



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 20, 2022
	REFERENCE: Leave No One Behind (LNB'2) United Nations Joint Programme

Dear Sir / Madam:

We kindly request you to submit your Proposal for Design and Supervision of Construction and Reconstruction/Retrofitting of municipal multifunctional social care services centres, located in Divjaka and Patos Municipalities.

Please be guided by the form attached hereto as Part 2, in preparing your Proposal. Proposals may be submitted on or before **Wednesday, October 05, 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/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**, 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.

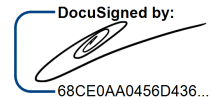
UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties

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/cond_uct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

68CE0AA0456D436...

Nuno Queiros

Deputy Resident Representative

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PART 1

DESCRIPTION OF REQUIREMENTS

Context of the Requirement	<p>UNDP and three other UN Agencies have engaged in implementing “Leave No-One Behind” Joint Programme, second phase /LNB2 (2021 – 2025), to support improved social services and inclusion of vulnerable groups in close cooperation and with the financial support of the Swiss Agency for Development and Cooperation (SDC).</p> <p>The LNB second phase programme goal is: “Vulnerable persons and groups have improved access to gender responsive public services that support their social rights, social inclusion and well-being, and are empowered to have a voice in public policy decision-making affecting their lives, and to hold decision-makers accountable for policy implementation”. In order to achieve this, the programme pursues three objectives:</p> <ul style="list-style-type: none"> - to empower beneficiaries in need of measures for their social protection to access and to contribute themselves to their social inclusion; - to capacitate municipalities/ regions and service providers to provide services and to promote social inclusion; - to capacitate state authorities in the further development and implementation of policies relevant for social inclusion and to further operationalize/ develop social inclusion funding mechanisms, including scaling up of the Social Fund. <p>While the programme covers all of Albania, by empowering vulnerable people and by promoting systemic reform of social service and inclusion provision countrywide, the programme adopts geographic foci to ensure that at least 30 (of a total of 61) municipalities are suitably capacitated to provide a system of integrated social services to cover the needs of the vulnerable population. The programme primarily uses instruments for capacity building and organizational development.</p> <p>Divjaka and Patos are two targeted municipalities that LNB programme is currently supporting to design and establish social care services for vulnerable groups, particularly persons with disabilities, victims of domestic violence, individuals in situation of social emergency, and elderly. The programme support includes, among others, the design and implementation of infrastructure projects related to the facilities that will serve as community centres to house these services.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	<p>UNDP, as an implementing Agency of the LNB’2 UN Joint Programme, will support Divjaka and Patos municipalities to establish multifunctional centres for providing social care services for vulnerable groups. To this end, Divjaka municipality has made available a terrain (land) and is willing to partner for constructing the multifunctional centre’s facility, while Patos municipality has made available the premises in the first floor of the former maternity’s facility and is willing to partner for rehabilitating these premises to house the multifunctional centre. The work of the service provider will consist of designing and supervising respectively</p>

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.

	<p>the construction and reconstruction of municipal multifunctional social service centers, located in the municipalities of Divjaka and Patos.</p> <p>More specifically, this RFP invites Design & Supervision Consultancy Companies to submit proposals on the following main tasks:</p> <ul style="list-style-type: none"> • Conduct in-depth analysis of the current situation of the terrain (land) where to construct in Divjaka and of the facility to be reconstructed/retrofitted in Patos • Prepare the Conceptual Design as described in the ToRs (two options for each location) • Prepare the Detailed Technical Design as described in the ToRs • Ensure the obtaining of the construction permit for each of the infrastructure projects through cooperation with the respective competent authorities • Supervise the civil works during the implementation phase of the construction and reconstruction/retrofitted of both facilities. <p>The Main design should include:</p> <ol style="list-style-type: none"> 1- Architectural Design 2- Structural Design 3- Electrical Design 4- Mechanical Design (HVAC) 5- Water and sanitary sewer design 6- Fire protection design of the building 7- Preparation of the Geological/Geotechnical Report 8- Preparation of the Seismic Report 9- Preparation of the Environmental and Social Assessment 10- Preparation of the Energy Audit Report and Energy Performance Certificate of the building 11- Preparation of Cost Estimate and Technical Specifications 12- Subcomponent Design Reports
List and Description of Expected Outputs to be Delivered	<p>The Contract Implementation consists of two components: i) design of two facilities, ii) supervision of civil works in both facilities.</p> <p>The implementation of each component shall be done in stages, and each of the stages shall have its deliverables</p> <p>For the Design Component, the deliverables shall be the following but not limited to:</p> <ul style="list-style-type: none"> • Inception Report – defining the findings during the data collection, subcomponent comprising the facilities' structural assessment, work methodology, contract implementation schedule, and any other important findings during the data collection process. • Preparation of conceptual design (preliminary design) at least two variants (see the

	<p>comment above)</p> <ul style="list-style-type: none"> • Detailed Design of both facilities. The detailed design shall comply with the agreed intervention and shall consist of all components as described in the ToRs, section 4.3 • Reports of all design components as described in the ToRs, Chapter 4.4 • Preparation of the Energy Audit Report and Energy Performance Certificate of the building based on the: <ul style="list-style-type: none"> ○ Law Nr. 124/2015 "Per Eficencen e Energjise / For Energy Efficiency" ○ Law Nr.116/2016 "Per performance e Energjise se Ndertesave / For Energy Performance of Buildings" ○ Decision Nr. 1094, date 24.12.2020 "Metodologjia Kombetare e Llogaritjes se Performances se Energjise ne Ndertesa / National Methodology for Calculation of Energy Performance in Buildings". ○ Decision Nr. 537, date 8.7.2020 "Kerkesat Minimale te Performances se Energjise se Ndertesave / Minimum Energy Performance Requirements of Buildings " ○ Decision Nr. 256, datë 27.3.2020 "Për Miratimin e Metodologjisë për Llogaritjen e Niveleve të Kostos Optimale për Kërkesat Minimale të Performancës së Energjisë së Ndërtesave, të Njësive dhe të Elementeve të Ndërtesave / For the Approval of the Methodology for the Calculation of the Optimal Cost Levels for the Minimum Energy Performance Requirements of Buildings, Units and Building Elements" ○ Decision Nr. 958, date 2.12.2020 per "Miratimin e procedurave e te kushteve te certifikimit te performances se energjise se ndertesave dhe te modelit, permbajtjes e kushteve te regjistrimit te certifikates se performances se energjise se ndertesave / Approval of the procedures and conditions of the certification of the energy performance of buildings and of the model, the content and the conditions of registration of the "certificate of the energy performance of buildings". <p>For the Supervision Component, the deliverables shall be the following but not limited to:</p> <ul style="list-style-type: none"> • Detailed working plan for the supervision of civil works during the implementation phase for each of the objects listed in the ToRs (PART 4) • Monthly reports on work progress for each of the construction contracts • Minutes of the meetings in each of the construction sites, agenda, and list of invitees proposed • Final assignment report (in English language) summarizing the work carried out and enclosing all related documents. <p>For more information, please refer to PART 4 (ToRs)</p>
Person to Supervise the work/ Performance of the Service Provider	Designated UNDP/LNB'2 Programme 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 checked="" type="checkbox"/> Exact Address/es Toke trual, pasuria nr. 699/24, Bashkia Divjake; ish- Qendra shendetesore, shtepi lindje, Lagja 29 Marsi, Patos <input type="checkbox"/> At Contractor's Location
Expected duration of work	As per ToRs in PART 4
Target start date	October 10, 2022
Latest completion date	October 2023
Travels Expected	In both sites respectively located in Divjaka and Patos
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 Please submit the time schedule table. <ul style="list-style-type: none"> • Preparation of Preliminary Project Ideas – 12 calendar days after the contract signature; • Preparation of Detailed Technical Design –30 calendar days after approval of the Preliminary Project Idea; • Supervision of the construction works – during all the lifetime of the construction contract
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required The Bidders shall propose a team of 6 key engineers and other staff who shall be involved, if selected, in the preparation of the design and supervision. The engineers shall possess the relevant experience and licenses. The team will be composed by: <ul style="list-style-type: none"> • One Team leader/Leading designer – Architect – at least 15 years of experience • One Team leader/Leading supervisor – Civil engineer/Hydrotechnical engineer with specialization and experience in structural engineering – at least 15 years of experience • One senior expert – Architect – at least 10 years of experience

