



UNOPS

Request for Expression of Interest (EOI)

**For the qualification exercise of Building Construction within a EU4CULTURE Project_
Support for revitalization of cultural heritage sites and monuments affected by
Earthquake in Albania**

Expression of Interest ESourcing Particulars:

BENEFICIARY COUNTRY: Albania

REFERENCE NUMBER: EOI/2021/21262

DESCRIPTION: Expression of Interest (EOI) For the qualification Exercise of Building Construction within a EU4CULTURE Project_Support for revitalization of cultural heritage sites and monuments affected by Earthquake in Albania

DEADLINE DATE FOR SUBMISSION OF EOI: 22 July 2021, 13:00hrs CET.

DEADLINE FOR CLARIFICATIONS: 15.07.2021

POSTING DATE: 27.05.2021

IMPORTANT NOTE: Interested vendors **must respond to this EOI using the UNOPS eSourcing system**, via the UNGM portal. In order to access the full UNOPS tender details, request clarifications on the tender, and submit a vendor response to a tender using the system, vendors need to be registered as a UNOPS vendor at the UNGM portal and be logged into UNGM.

For companies not registered with the **UN Global Marketplace** it is recommended to do so. The UN Global marketplace is a database of active and potential suppliers available to all UN and World Bank procurement personnel. To register go to www.ungm.org, click on "REGISTER NOW" or on Registration drop down and select "Register as Supplier".

For guidance on how to register on UNGM and submit responses to UNOPS tenders in the UNOPS eSourcing system, **please refer to the user guide and other resources available at: <https://esourcing.unops.org/#/Help/Guides>**

Expected Procurement:

UNOPS is opening this Expression of Interest to all companies be they local, regional or international companies. The aim of this sourcing process is to identify potential bidders to be invited to the future solicitations and as a result of this Expression of Interest shortlists of qualified construction companies shall be developed based on their expertise in construction/restoration/rehabilitation of buildings. All qualified companies are advised to complete the application forms provided in section II of this document to register their interest to bid for upcoming works under the UNOPS Albania Country Office.

In case the company possesses the experience and is eligible to obtain the licence this is possible independently if its local or international entity; The procedure for applying and obtaining the licence can be found in the Albanian law DCM No. 792, date 7.10.2020 (<http://iktk.gov.al/site/category/njoftime/>). The foreign companies can apply for a licence by following the same procedures as Albanian companies.

Special procurement conditions and additional information:

In order to be considered as a potential supplier, interested companies should submit their Expression of Interest including the information requested in this process.

This call for Expression of Interest does not constitute a solicitation. UNOPS reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNOPS also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of UNOPS.

Evaluation

Eligibility and formal criteria: Pass/Fail

1. Suppliers shall not be eligible to be shortlisted in this EOI process if at the time of creating the shortlist, the supplier is included in:
 - i. the Ineligibility List, that aggregates information disclosed by UNOPS and other Agencies, Funds or Programs of the UN System;
 - ii. UN's suspended and removed vendors list;
 - iii. the Consolidated United Nations Security Council Sanctions List, including the 1267/1989 list; iv. the World Bank's ineligibility lists

The Supplier will be automatically excluded from the process if any of the following conditions apply to them:

1. The Supplier is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
2. Supplier is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration (or examiner ship or equivalent) by the court or of an arrangement with creditors or of any similar proceedings under national laws or regulations;
3. Supplier has been convicted of an offence concerning his professional conduct;
4. Supplier has been guilty of grave professional misconduct proven by any means which the Employer can justify
5. Supplier has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the Employer
6. Supplier has not fulfilled obligations relating to the payment of taxes in accordance

with the legal provisions of the country in which he is established or those of the country of the Employer;

7. Supplier is guilty of serious misrepresentation in supplying or failing to supply the information required by a client;
8. Supplier is being investigated by a UN or other international agency with regards to its activities.
9. Supplier or any related company within the candidates group of companies has been convicted of engaging in any activities contrary to international law.
10. Supplier is not in the list of the excluded suppliers from the participation in public procurement procedures as per the official announcement in the local public roster

Returnable Questionnaires:

