

Republic of Albania

**Citizen Centric Service Delivery Project
AL-8521**

**NCB
Bidding Documents**

Vol. I

**Procurement of “Refurbishing and furniture of the Integrated Citizen Service
Center of Kombinat”**

Ref. AL-8521/CW/NCB/2.01.03

Issued on: 08 January 2019

- 1. Section II - Bid Data Sheet (BDS)**
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Section II - Bid Data Sheet (BDS)

A. Introduction

ITB 1.1	The number of the Invitation for Bids is : <i>AL-8521/ CW/NCB/2.01.03</i> The Employer is: Agency for Delivery of Integrated Services in Albania (ADISA) .
ITB 1.1	The name of the bidding process is: “Refurbishing and Furniture the Integrated Citizen Service Center of Kombinat”, The identification number of the bidding process is: <i>AL-8521/ CW/NCB/2.01.03</i> The number and identification of lots comprising this bidding process is: <i>One Contract</i>
ITB 2.1	The Borrower is: Government of Albania- Agency for Delivery of Integrated Services in Albania (ADISA) through Citizen Centric Service Delivery Project
ITB 2.1	The name of the Project is: Citizen Centric Service Delivery Project
ITB 4.1	Maximum number of members in the JV shall be: <i>3 (three)</i>
ITB 4.4	A list of debarred firms and individuals is available at the Bank’s external website: www.worldbank.org/debarr

B. Bidding Documents

ITB 7.1	For <u>clarification purposes</u> only, the Employer’s address is: Attention: Mr. Roland Larashi, Project Manager Project Management Unit Bldv: Zhan d’Ark, Ish shtepia e oficerave, Kati V-te Tirana, Albania
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	<p>e-mail: roland.larashi@adisa.gov.al; and informacion@adisa.gov.al fiorentina.jorgji@adisa.gov.al</p> <p>Requests for clarification should be received by the Employer no later than: 10 Days before bid opening</p>
ITB 7.1	Web page: <i>www.adisa.gov.al</i>
ITB 7.4	A Pre-Bid meeting “ <i>shall not</i> ” take place.

C. Preparation of Bids

ITB 10.1	<p>The language of the bid is: <i>English</i></p> <p>All correspondence exchange shall be in <i>English</i> language.</p>
ITB 11.1 (b)	The following schedules shall be submitted with the bid: Priced Bills of Quantities
ITB 11.1 (h)	The Bidder shall submit with its bid the following additional documents: <i>None</i>
ITB 13.1	Alternative bids “ <i>shall not be</i> ” permitted.
ITB 13.2	Alternative times for completion “ <i>shall not be</i> ” permitted.
ITB 13.4	Alternative technical solutions shall be permitted for the following parts of the Works: <i>N/A</i>
ITB 14.5	The prices quoted by the Bidder “ <i>shall not be</i> ” subject to adjustment during the performance of the Contract.
ITB 15.1	The prices shall be quoted by the bidder in: <i>Albanian Leke (ALL)</i>
ITB 18.1	The bid validity period shall be: <i>60 days</i>
ITB 18.3 (a)	The Contract price shall be adjusted by a factor: <i>N/A</i>
ITB 19.1	<p>A Bid Security “<i>shall be</i>” required.</p> <p>If a Bid Security shall be required, the amount and currency of the bid security shall be: <i>5,000 (five thousand) Euro.</i></p> <p><i>Form of Bid Security (Bank Guarantee) is included in Section IV Bidding Forms</i></p>

	A Bid Security Declaration “ shall not be ” required.
ITB 19.3 (d)	Other types of acceptable securities: None
ITB 19.9	Not Applicable
ITB 20.1	In addition to the original of the bid, the number of copies is: 2 (two)
ITB 20.2	The written confirmation of authorization to sign on behalf of the Bidder shall consist of: Power of Attorney

