# SECTION II: EVALUATION METHOD AND CRITERIA

Bids submitted in response to this ITB shall be evaluated on the basis of the “lowest priced, substantially compliant” methodology, which consists of the following steps:

1. **Preliminary screening of bids using formal and eligibility criteria:** This includes an assessment of whether bids comply with the formal and eligibility criteria stated in the “Formal and Eligibility Criteria” table below. All bids substantially compliant at this stage will go through subsequent evaluation as follows.
2. **Technical evaluation using qualification criteria:** This determines which bids are substantially compliant to the qualification criteria stated in the “Qualification Criteria” table below, and rejects non-compliant bids. Only bids meeting or exceeding the qualification criteria shall be considered substantially compliant.
3. **Technical evaluation using technical criteria:** This determines each bid’s technical compliance with the pre-defined technical criteria as identified in the “Technical Criteria” table below. Only bids meeting or exceeding the technical criteria shall be considered substantially compliant. The technical evaluation shall be completed prior to initiating the financial evaluation.
4. **Financial evaluation:** Financial evaluation of the bids shall only be conducted for the bids that have been determined to be substantially compliant in the technical evaluation. Bids qualifying for a financial evaluation shall be checked for any arithmetic errors following Article 28 [*Minor Informalities, Errors or Omissions*]. Schedule 4.1.A [*Bill of Quantities*] shall be used for the financial evaluation. Schedule 4.1.B [*Daywork Schedule*] will not be used for the financial evaluation but will inform the assessment of reasonableness of cost. The lowest priced bid among the substantially compliant bids will be selected for award.
5. **Background check/due diligence:** After completion of the evaluation but prior to the award, UNOPS shall conduct background checks/due diligence on the bidder recommended for award, to confirm that the bidder meets the criteria set forth in this ITB or as appropriate to the nature of the procurement process. UNOPS may reject a bidder's bid on the basis of the findings. Bidders shall permit UNOPS representatives to access their facilities at any reasonable time to inspect the bidder's premises, equipment, Plant or Materials.

At any time during the evaluation process, UNOPS may request clarification or further information in writing from bidders. The bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their bid. UNOPS may use such information to interpret and evaluate the relevant bid.

UNOPS evaluation of a bid shall take into account the evaluation criteria described in the following tables.

| 1. **FORMAL AND ELIGIBILITY CRITERIA** | |
| --- | --- |
| **Criteria evaluated on a pass/fail basis during the preliminary screening** | **Documents to establish compliance with the criteria** |
| 1. 1. The bidder is eligible as defined in Section I: Instructions to Bidders, Article 4 [Bidder Eligibility]. verifiable via Schedule 0.1 [Bid Submission Declaration] Schedule 0.2 [Bidder's Information] Schedule 0.3 [Joint Venture Partner Information], all documents as required in the Schedule, in the event that the bid is submitted by a Joint Venture. UNGM suppliers ineligibility lists Other relevant forms as described in Section 1. | * Schedule 0.1 [*Bid Submission Declaration*] * Schedule 0.2 [*Bidder's Information*] * Schedule 0.3 [*Joint Venture Partner Information*], all documents as required in the Schedule, in the event that the bid is submitted by a Joint Venture. * UNGM suppliers ineligibility lists |
| 1. The bid is complete, i.e., all documents and technical documentation requested in **Section I: Instructions to Bidders**, Article 11 [*Content of Bid Submissions*] have been provided and are complete. | * All documentation as requested under **Section I: Instructions to Bidders**, Article 11 [*Content of Bid Submissions*] |
| 1. The bidder accepts conditions of the Contract as specified in **Section III: Conditions of Contract.** | * Schedule 0.1 [*Bid Submission Declaration*] |
| 1. A bid security is provided in an amount of 3000 EUR (or equivalent in other currency) It needs to state an amount and also that originals to be provided to the UNOPS Office. Also it should include reference to the Returnable Schedule 0.8 Bid Security form. | * Schedule 0.8 [*Form for Bid Security*] |
| 1. Bill of Quantities Financial. In case of arithmetical error, Unit price will prevail, to be submitted in PDF and XLS. Schedule 4.1 A | * Schedule 4.1 A |
| 1. Insurances (Mandatory form) The bidder’s insurances comply with the ITB’s requirements. Schedule 4.9 (Statement only, the insurances to be provided in original, valid from the date of the potential contract) | * Schedule 4.9 |
| 1. Drive Sustainability Questionnaire (Mandatory) The bidder shall fill out this schedule correctly and the DRIVE questionnaire document | * Schedule 0.9 DRIVE questionnaire document |
| 1. The bidder has attended the mandatory site visit ( to be verified by attendance list) | * Attendance List from UNOPS. |

| **2. QUALIFICATION CRITERIA** | |
| --- | --- |
| **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance  with the criteria** |
| 1. **Financial capability**   Bidders need to prove that they have sufficient financial capacity. To prove this criteria, the bidder shall submit the annual turnover of the last 3 (three) years issued by the Tax Directorate with a turnover of EUR 250,000 or in the equivalent in ALL in any one of the last 3 years. | * Copy of audited financial statements for the last 3 years * Certificates issued by the competent authority should be provided. |
|
| 1. Bidder has to provide at least 2 (two) contracts of similar nature and scope during the last 5 years. Bidder shall provide evidence (e.g. References, Copy of contract with detailed description of the works completed   Capacity and Experience Capacities, Experience, Work in Hand and Work Completed  Bidder shall submit schedule 0.4 filled correctly together with detailed projects executed (contracts with detailed description of the works conducted, references etc); Current projects and the statement for adequate capacity considering current works. | * Schedule 0.4 [Capacity and Experience] * Schedule 0.7 [Performance Statement] |
| 1. The bidder has been in continuous business during the last 5 years and no disputes have been against the Bidder during this period. | * Certification of incorporation of the bidder |
| 1. A copy of the valid business license to operate in Albania and business information is included in the Bid Restoration Licence for Design and Implementation of Works (Subcategory:N-P-A/1 and N-Z-A/1 Application in conservation and restoration of ruins / archaeological sites and Design and Implementation in conservation and restoration of buildings of defensive character N-P-A/2 and N-Z-A/2) | * Certification of registration and restoration license in implementation of works issued by the Ministry of Culture of Albania |
| 1. Statement of Exclusivity and Availability:The bidder shall provide a statement to demonstrate the commitment and the availability of all proposed staff as per schedule 0.6. Directly employed staff their capacities as per requirements of the bid, their statement of exclusive availability, and support staff members; Documentation regarding the speed of mobilization, required equipment and material testing and sourcing for this restoration.The proposed staff should not be engaged in other UNOPS projects for the same services as required under this ITB. Only the proposed staff or staff with similar qualifications would be accepted by the UNOPS once the implementation commences. The proposed staff should not be engaged in other UNOPS ongoing projects that is not due to finish by the end of this Tender process, completion of which is planned within approximately 2 month | * Schedule 0.6 |
| 1. Joint Venture Partner Information Form The bidder shall fill out this schedule correctly, together with supporting documents per each member of the JV Refer to Schedule 0.3 Joint Venture Partner | * Schedule 0.3 |
| 1. Insurances (Mandatory form) The bidder’s insurances comply with the ITB’s requirements. | * Schedule 4.9 (Statement only, the insurances to be provided in original, valid from the date of the potential contract |
| 1. Bidders’ details(Mandatory). The bidder’s details should be filled out correctly, confirming no conflict of interest. | * Schedule 0.2 |