	<ul style="list-style-type: none"> • One senior expert – Structural Engineer – at least 10 years of experience • One senior expert – Civil engineer with specialization in construction materials – at least 10 years of experience • One Site Supervision Expert/Site Inspector – Civil Engineers – at least 15 years of experience • Other staff (one geo-technical/geological engineer, one electrical engineer, mechanical engineer and cost estimator). <p>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 indicates names and functions of each proposed team member (e.g., Architect, Civil Engineer, etc).</p>
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Albanian Lek)
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in Lots, etc.)</i>]
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Not Required <input checked="" type="checkbox"/> Required. Please submit the time schedule table. <ul style="list-style-type: none"> • Preparation of Preliminary Project Ideas (2 project ideas per each centre facility), taking into account the consultation process with municipal authorities – 12 calendar days after the contract signature • Preparation of Detailed Technical Design – 30 calendar days after the approval of the Preliminary Project Idea • Supervision of the construction works – during all the lifetime of the contract for construction works.

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

Payment Terms ³				
	Outputs	Percentage	Timing	Condition for Payment Release
	Design	40% of Design Component contract amount	For the preliminary evaluation report and Conceptual Design	For Design services 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 the invoice from the Service Provider. c) UNDP's written acceptance (i.e., not mere receipt) of the Successful completion of the Contract
		60% of Design Component Amount	Upon completing/ delivering the detailed design	
	Supervision	Bi-monthly based	Invoice shall be issued bi-monthly based on the number of involved experts.	For Supervision Services Within 30 days from approval of invoice from UNDP supervising (monitoring) staff
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP/LNB'2 Programme staff			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Goods and/or Services			

³ 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.

	<input type="checkbox"/> Long-Term Agreement ⁴ (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"/> 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	<p>1.1 Preliminary Examination and eligibility criteria and fulfillment of minimum qualification requirements</p> <p>Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements. Eligibility criteria and minimum requirements 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>Fulfillment of Minimum Qualification Requirements and Eligibility Criteria are explained in detail in PART 5.</p> <p>1.2 Technical Proposal Evaluation</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 scoring 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><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm - 30%</p> <p><input checked="" type="checkbox"/> Methodology, Appropriateness to the Conditions and Timeline of the Implementation Plan - 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30%</p> <p>See PART 6 for Technical Evaluation Criteria</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>

⁴ 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.

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 ⁵	<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 ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal [Part 2] <input checked="" type="checkbox"/> General Terms and conditions [Part 3] <input checked="" type="checkbox"/> Detailed TOR [Part 4] <input checked="" type="checkbox"/> Minimum Qualification Requirements and Eligibility Criteria [Part 5] <input checked="" type="checkbox"/> Technical Evaluation Criteria [Part 6] <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	UNDP Albania Procurement Unit procurement.al@undp.org 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.
Performance Guarantee	Upon award of the contract(s), the bidder will be required to submit a Performance Guarantee valid for 30 days after contract end date, amounting to 10% of the contract value.
Other Information [pls. specify]	

⁵ 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.

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

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

⁸ 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 PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ 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)

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

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

	Proposed Input	Monthly Rate	Total Cost
	Month		
Key staff			
Non-Key Staff			
Other Services¹¹			
Total Cost of Component 1			

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

2.6 Cost Breakdown Cost of Component 2

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

*[Name and Signature of the Service Provider’s Authorized
Person]
[Designation]
[Date]*

GENERAL TERMS AND CONDITIONS FOR SERVICES



UNDP_GTCs_for_Contracts_(Goods_and

PART 4

TERMS OF REFERENCES

FOR DESIGN AND SUPERVISION OF CONSTRUCTION AND RECONSTRUCTION/RETROFITTING OF MUNICIPAL MULTIFUNCTIONAL SOCIAL CARE SERVICES CENTRES, LOCATED IN DIVJAKA AND PATOS MUNICIPALITIES

September 2022

4.1 BACKGROUND

To support improved social services and inclusion, UNDP and three other UN Agencies have engaged in implementing “Leave No-One Behind” Joint Programme, second phase /LNB2 (2021 – 2025), in close cooperation and with the financial support of the Swiss Agency for Development and Cooperation (SDC).

The LNB second phase programme goal is: “Vulnerable persons and groups have improved access to gender responsive public services that support their social rights, social inclusion and well-being, and are empowered to have a voice in public policy decision-making affecting their lives, and to hold decision-makers accountable for policy implementation”. In order to achieve this, the programme pursues three objectives:

- to empower beneficiaries in need of measures for their social protection to access and to contribute themselves to their social inclusion;
- to capacitate municipalities/ regions and service providers to provide services and to promote social inclusion;
- to capacitate state authorities in the further development and implementation of policies relevant for social inclusion and to further operationalize/ develop social inclusion funding mechanisms, including scaling up of the Social Fund.

While the programme covers all of Albania, by empowering vulnerable people and by promoting systemic reform of social service and inclusion provision countrywide, the programme adopts geographic foci to ensure that at least 30 (of a total of 61) municipalities are suitably capacitated to provide a system of integrated social services to cover the needs of the vulnerable population. The programme primarily uses instruments for capacity building and organizational development.

Divjaka and Patos are two targeted municipalities that LNB programme is currently supporting to design and establish social care services for vulnerable groups, particularly persons with disabilities, victims of domestic violence, individuals in situation of social emergency, and elderly. The programme support includes, among others, the design and implementation of infrastructure projects related to the facilities that will serve as community centres to house these services.

4.2 The objective of the Assignment

The objective of the Assignment consists of data collection, Design, and Supervision of municipal multifunctional social care service centres’ facilities of Divjake and Patos, as described in sections below and respective annexes. Decisions to construct a new building or repair existing premises have already been taken from local authorities.

4.3 Design Scope of Works

These ToRs includes:

- 1- The construction of the municipal multifunctional social care service centre's facility of Divjake
- 2- The reconstruction/retrofitting of the municipal multifunctional social care service centre's facility of Patos.

The contract shall comprise two components with their respective scope of the Works. The Consultancy company shall develop the Scope of Works for both following components:

- I. Detailed Design of intervention
- II. Supervision of the intervention

4.4 Detailed Design Subcomponents

In line with the requested intervention, one facility is to be constructed from the scratch and the other facility is to be reconstructed & retrofitted.

The Consultancy company shall develop a detailed design for each of the above facilities.

The design package shall comprise, but will not be limited to, the following sub-components:

1. Architectural Design
2. Structural Design
3. Electrical Design
4. Mechanical Design (HVAC)
5. Water supply system and sanitary sewer design
6. Fire protection design of the building
7. Preparation of the Geological/Geotechnical Report
8. Preparation of the Seismic Report
9. Preparation of the Environmental and Social Assessment Report,
10. Preparation of the Energy Audit Report and Energy Performance Certificate of the building
11. Preparation of Cost Estimate and Technical Specifications
12. Subcomponent Design Reports

4.4.1.1 Divjaka Centre's facility to be constructed from the scratch

For the centre's facility in Divjaka, the decision is already taken from the authorities and is included in these TORs in the facility's respective annex of data information. However, this information does not release the Consultancy company from the responsibility to provide its opinion in support or not of the decision. Therefore, the Consultancy company shall be obliged to inspect and provide its statement on the requested intervention. After that, it shall continue to develop the detailed Design of the Facility.