D. Submission and Opening of Bids

ITB 22.1	Bidders “ shall not ” have the option of submitting their bids electronically.
ITB 22.1	<p>For <u>bid submission purposes</u> only, the Employer’s address is: Agency for Delivery of Integrated Services in Albania (ADISA).</p> <p>Attention: <i>Mr. Roland Larashi, Project Manager</i></p> <p>Project Management Unit</p> <p>Bldv: Zhan d’Ark, Ish shtepia e oficerave, Kati V-te Tirana, Albania e-mail: roland.larashi@adisa.gov.al; and info@adisa.gov.al fiorentina.jorgji@adisa.gov.al</p> <p>The deadline for bid submission is:</p> <p>Date: February 06, 2019</p> <p>Time: 12.00 o’clock, local time.</p>

ITB 25.1

The bid opening shall take place at: **Agency for Delivery of Integrated Services in Albania (ADISA).**

Project Management Unit

**Bldv: Zhan d'Ark,
Ish shtepia e oficerave,
Kati V-te
Tirana, Albania**

e-mail: roland.larashi@adisa.gov.al;
and informacion@adisa.gov.al
[and fiorentina.jorgji](mailto:and.fiorentina.jorgji)

Date: February 06, 2019

Time: 12.00 o'clock, local time.

ITB 25.3	The Letter of Bid and Priced Bill of Quantities shall be initialed by representatives of the Employer conducting Bid opening: Members of Evaluation Committee. Each Bid be initialed by all members of Evaluation Committee. Any modification to the unit or total price shall be initialed by the Representatives of the Employer.
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E. Evaluation and Comparison of Bids

ITB 32.1	<p>The currency that shall be used for bid evaluation and comparison purposes to convert all bid prices expressed in various currencies into a single currency is: Albanian Leke.</p> <p>The source of exchange rate shall be the <u>Central Bank of Albania</u>.</p> <p>The date for exchange rate be the selling rate at the date of deadline for submission of the bids.</p>
ITB 33.1	A margin of preference shall not apply.

F. Award of Contract

ITB 43.1	<p>The Adjudicator proposed by the Employer is: Lorin Cekrezi.</p> <p>The hourly fee for this proposed Adjudicator shall be: 50 USD/hour.</p> <p>The biographical data of the proposed Adjudicator is as follows:</p> <p>PERSONAL INFORMATION Lorin Çekrezi</p> <p>Rr.Princ Vidi, P.1/AP.4 Tirane, Albania, Tirane (Albania)</p> <p>+355 69 29 75 607 0035542356169</p> <p>lorincekrezi@studioarch4.com www.studioarch4.com</p> <p>Sex Male Date of birth 26/01/1989 Nationality Albanian</p> <p>EDUCATION AND TRAINING</p> <p>Sep 2012–Present MsC in Applied Design</p> <p>POLIS University</p> <p>Bulevardi 28 Nentori, Km 5 Autostrada Tiranë-Durrës, Kashar, 2995 Tirane (Albania) www.universitetipolis.edu.al</p>
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Sep 2007–Sep 2012 MsC in Architecture & Urban design
POLIS University
Bulevardi 28 Nentori, Km 5 Autostrada Tiranë-Durrës, Kashar, 2995 Tirane (Albania)
www.universitetipolis.edu.al

WORK EXPERIENCE

Sep 2014–Present Architect (Administrator of the office)
STUDIOARCH4 architecture, urban design & engineering Rr. Besim Imami nr. 34,
1001 Tirane (Albania) www.studioarch4.com

Project manager :

- International competition , Vlora Waterfront , 2014
- Albpetrol Office , 2014
- Youth Center in Tirana , 2014
- Villa Frank , Gjirokaster , 2014
- Youth Center in Vlora , 2015
- Youth Center in Korca , 2015
- Alban Corp Offices , Tirana, 2015
- International competition , Berati Island , 2015
- Sea Land Resort , Vlora, 2015
- International competition , Student City , Tirana , 2015
- International competition , Tirana Park Entrance , 2015
- New Hotel , Tirana , 2015
- Industrial Building , Tirana , 2015
- International competition , Vila of Mr. X , Tirana , 2015