| **3. TECHNICAL CRITERIA** | |
| --- | --- |
| **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance  with the criteria** |
| To be substantially compliant, bidders must meet all the minimum requirements/criteria and score ‘pass’ against each of the criteria. | In **Section VI: Returnable Schedules**:   * All schedules under Schedule 4 [*Contract Schedules from the Bidder*] * Schedule 0.5 [*Format for Resume of Proposed Key Personnel*] * [Insert additional required documentation] |

| **Parts of the Technical Bid Evaluation: Number and description** | | **Obtainable rating** |
| --- | --- | --- |
|
| **1.** | Bidder’s capacity and expertise | Pass/Fail |
| **2.** | Proposed methodology, approach and implementation plan | Pass/Fail |
| **3.** | Key personnel proposed | Pass/Fail |
| **4.** | Key equipment proposed | Pass/Fail |

| **Part 1: Bidder's capacity and expertise** | | |
| --- | --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** (not exhaustive) |
| **1.1** | The bidder has the general organizational capability that can support effective implementation: management structure, financial stability and project financing capacity, project management controls, and the extent to which any work would be subcontracted | * Schedule 4.5 [*Organizational Structure*] * Schedule 4.6 [*Subcontractors*] |
| **1.2** | The bidder has relevant specialized knowledge and experience on similar works done in the region or country. | * Schedule 0.4 [*Capacity and Experience*] * Schedule 0.7 [*Performance Statement*] |
| **1.3** | The bidder has the capacity to undertake the scope of Works in addition to its current workload.Capacity and ExperienceWork in Hand and Work Completed (Mandatory) Bidder shall submit schedule 0.4 filled correctly together with detailed projects executed (contracts with detailed description of the works conducted, references etc); Current projects and the statement for adequate capacity considering current works. Directly employed staff their capacities as per requirements of the bid, their statement of exclusive availability, and support staff members; Documentation regarding the speed of mobilization, required equipment and material testing and sourcing for this restoration | * Schedule 0.4 [*Capacity and Experience*] |

| **Part 2: Proposed methodology, approach and implementation plan** | | |
| --- | --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** (not exhaustive) |
| **2.1** | The bid (in particular, the detail of the Works) is substantially compliant and does not contain any material deviation(s) from the minimum requirements as stipulated in **Section V: Requirements**, which indicates the bidder's understanding of these requirements. | * All schedules under Schedule 4 [*Contract Schedules from the Bidder*] in **Section VI: Returnable Schedules** |
| **2.2** | The Programme is substantially compliant and does not contain any material deviation(s) from the requirements as stipulated in **Section V: Requirements**. The bidder's preliminary Programme and outline statement of proposed methods demonstrate the bidder's capacity to plan and programme the Works within timelines that are consistent with industry practices, the Project requirements and proposed methodology. | * Schedule 4.3 [*Method Statement with annexed* Work Plan chart or GANTT chart to be presented including the milestones. * Schedule 4.5 (Organisational Charter) |
| **2.3** | The bid satisfactorily demonstrates that the requirements for insurance will be met, either through demonstrating that the bidder’s insurances comply with the requirements of the ITB (if any), or by providing a confirmation letter that the bidder will affect the required insurances as specified under Schedule 4.9 (*Insurance Details and Insurances*]  , if selected. | * Schedule 4.9 [*Insurance Details and Insurances*] * Confirmation letter (or draft policy) from an insurer stating that the required insurance policies will be provided to the bidder, if selected. |
| **2.4** | The bid satisfactorily demonstrates that the Health, Safety, Social and Environmental (HSSE) requirements in relation to the Works will be consistently met. | * Schedule 4.3 [*Method Statement*] |
| **2.5** | The bidder’s proposed subcontractors and suppliers, if identified, are proposed to undertake appropriate quantities of Works and have demonstrated the capacity to undertake the work and are located in appropriate locations. | * Schedule 4.6 [*Subcontractors*] |
| **2.6** | The bidder's proposed sources of naturally occurring materials are from a responsible and appropriate location, and the materials comply with the standards stipulated in the ITB. | * Schedule 4.8 [*Sources of Naturally Occurring Materials*] |
| **2.7** | The Programme and method statement details how the different work elements shall be organized, controlled and delivered based on the quality management system.Work Plan chart or GANTT chart to be presented including the milestones. | * Schedule 4.3 [*Method Statement*] |