Returnable Questionnaire Form A - Joint Venture (Check/ Clarify)

Returnable Questionnaire Form B - Financial Statement (Check/ Clarify)

Returnable Questionnaire Form C - Structure and Organisation (1) (Check/ Clarify)

Returnable Questionnaire Form D - Structure and Organisation (2) (Check/ Clarify)

Returnable Questionnaire Form E - Human Resources (1) (Check/ Clarify)

Returnable Questionnaire Form F - Resources Personnel (2) (Check/ Clarify)

Returnable Questionnaire Form G - Supplementary Resources; Labour Force, Subcontractors and Fabrication (Check/ Clarify)

Returnable Questionnaire Form H - Equipment and Facilities (Check/ Clarify)

Returnable Questionnaire Form I - Experience; Geographical Spread (Check/ Clarify)

Returnable Questionnaire Form J - Experience; Relevant projects completed (Check/ Clarify)

Returnable Questionnaire Form K - Experience; All projects in progress (Check/ Clarify)

Returnable Questionnaire Form L - Quality Assurance System (Check/ Clarify)

Returnable Questionnaire Form M - Health, Safety, Social and Environment (HSSE) plan. (Check/ Clarify)

Returnable Questionnaire Form N - Environmental Policy (Check/ Clarify)

Returnable Questionnaire Form O - Litigation and Arbitration (Check/ Clarify) Appendix A- Parent Company Guarantee (Check/ Clarify)

Technical evaluation criteria:

Applications shall be examined to determine if they comply with all requirements as specified in the EOI. All non-compliant applications shall be rejected. The following criteria will be considered in evaluating the applications:

- Company's capacity to undertake the works including:
 - Previous experience in similar field and with similar requirements;
 - Company should be in continuous business for providing similar services for the last 3 years.
 - Confirmation and statement of ability to mobilize resources and commence work within 30 calendar days in case of award of contract;

- Qualification and Experience of Proposed Personnel:

The company should provide the list of key expert staff (including CVs, licenses/certificates, professional experience (years) in the execution of works of similar nature) including: Project manager(s) Conservation Architects(s) , Architect(s), Civil, structural (s) electrical(s), mechanical(s), water and sanitation engineers(s) , foreman (s) etc.

Note : proposed key expert staff must have minimum 10 years experience in the proposed field.

The company then should provide the list of supporting expert staff (including CVs, licenses/certificates, professional experience (years) in the execution of works of similar nature) including: Conservators of works of Art; Museum specialist; Archaeologists; Interpretation specialists; Digital output specialists; Geologists; Material specialists; Experienced and certified craftsman unit

Note : proposed supporting expert staff must have minimum 5 years experience in the proposed field.

- Key Equipment:

The company should provide a list of owned/rented equipment such :

-Excavators

-Dumps trucks,

-Manual tools for material disposal and transport for sites which have a difficult access

-Mobile cranes,

-Scaffolding system,

-General construction equipment, such as vibrators, generators, mobile mortar mixers, cutting, grinding and drilling equipment etc;

-Construction hand tools;

-Manual tools required for conservation works such as chisels, syringes, tools for fine pointing etc

-Equipped site offices with suitable welfare facilities for washing, heating food and dining

Note: Evidence which needs to be provided certifying the existence of required equipment shall include and not be limited to: ownership and registration documents; insurance documents; rental agreements; photos, inventory lists (in case of smaller manual tools) and all other documentation proving the existence of such equipment.

- Current workload:
 - Applicants must provide a list of all liabilities and contracts, currently ongoing and/or awarded, directly and/or joint-venture. Applicant's resources (working capital (assets, cash or cash equivalents, materials in stock, etc), personnel, skilled and unskilled labor) necessary for execution of the upcoming works shall be evaluated net of any liabilities and currently ongoing and awarded contracts.
 - The company should consider different teams and resources for Each LOT in case of Multiple LOT awards happen. In addition, bidders should not propose teams involved in other current/on-going tenders.

