shijak Municipality. This is a new constructed facility composed of a two-floor building with a total construction area of 406 m². The new building is a reinforced concrete structure including the finishing such as façade thermo insulation, doors, windows, flooring, plastering painting and terrace works. It includes HVAC system, fire protection system, hydro-sanitary installations for water supply and sewages including the installation of solar panels for the water heating, CCTV, IT and networking, electrical installations, emergency lighting and earthing. The kindergarten has also a small yard and playground.
7. **“Kindergarten No. 2, Kurbin”**; Location: Kurbin Municipality. This is a new constructed facility composed of a two-floor building with a total construction area of 1.144 m². The new building is a reinforced concrete structure including the finishing such as façade thermo insulation, doors, windows, flooring, plastering painting and terrace works. It includes HVAC system, fire protection system, hydro-sanitary installations for water supply and sewages including the installation of solar panels for the water heating, CCTV, IT and networking, electrical installations, emergency lighting and earthing and installation of an elevator. The kindergarten has also a small yard and playground.
8. **“Kryevidh” annex school and kindergarten**; Location: Kryevidh, Rogozhina Municipality. This is a new constructed facility composed of a one-floor building with a total construction area of 379 m². The new building is a reinforced concrete structure including the finishing such as façade thermo insulation, doors, windows, flooring, plastering painting and terrace works. It includes HVAC system, fire protection system, hydro-sanitary installations for water supply and sewages, CCTV, IT and networking, electrical installations, emergency lighting and earthing. The facility has also a small yard and playground.
9. **“Kindergarten Okshtun”**; Location: Okshtun, Rogozhina Municipality. This is a new constructed facility composed of a one-floor building with a total construction area of 128 m². The new building is a reinforced concrete structure including the finishing such as façade thermo insulation, doors, windows, flooring, plastering painting and terrace works. It includes HVAC system, fire protection system, hydro-sanitary installations for water supply and sewages, CCTV, IT and networking, electrical installations, emergency lighting and earthing. The kindergarten has also a small yard and playground.
10. **“Rreth-Greth” annex school and kindergarten**; Location: Rreth-Greth, Rogozhina Municipality. This is a new constructed facility composed of a one-floor building with a total construction area of 360 m². The new building is a reinforced concrete structure including the finishing such as façade thermo insulation, doors, windows, flooring, plastering painting and terrace works. It includes HVAC system, fire protection system, hydro-sanitary installations for water supply and sewages, CCTV, IT and networking, electrical installations, emergency lighting and earthing. The facility has also a small yard and playground.
11. **“Vile Bashtove” annex school and kindergarten**; Location: Vile-Bashtove, Rogozhina Municipality. This is a new constructed facility composed of a one-floor building with a total construction area of 390 m². The new building is a reinforced concrete structure including the finishing such as façade thermo insulation, doors, windows, flooring, plastering painting and terrace works. It includes HVAC system, fire protection system, hydro-sanitary installations for water supply and sewages, CCTV, IT and networking, electrical installations, emergency lighting and earthing. The facility has also a small yard and playground.
12. **“Dhosi Liperi” high school**; Location: Sukth, Durres Municipality The high school, Dhosi Liperi, is situated in Administrative Unit of Sukth, Municipality of Durres. This is a new constructed

facility composed of a two-floor building and an indoor gym. The school has a total area of 2,039 m². The internal school engineering network is equipped with a high-end electrical system with efficient lighting, energy-efficient central heating and cooling system, HVAC, CCTV, wooden internal doors, emergency exit and a fire protection system. Ramps and elevator are included for the access of people with disabilities. The school territory is lit with efficient outdoor lighting. An outdoor playground, landscaping works and fencing are constructed as well.

