**SECTION II: RETURNABLES**

# **Submission of Expression of Interest (EOI) to Bid for Works**

*Your reference: [insert internal letter ref no.]*

*To: UNOPS, Albania Country Office*

*We, the undersigned, hereby express interest in bidding for the construction of Buildings under Albania Country office.*

*(a) We have duly completed the forms provided by UNOPS and certify that the information provided within the forms is true to the best of our knowledge at the date of submission.*

*(b) We understand that submission of this document does not place any responsibility on UNOPS to provide our Company with an opportunity to bid for a contract or constitute an offer of any form to our Company.*

*(c) We understand that this invitation for expression of interest does not constitute a pre-qualification to bid for tenders that UNOPS may launch in the future.*

*(d) We confirm that none of the exclusionary criteria contained in section 1.3.2 applies on our company or on the company proposed to work with us in joint venture for this engagement.*

*Signed [insert signature(s) of an authorized representative(s) of the Applicant]*

*Name [insert full name of person signing the application]*

*In the Capacity of [insert capacity of person signing the application]*

*Duly authorized to sign the application for and on behalf of: Applicant’s Name [insert full name of Applicant Company] Address [insert street number/town or city/country address]*

*Dated on [insert day number] day of [insert month], [insert year]*

# **Construction Company General Profile**

|  |  |
| --- | --- |
|  | **Page ...... of total pages......** |
| 3.1 Name of the Company | ........................................................................ |
| 3.2 Address of the Company (in Origin) | ........................................................................ |
| 3.3 Address of the Company in Albania | ........................................................................ |
| 3.4 Primary Business Area (e.g. Roads/Bridges/Buildings) | ........................................................................ |
| 3.5 Company Registration No. in Albania | ........................................................................ |
| ***Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |

# **Notes to Applicants**

|  |
| --- |
| 1. Answer all questions and provide information as requested in each form 2. Supplementary pages may be photocopied or scanned and inserted if required. 3. Number page in the space provided at the top of each page. 4. Retain a copy of your complete Submission. 5. If joint venture proposed, each company is to respond to all questions and fill in the forms separately. 6. Financial data should be in US dollars |
| **Standard Forms** |

A Joint Venture

B Financial Statement

C Structure and Organisation 1

D Structure and Organisation 2

E Resources: Personnel 1

F Resources: Personnel 2

G Resources: Labour Force, Subcontractors and Fabrication

H Resources: Plant, Equipment and Facilities

I Experience: Geographical Spread

J Experience: Relevant Projects Completed

K Experience: All Projects in Progress

L Quality Assurance System

M Health, Safety, Social and Environment ( HSSE)Plan

N Environmental Policy

O Litigation and Arbitration History

P Additional Information

# **Qualification Form – A: Joint Venture[[1]](#footnote-0)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Page ......... of total pages .........** |
| If the company intends to enter into a joint venture for a Project, please give the following information, if not, state “not applicable”. | | | |
| 5.1 | Names and addresses of joint venture partners | .......................................................................... | |
| 5.2 | Name of company leading the joint venture | .......................................................................... | |
| 5.3 | Name and address of bankers to the joint venture | .......................................................................... | |
| 5.4 | Provide an Organogram with details of Management structure of JV | .......................................................................... | |
| 5.4 | Has separate applications completed by the firms proposed as a JV Partners have been attached | .......................................................................... | |
| 5.5 | Is there a legal agreement in place defining rights and liabilities or each member of JV? (If yes, attach copy) | .......................................................................... | |
| 5.6 | How will the JV be financed (provide details) | .......................................................................... | |
| 5.7 | For How many years the JV has been in place? ( If it is formed specifically for this engagement, specify) | .......................................................................... | |
| 5.8 | Have every member of JV completed a copy of this questionnaire and submitted it as required? | .......................................................................... | |

# **Qualification Form – B: Financial Statement**

|  |  |
| --- | --- |
|  | **Page ......... of total pages .........** |

Company..........................................................................

|  |
| --- |
| Financial Statement |

6.1 Capital ..........................................................................

Authorised ..........................................................................

Issued ..........................................................................

6.2 Annual value of construction work undertaken for each of the last 3 years and projected for the current year/ next year.