Financial capability _ Pass/Fail:

- Compliance with financial capacity requirements:
 - The applicant must submit supporting documents such as balance sheets and audited financial statements for the last three years, with accompanying audit reports, banker's certificate, etc. duly certified by a chartered accountant;
 - Financial data demonstrates soundness of the company's financial position and its prospective long term profitability;
 - Average annual construction turnover not less than USD 3,000,000 + per annum for any of the last three years in similar works .
 - The Quick Ratio: e.g. Current ratio (Current Assets/ Current liabilities) > 1 will be used to evaluate the bidder's financial capacity.

$$\text{Quick Ratio} = \frac{\text{Cash} + \text{Account Receivables}}{\text{Current Liabilities}}$$

Interview: After having established its written provisional conclusions but before concluding the evaluation UNOPS may interview the applicant with the objective of verifying the information provided in the Application. The date and time of any such

interview will be confirmed or notified to the company in advance. If the interview proves that the applicant is not able to stand by his/her application, the application will be rejected. UNOPS will interview more than one company. All companies interviewed will be faced with the same requirements. Minutes of interview shall be approved by the applicants.

In order to target the quality of the potential offers, UNOPS might conduct the presentations regarding the Sites specifics. Please follow the information/revision of EOI board for any such initiative.

Facilities' inspection: Applicants shall permit UNOPS representatives to access their facilities at any reasonable time to inspect the applicant's premises.

MANDATORY REQUIREMENT FOR DOING BUSINESS WITH UNOPS:

As a condition of doing business with UNOPS it is necessary that vendors, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations in its investigations, as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives.

Agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the vendor from UNOPS's list of registered vendors.

Clarification of Application: To assist in the examination, evaluation and comparison of applications, UNOPS may at its discretion, ask the applicant for clarification of its application. The request for clarification and the response shall be in writing and no change in substance of the application shall be sought, offered or permitted.

SECTION I. INSTRUCTION TO PARTICIPANTS AND THE SCOPE OF WORKS

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1 General Information for Interested Companies

1.1 UNOPS in Albania

On 26 November 2019, Albania was hit by its most deadly earthquake in the last 50 years. The earthquake measured 6.3 on the Richter scale and caused significant casualties and property damage, resulting in 51 deaths, over 1000 injured, and nearly 17,000 people displaced. As a result of the disaster, a total of 202,291 people were affected in the country, 47,263 directly, and 155,029 indirectly. It caused extensive damage in 11 municipalities, including the two most populous, urbanized and developed municipalities (Tirana and Durres). The worst affected municipalities were: Shijak, Durres, Kruja, Tirana, Kamza, Kavaja, Kurbin, and Lezha.

The Government of Albania requested support from the European Union, the United Nations, and the World Bank to undertake a full and comprehensive Post-Disaster Needs Assessment (PDNA) to identify the damage, losses, and recovery needs arising from the earthquake. The tripartite partners provided financial and technical support to conduct the assessment in addition to the resources the government made available. To measure and assess the economic damage, a Post Disaster Needs Assessment (PDNA) was conducted, estimating the total economic losses at nearly EUR 1 Billion.

The PDNA documented the destruction of public and private infrastructure. Of particular concern was the destruction of cultural heritage monuments and property, as 53 cultural heritage properties were significantly damaged by the earthquake. UNOPS, through ECR VIEMCO, is partnering with the Government of Albania and the European Union, to facilitate the post-earthquake revitalization and upgrade of economic and tourism infrastructure of a large number of key cultural heritage sites, museums, and cultural hubs. The overall aim of the project will be to assist Albania with economic development and recovery with a focus on tourism development with cultural heritage as its key component. This project seeks to remediate the effect of the earthquake on Albania's cultural heritage through the rehabilitation of monuments, as well as contribute to Albania's socio-economic recovery through the construction and upgrade of these sites. It will be important also to support improvements in the capacity of institutions responsible for the management of these cultural monuments and sites to better accommodate tourism.