13. **"Rilindja" 9-year school, Sallmone;** Location: Sallmone, Shijak Municipality. The 9-year school is located in Sallmone, Municipality of Shijak. This is a new constructed facility composed of a two-floor building and of an indoor gym. The school has a total area of 1,598 m². The internal school engineering network is equipped with a high-end electrical system with efficient lighting, energy-efficient central heating and cooling system, HVAC, CCTV, wooden internal doors, emergency exit and a fire protection system. Ramps and elevator are included for the access of people with disabilities. The school territory is lit with efficient outdoor lighting. An outdoor playground, landscaping works and fencing are constructed as well.
14. **"Creche and Kindergarten Rubik";** Location: Rubik, Mirdita Municipality. This is a new constructed facility composed of a two-floor building with a total construction area of 640 m². The new building is a reinforced concrete structure including the finishing such as façade thermo insulation, doors, windows, flooring, plastering painting and terrace works. It includes HVAC system, fire protection system, hydro-sanitary installations for water supply and sewages including the installation of solar panels for the water heating, CCTV, IT and networking, electrical installations, emergency lighting and earthing. The facility has also a small yard and playground.
15. **"Kindergarten Bize";** Location: Bize, Durrës Municipality. This is a new constructed facility composed of a one-floor building with a total construction area of 159 m². The new building is a reinforced concrete structure including the finishing such as façade thermo insulation, doors, windows, flooring, plastering painting and terrace works. It includes HVAC system, fire protection system, hydro-sanitary installations for water supply and sewages, CCTV, IT and networking, electrical installations, emergency lighting and earthing. The kindergarten has also a small yard and playground.
16. **"Ibrahim Basha" 9-year school and kindergarten;** Location: Kamza Municipality. The 9-year school is located in Bulqesh, Municipality of Kamza. It is a two-floor building including an outdoor playground with a total area of 1.468 m². The repairing works for this project consists in a full repair and retrofitting of the building including inside and outside plastering, doors and windows replacement, thermo insulation of the facade with ETIC system. The internal school engineering network is equipped with a high-end electrical system with efficient lighting, energy-efficient central heating and cooling system, HVAC, CCTV, emergency exit and a fire protection system. Ramps and elevator are included for the access of people with disabilities. The school territory is lit with efficient outdoor lighting. An outdoor playground, landscaping works and fencing are constructed as well.
17. **"Karpen" 9-year school;** Location: Karpen, Kavaja Municipality. The 9-year school is located in Karpen, Municipality of Kavaja. It is a two-floor building including an outdoor playground with a total area of 913 m². The repairing works for this project consists in a full repair and retrofitting of the building including inside and outside plastering, doors and windows replacement, thermo insulation of the facade with ETIC system. The internal school engineering network is equipped with a high-end electrical system with efficient lighting, energy-efficient central heating and cooling system, HVAC, CCTV, emergency exit and a fire protection system. Ramps and elevator

are included for the access of people with disabilities. The school territory is lit with efficient outdoor lighting. An outdoor playground, landscaping works and fencing are constructed as well.

18. "Fran Ivanaj" 9-year school and kindergarten; Location: Ishull Shengjin, Lezha Municipality. The facility is located in Ishull Shengjin, Municipality of Lezha. It is a two-floor building including an outdoor playground and a separate new building serving to the kindergarten with a total area of 1.560 m². The repairing works for the school project consists in a full repair and retrofitting of the building including inside and outside plastering, doors and windows replacement, thermo insulation of the facade with ETIC system whereas the kindergarten is a new building reinforced concrete structure. The internal engineering network is equipped with a high-end electrical system with efficient lighting, energy-efficient central heating and cooling system, HVAC, CCTV, emergency exit and a fire protection system. Ramps and elevator are included for the access of people with disabilities. The facility territory is lit with efficient outdoor lighting. An outdoor playground, landscaping works and fencing are constructed as well.

19. "Kopshti Nr. 41, Tirane" Kindergarten; Location: Tirana Municipality. The kindergarten has a total construction area of 820 m². The kindergarten is a two-story building. The repairing works for this site consists in a full repair for all the kindergarten, including inside and outside total plastering, doors and window replacement, façade thermo isolation with ETIC system, electrical, hydro sanitary, IT, CCTV and HVAC installation and supply with hot water through photovoltaic panels and installation of an elevator. The rehabilitation works also include landscaping works and front yard renovation.

The works in these educational facilities are being performed in accordance with the implementation of detailed design by a Construction Contractor and supervised by a Supervision Company contracted by UNDP Albania.

For the Testing and Commissioning services it is necessary to check and test the performed works for the following stages:

- Construction Works
- Internal and external hydraulic installations
- Electrical installations
- Mechanical installations
- Fire protection
- IT Equipment and CCTV installation
- Sound system

For the above Testing and Commissioning processes and in line with the working days explained above, a general dynamic plan for the execution of works by the Consultant Company should be prepared and provided as a part of RFP documents.

Description of planned monitoring activities

The services of Testing and Commissioning will be performed, in accordance with the provisions of the Law, the relevant national Regulations in force and in the Municipality units on whose territory the facility is being built.

Scope of the assignment

The aim of the present TORs is to identify and engage a suitable consultant company to perform Testing and Commissioning services of the above-mentioned works and completed works at the project locations, and to review the implementation quality as per the Design and Technical Specifications.