4.4.1.2 Patos Centre's facility to be reconstructed & retrofitted

Information on the status of the premises made available by Patos municipality is provided in the respective annex of these TORs and can be provided by the respective municipality. However, the Consultancy company has the responsibility to inspect and provide its expertise for the requested intervention.

Once data collection, in-depth analysis and formal approval of the Interventions from Authorities is carried out, the contractor shall prepare a list of repairing/retrofitting measures to be discussed and agreed upon with UNDP technical staff. Only after formal approval from UNDP, the Consultancy company will start developing a detailed design for the facility.

The repairing & retrofitting shall include the building, the yard, the fencing, etc.,

4.4.2 Architectural Design

The Consultancy company shall use the best of its previous experience and documentation for the facilities' architectural Design. The architectural design should respond to the following needs:

a) Anticipated needed premises in Divjaka centre (the building is expected to have two floors, the ground floor and the first floor):

For disabled children and parents

- a dining room – for consuming prepared food or food brought by the children (capacity 12 - 16 children at a time)
- a kitchen space for food preparation, together with refrigeration equipment
- a conference room for training & meetings with family & socializing activities, including a modest library
- one or two room/classroom/s for the development therapy/group education
- a room for individual speech therapy (logopedist)
- a room for individual behavior therapy (psychologist)
- a room for physical therapy with some modest gym equipment
- a room for occupational therapy - manual, applied, creative work
- four toilets 1 for boys, 1 for girls, 1 for wheelchair users, 1 for staff (Environments for hygienic services should be equipped for non-self-sufficient PWDs according to the 1:8 standard)
- individual space for placing clothes
- outdoor play environment
- parking lot

For women victims of violence

- two rooms with 4 beds, a kitchen and a toilet respectively (having a separate entrance from the premises for children with disabilities)

For the elderly

- one or two room/s serving as office for the mobile professionals (social workers, nurses and other professionals as needed) as well as to provide health assistance, psycho-social counselling, information upon appointment, and to organize socializing activities - (ensuring to the best possible separation from the premises for children with disabilities)

For individuals in a social emergency situation

- a room with 4 beds, a kitchen, and a toilet (if the space does not allow, the rooms destined for victims of violence can be also used for this purpose)

Other common premises for both floors

- one or two administration offices (manager/ financial officer)
- three toilets (for men, women, and staff)
- two depots (one for food, one for detergents and hygiene supplies)

b) Anticipated needed premises in Patos centre (the premises are on the first floor of a two-floor building):

For disabled children and parents

- a dining room – for consumption of prepared food or food brought by the children (capacity 12 - 16 children at a time)
- a kitchen space for food preparation, together with refrigeration equipment
- a conference room for training & meetings with family & socializing activities, including a modest library
- a room/classroom for the development therapy/group education
- a room for individual speech therapy
- a room for individual behaviour therapy
- a room for physical therapy with some modest gym equipment
- a room for occupational therapy - manual, applied, creative work
- three toilets (1 for boys, 1 for girls, 1 for wheelchair users) (Environments for hygienic services should be equipped for non-self-sufficient PWDs according to the 1:8 standard)
- individual space for placing clothes
- outdoor play environment
- parking lot

For women victims of violence

- two rooms with 4 beds, a kitchen, and a toilet respectively (having a separate entrance from the premises for children with disabilities)

For individuals in a social emergency situation

- a room with 4 beds, a kitchen, and a toilet (if the space does not allow, one of the rooms destined for victims of violence can be also used for this purpose)

Other common premises for both floors

- one or two administration offices (manager/financial officer)
- two toilets (for men and women personnel)
- 2 depots (1 for food, 1 for detergents and hygiene supplies)

Other needs for consideration in both centres

Hot Water: Depending on the amount of Hot Water Consumption, provision of the preparation of Hot Water with a Heat pump or Solar Thermal Energy will be available

Ventilation: Provision of Mechanical ventilation system, fulfilling the requirements for fresh air;

Heating and Cooling system: The system's capacity should not exceed 25% of the capacity required for the building. The calculated capacity should be presented in the Energy Efficiency report;

The Consultancy company shall be free to recommend any related measures which, in its opinion, are more appropriate, especially in terms of weather conditions.

Terrace / Roof: The Designer should provide all the details for the terrace/roof layers, wood roof structural and architectural design, Design of the eavestrough, horizontal gutters, downspouts. If any of the facilities will have a roof, the designer should consider using leave guards on top of the gutters to avoid roof flood because of blocked gutters. The Designer should also indicate the gutters' size and diameters according to the applicable norms per roof area to be drained.

Hydrometeorological Institute data will be used for rainfall intensity and time of concentration.

Painting: The interior walls and ceilings will be painted with hydro mat eco paint, whereas enamel plastic paint will be applied to exterior walls.

Facade: The facade walls should be easy to maintain. The facade colors are subject to approval.

Tiles: The toilets' floors and their walls should be insulated at a certain height, and the Designer should provide the details of their insulation. Each layer must be detailed with the relevant specifications.

Sanitary Facilities: The Consultancy company should provide appropriate sanitary types of equipment for the age groups of social service recipients. Sanitary nodes should be separate with enough sinks for the number of social care service users. Provide continuous and warm water in the sink, so consider the possibility of installing boilers and the realization of the necessary plumbing network. The bathrooms should be ventilated and illuminated. Where there is no direct ventilation, a particular facility for ventilation should be provided. Bathrooms should have open gates on the outside and disconnected from the floor and exclude openings on the inside for emergencies.

Playground: Whenever possible, outdoor playground are needed to ensure the quality of entertainment children - service users.

Centres' Yard: Special attention should be paid to the exterior works such as the fencing. It shall be transparent enclosures (such as railings) and guarantee all safety standards and norms for constructing this type. An outdoor environment mainly serves for relaxation, sports activities, and entertainment, hence, creating a green area with plants or trees around these areas, whenever possible, is highly recommended. The Designer should integrate and combine the interior with the exterior green spaces and exterior lighting of the building, in accordance with the location surroundings and the specific requirements for the lighting network provided in this design task. Outside lighting can be connected to photovoltaic panels that generate clean, renewable energy and saves energy bills. Moreover, to maintain exteriors, waste bins should also be provided, especially near benches. Also, special attention should be shown to the regulation and discipline of surface waters.

Energy Efficiency Report: As part of the architectural solution, the Consultancy company shall analyze and evaluate the energy-related issues for each facility. The Report may contain analyses for the selected construction materials, analyses of the walls, floors, and roofs proposal (if any), calculations for the area of doors and windows, insulation calculation, etc.

4.4.3 Structural Design

4.4.3.1 Structural Assessment

In line with the requested and recommended interventions, the Consultancy company may be required to prepare Structural Assessment for any of the facilities it has reasonable doubt that the authorities' requested intervention is not appropriate. The Consultancy company shall include the necessary testing and expert cost in terms of the quotation.

4.4.3.2 Structural type of New Facility

The Consultancy company shall be utterly responsible for choosing the structural type of the new facility. Moreover, the Consultancy company shall ensure that the structural solution does not contradict any of the architectural requirements explained above, especially in spacings terms.

It is recommended that the structure is of concrete frame type (columns and beams). However, based on floor surfaces and the number of floors, the Consultancy company shall be free to apply other structural solutions.

The Consultancy company shall be responsible for all necessary geological and geotechnical tests to determine the type of building foundation. No special requirements are included in these TORs; however, the Consultancy company shall consider any recommendation during conceptual design discussion, especially concerning parking spaces or any other architectural components.

Regarding the steel, the Consultancy company shall consider the local market's capacity or availability. The construction timeline shall be short, so the import may delay the construction activities and completion date.

Additionally, to the soil parameter to determine the foundation type (bearing capacity, winkler coefficient, cohesion, friction, modulus of elasticity, etc.), the contractor shall extend the geological investigation and determine the soil's local seismic parameters.