2018 USD ...................... (Completed)

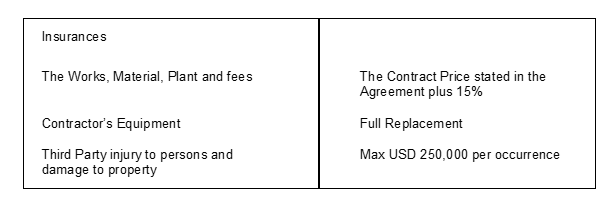
2019 USD ...................... (Completed)

2020 USD ...................... ( Completed, or in process)

2021 USD ...................... (Projects in hand )

6.3 Approximate value of work in hand. USD ...................................................................

|  |  |  |  |
| --- | --- | --- | --- |
| 6.4 | **Attachments:** company’s audited balance sheets for the last 3 years (profit/loss accounts, assets/liabilities) and all supporting financial data. | | |
| Attached for year 2020 | (Yes/ No) .............. | |
| Attached for year 2019 | (Yes/ No) .............. | |
| Attached for year 2018 | (Yes/ No) .............. | |
| 6.5 | Name and address of bankers from whom references can be obtained. | | ..................................................................... |
| 6.6 | Is the Bidder relying on the capacity of a parent Company? If Yes, complete and submit Parent Company Guarantee on UNOPS provided template in Annex 2 | | ..................................................................... |
| 6.7 | If required by the Employer, shall the Contractor be able to procure construction bonds such as advance payment bonds and performance bonds from Employer recommended banks? | | ..................................................................... |
| 6.8 | If required by the Employer, shall the Contractor be able to procure required insurances such as Works insurances, Public Liability and Worker Compensation insurances for different value projects?  The minimum value of the insurance is given below ( Do not obtain Insurance in EOI stage) | | ..................................................................... |



# **Qualification Form – C: Structure and Organization 1**

|  |  |
| --- | --- |
|  | **Page ......... of total pages.........** |

7.1 Name of company ......................................................................................................

7.2 Address ......................................................................................................

Telephone number ......................................................................................................

Primary Contact Name ......................................................................................................

Telefax number ......................................................................................................

E-mail ......................................................................................................

Web site ......................................................................................................

Registered office address ......................................................................................................

7.3 Description of company ......................................................................................................

|  |  |  |
| --- | --- | --- |
| 7.4 | Number of years of experience as a general contractor in own country | ........................................................................... |
| Number of years of experience as a general contractor internationally  Number of years of experience as a general contractor in Albania | .......................................................................... |
| 7.5 | Number of years of experience as a sub-contractor in own country | ........................................................................... |
| Number of years of experience as a sub-contractor internationally | .......................................................................... |

7.6 Names and addresses of associated companies to be involved in any future project with UNOPS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address | Parent  (Y/N) | Subsidiary  (Y/N) | Involvement of Subsidiary’s parent company in project | Other |
| …………………………… | …………… | …………… | ………………………………. | ………………………. |
| …………………………… | …………… | …………… | ………………………………. | ………………………. |
| …………………………… | …………… | …………… | ………………………………. | ………………………. |
| …………………………… | …………… | …………… | ………………………………. | ………………………. |

# **Qualification Form – D: Structure and Organization 2**

|  |  |
| --- | --- |
|  | **Page .............. of total pages ..............** |

Company..........................................................................

|  |  |  |
| --- | --- | --- |
| 8.1 | Names and addresses of any associates the company has in the country of the project, knowledgeable in the procedures of customs, immigration, etc. | |
| Name and Address | .......................................................................... |
| Name and Address | .......................................................................... |
| Name and Address | .......................................................................... |
| Name and Address | .......................................................................... |
| 8.2 | Please indicate here or attach an organisation chart showing the company structure including the positions of directors and key personnel | |

# **Qualification Form – E: Human Resources 1**

|  |  |
| --- | --- |
|  | **Page .............. of total pages ..............** |

Company..........................................................................

9.1 Number of personnel ( To attach CVs)

Managerial .............................

Engineers (Office based) .............................

Engineers (Site based) .............................

Civil & Structural Design Engineers .............................

Administrative .............................