| **Part 3: Key personnel proposed** | | |
| --- | --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** (not exhaustive) |
| **3.0** | The composition and structure of the team proposed is appropriate and the proposed roles of the management and the team of Key Personnel is suitable for the provision of the necessary Works. | * Schedule 4.4 [*Key Personnel*] * Schedule 4.5 [*Organizational Structure*] |
|  | 3.01 The qualifications and experience of Key Personnel proposed meet the established requirements.CV’s and academic diploma including a list of executed projects with brief elaboration of the works including **photos**. These requirements are required to verify the expertise and experience of the bidder’s personnel.  3.1 Project  Manager (1). Degree holder in Civil/Building Engineering or Architecture. 10 years’ work experience in implementation of restoration and conservation projects.  3.2 Conservation architect/engineer(1). Degree holder in Civil/Building Engineering or Architecture. 10 years’ work experience in design and implementation of restoration and conservation projects for (Subcategory:F or P-P-A/1 and F or P -Z-A/1 Application in conservation and restoration of ruins / archaeological sites and Design and Implementation in conservation and restoration of buildings of defensive character F or P--A/2 and F or P-Z-A/2)  3.3 Archeologist (1). Degree holder in Archaeology. 10 years’ work experience in implementation of archeological projects as proven by licence as per Albanian legislation A1-3;  3.4 Geological engineer (1) Degree holder in Geodetic engineering with 10 years’ work experience in implementation of similar projects as proven by licence for geodetic drilling and underpinning;  3.5 Quality Control Engineer (1). Degree holder in Civil/Building Engineering. 7 years’ work experience in similar projects  3.6 Structural engineer (1) Degree holder in Structural engineering with 10 years’ work experience in implementation of similar projects as proven by licence for structural stabilizer  3.7 Site Engineer(1). Degree holder’s in Civil Engineering. 7 years’ work experience of a similar nature.  tion;  3.8 Health & Safety, Environmental Engineer (1). Degree holder in Civil Engineering. 5 years’ work experience of a similar nature.  3.9 Site Foreman (1). Certificate and or qualification level  in application of traditional crafts. 10 years’ work experience in implementation of restoration and conservation projects  3.9.1 Specialized craftspersons. Certificate and or qualification level in application of traditional crafts. 10 years’ work experience in implementation of restoration and conservation of historical stone masonry.  3.9.2 Specialized craftspersons. Certificate and or qualification level in application of steel structures. 10 years’ work experience in implementation of steel structures.  3.9.3 Minimum three Students of finishing years from technical Universities to be involved for practical learning during the implementation; Statement of willingness for the engagement of students (Mandatory)  3.9.4 Mixed gender teams for activities are strongly encouraged | * Schedule 0.5 [*Format for Resume of Proposed Key Personnel*] * Schedule 4.4 [*Key Personnel*] * For students please supply Evidence: Statement of Willingness Contracts, letter of assignment, * For Gender balance - organogram |

| **Part 4: Key equipment proposed** | | |
| --- | --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** (not exhaustive) |
| **4.0** | The proposed equipment meets the established requirements in Schedule 3.10 [*Equipment and Machinery Requirements*] and demonstrates the capacity of the bidder to undertake the work.  The bidder needs to take into account the following when proposing the equipment:  - difficulty of access - plan for smaller machinery for geological underpinning  - difficulty of access - the route for machinery would need to be carefully planned - see the size of the main gate; timber platforms for entrance as to propose appropriate size of equipment and maneuvering route  - awareness and understanding of the cultural heritage asset and possibility of finding remains once the geological underpinning is underway  - sourcing water and electricity for undisturbed works since the site has one small ticket office with low capacity of electricity and/or water for works/workers  The list of proposed equipment is indicative, and the bidder should propose all the additional equipment required to perform the works and clearly indicate the added items   * Small Truck (1psc) * Portable Mortar Mixer 1 cubic metre (1 pcs). * Supporting Scaffolding (external). * Hand tools for masonry repair / removing existing damaged stone and for laying new masonry. * Geological drilling machinery with a capability to maneuver in limited space * Grouting equipment (1 set) * Portable Generator (Min 10KVA ) (1pcs). * Trucks (2 pcs).   To demonstrate the ownership or lease of the equipment the bidder must provide the ownership certificate/ rental contract for the equipment. For the heavy machinery the bidder must have a valid document for operating the equipment. | * Schedule 4.7 [*Contractor's Equipment and Machinery*] |

SECTION III: CONDITIONS OF CONTRACT

## INSTRUMENT OF AGREEMENT

* [Construction Contract for Small Works: Instrument of Agreement](https://content.unops.org/service-Line-Documents/Infrastructure/Construction-Contract-for-Small-Works-Instrument-of-Agreement_EN.pdf)

## GENERAL CONDITIONS OF CONTRACT

* [Construction Contract for Small Works: General Conditions of Contract](https://content.unops.org/service-Line-Documents/Infrastructure/Construction-Contract-for-Small-Works-General-Conditions-of-Contract_EN.pdf)

## PARTICULAR CONDITIONS OF CONTRACT

### Part 1: Amended Clauses

The General Conditions are amended in the following manner (if nothing is stated, then no amended conditions apply):

| **No.** | **Clause/Sub-Clause No. and Title** | **Amended General Condition** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

### Part 2: Additional Clauses

The General Conditions are supplemented by the inclusion of the following additional conditions (if nothing is stated, then no additional conditions apply):

| **No.** | **Clause/Sub-Clause No. and Title** | **Additional General Condition** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

# SECTION IV: SCHEDULE OF DETAILS

## SCHEDULE 1: CONTRACT DETAILS (SAMPLE)

### 1.1 Details Provided by the Employer

| **Sub-Clause No.** | **Description** | **Details** |
| --- | --- | --- |
| **1.1** | Description of parts of the Works that shall be designated a Section for the purposes of the Contract | **Section 1:** Site mobilization (office containers, PPE, signboards, signalization, fencing etc.).  **Section 2:** Conservation works (cleaning, dismantling, filling, levelling)  **Section 3:** Stabilization works (Gourting, adding structural tiles)) |
| **1.3** | Employer’s address for communication | **Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone/Mobile number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.3** | Agreed system of electronic transmission | ☐ **Email:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ **If others, specify:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.1** | Employer’s Representative | **Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position title:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone/Mobile number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.2** | Performance Security amount | 10 % Retention money in the contract will be applied |
| **4.2** | Currency of the Performance Security | N/A |
| **4.2** | Permitted guarantors for Performance Security | ☐ Bank or financial institutions approved by the Employer  ☐ Bank approved by the Employer |
| **6.1** | Commencement Date | \_\_\_/\_\_\_/\_\_\_ |
| **6.2** | Time for Completion | **For whole of the Works: 2** months  **For Sections:**  **Section 1:** \_\_\_ months/ \_\_\_ days  **Section 2:** \_\_\_ months/ \_\_\_ days  **Section 3:** \_\_\_ months/ \_\_\_ days |
| **6.5** | Delay Damages | **For Whole of the Works:**  0.3 % of the Contract Price per day  A sum equivalent to the percentage of 0.3% of the original total Contract price for each day of delay until actual delivery or performance, up to a maximum deduction of 10%. Once the maximum is reached, UNOPS may terminate the Contract pursuant to the General Conditions of Contract. |
| **6.5** | Aggregate maximum amount of Delay Damages | 10% of the Contract Price |
| **8.1** | Defects Notification Periods (DNP) | 1 year after issuance of the Taking over certificate |
| **8.4** | Latent Defect Period | N/A |
| **10.2** | Advance payment amount | Not applicable |
| **10.2** | Permitted guarantors for advance payment | Not applicable |
| **10.2** | Period of repayment of advance payment | Not applicable |
| **10.3** | Retention Money to be deducted from the IPC | 10 % of the relevant value of the Works completed |
| **10.3** | Limit of Retention Money | 10% of Contract Price |
| **10.3** | Rate of advance payment deductions | \_N/A |
| **10.5** | Retention Money to be released at taking over of Works or Sections | 5% of the Retention Money deducted for the value of the Section and another 5% upon completion of whole Works |
| **10.10** | Currencies of payment | Local Currency ALL. |
| **10.10** | Proportions of currencies for payment | On the 26th of each month (or as otherwise agreed by the Parties) the Contractor must submit an invoice together with the supporting documents to the Employer’s Representative |
| **10.10** | Rate of exchange | In case if prices are submitted in USD or EUR, United Nations Operational Rate of Exchange (UNORE) of the day of Bid Opening will apply). The contract will be issued in ALL. |
| **10.11** | Annual rate of financing charges for delayed payment | N/A |

