

**Restoration and Conservation of the Mosaic Facade of the National Historical Museum, Albania
/ Tirana**

United Nations Office for Project Services ("UNOPS")

Invitation to Bid

Date of Issuance:	15.03.2021
ITB Case No.:	ITB/2021/19096

SECTION III EVALUATION METHOD AND CRITERIA

1. EVALUATION METHOD

Bid shall be evaluated on the basis of the “lowest priced substantially compliant offer” evaluation method.

Firstly, bids shall be evaluated for technical compliance based on:

- technical expertise and experience;
- safety, quality and insurance;
- capacity, resources and key personnel.
- Preliminary programme
- Time of completion

Secondly, bids that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks and benefits of each bid throughout the whole life cycle of the works and in the context of the project as a whole.

2. PRELIMINARY EXAMINATION

Upon opening of the bids, UNOPS shall proceed to a preliminary examination of the bids. UNOPS may reject any bid during the preliminary examination which does not comply with the requirements set out in this ITB, without further consultation with the bidder.

Bids which are incomplete, frivolous, clearly not competitive or contain material deviations from or reservations to the terms of the Contract, may, in UNOPS absolute discretion, be rejected or excluded from further consideration at any time during the evaluation, including after preliminary examination. A bidder may not be permitted to correct or withdraw material deviations or reservations in a bid once the bids have been opened.

3. CLARIFICATION OF BIDS

UNOPS may request clarification or further information in writing from the bidders at any time during the bid process. The bidders' responses shall not contain any changes regarding the substance or price of the bid.

UNOPS may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account.

4. EVALUATION CRITERIA

Technical Evaluation Criteria

The method “pass or fail” will be used in the Technical Evaluation. The technical criteria described below are applicable and will be used in the evaluation process.

Returnable Bid Schedule 1 - Form of Bid

The bidder's form of bid is correctly signed and filled out.

Returnable Bid Schedule 2 - Bid Security

The bidder's bid security complies with the ITB's requirement.

Pass / Fail

Returnable Bid Schedule 3 - Bidder Details

The bidder's details are correctly filled out and the Bidder submitted proof of valid registration under the legal and regulatory requirements of the bidder's country of corporation.

Returnable Bid Schedule 5 - Preliminary Programme

The bidder's preliminary program demonstrates the bidder's capacity to plan and programme the works within timelines that are consistent with industry practice, the project requirements and UNOPS' project technical staff programme.

Pass / Fail

Returnable Bid Schedule 6 – Project Team and Organisational Structure

The bidder's project team and organisational structure demonstrate the capacity of the bidder's core team to execute the works and should include all essential roles filled with people of the required experience. CV's should be used to verify the expertise and experience of the bidder's key personnel below:

Item No	Role Description	Qualification Degree	Years Exp
1	Project Manager	Degree holder in Civil/Building Engineering or Architecture	10 years work experience of in similar nature
2	Quality Control Engineer	Degree holder in Civil/Building Engineering	5 years work experience of a similar nature for degree and 7 years for diploma holder
3	Health & Safety,Environmental Engineer	Degree/Diploma holder in Civil/Building Engineering	5 years work experience of a similar nature for degree and 7 years for diploma holder
4	Site Engineer	Degree/Diploma holders in Civil/Building Engineering	5 years work experience of a similar nature for degree and 7 years for diploma holder
5	Site Foreman	Certificate	2 years work experience of project of similar nature
6	Mosaic Expert(s)	Degree/Diploma holders in	150 years work experience of in similar nature

		Civil/Building/Art Engineering	
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Note: Mosaic Expert mandatorily must possess **B/1 Design and implementation in the restoration of mosaics (or according to the converted category based on the DCM No. 792, dated 07.10.2020 category Z/V/1)** license.

Returnable Bid Schedule 7 – Insurances

The bidder's insurances comply with the ITB's requirements.

Returnable Bid Schedule 8 – Capacity Experience, Work in Hand and Completed.

1. *Similar projects executed successfully during the last five (5) years.*
2. *Average annual turnover of minimum 2 times the value of the quotation, in any one of the past five years.*
3. *Capacity to undertake this contract within current workload.*
4. *Key assets that the bidder shall demonstrate adequate ownership of, or access to:*
 - a) Crane 90t (min 35m high)
 - b) Telescopic boom lift (working high min 35m)
 - c) Aerial platform truck (working high min 35m)
 - d) Truck 10t min
 - e) Tile cutting tools for Mosaics

Returnable Bid Schedule 9 – Works Management System

The bidder's management system proposal demonstrates the bidder's capacity to carry out the works properly.

Returnable Bid Schedule 10 – Proposed Subcontractors and Suppliers

The bidder's proposed subcontractors and suppliers are of an appropriate quality, capacity and their location is appropriate.

Returnable Bid Schedule 11 – Proposed Sources of Naturally Occurring Material and Outline Statement of Proposed Methods

The bidder's proposed naturally occurring materials are from a responsible and appropriate location and the material complies with required standards under the Contract.

Returnable Bid Schedule 12 – Declaration

The bidder's declaration is correctly signed and filled out.

Returnable Bid Schedule 13 – Conflict of Interest

The schedule is correctly filled out and signed.

Returnable Bid Schedule 14 – Dispute Details

The schedule is correctly signed and filled out.

Returnable Bid Schedule 15 – Addenda to ITB

The schedule is correctly filled out and signed.

Financial Evaluation Criteria

Financial evaluation of the bids shall be conducted only on those bids found to be technically compliant.

The returnable Bid Schedule 4 - Bill of Quantities will be used for the financial evaluation purposes. The bidder's declaration of unit prices must be correctly filled out to obtain total amounts. Additions/deductions to the bid BOQ is unacceptable.

This document will also form bases for any Variation Values in the project. Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate by the corresponding quantity, the unit rate shall prevail and the total amount shall be corrected. If there is a discrepancy between words and figures the amount in words will prevail

Returnable Bid Schedule 4 – Bill of Quantities:

Attached as **Annex C**.