



TERMS OF REFERENCES

Our ref.: No 3

SUBJECT: INVITATION TO TENDER FOR: WP4, Del 4.2.1,4.2.2 – INFRASTRUCTURE & WORKS, “SOLIS” - Cross - border cooperation for energy efficiency using solar energy

I. GENERAL INFORMATION

Procedure

Local Open Tender procedure

Programme title

Interreg IPA II Cross-Border Cooperation Programme, Greece -Albania 2014-2020

Financing

Financing agreement of SOLIS PROJECT/ European Union and Municipality of Finiq

Contracting authority

Municipality of Finiq

Description of the contract

Municipality of FINIQ is partner of SOLIS Project, financed under the Interreg IPA II Cross-Border Cooperation Programme, Greece -Albania 2014-2020. The objective of the project is to take advantage of the great potential of RES that the CB area offers, showcase the importance of the integrated energy planning in a local level, and promote energy efficiency in the CB area.

Based on the joint effort of partners, the project proposes the application of a number of actions that specifically correspond to the local capacity, population characteristics, strengths, weaknesses and opportunities and threats of the CB area. More specifically, the proposed interventions are 1. Pilot RES and 2. Energy efficiency investments in a municipal level, 3. Technology

Transferability Studies for ZNE and NZEB in a municipal level, and 4. Coordinated actions to Promote Energy Responsible Lifestyles in schools and the general population.

SOLIS, therefore, fully corresponds to the Programme area; acknowledging the financial constraints emphasizes on Finiq and Preveza with small scale interventions that work as an example for the other authorities in the CB area, leveraging RES development, and driving sustainable economic growth. Similarly, the Coordinated Actions to promote Energy Responsible Lifestyles correspond to actual everyday changes that are readily available in the CB area, while at the same time can be easily scaled and adapted to other settings.

The main approach of the project is the integrated intervention maximizing the investment value. The project will be localized as far as actions are concerned, but it will create area-wide effects for all the CB population thus setting up an example of integrated planning that considers local characteristics and showcasing a way to unlock the RES potential of other areas and promote energy efficiency.

SOLIS recognizes local authorities as key-actors for the promotion of RES and energy efficiency, and educators as important communication multipliers for energy efficiency. Furthermore, SOLIS underscores the importance of sound energy choices on a personal level and the local population as a great leveraging force towards a sustainable future.

SOLIS capitalizes on the strengths of the CB area and those of its partners, developing an intervention that highlights the relevance of local RES and Energy Efficiency actions and the power that everyday choices have to bring about the desired transition to a sustainable economy.

More specifically, the project objectives are:

- (1) To promote climate change mitigation by taking advantage of the characteristics and strengths of the border areas concerning the utilization of the RES potential
- (2) To promote technology transfer of Zero Net Energy (ZNE) or nearly Zero Energy Building (NZEB) in the CB area
- (3) To communicate and disseminate the benefits of local RES utilization and the NET metering approach for public services and households
- (4) To promote public awareness about energy efficiency on both sides of the border, taking into consideration the needs and opportunities of the area
- (5) To actively engage the general public to energy efficient lifestyles, promoting low-cost investments and energy efficiency awareness and changing attitudes towards environmental issues

The project by accomplishing the above will contribute substantially in reducing energy consumption in public buildings, while at the same time engaging a significant and diversified target group. Overall, the actions will result in increased energy efficiency awareness in the public sector and in the general public.

Creating the energy efficiency model in the Multifunctional Center of Aliko, Finiq Municipality (infrastructure and works) is the tangible and concrete result of this contract.

Maximum Budget

779241.23 Euro

II. TERMS OF PARTICIPATION

Eligibility and rules of origin

Participation is open to companies participating either individually or in a grouping (consortium) of tenderers, which are established in a Member State of the European Union or

in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see also item 23 below).

Grounds for exclusion

Tenderers must submit a signed declaration, included in the tender form for a Infrastructure & Works contract, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the practical guide.

Tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) now of the award decision cannot be awarded the contract.

Number of tenders

As part of the tender, tenderers must submit first an expression of interest for the tender as a single company or as consortium of the companies. In this case one company takes the representative of consortium under a legal agreement with other companies participating in consortium.

A signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions needs to be provided

Tender guarantee

Tender Guaranty is 10% of the total value of the contract

Information meeting and/or site visit

No information meeting is planned

Sub-contracting

Sub-contracting is allowed

Provisional timeframe:

Provisional commencement date of the contract

30.11.2021

Period of implementation of tasks

8 months from the signature

III. GENERAL ACCREDITATION / QUALIFICATION CRITERIA

Candidate / Bidder must submit:

1. A document certifying that (your subject):

- a) is not in the process of bankruptcy, (active status)
- b) has not been convicted of a criminal offense, in accordance with Article 45/1 of the PPL,

c) has not been convicted by a final court decision, related to the professional activity,

The above requirements are supplemented by the submission of the Extract on the Subject History, issued by the National Registration Center, as well as by the entity's self-declaration, as per Annex 11 "Statements of Judgment.