[To select an option, put an **X** over the relevant blank box]

## SCHEDULE 2: PROJECT SPECIFIC INFORMATION

### 2.1 Project Details

*(Brief description of the project including title, location and background and any other relevant details for which the Works are being executed)*

| EU4CULTURE  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 1Billion.  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.  EMERGENCY CONSOLIDATION OF THE NORTHERN WALL PORTION OF THE CASTLE OF LEZHA  The final outcomes of the project are:  1) The rehabilitation 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  The castle of Lezha is a cultural monument, category I, announced by the Order of the Ministry of Education and Culture with No. 1886, dated 10.06.1973. Lezha Castle bears traces of constructions of different periods spanning from antiquity to the Middle Ages and is one of the most important archaeological centers of the country.  The earliest structures are from the 4th century BC, while the latest are from 15th century AD. What we see today is the representation of many layers of building, mostly evident in the curtain walls of the fortification. Various archeological works have discovered 10 gates that served to connect the inner territory of the fortification with the external environment. For the important archeological values, the perfect wall techniques and the history of this center, the restoration works that started in 1968, have identified more than 70% of the walls, turning the Castle into a visitable center. Systematic study and documentary work, as well as many years of restoration work, have created a somewhat stabilized state of archaeological ruins.  The portion of the northern wall including the angled tower in the northern portion of the curtain walls has sustained damages in the past. It’s not yet fully clear why the crack occurred, however the information from the site managers includes the explanation of an archeological survey being conducted in the foot of the angled tower, which included removal of some of the building material which then resulted in the tower cracking. Currently the tower is held with an iron tie anchored in the inner surface of the tower. |
| --- |

### 2.2 Site Plan

1. **General description of location and boundaries including the GPS coordinates:**

| Latitude: 41.783  Longitude: 19.650  Sea level: 186 m  The castle rises on top of a hill 186 meters high, east of the city. From the Castle you can see a very beautiful view of the city of Lezha plain and the Adriatic Sea. The castle built on the hill has a strategic position that controls the Drini valley up to St. John's Bay in the Adriatic Sea. The castle is 1.5km from the city center, and is easily accessible to the national road. There is a very good but narrow asphalt road which connects the castle to the city. However the access is difficult only at the entrance of the castle, where there is a damaged lightweight-bridge. |
| --- |

1. **General description of the parts of the Site that will be provided access to and the times of access (in accordance with Sub-Clause 2.1 of the General Conditions):**

|  |
| --- |

1. **Description of access routes, access timing and any access restrictions:**

| - difficulty of access - plan for smaller machinery for geological underpinning  - difficulty of access - the route for machinery would need to be carefully planned - see the size of the main gate; timber platforms for entrance as to propose appropriate size of equipment and maneuvering route  - awareness and understanding of the cultural heritage asset and possibility of finding remains once the geological underpinning is underway  - sourcing water and electricity for undisturbed works since the site has one small ticket office with low capacity of electricity and/or water for works/workers |
| --- |

1. **Description of other surrounding sites and any related interface issues:**

| Not Applicable. |
| --- |

1. **Description of approved location for the Contractor’s[[1]](#footnote-0) Site facilities including storage, accommodation, work areas and likewise and where Plant and Materials should be delivered and stored (in accordance with Sub-Clause 1.1 of the General Conditions):**

| The Contractor will draft the site arrangement plan, and UNOPS will approve. |
| --- |

1. **Description of Site arrangements that is to be provided for the Employer’s use:**

| The Contractor shall arrange the office for UNOPS staff for the entire implementation period. |
| --- |

1. **Description of disposal areas (within the Site or outside the Site in accordance with Sub-Clause 4.17 of the General Conditions):**

| The Contractor shall agree with the local authorities for the disposal areas and follow the legislation for disposal procedures. |
| --- |

1. **Description of any Site security requirements (in accordance with Sub-Clause 4.14 of the General Conditions):**

| Not Applicable. |
| --- |

1. **Any other Site details:**

| bidder needs to analyze the access and all related risks to it |
| --- |

## 

## SCHEDULE 5: FORMS

### 5.1 Form for Advance Payment Security

**ADVANCE PAYMENT SECURITY**

[On the letterhead of the institution issuing the security]

**Date:** \_\_\_/\_\_\_/\_\_\_

**Advance Payment Security Number:** [#######]

**To:** UNOPS

[insert address of the Employer]

We have been informed that you have entered into a Contract dated [insert date] with [insert company name] (hereinafter called the **“Contractor”**) titled [insert contract title] with Contract No. [insert number] for the [insert name of the project] for certain works and services (hereinafter called the **“Works”**) to be undertaken by the Contractor (hereinafter called the **“Contract”**).

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an Advance Payment Security. At the request of the Contractor, we irrevocably and unconditionally notwithstanding any objection which may be made by the Contractor and without any right of set-off or counterclaim, undertake with you that whenever you give written notice we agree to pay you on demand immediately any sum or sums not exceeding in total an amount of[insert amount(s) in words (and figures) with the relevant currency], (hereinafter called the **“Guaranteed Sum”**) upon receipt by us of your first demand in writing declaring that the supplier is in breach of its obligation under the Contract with respect to the advance payment. It is a condition for any claim and payment under this guarantee to be made, that the advance payment referred to above must have been received by the Contractor.

