

Instructions to tenderers

1. GENERAL

- 1.1. Contract title: Management Plan for the former Spaç prison, Albania
- 1.2. Name of Tendering Authority: Cultural Heritage without Borders-Albania (CHWB Albania)
- 1.3. Address and contacts: Address: Rr. Ismail Qemali, P.34/1 Kt. VII, Zyra Nr.31, Tiranë, Albania
E-mail: albania@chwb.org
Phone: +355692039190
- 1.4. Maximum Contract Amount: Total payments, including fees, expenses, VAT and other taxes and any other payment, to the awarded Tenderer under this Contract shall not exceed the Maximum Contract Amount of EUR 56, 000
- 1.5. Financing: Financed by the Swedish International Development Agency (SIDA)
- 1.6. Award criteria: best price-quality ratio
- 1.7. Deadline for submission of tender: 15/03/2023 at 17H00 CET
- 1.8. Language of tender: the language of the submitted tender shall be English
- 1.9. Procurement procedure: open tendering
- 1.10. Provisional commencement date: May 2023

2. QUESTIONS REGARDING THE TENDER

- 2.1. Any questions regarding the tender shall be sent to the following email address, specifying the contract title: procurement@chwb.org
- 2.2. Questions shall be submitted in English only. CHWB Albania reserves the right to refuse to answer questions submitted in other languages. CHWB Albania will only provide answers in English.
- 2.3. CHWB Albania is not bound to reply to questions received later than 10 working days before the deadline for submission of tender.
- 2.4. CHWB Albania must respond to request for clarifications at the latest 3 (three) working days after receiving them.

3. SUBMISSION OF TENDER

- 3.1. Tenders must be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words 'Envelope A — Technical Proposal' and the other 'Envelope B — Financial Proposal'.

Envelope A — Technical Proposal must contain the following documents:

- Cover letter (Annex 1)
- Identification form (Annex 2) including supporting documentation
- Bank identification form (Annex 2a)
- Declaration on exclusion criteria (Annex 3)
- Consortium agreement *if applicable* (Annex 4)
- Organisation and methodology (Annex 5)

- A summary table of the team formation and related profiles (Annex 6)
- CVs of each individual team members (Annex 7)
- A description of two projects of a similar nature and of a comparable scale undertaken in the past five years (Annex 8)
- Supporting evidence and documentation:
 - Certificate of registration or incorporation
 - Company profile/CV
 - At least two reference letters from the contracting authorities of similar projects (in terms of value and technical area covered) implemented since its registration, but for periods not earlier than the last five years.
 - Copy of registration for declaration and payment of value added tax or a similar sales tax in accordance with national legislation
 - Evidence that the Tenderer has declared preliminary taxes for staff and employee contributions
 - Evidence that the Tenderer is free from debts regarding taxes and social security contributions
 - The annual turnover for the past 2 (two) years
 - Information on their annual accounts showing ratio between assets and liability.

A digital copy of the Technical Proposal is desirable along with the hard copy. It shall be sent to the following email address, specifying the contract title: procurement@chwb.org

Envelope B — Financial Proposal must contain the following document:

- Financial proposal (Annex 9)

3.2. Applications must be submitted within the deadline, in English to the contracting authority in a sealed envelope:

- Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Cultural Heritage without Borders-Albania (CHwB Albania)
Rr. Ismail Qemali, P.34/1 Kt. VII, Zyra Nr.31, Tiranë, Albania

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Cultural Heritage without Borders-Albania (CHwB Albania)
Rr. Ismail Qemali, P.34/1 Kt. VII, Zyra Nr.31, Tiranë, Albania

3.3. Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 1.7.