The final outcomes of the project are:

- 1) The rehabilitation/restoration of significant cultural heritage sites damaged by the earthquake.
- 2) Support to local economic development and the capacity of the Ministry of Culture in the safeguarding, management, and promotion of cultural heritage sites.
- 3) Improving awareness of the importance of cultural heritage sites amongst the Albanian public

In addition to the partners within the UN system, UNOPS works with partners around the world to plan and implement hundreds of infrastructure projects of varied scales and complexity every year, ranging from maternity clinics to hospitals, from schools to roads, from Integrated Border Management Crossings to High Security Prisons,

from advisory on strategic infrastructure investment to assistance in the development of national infrastructure plans.

UNOPS mission is to help people build better lives and countries achieve peace and sustainable development. Working in some of the world's most challenging environments, our vision is a world where people can live full lives supported by appropriate, sustainable, and resilient infrastructure through efficient, transparent use of public resources in procurement and project management.

The UNOPS office in Albania will work closely with the Ministry of Culture of Albania in Tirana to validate requirements against cultural heritage in order to develop detailed project designs and implement revitalization works tailored to the needs for the project

The UNOPS Albania office will be responsible for the direct implementation, management and supervision of the project and all associated project activities and deliverables such as:

- Project management services (including planning, time management, resource management, reporting)
- Management of the procurement processes
- Due diligence and background checks, and contracting of the identified qualified vendors
- Coordination of revitalization, renovation and musealisation according to a plan agreed and coordinated with the MOC
- Handover - upon confirmation of quality in line with the agreed specifications

In consultation and partnership with the MOC, UNOPS, will provide detailed design services, manage the execution of infrastructure revitalization and renovations through a competitive procurement process and contracted vendors for construction works. UNOPS is ISO 9001 accredited and undertakes project management in accordance with the highest quality standards. UNOPS quality management strategy will ensure the project is delivered on time, within budget and to the required, and pre-agreed, quality standards.

The project will contribute to the improvement of the existing conditions of cultural monuments that were affected by the earthquake through revitalization and renovation to meet the expected highest international standards.

General description of Anticipated Works:

Conservation works	Civil Works	Electrical/ Communication Works	Hydraulic Works	Mechanical Works
Architectural conservation for different building typologies	Excavation and Filling	Electrical Systems	Hydraulic Systems	Heating/Cooling System
Traditional mortar works using traditional materials and techniques; including internal and external surfaces	Concrete Works	LAN and Telecom Network	Hot Sanitary Water System	Exhaust systems
Traditional stone works using traditional materials and techniques; including structural systems (vaults; arches; domes, columns) engineering works (bridge),	Internal and external walls	Access Control, Alarm, Satellite TV and CCTV System	Waste/StormWater System/Water deposits	Lifts
Traditional timber works using traditional materials and techniques (roof constructions; timber floors and ceiling; doors/windows; shutters)	Roofing works	Fire Alarm System	Fire Fighting System	
Conservation of wall paintings ;	Plastering works	Grounding/Lightning Protection System		
Conservation/movement of artefacts;	Metal works	Digitalization and Interpretation		
Archaeological test pits and investigations	Thermal-acoustic insulation			
Urban landscaping including paths; guardrails, and similar	Waterproofing works and joints			
	Flooring, tiling and coating works			
	Painting works			
	Doors, windows, gates and fences			
	Landscaping works			

Preliminary description of LOTs:

Stage 1.

Stage 1	Sites in Albania	Brief description of works which is not final	License requirement	Possibility of joint company + individual licenses
LOT 1	Ethnographic Museum of Kruja	Conservation of vernacular building; conservation of wall	- licence for implementation of works issued by Ministry of Infrastructure and	The companies should have the

		paintings ; conservation/movement of artefacts; installations; urban landscaping; interpretation and digitalization	Energy - N-Z/A/1 - Implementation of conservation and restoration of archaeological remains/archaeological sites; N-Z/A/5 - Implementation of conservation and restoration of vernacular buildings; N-Z/A/7 Implementation in conservation, restoration and requalification of public squares within historical centers and historical ansambles - N-Z/V/2-6 - Implementation in conservation of wall paintings; works of art in wood; works of art in gypsum, stone and ceramic; works of art in metal and glass; and works of art in textile, leather; pergament, canvas and letter	licence in implementation N-Z/A/1, N-Z/A/5 and N-Z/A/6; If they are missing a licence for N-Z/V/2-6 they can subcontract individuals or form consortia with companies that possess those licences; category of licence should be that of: N-Z/V/2-6 or Z/V/2-6 or FZ/V/2-6
LOT 2	Kurcaj Bridge	Structural stabilization; conservation, urban landscaping	- licence for implementation of works issued by Ministry of Infrastructure and Energy - N-Z/A/4 - Implementation of conservation of historical engineering structures	N/A
LOT 3	Venetian Tower, Duress	conservation; structural stabilization; infrastructure; interpretation and digitalization	- licence for implementation of works issued by Ministry of Infrastructure and Energy - N-Z/A/2 - Implementation of conservation of works related to historic buildings of a defense/fortification character	N/A