A licensed laboratory shall carry out the testing, and all information shall be presented in the Geological and Seismic Report, duly signed and stamped by the laboratory representative.

4.4.4 Electrical Design

Electrical Design shall respect all requirements as per the regulations and guidelines in force.

The Consultancy company shall identify and ask preapproval from power authorities to follow if a new source is required.

- System of medium voltage network
- System of power supply for safety systems
- System of communication network

4.4.5 Mechanical Design (HVAC)

The mechanical Design shall respect all requirements as per the regulations and guidelines into force.

The consultancy company shall consider the weather conditions (minimum and maximum temperature) and the climate conditions.

Except for the source, the Consultancy company shall also be responsible for selecting the HVAC System typology. It shall evaluate different alternatives based on location, facility capacity, climacteric conditions, and other social factors. The chosen alternative, which will be developed to Detailed Design, shall be prior discussed and formally approved by the authorities responsible for covering such a system's cost in the future.

The HVAC package of Detailed Design shall comprise all calculations, schemes, drawings necessary to facilitate permission and construction.

4.4.6 Water and sanitary sewer design

The water system shall consider requirements related to supply with potable (fresh), and hot water.

An existing point to the public network may exist for every facility, however similar to town or localities to whom the facility belongs, the supply may not be continued. In such cases, it is recommended to evaluate an external source's possibility, like wells or a second connection to a different pipe or zone of the locality distribution network. If the facility is located close to any Tank or Water Source, a direct connection is recommended.

The Consultancy company shall also evaluate the facility's connection pipe with a distribution network and upgrade, if necessary, to ensure the required flow.

No special requirements like quantity or how to produce the hot water shall be included in the TOR. However, the Consultancy company shall be obliged to assess as source the use of photovoltaic panels. If the solutions render as feasible for any facility, the Designer shall consider it a solution for detailed Design.

For the water system, a discharge point to the locality collection network may exist. Therefore, no complications in terms of leveling or capacity, are expected. However, considering that the locality's collection network is a mixed one (storm and sewerage), an inundation possibility exists during the storm events. Therefore, the consultancy company shall evaluate and consider such a risk during the Design. If during data collection, results that the locality sewer and storm systems are separate, the Consultancy company shall also design the sanitary and storm network of the facility separately.

4.4.7 Fire protection system design

The fire protection system is a critical component of every building's design, especially for centres providing services to the public. Therefore, the Consultancy company shall strictly follow the relevant national guidelines and get also advised from European Norms and Standards. It shall design all the fire protection system components and ensure that the warning signs and operation instructions are visible and readable.

The Consultancy company shall also evaluate the accessibility of the facility from fireplaces. A straightforward route presented on a visible map shall be included in the Fire Protection Design Package. In most facilities, the entrances to the backyard do not allow direct access for the fire engines. During the backyard design, the Consultancy company shall consider redesigning the entrance consider relocation to accommodate proper access to fire engines.

The Fire Protection package of Detailed Design shall comprise all calculations, schemes, drawings necessary to facilitate permission and construction.

4.4.8 Environmental and Social Impact Assessment

The Consultancy company shall prepare an Environmental and Social Impact Assessment. The Report may be separate or in chapters but shall include all facilities included in the TOR. The Report shall follow the applicable law requirement and have a branch of public consultation and photo documentation annexes. The Consultancy company shall be free to choose the format, time, and place of public consultation. However, the Report shall comply with all permit requirements.

4.4.9 General Site Plan including protection of site work

For each facility on the TOR, the location includes coordinates and an aerial view of google maps, locality name, and property boundary. The Consultancy company shall be responsible for communicating with the authorities and ensuring each facility's property boundary plan and property certificate. It shall consider and quote a topographic survey of the facility's boundaries and use it during yard design. The Survey plan shall include existing connection to water and sewer supply and the power source and any existing lighting system.

4.4.10 Cost Estimate and Technical Specifications

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.

4.4.11 Special Requirements

In realizing the technical construction design and the proper architectural Design, all urban and architectural rules and norms for people with disabilities should be considered and adequately implemented. The Designer should include in the Design also ramps and elevators for movements of persons with disabilities (PWDs), signage for the blind, etc.

The Consultancy company shall study and design an on-grid photovoltaic system foreseen to be installed on the centres' terrace. The power capacity may vary according to the available area and locations. The intention of the programme is to develop a sustainable and environmentally friendly system which can be easily maintained and further extended in the future.

Regardless of the examination results and decision-making on the intervention's typology, foresee the construction of emergency stairs for evacuation in case of fire, according to the laws and technical design criteria in force.

4.5 Contract Implementation

This chapter explains communication and cooperation between Consultancy company and UNDP to ensure a timely and successful contract implementation.

Following the above clarification, especially the necessity to communicate and agree on the conceptual Design of the facilities, assistance the Consultancy company may need from UNDP or the authorities to access the sites, etc., the Contract shall attend the following steps:

- Phase 1 – Data Collection
- Phase 2 – Conceptual (Preliminary Design)
- Phase 3 – Detailed Design
- Phase 4 – Appraisal and Permission
- Contract Award Assistance

4.5.1 Data Collection

The Consultancy company shall assess all information provided within the TOR, inspect and survey the sites, meet the authorities, and evaluate all requested interventions. The finding of this Report shall be presented in an Inception Report not later than 14 calendar days after awarding (commencement) date. The UNDP Technical Staff shall comment and approve the Inception Report not later than the end of Third Week.

If the recommended intervention should be changed for any of the facilities, **a detailed structural assessment/in-depth analysis** shall be included as an annex to the Inception Report.

UNDP shall be responsible for communicating to the Authorities (Construction Institute and Local Government) informing and getting their approval of intervention change. The Consultant shall not proceed with other phases until formal approval has been issued from UNDP.

4.5.2 Conceptual Design

For the facility to which, in Consultancy company's opinion, this TOR's intervention measure is considered appropriate, the Conceptual Design work shall start immediately after the commencing date and parallel with the data collection process. The Conceptual Design package (two options for each facility), mainly

focused on the architectural and structural components, shall be presented not later than 12 calendar days after the commencement of the Assignment.

The Submission of Conceptual Design shall be done separately for each facility, simultaneously but not later than two weeks after the commencement letter.

The deliverables comprising the conceptual design package shall be simple and must consist at least to the following:

- General Plan showing the location, placement, and orientation of the facility
- Floor Plans, in case the facility consists of more than one floor
- Few Characteristic Sections to show the type of structure and foundations
- Several 3D dimensional views of the facility, showing the architectural harmony of the proposal with the surrounding environment and other
- A Technical Report to explain how ToRs requirements are fulfilled.

The Conceptual stage's Deliverables may be in PDF or other electronic formats, as instructed during contract implementation by UNDP Supervising (Monitoring) Engineer.

4.5.3 Preparation of the Detailed Technical Design

After Formal approval of UNDP's Conceptual Design, and as agreed during the consultation processes with community, where the consultancy company will present two project ideas for each facility, the Consultancy company shall continue preparing the detailed design package. The Consultancy company shall be aware that the final package will serve as the basis for application for the Construction Permit.

The Detailed Design Phase shall be considered complete only after the construction permit is issued by the relevant authority in charge. Any required review from the Consultancy company during this phase shall be deemed to have been included in the offer.

The final package shall contain but is not limited to the following drawings and reports in line with country's regulations.

Drawings

- a) Topographic survey layout
- b) Architectural Design
- c) Construction/Structural design project
- d) Electrical and lighting Design project, associated with design of computer network, earthing, and CCTV Camera monitoring project
- e) Fire Protection and Safety design project
- f) Hydro-technical Design project
- g) Thermomechanical / air conditioning design project associated with the detailed layout of each component and equipment
- h) Design for the implementation of the rainwater drainage network
- i) Design for the implementation of the sewage system
- j) Water Supply Network Implementation Design, including details of equipment, manholes and joint fixtures, etc
- k) Geological/Geotechnical Reports

- l) Seismic Report
- m) Preparation of the Energy Audit Report and Energy Performance Certificate of the building
- n) Technical specifications for the items of works to be performed
- o) Bill of Quantities and Cost Estimation based on market prices
- p) Chart of detailed works according to work items
- q) Works Organization Plan and the construction of the shipyard in the function of the means, which are part of the realization of the facility, based on the schedule of works
- r) Environmental and Social Impact Assessment (ESIA) report.