This Guarantee for Advance Payment (hereinafter called the **“Guarantee”**) is valid and will continue to be valid from the date of this letter and until the Guaranteed Sum has been recovered by you. The Guaranteed Sum shall reduce automatically proportionally to the part of the advance payment you have recovered according to the terms and conditions for the advance payment. This Guarantee will automatically expire upon us receiving from you certification that the Guaranteed Sum has been fully repaid by the Contractor.

Any payment by us to you in accordance with this Guarantee must be in immediately available and freely transferable [insert currency] free and clear of and without any deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, set off, counterclaims, deductions or withholdings of any nature whatsoever and by whomever imposed.

Our obligations under this Guarantee constitute direct primary, irrevocable and unconditional obligations. Additionally, our obligations do not require any previous notice to be given to the Contractor and do not require that any claim be made against the Contractor. Further, our obligations will not be discharged and will not be otherwise prejudiced or adversely affected by any:

* time, lenience or tolerance which you may grant to the Contractor;
* amendment, modification or extension which may be made to the Contract or the Works performed under the Contract;
* intermediate payment or other fulfilment made by us;
* change in the constitution or organization of the Contractor; or
* other matter or thing which in the absence of this provision would or might have that effect, except a discharge or amendment expressly made or agreed to by you in writing.

This Guarantee may not be assigned by you to any third party, without our prior written consent, which must not be unreasonably withheld. You must notify us in writing of any assignment, after which we must make any payment claimed under this Guarantee to the person, firm or company specified in the notice which will constitute a full and valid release by us in relation to that payment.

Any notice required by this Guarantee is deemed to be given when delivered (in the case of personal delivery) or forty-eight (48) hours after being dispatched by prepaid registered post or recorded delivery (in the case of letter) or as otherwise advised by and between the parties.

We agree that part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and the Contractor, and this security may be exchanged or surrendered without in any way impairing or affecting our abilities under this Guarantee without notice to us and without the necessity of any additional endorsement, consent or guarantee by us, provided, however, that the Guaranteed Sum does not increase.

No action, event or condition which by any applicable law may operate to free us from liability under this Guarantee will have any effect. We waive any right we may have to apply such law so that in all respects our liability under this Guarantee will be irrevocable and, except as stated in this Guarantee, unconditional in all respects.

Capitalized words and phrases used within this Guarantee have the same meanings as are given to them in the Contract.

This Guarantee is governed by the Uniform Rules for Demand Guarantees (2010 Revision), International Chamber of Commerce Publication No. 758, provided that the supporting statement under Article 15 (a), and Articles 34 and 35 are excluded. Any disputes arising out or in connection with this Guarantee, or the breach, termination, or invalidity thereof will be referred to and finally resolved by arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules then in effect, the language of the proceedings being English.

Nothing in or relating to this Guarantee shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs, of which UNOPS is an integral part, which are hereby expressly reserved.

IN WITNESS of which the [insert name of the institution issuing the guarantee] has duly executed this Guarantee on the date stated above.

| **SIGNED** by |
| --- |
| **Name:** |
| **Title:** |
| **Institution:** |
| **Date:** |
| Signature: |

| **Name of witness (block letters):** |
| --- |
| **Occupation of witness:** |
| **Address of witness:** |
| Signature of witness: |

**ADDRESS FOR NOTICES** [insert address]

### 5.2 Form for Performance Security

**PERFORMANCE SECURITY**

[On the letterhead of the institution issuing the security]

**Date:** \_\_\_/\_\_\_/\_\_\_

**Performance Security Number:** [#######]

**To:** UNOPS

[insert address of the Employer]

We have been informed that you have entered into a Contract dated [insert date] with [insert company name] (hereinafter called the **“Contractor”**) titled [insert contract title] with Contract No. [insert number] for the [insert name of the project] for certain works and services (hereinafter called the **“Works”**) to be undertaken by the Contractor (hereinafter called the **“Contract”**).

We, irrevocably and unconditionally undertake with you that whenever you give written notice to us stating that in your sole and absolute judgment the Contractor has failed to observe or perform any of the terms, conditions or provisions of the Contract on its part to be observed or performed, we will, notwithstanding any objection which may be made by the Contractor and without any right of set-off or counterclaim, immediately pay to you or as you may direct such an amount as you may in such notice require not exceeding the sum of [insert amount equivalent to 5 or 10 per cent of the Contract Price in words (and figures) with the relevant currency] (hereinafter called the **“Guaranteed Sum”**).

This Performance Security (hereinafter called the **“Guarantee”**) is valid and will continue to be valid and enforceable from the date of this letter for the Guaranteed Sum until the issue of the Final Completion Certificate. The Guaranteed Sum may reduce to [2.5 or 5: select one] per cent of the Contract Price upon the issue of the Taking-Over Certificate for the whole of the Works. This Guarantee will automatically expire on the issue of the Final Completion Certificate or, if a dispute arises under the Contract, after the final determination of that dispute, whichever occurs later. Promptly after expiration of the Guarantee, UNOPS shall return the Guarantee to the Contractor.

Any payment by us in accordance with this Guarantee must be in immediately available and freely transferable [insert currency] free and clear of and without any deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, set off, counterclaims, deductions or withholdings of any nature whatsoever and by whomever imposed.

Our obligations under this Guarantee constitute direct primary, irrevocable and unconditional obligations, do not require any previous notice to or claim against the Contractor and will not be discharged or otherwise prejudiced or adversely affected by any:

* time, lenience or tolerance which you may grant to the Contractor;
* amendment, modification or extension which may be made to the Contract or the Works executed under the Contract;
* intermediate payment or other fulfilment made by us;
* change in the constitution or organization of the Contractor; or
* other matter or thing which in the absence of this provision would or might have that effect, except a discharge or amendment expressly made or agreed to by you in writing.

This Guarantee may not be assigned by you to any third party, without our prior written consent, which must not be unreasonably withheld. You must notify us in writing of any assignment, after which we must make any payment claimed under this Guarantee to the person, firm or company specified in the notice which will constitute a full and valid release by us in relation to that payment.