-Villa Perollaj , Has , 2015
-International competition , Supreme Court & School of Magistrates , Tirana , 2015

-Business Incubator, Tirana , 2016
-Publication Research , City for people with disabilities , Tirana , 2016
-Industrial Building , Tirana , 2016

Business or sector Architecture Studio

Sep 2012–Mar 2015 Assistant at the Faculty of Architecture and Urban Planning
POLIS University

Bulevardi 28 Nentori, Km 5 Autostrada Tiranë-Durrës, Kashar, 2995 Tirane (Albania)
www.universitetipolis.edu.al

-Studio and theory of Architecture (3rd year studio, FAD)
-Studio and theory Urban Design (2nd & 3rd year studio,FAD+FPMU)
-Scenography (3rd year studio, FAD)
-Interior Design (4rd year studio, FAD)
-Contextualization of the Monument (3rd year studio, FAD)
-Industrial Design (4rd year studio, FAD)
-Integrated Studio (2nd & 3rd year studio, FAD+FPMU)
-Handicraft Product (2nd year studio, FAD)
-Urban Planning Studio (3rd year studio, FAD)
-Outdoor Design (3rd year studio, FAD)

Business or sector Education

Sep 2012–Sep 2013 Architect
METROPOLIS studio of architecture and urban planning

Bulevardi 28 Nentori, Km 5 Autostrada Tiranë-Durrës, Kashar, 2995 Tirane (Albania)
www.metropolis.al

-General Plan of Vora, Vora Municipality, 2012-2013

-International competition, Central Mosque of Pristina, 2013

-International competition, Europan 12, Amstteten, 2013

-Project Idea, Museum of Spac, 2013

Business or sector Architecture Studio

Sep 2010–Jul 2011 Junior Assistant at the Faculty of Architecture and Urban Planning

POLIS University

Bulevardi 28 Nentori, Km 5 Autostrada Tiranë-Durrës, Kashar, 2995 Tirane (Albania)

www.universitetipolis.edu.al

-Autocad Academic Course (2nd year studio, FAD)

Business or sector Education

PERSONAL SKILLS

Mother tongue(s)

Albanian

Other language(s)

UNDERSTANDING

SPEAKING

WRITING

Listening

Reading

Spoken interaction

Spoken production

English

C1

C1

C1

C1

C1

Italian

B2

B1

B2

B2

A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user Common European Framework of Reference for Languages

Communication skills Very efficient communication skills perfected through my experience as a assistant lecturer. Excellent

written skills gained through my training and various publications. Great team player with a great passion for a good group cohesion. Communication is crucial in our job.

Organisational / managerial skills Very good at multitasking and at handling stress, while working under deadlines and completing work

that is excessive in volume and content. Handles the "today" work dues in no time, does not drag responsibilities. Very organised and able to manage responsibilities alone and in a team

Digital competence AutoCAD, Autodesk 3ds Max, Rhinoceros, Google SketchUp, Adobe Photoshop, Illustrator,

Fireworks, InDesign, Ms Office

Driving licence

B

ADDITIONAL INFORMATION

International Workshop Technical University of Karlsruhe, Tirana Express Workshop 2009, Germany

International Workshop National Technical University of Athens & Polis University, Bringing the city together 2009, Tirana,

Albania

International Workshop TU Wien, Kaiserschnitten Vienna Workshop 2011, Austria

Projects Çekrezi, L., 2012. Tirana 3.0, Diploma Project

Publications Çekrezi, L., 2010. Tirana Express, Project Dezañni ne Shqiperi. In: Forum A+P 50-53