Obligations of the contractor:

- Testing and Commissioning over the execution of construction works in accordance with the project documentation, applicable legislation, general and special technical conditions and professional rules and standards.
- Quality control of performed works. Check and determine that the quality of works, installed products and equipment is in accordance with the requirements of the project, the conditions prescribed by law, special laws and regulations, applicable technical regulations and standards and that the quality is proven by prescribed tests and documents.
- Control of quantities of performed works and installed materials.
- Verification of interim payments and the final payment certificate completed for payment to the contractor.
- Compile a final Inspection Act as per the requirements and regulations in force to complete the final works dossier in cooperation with Construction Work Company, Supervisor and UNDP Civil Engineer in charge for the respective project.
- Preparation of the relevant Testing and Commissioning Reports dedicated to each of the listed educational facilities.
- Participation in the process of technical acceptance of the facility by UNDP and Hand over process to the respective Municipalities.

Deliverables

The Testing & Commissioning Service Consultant will provide the deliverable consisting of:

- Preliminary Findings Report on eventual works to be fixed, technical measures to be taken in order to bring the project delivery compliant to the standards and norms.
- Submit the final signed Testing and Commissioning report to UNDP Office, (Proces-Verbal Kolaudimi), certifying the works follow the initial Detailed Engineering Design, including Variation Orders and As-Built Drawings and eventual measures taken to fix the deficiencies and confirm technical acceptance of the works.
- The Consultant shall prepare the Testing and Commissioning reports in Word® printed in A4 format on both sides of the sheet with appropriate headers and footers. The reports shall be submitted as follows:
 - 1 (one) electronic copy on CD
 - 5 (five) ORIGINAL hard copies

The report shall be subject to approval by UNDP. If UNDP considers a report to be seriously deficient, the Consultant shall resubmit the report after making modifications and incorporating comments as requested by UNDP.

Annex 4**MINIMUM ELIGIBILITY AND QUALIFICATION REQUIREMENTS**

Eligibility and Qualification Criteria	Documents to be Provided (must be submitted from the legal entity/ each of JV/ Consortium or Association members)
<p>1. Language of the bid must be in English</p> <p>2. Registration to perform the requested services as a legal entity/ JV or Consortium or Association.</p> <p>3.1. Professional Licence of the Applicant for the Testing and Commissioning services fulfilling the requirements as below:</p> <ul style="list-style-type: none"> ▪ N.P – 1, Excavation works ▪ N.P – 2, Civil and Industrial Constructions. ▪ N.P – 7, Water supply, sewerage, drainage, and irrigation works 	<p>1.1 All original legal documents must be notarized same as original. Notarized English translation must be provided in case documents are in other languages.</p> <p>2.1. The Registration Certificate of the Applicant.</p> <p>2.2. The updated Historical Extract issued by National Business Center (issued not later than 30 days).</p> <p>2.3. In case the Applicant is a group legal entities that will form or have formed through an agreement in front of Public Notary a Joint Venture (JV), Consortium or Association for this RFP, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>2.4. Written Self-Declaration that 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. Professional License of the Applicant and of the staff must be provided.</p>

<ul style="list-style-type: none"> ▪ N.P – 11, Constructions for electrical installation, transformer cabins low medium and high voltage and energy distribution ▪ N.P – 12, Environmental engineering works ▪ N.S – 1, Works for demolition of buildings ▪ N.S – 2, Hydro-sanitary installation, kitchens, laundries, their maintenance ▪ N.S – 3, Transport lifting plants ▪ N.S – 4, Finishing works of masonry and related, finishing with materials wood, plastic, metal and glass and other technical construction nature ▪ NS-8 a, Prefabricated constructions reinforced concrete. ▪ NS-8 b, Steel structure ▪ NS-8 c, Wood structure. ▪ N.S – 9, Special structural works ▪ N.S – 12, Technological, thermal and air conditioning plants. ▪ N.S – 14, Internal electrical and telephone installations, radiotelephone TV ▪ N.S – 18, Topographic surveying works <p>3.2. The Applicant must be equipped with valid ISO Certificate 9001-2015, issued by accredited institutions for this purpose with the object: road supervision and civil buildings.</p> <p>3.3. The Applicant must be equipped with valid ISO Certificate 14001-2015, issued by accredited institutions for this purpose with the object: road supervision and civil buildings.</p> <p>3.4 The Applicant must be equipped with valid ISO Certificate 45001-2018 issued by accredited institutions for this purpose with the object: road supervision and civil buildings.</p>	<p>3.2. The Applicant must submit valid ISO Certificate 9001-2015, issued by accredited institutions for this purpose with the object: road supervision and civil buildings. (In case of merger of economic operators, each member of the group must present the ISO Certificate).</p> <p>3.3. The Applicant must submit valid ISO Certificate 14001-2015, issued by accredited institutions for this purpose with the object: road supervision and civil buildings. (In case of merger of economic operators, each member of the group must present the ISO Certificate).</p> <p>3.4. The Applicant must submit valid ISO Certificate 45001-2018 issued by accredited institutions for this purpose with the object: road supervision and civil buildings. (In case of merger of economic operators, each member of the group must present the ISO Certificate).</p>
---	---