Stage 2.

Stage 2	Sites in Albania	Brief description of works which is not final	License requirement	Possibility of joint company + individual licenses
LOT 4	Ethnographic Museum of Kavaje	conservation of vernacular building; conservation of wall paintings ; conservation/movement of artefacts; installations; urban landscaping ;interpretation and digitalization	- licence for implementation of works issued by Ministry of Infrastructure and Energy - N-Z/A/5 - Implementation of conservation and restoration of vernacular buildings; N-Z/A/7 Implementation in conservation, restoration and requalification of public squares within historical centers and historical ansambles - N-Z/V/2-6 - Implementation in conservation of wall paintings; works of art in wood; works of art in gypsum, stone and ceramic; works of art in metal and glass; and works of art in textile, leather; pergament, canvas and letter	The companies should have the licence in implementation N-Z/A/5 and N-Z/A/7; If they are missing a licence for N-Z/V/2-6 they can subcontract individuals or form consortia with companies that possess those licences; category of licence should be that of: N-Z/A/5, N-Z/A/7 or Z/V/2-6 or FZ/V/2-6
LOT 5	Hamam of Durres	conservation; structural stabilization; infrastructure;interpretation and digitalization	- licence for implementation of works issued by Ministry of Infrastructure and Energy - N-Z/A/1 - Implementation of conservation and restoration of archaeological ruins/archaeological sites; N-Z/A/4 - Implementation of conservation of historical engineering structures	N/A
LOT 6	National Puppet Theatre, in Tirana	conservation; structural stabilization; upgrade; infrastructure;interpretation and	- licence for implementation of works issued by Ministry of Infrastructure and Energy	N/A

		digitalization	- N-Z/A/6 - Implementation of conservation of designed architecture; - N-Z/A/ 7 - Implementation in conservation, restoration and requalification of public squares within historical centers and historical ansambles;	
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Stage 3 .

Stage 3	Sites in Albania	Brief description of works which is not final	License requirement	Possibility of joint company + individual licenses
LOT 7	Castle of Lezhe	structural stabilization; architectural and archaeological conservation, urban landscaping; contemporary architectural and structural works; archeological excavations; interpretation and digitalization	- licence for implementation of works issued by Ministry of Infrastructure and Energy - N-Z/A/1 - Implementation of conservation of remains and archaeological sites; - N-Z/A/2 - Implementation of conservation of sites of defence/fortification character - A2- Archeological test-pits	The company that holds only a licence in N-Z/A/1 - Implementation of conservation of remains and archaeological sites; can create a consortium with a company or an individual that has N-Z/A/2 - Implementation of conservation of sites of defence/fortification character and A2- Archeological test-pits
LOT 8	Archeological Museum Durres	conservation; structural stabilization; upgrade; infrastructure; conservation/movement of artefacts; installations; interpretation and digitalization	- licence for implementation of works issued by Ministry of Infrastructure and Energy - N-Z/A/1 - Implementation of conservation of remains and archaeological sites; N-Z/A/6 - Implementation of conservation of designed architecture" - N-Z/V/2-6 - Implementation in conservation of wall paintings; works of art in wood; works of art in gypsum, stone and ceramic; works of art in metal and glass; and works of art in textile, leather; pergament, canvas and letter	The companies should have the licence in implementation N-Z/A/1 and N-Z/A/6; If they are missing a licence for N-Z/V/2-6 they can subcontract individuals or form consortia with companies that possess those licences; category of licence could be that of: N-Z/V/2-6 or Z/V/2-6 or FZ/V/2-6
LOT 9	Castle of Bashtova in Kavaje	structural stabilization; architectural and archaeological conservation, urban landscaping; contemporary architectural and structural works; archeological excavations; interpretation and digitalization	- licence for implementation of works issued by Ministry of Infrastructure and Energy - N-Z/A/1 - Implementation of conservation of remains and archaeological sites; - N-Z/A/2 - Implementation of conservation of sites of defence/fortification character - A2- Archeological test-pits	The company that holds only a licence in N-Z/A/1 - Implementation of conservation of remains and archaeological sites; can create a consortium with a company or an individual that has N-Z/A/2 - Implementation of conservation of sites of defence/fortification character and A2- Archeological