Publications Çekrezi, L., 2011. Tirana, In land der Skiptearen, pp. 42-45

Conferences Tirana Design Weeks 2013, Leader Workshop at: Design Action in Urban Space, Tirana, Albania

Conferences Tirana Design Weeks 2013, Leader Workshop at: Design for all, Tirana, Albania

Conferences Tirana Architecture Weeks 2014, Leader Workshop at: Tirana Interrupted, Tirane, Albania

Conferences Tirana Architecture Weeks 2014, Leader Workshop at: Attack free Space, Tirane, Albania

Section III - Evaluation and Qualification Criteria

This section contains all the criteria that the Employer shall use to evaluate bids and qualify Bidders if the bidding was not preceded by a prequalification exercise and postqualification is applied. In accordance with ITB 35 and ITB 37, no other methods, criteria and factors shall be used. The Bidder shall provide all the information requested in the forms included in Bidding Forms.

1. Evaluation

In addition to the criteria listed in ITB 35.2 (a) – (e) the following criteria shall apply:

2.1 Adequacy of Technical Proposal

Evaluation of the Bidder's Technical Proposal will include an assessment of the Bidder's technical proposal and its substantial responsiveness, capacity to mobilize key equipment and personnel for the contract consistent with its proposal regarding work methods, scheduling, and material sourcing in sufficient detail and fully in accordance with the requirements stipulated in Section VII (Works Requirements).

2.2 Multiple Contracts are not permitted

2.3 Alternative Completion Times

An alternative Completion Time, is not applicable.

2.4 Technical Alternatives

Technical alternatives are not applicable

2.5 Specialized Subcontractors

Only the specific experience of sub-contractors for specialized works permitted by the Employer will be considered. The general experience and financial resources of the specialized sub-contractors shall not be added to those of the Bidder for purposes of qualification of the Bidder. The specialized sub-contractors proposed shall be fully qualified for their work proposed, and meet the following criteria:

2.6 **Non-conformities, Errors, and Omissions:** Pursuant to ITB 30.3, the adjustment shall be made using the following methodology: Subject to provisions

under ITB 14.2 if: i) an item is not listed in the priced Bill of Quantities i.e. the item is missing or the item is listed and priced but it is non-conforming to the requirements of the bidding document; or ii) a component under the scope of work or a condition in the bid is non-conforming to the requirements in the bidding document; and provided that the Bid is determined substantially responsive notwithstanding non-conformance under i) and ii) above, the average price of the item or component quoted by substantially responsive bidders will be added to the bid price and the equivalent total cost of the bid so determined will be used for price comparison. If the cost of the non-conforming component or condition in the bid cannot be determined from other substantially responsive bids, the Employer will decide the price to be added for this purpose and for comparison of bids based on his own knowledge or as obtained from other sources.”

Factor	2.1 Eligibility					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
All partners combined			Each partner	At least one partner		
2.1.1 Nationality	Nationality in accordance with ITB 4.2.	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N / A	Form ELI –1.1 and 1.2, with attachments
2.1.2 Conflict of Interest	No- conflicts of interests as described in ITB 4.3.	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N / A	Letter of Bid
2.1.3 Bank Ineligibility	Not having been declared ineligible by the Bank as described in ITB 4.4.	Must meet requirement	Existing JV must meet requirement	Must meet requirement	N / A	Letter of Bid
2.1.4 Government Owned Entity	Compliance with conditions of ITB 4. 6	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form ELI –1.1 and 1.2, with attachments

Factor	2.1 Eligibility					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
All partners combined			Each partner	At least one partner		
2.1.5 Ineligibility based on a United Nations resolution or Borrower's country law	Not having been excluded as a result of the Borrower's country laws or official regulations, or by an act of compliance with UN Security Council resolution, in accordance with ITB 4. 9	Must meet requirement	Existing JV must meet requirement	Must meet requirement	N / A	Letter of Bid