<p>4.1. The average annual turnover realized by the Applicant during the last three years (2018, 2019, 2020) should be 3,500,000 ALL.</p> <p>4.2. The Applicant must submit copies of the balance sheets of the last three years for the years 2018, 2019, 2020 submitted to the relevant tax authority, confirmed by this authority.</p>	<p>4.1. Attestation on annual turnover realized in the years 2018, 2019 & 2020 issued by the relevant authority.</p> <p>4.2. Notarized copy of the balance sheets must be provided</p>
<p>5.1. At least 5 (five) years of experience as a legal entity in Testing and Commissioning over the execution of the construction works of similar complexity.</p> <p>5.2. At least three successfully implemented projects within the last 5 (five) years, related to Testing and Commissioning of similar complexity, as a legal entity. The Applicant must submit certificates issued by a public entity and copy of contracts which indicate the dates, amounts and services provided.</p>	<p>5.1. Reference list indicating successfully implemented projects within the last 5 (five) years on the company memorandum letter.</p> <p>5.2. Purchasers' recommendation letters indicating the value, complexity, and date of project completion, for at least 3 (three) projects implemented within the last 5 (five) years. Letters should include purchasers' contact details.</p>
<p>6.1. Team composition and competences of the team members</p> <ul style="list-style-type: none"> • One licensed graduate civil engineer (Team Leader) • One licensed graduate mechanical engineer (HVAC) • One licensed graduate electrical engineer • One licensed graduate hydro-technical engineer • One licensed graduate geodetic engineer • One licensed graduate environmental engineer <p>Team Leader must be permanent (full-time) employee of the Service Provider.</p> <p>For the above engineering staff the consultant company must submit the employment contract (valid), individual license in supervision / testing and commissioning of construction works and their CV.</p> <p>6.2. The Applicant must declare in writing that the engineering staff provided for this task will be available for this task for the entire contracted period.</p> <p>6.3. The Applicant should prove that average of the employed staff to be at least 5 (five) persons, for the period August 2021 – January 2022 , specifying the number of employees for each month.</p>	<p>6.1.1. List of team members to be engaged for the contract (names, education, skills, years of experience).</p> <p>6.1.2. CVs of each team member with references and letters of recommendation.</p> <p>6.1.3. Copies of University Degrees/ professional licenses and/or professional exam certificates of each team member.</p> <p>6.2. Statement on availability during the entire contracted period, signed by each team member.</p> <p>6.3.1. Certificate issued by relevant Tax Administration Office or other relevant authority, confirming social & health contributions paid for employees for the period August 2021 – January 2022.</p>

	6.3.2. Payrolls issued by relevant Tax Administration Office or other relevant authority for the period August 2021 – January 2022
--	--

Annex 5**TECHNICAL EVALUATION CRITERIA**

1. Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Plan Methodology, its appropriateness to the condition and timeliness of the implementation plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

2. Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	20
1.2	Litigation and Arbitration history	20
1.3	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.	50
1.4	Relevance of specialized knowledge and experience on similar engagements in testing and commissioning of works.	100
1.5	Experience in similar assignments (design, supervision and/or commissioning) in accordance with the UNDP and/or EU Guidelines.	30
1.6	Quality assurance procedures and risk mitigation measures	50
1.7	Organizational Commitment to Sustainability -Organization is compliant with ISO 9001 or ISO 14064 or equivalent -Organization demonstrates significant commitment to sustainability through some other means such as renewable energies, sustainable environment, etc.	30
Total Section 1		300

3. Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the applicant understand the tasks.	50
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Are the different components of the project adequately weighted relative to one another?	50
2.4	Description of how the Offeror's will ensure that the specific requirements of the education institutions are met in line with the relevant rules and regulations for this type of objects	50

2.5	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	20
2.6	Understanding of specific testing and commissioning tasks	60
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30
2.8	Soundness/completeness of the proposed workplan including whether the activities are properly sequenced and if these are logical and realistic	20
2.9	Structure of project management, monitoring, reporting	20
Total Section 2		400

4. Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		30
3.2	Qualifications of key personnel proposed		
3.2.1	Team Leader / Civil Engineer		60
3.2 b	One Expert – Mechanical Engineer HVAC		50
3.2 c	One Expert – Electrical Engineer		50
3.2 d	One Expert – Hydro-Technical Engineer		50
3.2 e	One Expert – Geodetic Engineer		20
3.2 f	One Expert – Environmental Engineer		20
3.2 g	Other experts		20
Total Section 3			300

Annex 6

GENERAL TERMS AND CONDITIONS FOR SERVICES

General Terms and Conditions (for Goods and/or Services);



3. UNDP GTCs for
Contracts (Goods ar