The General Admission Criteria should not be altered by the contracting authorities. These criteria (points 1.2) must be verified by documents issued no earlier than three months from the date of the bid opening.

3. The economic operator must be registered in the relevant professional or trade registers of the State in which they are established, by verifying their legal personality, for this the candidates must submit a copy of the Extract on the history of the subject issued by the National Center of the Registration.

The Applicant / Foreign Bidder must certify that he meets all the requirements listed above. If the aforementioned documents are not issued in their country of origin, then a written statement is sufficient. If the language used in the procedure is Albanian, then the foreign language documents must be accompanied by a notarized translation into Albanian.

In the case of mergers of economic operators, each member of the group must submit the above-mentioned documents.

In addition, if the bid is submitted by a merger of economic operators, the following must be submitted:

- a. Notarized agreement according to which the unification of economic operators is officially established;
- b. Special Proxy.

2. SPECIFIC QUALIFICATION CRITERIA

1. The Applicant / Bidder must submit:

- a. Statement on the fulfillment of the Technical Specifications, according to Annex 5;
- b. Declaration on the Conflict of Interest under Annex 7;
- c. Bid description, according to Annex 1;
- ç. Evaluation Form under Annex 8;
- d. Statement on the availability of funds under Annex 9;
- f. Confirmation that confirms the settlement of all matured electricity obligations of energy contracts that the economic operator is registered in Albania.

2. The Applicant / Bidder must submit:

2.1. Legal capacity of economic operators:

- 2.1.1 Historic extract from national Business Registration Center (QKB)
- 2.1.2 Foundation Act and statute of the Company
- 2.1.3 VAT Registration Number
- 2.1.4 Licenses (QKL)

2.2. Economic and financial capacity:

1. A certificate for the annual average turnover of the last three years with a value not lower than the limit of Lek without VAT, (hereby sets the value of the Free Money Fund) issued by the Tax Administration.

In the case of mergers of economic operators this criterion is met by each member of the union in proportion to the percentage of their participation in the merger.

2. Copy of the balance sheets of the last three years (2018, 2019, 2020) of the economic operator, submitted to the respective authorities and confirmed by them.

3. Balances should also be accompanied by an expert report conducted by an authorized accounting expert.

In the case of mergers of economic operators this criterion is met by each member of the union.

4. Certification for Settlement of Local Tax 2019 issued by the Municipality where the economic operator has the seat (in any place where the activity is carried out)

5 - The economic operator must have enough monetary value to complete the tender facility.

In order to verify the fulfillment of this condition, the economic operator must submit a certificate from one or more banks for the financial condition in the value of not less than 10% of the value of the limit fund (set here) and issued no earlier than 3 days from the opening day of the bidding.

In the case of mergers of economic operators this criterion is met by each member of the union.

2.3 Technical capacity:

In terms of technical and professional ability, the Economic Operator must meet the minimum requirements set by the Contracting Authority, as follows:

1. Successful experience in realizing at least:

a) Similar works, for 1 (one) single contract in a value not less than 50% of the limit value of the lot to be procured, performed during the last three years from the date of the tender

or

b) Similar works where the total value of the works taken together during the last three years is twice the limit value of the lot to be procured;

To prove successful experience in the execution of a similar contract, the Economic Operator must submit the following documents:

For contracts for public works realized with state institutions are required:

a) Entrepreneurship Contract

b) Final situation of the facility,

c) Tax invoices for each situation,

d) Evaluation Form by the Investor according to Annex no.8.

e) Testing Act

f) Cooperation contract between O.E where the agreement of division of works between the parties is included.

In case of subcontracting contract, the operator to submit in addition to the above documents the approval as subcontractor given by the contracting authority.

For contracts for private work realized with private entities are required:

a) Entrepreneurship Contract

b) Final situation of the facility,

c) Tax invoices for each situation,

d) Evaluation Form by the Investor according to Annex no.8.

e) Testing Act

f) Receipt certificate issued by the relevant authorities.

Professional License of the Company, for the realization of works, object of the contract, issued by the competent State authorities, according to the model issued by MPPT / MTI in the categories:

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TABLE Categorization according to construction implementation works

GENERAL CONSTRUCTION WORKS

N.P - 1 Excavation works.

N.P - 2 Civil and industrial constructions.

N.P - 3 Reconstruction and maintenance of civil and industrial buildings, facade cladding.

N.P - 10 Construction of power plants.

N.P - 12 Environmental engineering works.

SPECIAL CONSTRUCTION WORKS

N.S - 1 Construction demolition works.

N.S- 2 Hydro-sanitary plants, kitchens, laundries, their maintenance.

N.S.- 4 Refinishing works of masonry and related, refinishing with wooden, plastic, metal and glass materials and refinishing of technical construction nature.

N.S - 12 Technological, thermal and air conditioning plants.

N.S - 13 Telephone and telecommunication plants and lines.

N.S - 14 Internal installations, electrical, telephone, radiotelephone, TV, etc.