9.2 List of present Directors

|  |  |  |
| --- | --- | --- |
| **Name** | **Present Position** | **Years of experience with the company and/or in the industry** |
| **……………………………………** | **……………………………………** | **…………….** |
| **……………………………………** | **……………………………………** | **…………….** |
| **……………………………………** | **……………………………………** | **…………….** |

# **Qualification Form – F: Resources/Personnel 2**

|  |  |
| --- | --- |
|  | **Page .............. of total pages ..............** |

Company..........................................................................

10.1 Provide below information for other key personnel. Use additional sheets as necessary. Include details of the resources that company plans to propose for UNOPS projects, including Construction Managers, Civil Engineers, Site Agents and Design Engineers(if your firm has the capacity to design as well. *(Support Document: Attach CVs)*

|  |  |
| --- | --- |
| Name | .......................................................................... |
| Present position | .......................................................................... |
| Years of relevant experience with the company and/or in the industry | .......................................................................... |
| Major works for which responsible (type and value) | .......................................................................... |
| Linguistic ability relevant to the project |  |
| Professional Qualifications | .......................................................................... |

|  |  |
| --- | --- |
| Name | .......................................................................... |
| Present position | .......................................................................... |
| Years of relevant experience with the company and/or in the industry | .......................................................................... |
| Major works for which responsible (type and value) | .......................................................................... |
| Linguistic ability relevant to the project |  |
| Professional Qualifications | .......................................................................... |

|  |  |
| --- | --- |
| Name | .......................................................................... |
| Present position | .......................................................................... |
| Years of relevant experience with the company and/or in the industry | .......................................................................... |
| Major works for which responsible (type and value) | .......................................................................... |
| Linguistic ability relevant to the project |  |
| Professional Qualifications | .......................................................................... |

|  |  |
| --- | --- |
| Name | .......................................................................... |
| Present position | .......................................................................... |
| Years of relevant experience with the company and/or in the industry | .......................................................................... |
| Major works for which responsible (type and value) | .......................................................................... |
| Linguistic ability relevant to the project |  |
| Professional Qualifications | .......................................................................... |

|  |  |
| --- | --- |
| Name | .......................................................................... |
| Present position | .......................................................................... |
| Years of relevant experience with the company and/or in the industry | .......................................................................... |
| Major works for which responsible (type and value) | .......................................................................... |
| Linguistic ability relevant to the project |  |
| Professional Qualifications | .......................................................................... |

# **Qualification Form – G: Supplementary Resources: *Labour Force, Subcontractors and Fabrication***

|  |  |
| --- | --- |
|  | **Page.............. of total pages ..............** |

Company........................................................................

|  |  |  |  |
| --- | --- | --- | --- |
| 11.1 | On the basis of the information provided in the Qualification documents indicate the likely source of the labour force required to undertake the work.( Please indicate number of workers available). | | ....................................................................... |
| 11.2 | If it is foreseen that any part of the contract will be sub-contracted, state the type of work to be undertaken by the subcontractor(s) and, if known, give the name and address of the subcontractor(s). | | |
| **Type of Work** | **Subcontractor Name and Address** | |
| ........................................................ | .......................................................................... | |
| ........................................................ | .......................................................................... | |
| ........................................................ | .......................................................................... | |

11.3 Fabrication facilities/ Production Plants/ Crusher Plants (to be completed only if relevant to the project):

Summary ........................................................................................................

Description ........................................................................................................

Location ........................................................................................................

Capacity ........................................................................................................

Annual output ........................................................................................................

|  |  |
| --- | --- |
| **Qualification Form – H: Resources: *Plant, Equipment and Facilities*** | |
|  | **Page .............. of total pages ..............** |

Company........................................................................

|  |  |  |
| --- | --- | --- |
| 12.1 | On the basis of the information provided in the qualification documents please indicate the equipment,vehicles and facilities considered by the company to be necessary for undertaking the project and whether this is already in the company’s ownership or will be purchased or rented. (add as many rows to the table below as needed) | |
| **Equipment and Facilities No of Equipment** | **In Ownership / To be Purchased / To be Hired** |
| [Type] | [Owned] [To be Purchased] [To be Hired] |
| [Type] | [Owned] [To be Purchased] [To be Hired] |
| [Type] | [Owned] [To be Purchased] [To be Hired] |