Reports

1. Technical reports (constructive, architectural, topographic, geological, seismic, hydrotechnical, electrical, mechanical, energy efficiency, sewerage system (KUZ), rainwater drainage (KUSH), Environmental & Social Impact Assessment (ESIA) report; Preparation of the Energy Audit Report and Energy Performance Certificate of the building Archaeological Survey (if necessary) and Study report);

The reporting documents mentioned above should be submitted physically and appropriately: (ACAD, word, excel).

Technical Specifications

Detailed and appropriate Technical Specifications for **each and every work item and category to be performed**, in compliance with each Technical report and Drawings;

Bill of Quantities and Cost Estimation

Bill of Quantities and Cost Estimation based on official and market prices for each work item shall be detailed, **accompanied by detailed analysis for each item different from the prices used in the Official manual of prices in force**;

Works Schedule

A detailed Chart of detailed works according to work items reflecting the methodology of implementation of construction works shall be included;

In addition, each of the Reports must be accompanied by the appropriate Design firm licenses and expert's professional licenses for design, environmental expert license, and property certificate(s) for the facility and plot area under consideration.

Declarations of professional responsibility for the company and for the professional staff involved in Design works shall also be presented.

4.5.4 Technical Appraisal and Construction Permit

The Consultancy company shall be responsible getting the formal appraisal approval, on behalf of the UNDP to apply for Construction Permit. The Application shall be done through the Integrated Territory Register portal based on law 107/2014 "On Territory Planning and Development. "

4.5.5 Support during the tender process

The Consultancy Company is expected to support the UNDP during the tender process as required and needed. Such support may include participation in site visits during the pre-bid phase, support in the Questions and Answers process (providing technical clarifications if needed), and support during the evaluation process (if required by the Client).

4.5.6 Standards in Design

The Consultant shall follow all norms and standards recommend throughout these TORs. In case the local norms or standards do not provide any clear and appropriate guidelines, the EU norms (EN and ISO) shall prevail. However, if, in its experience, the application of any other international standard offers more safety and commodity to any functional component, the Consultancy company shall be free to apply them, anyhow being subject of prior notification to UNDP technical staff.

4.5.7 Literature and Software

In accordance with UNDP and other Donor regulations, the Consultancy company shall use legal software and literature for the Works. If required, a list of such software and their permanent or leased licenses shall be made available to UNDP.

4.5.8 Final submitted documents

Drawings

The Consultancy company shall prepare and submit the final version of drawings in PDF and CAD (2007-2012) format and 5 (five) colored hardcopies (signed and stamped). The documents submitted in the electronic version (PDF and CAD) shall be similar revision and contain a list of drawings and proper numbering. Drawings shall be bilingual, English, and Albanian. The Consultancy company shall be responsible for an appropriate presentation of the following list of drawings but not only:

1. The existing survey plan of the facility (in an appropriate scale to be agreed)
2. The existing plan of the building on scale 1: 100
3. The general layout of the building in scale 1: 200; 1: 500
4. Plan of the scale of the existing floor 1: 100, 1:50
5. Facility's layouts after changes 1: 100; 1:50
6. Existing facades scale 1: 100
7. New facades in 2D and 3D scale 1: 100
8. Building sections (in both directions) scale 1: 100
9. Furniture plan scale 1: 100
10. Foundation plan scale 1: 100
11. Foundation sections and details scale 1: 50
12. Structural plan scale 1: 100
13. Sewer network layout at the scale of 1: 100
14. Manholes and other sewer network details scale 1: 10, 1:20
15. Water supply layout in scale 1: 200, 1: 100
16. Water supply axonometric charts, details of sanitary equipment scale 1: 100
17. Wells and other details of the water supply network scale 1: 20, 1:10
18. Power supply system plans scale 1: 100
19. Protection systems, grounding, lighting plans, and details scale 1: 100
20. Power distribution 1:100

21. LAN and telephone system plan scale 1: 100
22. Outdoor lighting layout and details scale 1: 100; 1:50
23. Single line and control diagrams showing switchboard and metering details
24. Layout and details of the fire protection system scale 1: 100
25. Greenery layout and details scale 1: 100; 1:50
26. Surrounding wall layout, type, and detail of bench fixing scale 1: 100; 1:50
27. Surface water discipline and discharge plan and related details scale 1: 100; 1:50
28. Mechanical plans for the buildings and details, scale 1: 100.

Reports

The reports shall be presented in pdf format, duly signed and sealed by the Consultancy company and respective experts. The Reports shall also be bilingual, except software calculation outputs, which shall be included as annexes. The Reports shall present the input data, assumptions, and standards considered during modeling and calculation, output data, etc. The Structural Report shall contain the software name, a short explanation about the used software capabilities, and adequacy with the facility structure.

Technical Specifications

Technical Specification shall be delivered in word format; they should be separated for each facility; instruction shall be provided during contract implementation.

4.5.9 Data to be provided by UNDP

After the contract signature, the UNDP shall deliver the Consultancy company available information, Assessment from other Consultants provided to UNDP from respective municipalities where the facility is located.

4.5.10 Staffing and Implementation Schedule

Referring to the sections above, the implementation time shall be divided into three stages, Data Collection and Conceptual Stage, Detailed Design, and Assistance to the UNDP for acquiring permission from authorities. The Data Collection and Conceptual Design shall merge for the facilities that recommended interventions to the Consultancy company's opinion are appropriate. The following tables present a general and indicative implementation schedule of the contract and shall be the key to the services' quotation. However, the Consultancy company shall be obligated to show his schedule in compliance with his offer. The implementation schedule shall be part of the Technical Proposal and shall be subject to evaluation under part 6 of RFP.

The Consultancy company shall be aware that no quotation shall be made for the assistance period. The cost service of this staging shall be deemed to have been included in the Design Period cost. For reference, see table 1 and table 2 below:

Activities	Timeline									
	Design Period							Assistance Period		
	12 calendar days	Client Approval	30 calendar days					Client Approval	Bidding Process	
Data Collection										
Conceptual Design										
Architectural Design										

It is expected that the services do not exceed 15.5 man/month input from key and non-key experts presented in the below table. The Consultancy company shall be obligated to include a completed table of expert's inputs in his Technical Proposal and be aware that such a table will be subject to evaluation in compliance with technical evaluation criteria of this RFP.

Key Staff	Timeline (Weeks)															
	Design Period								Assistance Period							
	12 calendar days			Client Approval	30 calendar days						Client Approval		Bidding Process			
Architect -Team Leader																
Architect – Senior expert																
Structural Engineer – Senior Expert																
Civil Engineer – Construction Engineer																
Non-Key Staff																
Architect 2																
Hydrotechnical Engineer																
Mechanical Engineer																
Electrical Engineer																
Etc.																
Other Services																
Survey																
Geology																
ESIA and Archeology																
Transport																

Office, Printing, appraisal, etc														

Table 2_ Maximum Expert M/M Input

The Key Staff of the Consultancy company shall include but not limited to the following expertise

- One Team leader/Leading designer -Architect – at least 15 years of experiences
- One senior expert – Architect – at least 10 years of experience
- One senior expert - Structural Engineer – At least 10 years of experience
- One senior expert – Civil engineer with specialization in construction materials – At least 10 years of experience

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.