Any notice required by this Guarantee is deemed to be given when delivered (in the case of personal delivery) or forty-eight (48) hours after being dispatched by prepaid registered post or recorded delivery (in the case of letter) or as otherwise advised by and between the parties.

We agree that part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and the Contractor, and this Guarantee may be exchanged or surrendered without in any way impairing or affecting our liabilities under this Guarantee without notice to us and without the necessity of any additional endorsement, consent or guarantee by us, provided, however, that the Guaranteed Sum does not increase or decrease.

No action, event or condition which by any applicable law may operate to free us from liability under this Guarantee will have any effect. We waive any right we may have to apply such law so that in all respects our liability under this Guarantee will be irrevocable and, except as stated in this Guarantee, unconditional in all respects.

Capitalized words and phrases used within this Guarantee have the same meanings as are given to them in the Contract.

This Guarantee is governed by the Uniform Rules for Demand Guarantees (2010 Revision), International Chamber of Commerce Publication No. 758, provided that the supporting statement under Article 15 (a), and Articles 34 and 35 are excluded. Any disputes arising out or in connection with this Guarantee, or the breach, termination, or invalidity thereof will be referred to and finally resolved by arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules then in effect, the language of the proceedings being English.

Nothing in or relating to this Guarantee shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs, of which UNOPS is an integral part, which are hereby expressly reserved.

IN WITNESS of which then [insert name if the institution issuing the Guarantee] has duly executed this Guarantee on the date stated above.

| **SIGNED** by |
| --- |
| **Name:** |
| **Title:** |
| **Institution:** |
| **Date:** |
| Signature: |

| **Name of witness (block letters):** |
| --- |
| **Occupation of witness:** |
| **Address of witness:** |
| Signature of witness: |

**ADDRESS FOR NOTICES** [insert address]

### 5.3 Form of Discharge

**FORM OF DISCHARGE**

[on the Contractor’s letterhead]

**Date:** \_\_\_/\_\_\_/\_\_\_

**To:** UNOPS

[insert address of the Employer]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

[insert Contract title]

[insert Contract Number]

[insert Project Title]

Reference is made to Sub-Clause 10.8 [*Discharge*] of the Contract.

The Contractor has submitted its Final Statement under Sub-Clause 10.7 [*Final Statement*] of the General Conditions, and warrants that it has submitted all claims for full and final settlement of all moneys due to the Contractor under or in connection with the Contract in relation to all works and services performed in connection with the Contract. The total of the Statement is subject to any payment that may become due in respect of any dispute proceedings or arbitration which is in progress.

The Contractor releases the Employer from all claims, actions, suits and demands which it presently has or which might in the future arise out of or in connection with the Contract or the works and services performed in connection with the Contract.

This Discharge shall become effective after the Contractor has received:

* + - 1. full payment of the amount certified in the Final Payment Certificate; and
      2. the Performance Guarantee.

The Contractor acknowledges that the Employer will make the Final Payment pursuant to Clause 10.9 [*Final Payment Certificate*] of the Contract and that such payment will be made in reliance on the warranties and releases contained in this Discharge.

This Discharge is executed by an official representative duly authorized to bind the Contractor.

Yours sincerely,

**Contractor’s Representative**

| **Name:** |
| --- |
| **Title:** |
| **Address:** |
| **Date:** |
| **Signature:** |

# SECTION V: REQUIREMENTS

## SCHEDULE 3: REQUIREMENTS OF THE EMPLOYER

### 3.1 Scope of Works

1. **Demolition:**

| No demolitions will take place, except for excavations for underpinning and grouting |
| --- |

1. **New construction:**

| N/A |
| --- |

1. **Renovation:**

| The scope of works is providing emergency stabilization of the northern wall portion of the Castle of Lezha, therefore the works will be as follows:  Designing emergency stabilization intervention after an understanding is created on reasons of damage currently observed at the tower. The emergency intervention is planned to be of a temporary nature (props or similar) as to secure the tower against possible collapse.Further to this, the intervention planned is similar to existing solution in place, however improving the condition of soil and foundation support:  Site mobilization;  Unbanking of a part of the soil that exerts a negative pressure force on the wall;  Removing the existing anchor  Installation of new anchor with all adjoined support and security in place  The creation of a positive horizontal force acting on the wall through the installation of grouted anchors. Installation of tie rods and supporting steel profiles on the wall.  Injection of grouting (soil improvement of the soil layer) in the part of the base of the wall that risks collapse. This kind of intervention is done to increase the foundation stability of the wall and to give a positive impact to the bearing capacity of the wall.  Removal of the damaged wall in the foundation (bottom) part and its repair.  Drainage to lower the pressure of active pressure on the walls. |
| --- |

1. **Design:**

| Contractor to provide design support for details of work arising to be changed during the implementation |
| --- |

1. **Supply of Plant and Materials:**

| Not Applicable. |
| --- |

### 3.2 Specifications

#### 3.2.A List of the technical specifications

*(General and particular Specifications including testing/sampling details/performance based standards)*

| Please refer to:  ● Annex A 01 - Detailed Design  ● Annex A 02 - BoQ  ● Annex A 03 - Technical Specifications  ● Annex A 04 - Reports |
| --- |

#### 

#### 3.2.B Requirements for Contractor’s[[2]](#footnote-1) design

1. **The background and purpose for the design:**

| Contractor to provide design support for details of work arising to be changed during the implementation |
| --- |

1. **Comprehensive and explicit scope of the Contractor’s design:**

| Contractor to provide design support for details of work arising to be changed during the implementation |
| --- |

1. **Any pertinent details and technical information:**

| N/A |
| --- |

1. **The standards, codes and regulatory requirements the Contractor shall use and comply with in the performance of its obligations under the Contract, for the design:**

| The conservation design to be in line with Albanian legislation (Law on Cultural Heritage and Museums adopted in 2018 and the subsequent bylaw “Methods of treatment, technical norms, criteria and models for intervening in the field of cultural heritage protection” Nr.1099, date 24.12.2020). Furthermore, the design is prepared in view of the international conservation standard as prescribed in technical documents and charters by ICCROM and ICOMOS and their subordinate technical bodies |
| --- |

1. **Key responsibility and liability matrix for the Contractor’s design:**

| The possible design shall pertain only to changes arising in implementation hence the responsibility would be on the licenced entity |
| --- |