12.2 Provide summary of experience of the company in leasing and transporting machinery in Albania and/or neighbouring countries (if the company is not from Albania).

|  |  |  |
| --- | --- | --- |
| **Qualification Form – I: Experience: *Geographical Spread*** | | |
|  | **Page .............. of total pages ..............** |

Company........................................................................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 13.1 | Specify the Countries in which your company has undertaken similar project. Preferably include the details of the project closest to the category of works your firm is interested in through this particular submission. | | | |
| [Country] | | [Details of the Project] | |
| [Country] | | [Details of the Project] | |
| [Country] | | [Details of the Project] | |
| 13.2 | Specify the similar projects that your company has undertaken in Albania and/or neighbouring states. Add as many rows/sheets as required. Preferably include the details of project closest to the category of works your firm is interested in through this particular submission. | | | |
| [Name of Project 1] | | [Details of the Project] | |
| [Name of Project 2] | | [Details of the Project] | |
| [Name of project 3] | | [Details of the Project] | |

|  |  |  |
| --- | --- | --- |
| **Qualification Form – J: Experience: *Relevant Projects Completed*** | | |
|  | **Page .............. of total pages ..............** |

Company........................................................................

|  |  |  |  |
| --- | --- | --- | --- |
| Please fill in information about the relevant projects completed over the past three years. Use additional sheets as may be necessary. | | | |
| 14.1 | Name of employer | ………………………………………………………………………………. |
| Project name | ………………………………………………………………………………. |
| Project location | ………………………………………………………………………………. |
| Project type | ………………………………………………………………………………. |
| Name of (consulting) engineer responsible for supervision | ………………………………………………………………………………. |
| Contract price | ………………………………………………………………………………. |
| Contract date & Duration | ………………………………………………………………………………. |
| Percentage of participation of company in the project(if it’s a JV) | ………………………………………………………………………………. |
| Was contract satisfactorily completed including time provision(attach Completion certificate) | ………………………………………………………………………………. |
| 14.2 | Name of employer | ………………………………………………………………………………. |
| Project name | ………………………………………………………………………………. |
| Project location | ………………………………………………………………………………. |
| Project type | ………………………………………………………………………………. |
| Name of (consulting) engineer responsible for supervision | ………………………………………………………………………………. |
| Contract price | ………………………………………………………………………………. |
| Contract date & Duration | ………………………………………………………………………………. |
| Percentage of participation of company in the project | ………………………………………………………………………………. |
| Was contract satisfactorily completed including time provision | ………………………………………………………………………………. |
| 14.3 | Name of employer | ………………………………………………………………………………. |
| Project name | ………………………………………………………………………………. |
| Project location | ………………………………………………………………………………. |
| Project type | ………………………………………………………………………………. |
| Name of (consulting) engineer responsible for supervision | ………………………………………………………………………………. |
| Contract price | ………………………………………………………………………………. |
| Contract date & Duration | ………………………………………………………………………………. |
| Percentage of participation of company in the project | ………………………………………………………………………………. |
| Was contract satisfactorily completed including time provision | ………………………………………………………………………………. |

|  |  |  |
| --- | --- | --- |
| **Qualification Form – K: Experience: *All Projects In Progress*** | | |
|  | **Page .............. of total pages ..............** |

Company........................................................................