Key Expert 1: Team Leader – Engineer’s Representative

A Team Leader shall lead and coordinate the activities of the Consultant team. He/she is expected to be responsible for contractual matters and the communication between the Consultant, the Contractor(s), the Employer (UNDP), and the other relevant authorities. The Team Leader is expected to participate in all progress and management meetings where his/her presence may be required.

The Team Leader is expected to possess at least a university degree or equivalent qualification in Architecture, proven experience in leading multidisciplinary teams, fluent in English, good computer skills, communication, proved leadership, and organizational skills.

Key Experts 2 – Architect

The Architect shall have a university degree in architecture, have good English language skills, be fluent in Albanian and possess good knowledge of relevant international norms, standards and procedures, and local circumstances and practices. He/she should have proven experience in architectural design of equal or more complicated buildings.

Key Expert 3: Structural Engineer

The Structural Engineer shall have a university degree in civil engineering, have good English language skills, be fluent in Albanian and possess good knowledge of relevant international norms, standards and procedures, and local circumstances and practices. He/she should be a certified structural engineer and have proven experience in structural calculation of equal or more complicated buildings.

Key Expert 4: Civil Engineer / Construction Engineer

The Engineer is expected to possess a university degree in civil engineering, have good English language skills, and good knowledge of relevant international norms, standards, and procedures. The Civil/ Construction Engineer is expected to have at least 10 years of general experience.

4.6 SUPERVISION OF WORKS

4.6.1 Objectives and results of the supervision consultancy

The consultancy supervision contract's general objective is to provide qualified and professional technical assistance to UNDP in ensuring the successful implementation of contract implementation.

The specific objectives of the consultancy are to:

- Act as the Supervisor according to applicable law and UNDP Contract for Civil Works and Supply Contracts;
- Provide contract administration and works supervision in compliance with the Conditions of Contract for Civil Works and Supply Contracts;
- Ensure implementation of the project following the UNDP Social and Environmental Safeguards and approved Environmental Management Plan and Resettlement Plan Framework.
- Supervise and monitor the daily activities including the Health, Safety and Environmental performance from the Contractor.
- Ensure project management and administration, quality assurance, commissioning and taking over in strict compliance with the works contract and relevant legislation;
- Provide technical and financial reporting to the UNDP Project Implementation Team
- Provide technical and contractual support during the Maintenance Period – Defects Liability Period (DLP).

The above tasks are to be performed in line with the procurement and construction program planned for the civil works. The results to be achieved by the Construction Supervision Consultant (from now on called “Consultant”) are summarized as follows:

- All contractual paperwork in place on time (insurances, guarantees, permits, etc.);
- Smooth project implementation system in place and implemented, including quality assurance system;
- All risks in terms of potential quality problems, delays, or budget overruns timely identified and professionally managed;
- The contractor(s) constructed technical infrastructure systems in strict compliance with the respective works contract(s) within the contract timeframe and budget. Supervision of works carried out and all relevant documentation completed in accordance with the Works contract(s) and relevant law;
- Health, Safety and Environmental performance from the Contractor during all the project lifetime.
- Works handed over and permissions for utilization obtained under the statutory procedures and within the specified periods;
- All required technical and administrative reports are prepared and submitted on time.

4.6.2 Supervision Scope of the work

To attain the Project's specific objectives and results, the Consultant shall carry out activities listed below. The Consultant should be proactive in identifying optimal solutions to reach the objectives of this contract and identify any additional tasks and activities desirable or necessary for this assignment's successful implementation.

The Consultancy Services Supervision contract comprises 4 phases:

- Mobilization Phase;
- Construction Phase;
- Commissioning Phase; and
- Maintenance (DLP) Period.

4.6.2.1 Mobilization phase

The mobilization period shall commence immediately upon commencement of the civil works contract or the Consultancy Supervision Services Contract's signature, whichever is the latest.

During the mobilization phase, the Consultant shall become familiar with all aspects of the project, work contract, and project's environment, review the present Terms of Reference and tender and contract dossiers for the Works contracts.

4.6.2.2 Construction phase

The Consultant shall administer the contract and supervise the construction works, i.e., carry out the Engineer's duties following the Conditions for Works Contracts financed by the UNDP.

Such activities of the Consultant shall include, but not necessarily be limited to, the following:

- a) analyze and monitor contractual programs submitted by the Contractor and give instructions to the Contractor to take appropriate measures to fulfill the Contractor's tasks. The Consultant shall review the Contractor's programs regularly throughout the project.
- b) Ensure that the contract conditions are strictly adhered to, and Contractors and any sub-contractors fulfill their contractual obligations.
- c) Maintain up-to-date records of all contractual administration, correspondence, measurements, payments, variations, etc. The Consultant shall document all instructions to the Contractor.
- d) Ensure that all safety risks during construction and commissioning of the works shall be assessed in advance and risk mitigation measures introduced before commencing the respective activities.
- e) Be in continuous contact with the Contractor to identify and resolve any potential problems in a proactive manner. The Consultant shall hold weekly site meetings and monthly progress meetings with the Contractor and other stakeholders. All potential delays and other issues shall be identified, and corresponding actions discussed and agreed to assist the Contractor in avoiding or mitigating the overall delay.
- f) Keep UNDP Team informed of the progress of works and any ongoing or anticipated problem, challenge, delay, or cost variation by providing properly prepared minutes of meetings.
- g) Prepare all reports following the requirements laid down in the present ToR.
- h) Check and comment on the adequacy and authenticity of all certificates, insurance, securities, indemnities, ownership of the plant, etc. for which the Contractor is liable under the conditions of the contract. The Consultant shall issue all requisite certificates in compliance with the Contract.
- i) Assist the Contracting Authority in administrative duties, including financial planning and cash flow forecasts for all contracts monthly.
- j) Review and approve the Contractor's working drawings and possible modifications to the detailed design.

The Consultant shall consider that a gap period between completion of design services and commencement of supervision services exist. Additionally, the Consultant shall consider that all contracts commence simultaneously; therefore, He shall be responsible for providing the staff accordingly.

4.6.3 Site supervision

The Consultancy company shall carry out day-to-day supervision of construction works following the Works Contracts, Site Procedures Manual, Environmental Management Plan, and Supervisor's Quality Assurance Manual.

The supervision's main objective is to facilitate the highest possible standard of construction works within the contract time and in full conformity with the contract's technical specifications.

The Consultancy company shall carry out the following activities as part of site supervision:

- ensure that the quality of materials and the end product complies with Albanian EN Norms
- order the Contractor to substitute and make good any part of the works, if levels, dimensions, materials or workmanship do not conform to the requirements and specifications or are otherwise insufficient/inferior
- conduct regular site inspections to check the quality of the workmanship and materials following the Contract and good engineering practice
- Inspect, approve and monitor that all relevant measures and activity related to Health, Safety and Environmental performance from the Contractor during all the project lifetime is in compliance with local and/or international legislation in force
- verify that the Contractor's payment applications for work executed are accurate, fair, and reasonable representations of the work's value. The Consultancy company shall prepare subsequent certificates and present these to the UNDP for endorsement and further processing. The Consultancy company shall ensure that the UNDP is informed of all matters relating to payments, cash flow, or any other impacts on budgetary provisions
- Keep accurate records taken throughout the contract's duration to reach an agreement on the Contractor's final account
- Assist UNDP and ensure the works are implemented following the Environmental Management Plan. The consultancy company will be responsible for reporting monthly to the UNDP Technical Team to any environmental issue
- Assist UNDP to monitor and address all the citizens' and beneficiaries' complaints during the works' implementation.

4.6.4 Measurement of Works

The Consultancy company shall measure and keep accurate records of permanent works executed by the Contractor.

The works shall be measured on-site, following the appropriate clauses in the Contract's General Conditions associated with the Works contract.