Factor	2.2 Historical Contract Non-Performance					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
All partners combined			Each partner	At least one partner		
2.2.1. History of non-performing contracts	Non-performance of a contract did not occur within the last five (5) years prior to the deadline for bid submission, based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the bidder have been exhausted.	Must meet requirement by itself or as partner to past or existing JV	N / A	Must meet requirement by itself or as partner to past or existing JV	N / A	Form CON - 2
2.2.2 Pending Litigation	All pending litigation shall in total not represent more than twenty percent (20%) of the Bidder's net worth and shall be treated as resolved against the Bidder.	Must meet requirement by itself or as partner to past or existing JV	N / A	Must meet requirement by itself or as partner to past or existing JV	N / A	Form CON – 2

Factor	2.3 Financial Situation					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
All partners combined			Each partner	At least one partner		
2.3.1 Historical Financial Performance	<p>Submission of audited balance sheets or, if not required by the law of the bidder's country, other financial statements acceptable to the Employer, for the last three [3] years (2015, 2016, 2017) to demonstrate the current soundness of the bidders financial position and its prospective long term profitability. The submission must show that:</p> <p>1) The ratio of current assets to current liabilities has been greater than 1 in each of the last 3 years and greater than 1.2 in at least 1 of the last five years.</p>	Must meet requirement	N / A	Must meet requirement	N / A	Form FIN – 3.1 with attachments

Factor	2.3 Financial Situation					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
All partners combined			Each partner	At least one partner		
2.3.2. Average Annual Turnover	Minimum average annual turnover of: 450,000 Euro calculated as total certified payments received for contracts in progress or completed, within the last three (3) years.	Must meet requirement	Must meet requirement	Must meet Twenty Five percent (25%) of the requirement	Must meet Forty percent (40%) of the requirement	Form FIN –3.2

Factor	2.4 Experience					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
All partners combined			Each partner	At least one partner		
2.4.1 General Experience	Experience under contracts in the role of contractor, subcontractor, or management contractor for at least the last three [3] years prior to the bid submission deadline, and with activity in at least nine (4) months in each year.	Must meet requirement	N / A	Must meet requirement	N / A	Form EXP-4.1
2.4.2 Specific Experience	(a)Participation as contractor, management contractor, or subcontractor, in at least two (2) contracts within the last three (3) years , each with a value of 250,000 Euro), that have been successfully and substantially completed (i.e. are at least 80% complete as a percentage of the contract value) and that are similar to	Must meet requirement	Must meet requirements	N / A	Must meet requirement for one contract	Form EXP 2.4.2(a)

Factor	2.4 Experience					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
All partners combined			Each partner	At least one partner		
	the proposed Works. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section VI, Employer's Requirements.					
	b) preferable to have provided at least one contract for furniture					

The Bidder have to submit originals or copies of the similar contracts accompanied by Certificate of Completion by the previous Employer (Enti Perkates) specifying the amount, duration and kind of accomplished works.

5. Personnel

The Bidder must demonstrate that it will have the personnel for the key positions that meet the following requirements:

[Specify requirements for each lot as applicable]

No.	Position	Total Work Experience (years)	In Similar Works Experience (years)
1	Construction engineer	10	7
2	Environmental engineer	2	2
3	Hydro technical engineer	5	5
4	Mechanical engineer	5	5
5	Electrical engineer	5	5
6	Architect	5	4
7	Fire protection expert	5	3

The staff above must be documented in the paying lists of social securities at least the two last months prior the bid opening.

The Bidder shall provide details of the proposed personnel and their experience records in the relevant Forms included in Section IV, Bidding Forms

The Bidder will provide that possess as average 60 (sixty) employees including the technical management staff for the period January until December 2018. The Bidder have to submit payroll statements from Taxation Department (Directorate) according form E-Sig 025/a.