1. **Health, Safety, Social and Environmental (HSSE) requirements related to Contractor’s design (if any):**

| The possible design shall pertain only to changes arising in implementation hence the responsibility would be on the licenced entity |
| --- |

1. **Quality Management System related to Contractor’s design:**

| The possible design shall pertain only to changes arising in implementation hence the responsibility would be on the licenced entity |
| --- |

1. **The list of all deliverables and/or the Contractor’s Documents related to the design:**

| Not applicable |
| --- |

1. **Specific tools required such as software to be used to develop the design and the format of presentation of the Contractor’s Documents:**

| Contractors’ discretion |
| --- |

1. **Information on the design approval process (UNOPS and any other as required):**

| Not applicable |
| --- |

#### 

#### 3.2.C Quality Management System requirements

*(Description of Quality Management System requirements in accordance with Sub-Clause 4.10 of the General Conditions)*

| *bidders are required to provide the following information:*  ***Project implementation/quality management***   1. Project implementation/quality management manual/policy (if any); 2. The bidder must provide an operation and maintenance manual in both Albanian and English with a proper training for stakeholder staff; 3. An outline project implementation/quality management plan for the project.   ● Bidders shall provide details of their proposed sources of naturally occurring materials, including aggregates, and outline a method statement setting out how they intend to stage and construct the works and coordinate with the local authorities in order to obtain all required authorizations and make sure that the project will be implemented on schedule.    ● After selection of the successful bidder, UNOPS, in consultation with the bidder, will review the above information with a view to determining how it can be integrated with UNOPS’ own works management system. Please note that UNOPS’ management system sets a standard minimum and shall apply by default. |
| --- |

#### 

#### 3.2.D Health, safety, social and environment requirements

*(Description of Health, safety, social and environment requirements in accordance with Sub-Clause 4.9 of the General Conditions)*

| Bidders are required to provide the following information:  **Health and safety management**  - Health and safety management manual/policy (if any);  - An outline health and safety management plan for the project.  **Environmental management**  - Environmental management manual/policy(if any);  - An outline environmental management plan for the project.    ● After selection of the successful bidder, UNOPS, in consultation with the bidder, will review the above information with a view to determining how it can be integrated with UNOPS’ own works management system. Please note that UNOPS’ management system sets a standard minimum and shall apply by default. |
| --- |

#### 

#### 3.2.E Sustainability requirements

*(Description of sustainability requirements if any)*

| 1. Minimum three Students of finishing years from technical Universities to be involved for practical learning during the implementation - Statement of willingness for the engagement of students (Mandatory) 2. Mixed gender teams for activities are strongly encouraged - Statement of willingness for gender team (Optional).Evidence: Contracts, letter of assignment, For Gender balance - organogram Schedule 0.5 3. Company to provide a reference to an internal regulation or the Code of Conduct to represent their stance on child’s labour and sexual exploitation. |
| --- |

#### 

#### 3.2.F Employer-Supplied Materials, Employer's Equipment and Employer’s Facilities

*(Details of Facilities, Equipment, Materials and others provided by Employer in accordance with Sub-Clause 2.3 of the General Conditions)*

|  | **No.** | **Description of the item** | **Rate** | **Unit** |
| --- | --- | --- | --- | --- |
| **Facilities** | **1** | **N/a** |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **Equipment** | **1** | **N/a** |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **Materials** | **1** | **n/a** |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |

#### 

#### 3.2.G Training r[equirements](#_heading=h.32hioqz)

*(Details of trainings to be provided by the Employer in accordance with Sub-Clause 4.1 of the General Conditions)*

| * **UNOPS HSSE officers to provide training to Contractor’s site implementation team.** |
| --- |

| * **UNOPS HSSE officers to provide toolbox talks to Contractor’s site implementation team.** |
| --- |

#### 3.2.H As-built drawings, spare parts and operation and maintenance manuals

*(Description of requirements and details such as formats and presentation, timelines, review and approval process of as-built drawings, spare parts and operation and maintenance manuals to be provided by the Contractor in accordance with Sub-Clause 4.1 of the General Conditions)*

| Bidder shall submit Catalogs / data sheet / technical data ... .etc for the materials mentioned in the BOQ as required in the checklist tab. The offered items shall be fully capable of operation, taking into consideration the sustainability aspects.    ● The Contractor shall be responsible for performing all the maintenance and warranty for the completed works for a minimum period of one year after the substantial completion and handover. The Contractor must pay important attention to carry out the maintenance, repair and commit to providing rapid maintenance. The Contractor shall take full responsibility of supplying all labour, material, tools, etc.…that are needed for maintenance at no additional cost.    ● The Contractor shall draft as-built drawings which will be approved by UNOPS. |
| --- |

### 

### 3.3 Drawings

*(List of Drawings and the link to the Drawings)*

| Please refer to:  Annex A 01 - Detailed Design |
| --- |

### 

### 3.4 Valuation and Payment

[To select an option, put an **X** over the relevant blank box]

| **Sub-Clause No.** | **Description** | **Details** |
| --- | --- | --- |
| **9.3** | Provisional Sums items | **1.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_:\_\_\_\_ USD  **2.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_:\_\_\_\_ USD  **3.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_:\_\_\_\_ USD |
| **10.1** | Method of valuation | ☐ Lump sum only  X **Measure & pay only**  ☐ Combination of measure & pay and lump sum |
| **10.1** | Installments or Schedule of Payments (in the case of lump sum payments) | **1.** \_\_\_ % of the Contract Price  **2.** \_\_\_ % of the Contract Price  **3.** \_\_\_ % of the Contract Price |
| **10.3** | Timing for submission of Statements | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10.3** | Requirements for the submission of Statements | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10.3** | Payment for Plant and/or Materials delivered to Site | \_\_\_ %of substantiated value of Plant and/or Materials |
| **10.3** | Plant and Materials listed for payment when delivered to Site | **1.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **2.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **3.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **10.3** | Plant and Materials listed for payment when shipped to the Country | **1.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **2.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **3.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### 