4.6.5 Other activities

The Consultancy company shall carry out all other activities needed for the smooth implementation of the Project. These activities include, among other things, the following:

- Administration of the Works Contract following the contract documents

- Approval of Contractor's details of temporary works and operations
- Approval and surveillance of the traffic management proposals prepared by the Contractor following the General Conditions of the works contract; to ensure that the Contractor carries out the work to minimize interference with adjacent traffic by providing necessary lights, guards, fencing and watchmen, etc. and provide access to local buildings and properties at all times
- Approval and surveillance of environmental measures identified by the Contractor and other stakeholders to carry out the work in an environmentally safe way, taking appropriate mitigation actions to meet the relevant requirements of the contract and those of the local and state authorities;
- Assist the UNDP in the processing of variations, approve the setting-out of the works and give instructions to the Contractor in this regard
- Review any changes in drawings and/or specifications, which may prove necessary or desirable before or during the execution of the construction works
- Negotiate and recommend to the UNDP any Variations initiated by the Contractor or to be undertaken by the UNDP
- Advice on any claims or contractual disputes and problems arising during the works, and prevent claims and delays whenever feasible
- Verify and approve "as-built drawings" and deliver to the UNDP all reports, records, certificates, etc. prepared or supplied by the Contractor.

4.6.6 Commissioning Phase

During the Commissioning Phase, the Consultancy company shall carry out the following duties:

- Verify and approve operation and maintenance manuals
- Review, verify and certify as-built documentation
- Participate in pressure tests, hydraulic tests, and any other tests required under the works Contract and verify compliance with applicable norms and the Works Contracts requirements
- Issue list of defects ("snag list") and other documentation as required before the Certificate of Provisional Acceptance is issued
- Carry out the final inspection and prepare Provisional Acceptance Certificate, list of defects, and other documents as required by the contract
- Ensure that taking over procedures are carried out in line with local regulations and requirements, as appropriate.

4.6.7 Maintenance – DLP Period

During and after the Maintenance DLP period, the Consultant shall carry out the following duties:

- Supervise, inspect, and record completion of any outstanding work and remedy of defects, as well as the continued compliance with the conditions of contract and technical specifications
- Scrutinize the Contractor's payment applications and issue Interim (Final) Payment Certificates accordingly:
- Scrutinize the Contractor's draft Final Statement of Account; and
- Prepare the Final Statement of Account and draft the Substantial (Final) Completion of Works Certificate.

The consultancy company shall be responsible for assisting UNDP and respective beneficiary authorities to finally take over the Works and issue a Completion Work Certificate at the end of the Defect Liability Period.

4.6.8 Implementation Schedule and Contract Period

The Consultancy Supervision Service Contract is scheduled to start as soon as the Civil Works Contract is awarded and signed and end on the Maintenance DLP Period's expiry. The duration of the contract execution will be 4 months divided as follows:

- 4 months construction period;
- 2 weeks commissioning period
- 2 weeks at the end of the DLP period

The Consultancy company shall base its quotation on the following implementation schedule, considering that:

- The Team Leader is required to be full time dedicated to the Contract
- Electrical and HVAC Engineers will be quoted on a part-time basis, the extent of which is at the discretion of the Team Leader and UNDP Supervising Engineer.
- It is expected that one inspector supervises daily both facilities.
- The expected inputs for a contract duration of 4 months including DLP period shall not exceed 16 man/month.

Key Staff/Months	Timeline (Months)		DLP	Ass. During DLP
	Mobilization + Construction + Commissioning			
		4 months		12 Months
Team Leader-	Throughout the Contract Duration			0.5
Inspector 1-Civil Eng.	Throughout the Contract Duration			N/A
Non-Key Staff				
Electrical Engineer	On-call. The m/m input shall not exceed 1 months along the entire construction contract period			0.5
Mechanical Engineer HVAC	On-call. The m/m input shall not exceed 1 months along the entire construction contract period			0.5
Reimbursable				
Office, printing, other administrative costs	throughout the Contract Duration -cost LS			N/A
Transport	throughout the Contract Duration -cost LS			N/A

Table 3_ Supervision Contract Implementation Schedule

4.6.9 Staffing requirements

The Consultancy company shall employ a team fully qualified for the provision of the requested services. The unit shall include experts for Civil Works and Supply and other general requirements and practices. CVs of key experts and other experts are provided in the appropriate format, as shown in the RFP.

The purpose of the Consultancy company's quality management (quality assurance) is to make sure that the results of the services provided comply with the highest international standards. The working language of the project is English.

Day-to-day communication language with the UNDP, employees of municipalities, and other local authorities will be either English or Albanian language.

4.6.10 Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. All key experts must be independent and free from conflicts of interest in the responsibilities assigned to them. The selection criteria for the key and non-key experts for this contract are as follows:

All experts assigned by the Consultant must possess proficiency in the English language.

The Consultancy team shall include the following key and non-key experts and be supported by other experts as considered necessary by the Consultant and as substantiated in its proposals:

- | | |
|--|-----------------------------------|
| 1. Team Leader / the Engineer's Representative | minimum of 15 years of experience |
| 2. Site Supervision Expert | minimum of 15 years of experience |
| 3. Electrical Engineer | minimum of 10 years of experience |
| 4. Mechanical Engineer | minimum of 10 years of experience |

4.6.11 Required Qualification Criteria

Key Expert 1: Team Leader – Engineer's Representative

A Team Leader shall lead and coordinate the activities of the Consultancy team. He/she is expected to be responsible for contractual matters and the communication between the Consultancy company, the Contractor(s), the Employer (UNDP), and the other relevant authorities. The Team Leader is expected to participate in all progress and management meetings where his/her presence is required. If necessary, the Team Leader shall visit construction sites monthly to ensure the works' progress in compliance with the contract requirements.

The Team Leader is expected to possess at least a university degree or equivalent qualification in Civil Engineering/Hyrotechnical Engineering, proven experience in leading multidisciplinary teams, fluent in English, and good computer skills, communication, leadership, and organizational skills. He/she shall have at least 15 years of experience, a minimum of 7 years in project management.

Key Expert 2 -Site Supervision Expert/Site Inspector

Technical supervision on the sites will be carried out by the Site Supervision Expert/Inspector. He/she will communicate with the Contractor's site organization daily and represent the Consultancy company in technical matters. Site Supervision Expert shall act under the Team Leader's control and coordination. Site Supervision Expert is expected to possess a university degree in civil engineering, good English language

skills, and be fluent in Albanian. He/she must have good knowledge of relevant international norms, standards, procedures, and local circumstances and practices and shall have a minimum of 15 years of general experience.

Non-Key Expert 3: Electrical Engineer

Supervision building installations. The Electrical Engineer will be carried out under the Team Leader's control and coordination and close cooperation with the Site Supervision Experts/Inspectors. The Electrical Engineer is expected to possess a university degree in electrical engineering, have good English language skills, and good knowledge of relevant international norms, standards, and procedures. The Electrical Engineer is expected to possess at least 10 years of construction supervision experience in electrical engineering installations.

Non-Key Expert 4: Mechanical Engineer

Supervision of mechanical installations will be carried out by the Mechanical Engineer, under the Team Leader's control and coordination and in close cooperation with the Site Supervision Experts/Inspectors. The Mechanical Engineer is expected to possess a university degree in mechanical engineering, have good English language skills, and good knowledge of relevant international norms, standards, and procedures. The Mechanical Engineer is expected to possess at least 10 years of construction supervision experience of mechanical installations.

4.6.12 Support staff and backstopping and facilities

The Consultancy company shall be aware that any necessary cost requiring support due to any design discrepancies which may require further detailing of the design shall be considered as covered in the design stage.

The Consultancy company shall ensure that experts are adequately supported and equipped. The Consultancy company is responsible for providing a suitable office for the duration of the Contract. This office should be adequately equipped and staffed to enable the Team Leader and his/her staff to carry out their duties effectively. The cost of this office should be covered under reimbursable project costs.

The provisions of all other site offices within the project area are the Works Contractor's responsibility, and the Works Contractor will maintain them for the Contract's duration.