|  |  |  |  |
| --- | --- | --- | --- |
| Give information about all projects in progress, including those where the company has received a letter of intent, but a formal contract has not yet been awarded. Use additional sheets if necessary. | | | |
| 15.1 | Name of employer | ……………………………………………………………………………. |
| Project name | ……………………………………………………………………………. |
| Project location | ……………………………………………………………………………. |
| Project type | ……………………………………………………………………………. |
| Name of (consulting) engineer responsible for supervision | ……………………………………………………………………………. |
| Value of contract | ……………………………………………………………………………. |
| Value completed and certified to date | ……………………………………………………………………………. |
| Percentage of participation of company in the project | ……………………………………………………………………………. |
| Percentage of practical completion | ……………………………………………………………………………. |
| Scheduled date of completion of work | ……………………………………………………………………………. |
| 15.2 | Name of employer | ……………………………………………………………………………. |
| Project name | ……………………………………………………………………………. |
| Project location | ……………………………………………………………………………. |
| Project type | ……………………………………………………………………………. |
| Name of (consulting) engineer responsible for supervision | ……………………………………………………………………………. |
| Value of contract | ……………………………………………………………………………. |
| Value completed and certified | ……………………………………………………………………………. |
| Percentage of participation of company in the project | ……………………………………………………………………………. |
| Percentage of practical completion | ……………………………………………………………………………. |
| Scheduled date of completion of work | ……………………………………………………………………………. |
| 15.3 | Name of employer | ……………………………………………………………………………. |
| Project name | ……………………………………………………………………………. |
| Project location | ……………………………………………………………………………. |
| Project type | ……………………………………………………………………………. |
| Name of (consulting) engineer responsible for supervision | ……………………………………………………………………………. |
| Value of contract | ……………………………………………………………………………. |
| Value completed and certified | ……………………………………………………………………………. |
| Percentage of participation of company in the project | ……………………………………………………………………………. |
| Percentage of practical completion | ……………………………………………………………………………. |
| Scheduled date of completion of work | ……………………………………………………………………………. |

|  |
| --- |
| **Qualification FORM – L: Quality Assurance System** |
|  | **Page .............. of total pages ..............** |

Company........................................................................

|  |  |
| --- | --- |
| Describe what Quality Assurance System your Company is registered with? Attach the certificates, if any. | …………………………………………………………………………. |
| Does your Company has its own Quality Assurance policy and procedures for implementation of similar projects? Attach the company’s policy and procedures, if any? | …………………………………………………………………………. |
| Who is responsible for Quality Assurance in general and on sites for similar projects? Identify both separately | General: ……………………………………………………………. |
| Site: ….………………………………………………………………. |
| Does your Company provide trainings to its personnel to assure the projects are completed in accordance with the required Quality? Please provide details of such training | …………………………………………………………………………. |

|  |
| --- |
| **Qualification FORM – M: Health, Safety, Social and Environment (HSSE) Plan** |
|  | **Page .............. of total pages ..............** |

Company........................................................................

|  |  |  |
| --- | --- | --- |
| 17.1 | Please state the Health, Safety, Social, and Environment (HSSE) standards to which your company is compliant with? **Attach** copies of any HSSE certificates issued to the company | …………………………………………………………………………. |
| 17.2 | Is there an HSSE policy that your company follows? If yes, please **attach** a copy of the policy | …………………………………………………………………………. |
| 17.3 | Who is responsible for HSSE in your management? Provide name and **attach** detailed CV | …………………………………………………………………………. |
| 17.4 | How often your Company’s personnel receive HSSE trainings? Please provide the period and **attach** the training material used for these trainings | …………………………………………………………………………. |

# **Qualification Form – N: Environmental Policy**

|  |  |
| --- | --- |
|  | **Page .............. of total pages ..............** |

Company........................................................................

Please describe the company’s environmental policy below:

# **Qualification Form – O: Litigation and Arbitration**

|  |  |
| --- | --- |
|  | **Page .............. of total pages ..............** |

Company........................................................................

Please describe the company’s history of litigation and/or arbitration if there any from contracts executed or completed during the last six years or currently under execution.

|  |  |  |
| --- | --- | --- |
| 19.1 | Year | ………………………………………………………… |
|  | Name of employer | ………………………………………………………… |
|  | Cause of litigation | ………………………………………………………… |
|  | Matter in dispute | ………………………………………………………… |
|  | Disputed amount | ………………………………………………………… |
|  | Award for or against the company | ………………………………………………………… |
| 19.2 | Year | ………………………………………………………… |
|  | Name of employer | ………………………………………………………… |
|  | Cause of litigation | ………………………………………………………… |
|  | Matter in dispute | ………………………………………………………… |
|  | Disputed amount | ………………………………………………………… |
|  | Award for or against the company | ………………………………………………………… |

|  |  |  |
| --- | --- | --- |
| 19.3 | Year | ………………………………………………………… |
|  | Name of employer | ………………………………………………………… |
|  | Cause of litigation | ………………………………………………………… |
|  | Matter in dispute | ………………………………………………………… |
|  | Disputed amount | ………………………………………………………… |
|  | Award for or against the company | ………………………………………………………… |
| 19.4 | Year | ………………………………………………………… |
|  | Name of employer | ………………………………………………………… |
|  | Cause of litigation | ………………………………………………………… |
|  | Matter in dispute | ………………………………………………………… |
|  | Disputed amount | ………………………………………………………… |
|  | Award for or against the company | ………………………………………………………… |