### 3.5 Programme Requirements

*(Description of the requirements associated with the Programme in accordance with Sub-Clause 6.3 of the General Conditions)*

| *Bidders are required to make their own detailed assessment of the time, work methods and activities that shall be required for the successful and timely completion of the works, and shall submit their bid on the basis of an assurance that the works can be completed by the Time for Completion and the milestone dates identified in the Contract.**The preliminary programme shall be prepared in sufficient detail to enable UNOPS to adequately evaluate the planned execution, staging and allocation of resources for the works.**The preliminary programme shall show the dates when the milestones identified in the Contract shall be achieved. It shall also include and/or be accompanied by:**(i)* *a programme narrative that describes the mechanisms and assumptions made in preparing the programme; and**(ii)* *a critical path analysis for the execution of the works which shall clearly show the float times available within the programme and the earliest start/earliest finish and latest start/latest finish times for each and every activity.**(iii)* *the contract shall be completed within 3 calendar months from the date of contract award, and the bidder shall submit a preliminary program on this basis.* *The program of work shall comply with the following target works milestones:* ***If a bidder is selected as the preferred bidder, it shall be required to further develop and complete this programme in accordance with the contract for works.*** |
| --- |

### 3.6 Nominated Subcontractors

*(Details of Nominated Subcontractors in accordance with Sub-Clause 4.4 of the General Conditions)*

| **No.** | **Description of Works or Services to be Subcontracted** | **Name of Nominated Subcontractor** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

### 3.7 Reporting Requirements

*(List of Reporting requirements in accordance with Sub-Clause 4.1 of the General Conditions)*

| Monthly progress reports |
| --- |

### 

### 3.8 Employer's Delegations

| **No.** | **Clause/**  **Sub-Clause No. and title** | **Delegated duties and authorities** | **Designation** | **Remark** |
| --- | --- | --- | --- | --- |
|
| **1** | Employer | Signatory |  |  |
| **2** | Employer representative | Contract Management |  |  |
| **3** | External Supervisor | Supervision |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |

### 

### 3.9 Key Personnel Requirements

*(Details of Key Personnel requirements in accordance with Sub-Clause 4.5 of the General Conditions)*

| **No.** | **Position description/Title** | **Required qualification** | **Area of experience required** | **Years of relevant experience required** |
| --- | --- | --- | --- | --- |
| **1** | Project  Manager (1) | Degree holder in  Civil/Building  Engineering or  Architecture. | Project management of restoration projects. | 10 years’ work experience in implementation of restoration and conservation projects. |
| **2** | Conservation architect/engineer(1) | Degree holder in Civil/Building Engineering or Architecture | Conservation and restoration of ruins / archaeological sites and Design and Implementation in conservation and restoration of buildings of defensive character | 10 years’ work experience in design and implementation of restoration and conservation projects for (Subcategory:F or P-P-A/1 and F or P -Z-A/1 Application in conservation and restoration of ruins / archaeological sites and Design and Implementation in conservation and restoration of buildings of defensive character F or P--A/2 and F or P-Z-A/2) |
| **3** | Archeologist (1) | Degree holder in  Archaeology. | Archeological excavations. | 10 years’ work experience in implementation of archeological projects as proven by licence as per Albanian legislation A1-3; |
| **4** | Geological engineer (1) | Degree holder in Geodetic engineering | Geological stabilization | 10 years’ work experience in implementation of similar projects as proven by licence for geodetic drilling and underpinning; |
| **5** | Structural engineer (1) | Degree holder in Structural engineering | Structural stabilization | 10 years’ work experience in implementation of similar projects as proven by licence for geodetic drilling and underpinning; |
| **6** | Health & Safety, Environmental Engineer (1) | Degree  holder in  Civil Engineering. | HSSE in restoration and new buildings. | 5 years’ work experience of a similar nature. |
| **7** | Quality Control Engineer (1) | Degree holder in  Civil/Building  Engineering. | Quality control in restoration and new buildings. | 7 years’ work experience in experience in similar projects |
| **8** | Site Engineer(1) | Degree  holder’s in  Civil Engineering. | Implementation of restoration and new buildings. | 7 years’ work experience of a similar nature. |
| **9** | Site Foreman (1) | Certificate and or qualification level  in application of traditional crafts. | Implementation of restoration and new buildings. | 10 years’ work experience in implementation of restoration and conservation projects. |
| **10** | Specialized craftspersons (1) | Certificate and or qualification level in application of traditional crafts. | Implementation of restoration projects. | 10 years’ work experience in implementation of restoration and conservation projects. |
| **11** | Specialized craftspersons (1) | Certificate and or qualification level in application of traditional crafts. | Implementation of steel structure projects. | 10 years’ work experience in implementation of restoration and conservation of historical stone masonry. |
| **12** | Minimum three Students of finishing years from technical Universities to be involved for practical learning during the implementation |  |  |  |

### 3.10 Equipment and Machinery Requirements

*(Details of Equipment and Machinery to be provided by the Contractor in accordance with Sub-Clause 4.7 of the General Conditions)*

| **No.** | **Description of item (Equipment or Machinery)** | **Units** | **Remarks** |
| --- | --- | --- | --- |
| **1** | Small Truck (1psc) |  |  |
| **2** | Portable Mortar Mixer 1 cubic metre (1 pcs). |  |  |
| **3** | Supporting Scaffolding (external). |  |  |
| **4** | Hand tools for masonry repair / removing existing damaged stone and for laying new masonry. |  |  |
| **5** | Geological drilling machinery with a capability to maneuver in limited space |  |  |
| **6** | Grouting equipment (1 set) |  |  |
| **7** | Portable Generator (Min 10KVA ) (1pcs). |  |  |
| **8** | Trucks (2 pcs). |  |  |

### 

### 

### 3.11 Insurance Requirements

*(Details in accordance with Sub-Clause 15.1 of the General Conditions)*

| **Insurances** | **Additional details on scope of cover** | **Validity period** | **Limit of liability** |
| --- | --- | --- | --- |
| **Construction all risk insurance for Works, Plants and Materials** |  |  |  |
| **Public liability insurance** |  |  |  |
| **Workers’ compensation insurance** |  |  |  |
| **Insurances required by Laws and by local practice** |  |  |  |
| **Any other insurances** |  |  |  |
| **Professional indemnity insurance**  **(if applicable)** |  |  |  |

1. For the purposes of this ITB, when the term “Contractor” is used, it refers to the bidder. The Schedules, submitted by the bidder whose bid is accepted after evaluation and who is awarded the Contract, will be included in the Contract. [↑](#footnote-ref-0)
2. For the purposes of this ITB, when the term “Contractor” is used, it refers to the bidder. The Schedules, submitted by the bidder whose bid is selected after evaluation and who is awarded the Contract, will be included in the Contract. [↑](#footnote-ref-1)