				test-pits
LOT 10	National Museum of History in Tirana	conservation; structural stabilization; upgrade; infrastructure; conservation/movement of artefacts; installations; interpretation and digitalization	<ul style="list-style-type: none"> - licence for implementation of works issued by Ministry of Infrastructure and Energy - N-Z/A/6 - Implementation of conservation of designed architecture"; - N-Z/A/ 7 - Implementation in conservation, restoration and requalification of public squares within historical centers and historical ansambles; - N-Z/V/2-6 - Implementation in conservation of wall paintings; works of art in wood; works of art in gypsum, stone and ceramic; works of art in metal and glass; and works of art in textile, leather; pergament, canvas and letter 	The companies should have the licence in implementation N-Z/A/6 and N-Z/A/7. If they are missing a licence for N-Z/V/2-6 they can subcontract individuals or form consortia with companies that possess those licences; category of licence could be that of: N-Z/V/2-6 or Z/V/2-6 or FZ/V/2-6

1.2 Expression of Interest

UNOPS is opening this Expression of Interest to all companies be they local, regional or international companies. As a result of this Expression of Interest shortlists of qualified construction firms shall be developed based on their expertise in construction of buildings. Notwithstanding this, rigorous post-qualifications will be carried out to ensure qualified companies with experience in construction, restoration and rehabilitation are appointed for specific contracts. All qualified firms are advised to complete the application forms provided in section II of this document to register their interest to bid for upcoming constructions works under the UNOPS Albania Country Office.

1.3 Instructions for Interested Firms

1.3.1 Qualification Process and Submissions

Bidders are required to answer all questions and provide all supplementary information requested in this document. The non-provision of any such documents/response may be considered grounds for exclusion from further consideration in the process. Bidders may add additional lines to tables or append additional information as required to supplement their responses.

1.3.2 Eligibility requirements

The Firm will be automatically excluded from the process if any of the following conditions apply to them:

1. The Firm is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
2. Firm is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration (or examiner ship or equivalent) by the court or of an arrangement with creditors or of any similar proceedings under national laws or regulations;

3. Firm has been convicted of an offence concerning his professional conduct;
4. Firm has been guilty of grave professional misconduct proven by any means which the Employer can justify;
5. Firm has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the Employer;
6. Firm has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the Employer;
7. Firm is guilty of serious misrepresentation in supplying or failing to supply the information required by a client;
8. Firm is being investigated by a UN or other international agency with regards to its activities.
9. Firm or any related company within the candidates group of companies has been convicted of engaging in any activities contrary to international law.
10. The company must not be affected by any potential conflict of interest and shall have no particular link with other companies or parties involved in the design or implementation of the project.
11. UNOPS reserves the right to suspend or cancel the contract if corrupt practices of any kind are discovered at any stage of the solicitation and award process or during the implementation of a contract. For the purposes of this provision, "corrupt practices" mean offering, giving, receiving or soliciting of, directly or indirectly, anything of value to influence the action of any UNOPS representative, official, employee or other agent of UNOPS or any organization of the UN system in the selection process or in the execution of a contract.

1.3.3 Outstanding claims

All outstanding claims (if any) must not be included in calculating the value of any projects in the Bidder's Submission.

1.3.4 Parent company guarantee

If a Bidder is relying on the capacity or qualifications of a parent company in its submission for this competition the Bidder must state in its submission that the parent company will supply a parent company guarantee using a form prescribed by the Employer.