The Consultancy company shall also be responsible for transporting the experts from office to construction site and back.

4.6.13 Annex 1 – Data Information

The present assignment includes Design and Supervision of the following list of facilities:

- 1- Construction of municipal multifunctional social care services centre, Divjake Municipality
- 2- Reconstruction/retrofitting of multifunctional social care services centre, Patos Municipality

I. Facility Name – Construction of municipal multifunctional social care services centre, Divjake Municipality

Region	Municipality	Adm/Unit	UTM/WGS84/K34 Coordinates	Cadastral Zone
Fier	Divjake	Divjake		
No. of service recipients: up to 30 children with disabilities, 8 individuals in need of shelter for social emergency, 2-3 elderly				
Intervention:		New CONSTRUCTION		
<p>The Municipality of Divjake has requested that a multifunctional social care services centre be designed and constructed to respond to the requirements of Law 121/2016 on Social Care Services in the Republic of Albania and to the local needs for social care services. The centre will host services for: - up to 30 persons with disabilities, mainly children aged 0-16 and their family members; - up to 8 women victims of domestic violence and their children (if any); - elderly people in need of care in the family (home service); - up to 4 individuals in a social emergency situation. The Municipality has made available a terrain/ land of m²XXX to build a new two-floor facility. Since the services target more than one category of service recipients, it is preferable that the facility has separate entrances for the various groups.</p> <p>The centre will be built with energy efficiency measures such as: PVC double-glazed windows, thermo-insulated roof or terrace and exterior walls. The internal centre complex engineering network will be 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 doors and a fire protection system. The centre will address accessibility issues, including installation of ramps and elevator as appropriate, for persons with disabilities. There will be constructed an outdoor playground. The centre territory will be lit with efficient outdoor lighting. The construction works also include landscaping works, front yard adjustment. Since there will be a two-floor structure, it should be also equipped with an emergency staircase.</p>				
				

I. Facility Name – Reconstruction/retrofitting of multifunctional social care services centre, Patos Municipality

Region	Municipality	Adm/Unit	UTM/WGS84/K34 Coordinates	Cadastral Zone
Fier	Patos	Patos		
No. of service recipients: up to 30 children with disabilities, 8 individuals in need of shelter for social emergency				
Intervention:		RECONSTRUCTION/RETROFITTING		
<p>The Municipality of Divjake has requested that a multifunctional social care services centre be designed and implemented to respond to the requirements of Law 121/2016 on Social Care Services in the Republic of Albania and to the local needs for social care services. The centre will host services for: - up to 30 persons with disabilities, mainly children aged 0-16 and their family members; - up to 8 women victims of domestic violence and their children (if any); - up to 4 individuals in a social emergency situation. The Municipality has made available the premises of one floor of the former city maternity hospital, representing an area of m²345.5, for transformation by reconstruction and retrofitting into a centre for social services. Since the services target more than one category of service recipients, it is preferable that the facility provides separate entrances for the various groups.</p>				
<p>The centre will be reconstructed with energy efficiency measures such as: PVC double-glazed windows, thermo-insulated terrace and exterior walls. The internal centre complex engineering network will be 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 doors and a fire protection system. The centre will address accessibility issues, including installation of ramps and elevator as appropriate, for persons with disabilities. Repair of hydro-sanitary installations for water supply and sewage, installation of a new system for CCTV, IT network, and emergency lighting based on the prior assessment and testing might be also needed. An outdoor playground will be constructed. The centre territory will be lit with efficient outdoor lighting. The reconstruction works include landscaping works and front yard adjustment. Since the building is a two-floor structure, it should be also equipped with an emergency staircase.</p>				
Report from Construction Institute or other source:				
<div></div>				

PART 5**5.1 MINIMUM QUALIFICATION REQUIREMENTS AND ELIGIBILITY CRITERIA**

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>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: (i) For design: Category 2, b2; Cat. 3.a; Cat. 4 a,b,f; Cat 9, a. and (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 7,000,000 ALL for the last three years;</p>

5. Personnel/staff of the company	<p>4.2 Certificate from Tax Office that shows that the Consultancy company has paid all obligatory taxes for the last year (not older than three months)</p> <p>5.1 Organigramme of the company (including job titles of personnel/staff)</p>
Qualification	
<p>Company Experiences:</p> <p>At least 5 (five) years of experience as a legal entity in preparation of technical documentation (detailed technical design, technical specification, reports, cost estimations) for community buildings, educational facilities, high-rise buildings, and civil construction of similar complexity.</p> <p>At least 2 (two) successfully prepared detailed designs and 2 (two) completed supervisions within the last 5 (five) years of educational facilities, community buildings, and civil construction structures of similar size and complexity</p>	<p>Reference list indicating successfully implemented projects within the last 5 (five) years on the company memorandum letter;</p> <p><i>(In case of Joint Venture, at least one of the members must have at least 5 (five) years of experience as a legal entity)</i></p> <p>At least two successfully performed contracts for similar designs and two for similar works in supervision within the last 5 (five) years performed by the company. The supportive documents such as contracts, invoices, letter of references should accompany the list of similar works.</p> <p>Reference letters should indicate the name, 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.</p> <p>Notarized Contract on the Joint Venture establishment.</p>
<p>Team composition and competences of the team members:</p> <ol style="list-style-type: none"> 1 One (1) Team leader/Leading designer - Architect with a minimum of 15 years of experience in the design of public buildings and works of similar complexity; 2 One Team leader/Leading supervisor - Civil engineer with specialization in structural engineer – at least 15 years of experiences; 3 One senior expert – Architect – at least 10 years of experience; 4 One senior expert – Structural Engineer – at least 10 years of experience; 	<ul style="list-style-type: none"> • 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;

<p>5 One senior expert – Civil engineer with specialization in construction materials – At least 10 years of experience;</p> <p>6 One Site Supervision Expert with minimum of 15 years of experience</p> <p>7 One (1) Electrical engineer – Non-key expert, with professional exam certificate in the area of energetics with minimum 10 years of experience in the electrical design of buildings and works of similar complexity;</p> <p>8 One (1) licensed graduate Mechanical engineer – non-key expert, with professional exam certificate with minimum 10 years of experience in heating design and works of similar complexity;</p> <p><i>Team Leader and at least two team members must be permanent (full-time) personnel of the Service Provider.</i></p>	<ul style="list-style-type: none"> • Copies of professional licenses and university diplomas (bachelor and master’s degree) of each team member); <p>Statement on availability and exclusivity during the entire contracted period, signed by each team member;</p>
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NOTE: Above minimum qualification requirements are defined. Bidder must demonstrate relevant capacity in terms of the engaged staff through the submission of their CVs.

PART 6**6.1 TECHNICAL EVALUATION CRITERIA**

6.1.1 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

6.1.2 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 technical design and supervision.	100
1.5	Experience in implementation of activities and preparation of tendering dossiers in accordance with the UNDP and/or EU Guidelines for the Procurement of Supplies, Works and Services	30
1.5	Quality assurance procedures and risk mitigation measures	50
1.6	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

6.1.3 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 design tasks	30
2.7	Understanding of specific supervision tasks	30
2.8	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30
2.9	Soundness/completeness of the proposed workplan including whether the activities are properly sequenced and if these are logical and realistic	20
2.10	Structure of project management, monitoring, reporting	20
Total Section 2		400

6.1.4 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 a	Team Leader / Leading Designer - Architect		50
3.2 b	Team Leader / Leading Supervisor – Civil Engineer with specialization in structural engineering		50
3.2 c	One Senior Experts – Architect		40
3.2 d	One Senior Expert - Civil Engineer /hydro-technical engineer		40
3.2 e	Senior Expert - Civil Engineering with specialization in construction materials		30
3.2 f	Other experts (geological engineer, electrical engineer, mechanical engineer HVAC, cost estimator)		60
Total Section 3			300