N.S - 18 Topogeodesic works.

3. Referring to the estimate, graph, technical specifications and construction works O.E should have employed technical manager of works as follows:

- Civil Engineer - 1 (one)

- Mechanical Engineer - 1 (one)

- Electrical Engineer - 1 (one)

- Topographic Engineer - 1 (one)

- Environmental Engineer - 1 (one)

For the above O.E. participants to submit:

- Individual contract and relevant diploma for each of the managers;

- 1 (one) of the above managers must be equipped with a certificate for safety and health at work.

Submit the relevant training / qualification certificate issued by a licensed national and / or international certification body.

Managers should not be engaged in other contracts during the period of realization of the facility.

For this reason to submit a relevant statement by the Administrator / Legal Director of the company.

4. Referring to the estimate, graph, technical specifications and construction works in these facilities, in addition to the above staff, O.E.

The participant must have an average number of employees of 40 employees for the period January 2021- September 2021. For this reason, submit the respective payment lists electronically signed by the e-Albania system and the respective payment order that confirms the completion of the respective monthly payments.

5. The economic operator, to be employed as technical staff, in addition to the technical managers required in point 4, the employees as follows:

- First aid specialist, certified by the Red Cross / equiv. 1 (one)
- Construction technician / specialist -5 (five)
- Carpenter
- Hydraulics - 5 (five)
- Electrician 2 (two)
- Ventilation Heating Specialists - 2 (two)
- Energy Roofing Specialists - 2 (two)
- Minimally heavy vehicle drivers:
- Maneuvers - 1 (one);
- Driver - - 2 (two)

- For the above employees to submit the relevant employment contract as well as certificates / professional evidence for each.

- For drivers of heavy vehicles, in addition to the employment contract, to present the proof of professional ability (for maneuvers) and the certificate of professional training (for drivers) as well as driving license of category C for each of the drivers.

- The above staff to minimally appear in the last three months in the payroll of the company. For this reason, to submit the respective payment lists electronically signed by the e-Albania system as well as the respective payment order that confirms the performance of the respective monthly payments.

No	Vehicle name	Unit	Quantity	Status
1	Truck with a carrying capacity of at least 10 tons	piece	1	Vehicles owned / rented
2	Minesweeper	piece	1	Vehicles owned / rented
3	Concrete mixer	piece	1	Vehicles owned / rented
4	Water tank	piece	1	Vehicles owned / rented
5	Wheelchairs	piece	10	Vehicles owned / rented
6	Helmet	piece	40	Vehicles owned / rented
7	VEST	piece	40	Vehicles owned / rented
8	Working gloves	piece	40	Vehicles owned / rented
9	Label	peers	5	Vehicles owned / rented
10	Concrete vibrator	piece	3	Vehicles owned / rented
11	Concrete yard	piece	2	Vehicles owned / rented
12	Compressor	piece	1	Vehicles owned / rented

13	Metal scaffolding	M2	500	Vehicles owned / rented
14	Inventory mold	M2	500	Vehicles owned / rented
15	Compressor	piece	1	Vehicles owned / rented

1 Owned machinery and equipment must be accompanied by an original ownership deed or a notarized photocopy.

6.2 Machinery and equipment for rent to be accompanied by notarial lease contracts with a use defined for the object of the procurement, as well as to be accompanied by the deed of ownership of the lessor (original or notarized photocopy).

6.3 The lease contract for the machinery in question must be extended within the deadline for completion of works provided by the contract to be procured.

6.4 For the means that are recorded in the public registers, the document certifying the registration must be presented (circulation permit, commissioning act, insurance, transport permit). For other equipment must be customs clearance acts or purchase invoices, original or notarized photocopy.

6.5 The above machines should not be engaged in other contracts. To this end, submit a statement from the administrator of the bidding company that the above machines will not be engaged in other contracts during the time of implementation of this contract.

7. The economic operator must be provided with an environmental permit issued by the National Licensing Center as follows:

Mjedis Environmental permit for collection and transportation of waste that has an impact on the environment Code III.2.B.

In cases of economic union of operators, the above licenses must be completed together by the members of that union.

8-Economic operators, in order to certify that the works, object of the procurement meet the quality requirements, must present certificates issued by a conformity assessment body, accredited by the national accreditation body or international accreditation body, recognized by the Republic of Albania. Specifically:

ISO 9001: 2015 on "Quality management systems" / equivalent and valid.

OHSAS 18001: 2007 on "Occupational health and safety" / equivalent and valid.

ISO 14001: 2004 on "Environmental management systems" / equivalent and valid.

PAS 99: 2012 on "Integrated management systems" / equivalent and valid.

In cases of economic union of operators, each member of the group must submit respectively the ISO Certificate according to the items of works that he will undertake to carry out according to the Cooperation Contract

9. The economic operator must present the graph of detailed works according to the items of the estimate (Attached DST) expressed in the time limit specified in the tender documents

All documents must be originals or notarized copies of them. Cases of non-submission of a document, or of false and inaccurate documents, are considered as conditions for disqualification.