# **Qualification Form – P: Additional Information**

|  |  |
| --- | --- |
|  | **Page .............. of total pages ..............** |

Company........................................................................

1 Please add further information which you consider to be relevant to the evaluation of your application for Qualification.

…………………………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………..

2 If you wish to attach other documents, please list below the type of documents and number of pages:.

1. …………………………………………. Total Pages: …………………….
2. …………………………………………. Total Pages: …………………….
3. …………………………………………. Total Pages: …………………….
4. …………………………………………. Total Pages: …………………….
5. …………………………………………. Total Pages: …………………….
6. …………………………………………. Total Pages: …………………….
7. …………………………………………. Total Pages: …………………….
8. …………………………………………. Total Pages: …………………….
9. …………………………………………. Total Pages: …………………….

# **APPENDIX A – PARENT COMPANY GUARANTEE**

**Parent Company Guarantee**

[On Guarantor’s Letterhead]

To: UNOPS Albania

Gurten building, Tirana, Albania

Date: [insert date]

Dear Sir/Madam

**Re: Parent Company Guarantee in respect of [insert name of supplier]’s obligations and liabilities under Contract No. [insert UNOPS Contract Reference number]**

1. We have been informed that [insert the full legal name of the contractor] (the "Contractor") is submitting an offer for Contract No. [insert UNOPS Contract Reference number] in response to your invitation.
2. In consideration of you awarding the Contract to the Contractor, we irrevocably and unconditionally guarantee to you, as a primary obligation, the due performance of all the Contractor's obligations and liabilities under the Contract, including the Contractor's compliance with all its terms and conditions.
3. If the Contractor fails to perform its obligations, pay its liabilities and/or comply with the Contract, we will indemnify you against and from all damages, losses and expenses (including legal fees and expenses) arising therefrom.
4. This guarantee shall come into full force and effect when the Contract comes into full force and effect. If the Contract does not come into full force and effect within a year of the date of this guarantee, or if you demonstrate that you do not intend to enter into the Contract with the Contractor, this guarantee shall be void and ineffective. This guarantee shall continue in full force and effect until all the Contractor's obligations and liabilities under the Contract have been discharged, when this guarantee shall expire and shall be returned to us, and our liability hereunder shall be discharged absolutely.
5. This guarantee shall apply and be supplemental to the Contract as amended or varied by you and the Contractor from time to time. We hereby authorise the Contractor to agree any such amendment or variation, the due performance of which and compliance with which by the Contractor are likewise guaranteed hereunder. Our obligations and liabilities under this guarantee shall not be discharged by any allowance of time or other indulgence whatsoever by you to the Contractor, or by any variation or suspension of the works to be executed under the Contract, or by any amendments to the Contract or to the constitution of the Contractor or you, or by any other matters, whether with or without our knowledge or consent. The benefit of this guarantee may be assigned subject only to the provisions of assignment of the Contract.
6. Any dispute, controversy or claim between the parties arising out of or relating to this guarantee which cannot be settled amicably shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules then obtained. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The language to be used in the arbitral proceedings shall be English. The arbitral tribunal shall have no authority to award punitive damages. The decision of the arbitral tribunal shall be final and binding on the parties. The place of arbitration shall be Copenhagen, Denmark.
7. The Guarantor acknowledges that nothing hereunder or in any document entered into in relation hereto shall constitute or be deemed to constitute a waiver, express or implied, of any privileges or immunities enjoyed by the Beneficiary.

Yours faithfully,

Signature:……………………………

Name:………………………………..

Title:………………………………….

**For and on behalf of**

**[Name of the Parent Company]**

1. Applicable only for Joint Venture Consortiums [↑](#footnote-ref-0)