4. TERMS AND CONDITIONS FOR SUBMISSION OF TENDER

- 4.1. This tender for CHwB Albania Procurement for Consulting Services with the Reference Number 01-2023-SIDA is open to experienced companies, organizations or experts' consortia from any country with the exception of firms or individuals that are prohibited from participation by any action taken in compliance with a decision of the United Nations (UN) Security Council taken under Chapter VII of the Charter of the UN.
- 4.2. By submitting a tender the Tenderer accepts all the terms and conditions set out in the Tender Notice, Instructions to Tenderers and the Terms of Reference (including its annexes), and waives all other terms of business.
- 4.3. CHwB Albania may reject a tender that is not in compliance with the instructions in the Tender Notice, Instructions to Tenderers and the Terms of Reference (including its annexes).
- 4.4. No information communicated in this procurement process, the Tender Notice, Instructions to Tenderers and the Terms of Reference (including its annexes), bind CHwB Albania in any way to a contract. CHwB Albania shall only be bound by written contracts.
- 4.5. Submission of a tender binds the Tenderer to whom the Contract is awarded. The tender, in conjunction with the Terms of Reference (including its annexes), shall be an integral part of the Contract and will constitute annexes to the Contract.
- 4.6. The Tenderer shall meet the following Formal Qualification Requirements as listed below. A Tenderer is required to include in its Tender evidence that it:
 - 4.6.1. is registered by a national Registrars of Companies and a Trade Association (Patent och Registreringsverket, PRV or a corresponding national official register for non- Swedish firms);
 - 4.6.2. is registered for declaration and payment of value added tax or a similar sales tax in accordance with national legislation;
 - 4.6.3. has declared preliminary taxes for staff and employee contributions; and
 - 4.6.4. is free from debts regarding taxes and social security contributions.
 - 4.6.5. Failure to furnish such information may be a ground for rejection. A Tenderer not registered by the PRV or by a corresponding national official register as well as one not registered for declaration and payment of value added tax in accordance with national legislation, when so is required, will be excluded from participation in the tender proceedings.
- 4.7. A Tenderer may be excluded from the evaluation and the award of a contract, who:
 - 4.7.1. is bankrupt or is being wound up, whose affairs are being administered by court, who has entered into an arrangement with creditors, who has suspended business activities or who is subject of an injunction against running business by court;
 - 4.7.2. is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by court, or for an arrangement with creditors or of any other similar proceedings;
 - 4.7.3. has been convicted of an offence concerning his professional conduct by a court;
 - 4.7.4. has been found guilty of grave professional misconduct;
 - 4.7.5. has not fulfilled obligations relating to payments of taxes or social security contributions.
- 4.8. A Tenderer must be able to prove, to the satisfaction of CHwB Albania, any information given as part of its tender. Failure to do so, within a time limit set by CHwB Albania, may result in rejection of the tender.
- 4.9. CHwB Albania may ask the Tenderer for clarifications regarding any information submitted as part of the tender. CHwB Albania may reject any Tenderer from the procurement process that fails to submit the requested clarification.
- 4.10. Tenders submitted after the deadline for submission will not be considered.

- 4.11. Each tenderer may only submit one tender. In case of multiple tenders from the same tenderer, CHWB Albania will only consider the last one received.
- 4.12. Withdrawal of a submitted tender must be made via email and is permitted if it reaches CHWB Albania before the deadline for submission of tenders.
- 4.13. No variants are allowed. CHWB Albania will disregard any variants described in a tender, and reserves the right to reject such tenders without further evaluation.
- 4.14. All tenders shall be quoted in Euros.
- 4.15. All tenders must be valid for a period of 90 working days from the closing date of the receipt of tenders.
- 4.16. Expenses incurred in the preparing and submitting tenders are to be borne by the tenderers and cannot be reimbursed.
- 4.17. Tenders must be legible so that there can be no doubt as to words and figures. CHWB Albania may reject tenders that are not legible.
- 4.18. CHWB Albania will disregard any information given by the Tenderer outside the format for submission as stated in the Tender Notice, Instructions to Tenderers and the Terms of Reference (including its annexes).
- 4.19. The tender shall be complete when submitted. CHWB Albania will disregard additional documentation or information submitted separately from the tender, where not specifically requested by CHWB Albania.
- 4.20. Unless otherwise stated in the Tender Notice, Instructions to Tenderers and the Terms of Reference (including its annexes), the tender and all correspondence related to it shall be in English.
- 4.21. Tenderers are not entitled to contact CHWB Albania staff members or any other person referred to in the CHWB Albania procurement rules after the closing date of the receipt of tenders to ask for information on the evaluation. CHWB Albania may eliminate from the evaluation any Tenderer contravening this provision.
- 4.22. Certification of free competition.
By submission of the tender, the Tenderer certifies that:
 - 4.22.1. the prices in the tender have been arrived at independently without consultation, communication or agreement for the purpose of restricting competition, with any other economic operator;
 - 4.22.2. unless otherwise required by law, the prices quoted in the tender have not been, and will not be, knowingly disclosed directly or indirectly until the final award of the tender has been made by CHWB Albania;
 - 4.22.3. no attempt has been made or will be made by the Tenderer to induce any other economic operator to submit or abstain from submitting a tender.