1.3.5 Joint ventures / consortia

Bidders requesting to participate as a joint venture or consortium shall not be considered further in this process unless their submission provides the required information and complies with the following criteria:

- Each constituent company of a joint venture or consortium shall comply with the eligibility criteria set out in this section 1.3.2 above.

- Information on the financing and legal standing of the joint venture / consortium shall be provided;
- A description of the management structure of the joint venture / consortium shall be provided with names, qualifications and experience of key staff identified.

Please note that there must be a unique lead member that represents the Joint venture/Consortium in its entirety, and this will be the unique point of contact between the Employer and the association. This member will act on behalf of all the other components of the Joint Venture/Consortium and it will be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the group. In the meantime, all partners shall be jointly and severally liable for the execution of the works in accordance with the signed contract conditions.

UNOPS will only contract with a single legal entity.

1.3.6 Provision of information

The Candidates are reminded that they shall complete all of the questions asked and supply all of the information requested within this capacity questionnaire. Should the Candidate have difficulty in sourcing the required information, they shall detail this within their response. The non-provision of requested information may remove the Candidate Firm from consideration further in the process.

1.3.7 Request for Further Clarification

During the evaluation process the Candidate Firms may, at the sole discretion of the Employer, be invited to provide missing information and/or to clarify an element further.

1.3.8 Language

The questionnaire and all the additional information requested should be in English.

1.3.9 Currency

In all sections of this document, where monetary values are requested, the Candidate Supplier shall input all values in the USD (United States Dollars). Every interpretation of the Currency will be made in accordance to the UNORE published here: <https://treasury.un.org/operationalrates/OperationalRates.php>

SECTION II: RETURNABLES

2 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]

3 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 _____	

4 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

5 Qualification Form – A: Joint Venture¹

		Page of total pages
<p>If the company intends to <u>enter into a joint venture for a Project</u>, please give the following information, if not, state “not applicable”.</p>		
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?

¹ Applicable only for Joint Venture Consortia

6 Qualification Form – B: Financial Statement

	Page of total pages
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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	<p>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?</p> <p>The minimum value of the insurance is given below (<u>Do not obtain Insurance in EOI stage</u>)</p>	<p>.....</p> <p>.....</p>

<p>Insurances</p> <p>The Works, Material, Plant and fees</p> <p>Contractor's Equipment</p> <p>Third Party injury to persons and damage to property</p>	<p>The Contract Price stated in the Agreement plus 15%</p> <p>Full Replacement</p> <p>Max USD 250,000 per occurrence</p>
--	--

7 Qualification Form – C: Structure and Organization 1

	Page of total pages.....
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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
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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
.....
.....
.....
.....

8 Qualification Form – D: Structure and Organization 2

	Page of total pages
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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
8.2	Please indicate here or attach an organisation chart showing the company structure including the positions of directors and key personnel	

9 Qualification Form – E: Human Resources 1

	Page of total pages
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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
.....
.....
.....

10 Qualification Form – F: Resources/Personnel 2

	Page of total pages
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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

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

	Page..... of total pages
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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).	<p>.....</p> <p>.....</p>
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

12 Qualification Form – H: Resources: <i>Plant, Equipment and Facilities</i>	
	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).

13 Qualification Form – I: Experience: *Geographical Spread*

	Page of total pages
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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]

14 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

15 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

16 Qualification FORM – L: Quality Assurance System

Page of total pages

Company

<p>Describe what Quality Assurance System your Company is registered with? Attach the certificates, if any.</p>	<p>.....</p>
<p>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?</p>	<p>.....</p>
<p>Who is responsible for Quality Assurance in general and on sites for similar projects? Identify both separately</p>	<p>General:</p> <p>Site:</p>
<p>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</p>	<p>.....</p>

17 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

18 Qualification Form – N: Environmental Policy

	Page of total pages
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Company

Please describe the company’s environmental policy below:

19 Qualification Form – O: Litigation and Arbitration

	Page of total pages
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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

20 Qualification Form – P: Additional Information

	Page of total pages
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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:

21 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]