6. Equipment

The Bidder must demonstrate that it will have access to the key Contractor's equipment listed hereafter:

No.	Equipment Type and Characteristics	Minimum Number required
1	-Truck over 10 ton capacity	2
2	- truck up to 3.5 ton	1
3	- Crane to 5 ton	1
4	-mini excavator	1
5	- Water tank 5000 liters	2

6	- Electrical Generator	1
7	- Concrete Pump	1
8	-Plastering Pump	2
10	- Rotary Hammer	2
11	-Mini Crane	1
12	-Scaffolding	1000 m ²
14	- Electro Cutting Desk	1
15	- Fork-Lift	1
16	- Sand Cleaning Machine	1

All above mentioned equipment must be in ownership or in use, certified by a renting agreement.

The Bidder shall provide further details of proposed items of equipment using the relevant Form in Section IV.

7. Certificates

- The company must have ISO certificate 9001:2015, ISO 14001-2015, OHSAS 18001-2007, PAS 99-2012.

8. Licenses

The company/JV must comply with the following licenses:

- NP-3/C; NS-4/B
- NP-12/A NS 12/A
- NS- 1/A NS 13/A
- NS- 2/A NS 14/B

Section IV: Bidding Forms

Letter of Bid

The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and address.

Note: All italicized text is for use in preparing these form and shall be deleted from the final products.

Date: _____

Bidding No.: _____

Invitation for Bid No.: _____

To:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 8;
- (b) We offer to execute in conformity with the Bidding Documents the following Works:
_____;
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is:
_____;
- (d) The discounts offered and the methodology for their application are: _____;
- (e) Our bid shall be valid for a period of _____ [insert validity period as specified in ITB 18.1.] days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- (f) If price adjustment provisions apply, the Table(s) of Adjustment Data shall be considered part of this Bid;¹
- (g) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document;
- (h) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries;
- (i) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 4.3;
- (j) We are not participating, as a Bidder or as a subcontractor, in more than one bid in the bidding process for this contract in accordance with ITB 4.3, other than alternative offers submitted in accordance with ITB 13;
- (k) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible by the Bank, under the Employer's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
- (l) We are not a government owned entity / We are a government owned entity but meet the requirements of ITB 4.6;²
- (m) We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract:³

Name of Recipient	Address	Reason	Amount
.....
.....

- (n) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (o) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
- (p) If awarded the contract, the person named below shall act as Contractor's Representative:

¹ *Include if price adjustment provisions apply in the Contract in accordance with PCC Sub-Clause 13.8 Adjustments for Changes in Cost.*

² *Use one of the two options as appropriate.*

³ *If none has been paid or is to be paid, indicate "none".*

Name:

.....

In the capacity of:

.....

Signed:

.....

Duly authorized to sign
the Bid for and on
behalf of:

.....

Date:

.....

Bill of Quantities

A. Preamble

1. The Bill of Quantities shall be read in conjunction with the Instructions to Bidders, General and Special Conditions of Contract, Technical Specifications, and Drawings.
2. The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Engineer and valued at the rates and prices bid in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Project Manager may fix within the terms of the Contract.
3. The rates and prices bid in the priced Bill of Quantities shall, except insofar as it is otherwise provided under the Contract, include all Constructional Plant, labour, supervision, materials, erection, maintenance, insurance, profit, taxes, and duties, together with all general risks, liabilities, and obligations set out or implied in the Contract.
4. A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of Items against which the Contractor has failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
5. The whole cost of complying with the provisions of the Contract shall be included in the Items provided in the priced Bill of Quantities.
6. General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Contract documentation shall be made before entering prices against each item in the priced Bill of Quantities.
7. Provisional Sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Project Manager.

8. The method of measurement of completed work for payment shall be in accordance with [insert the name of a standard reference guide, or full details of the methods to be used].⁴
9. Any arithmetic errors in computation or summation will be corrected by the Employer as follows:
 - (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
 - (b) where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will govern, unless in the opinion of the Employer, there is an obviously gross misplacement of the decimal point in the unit price, in which event the total amount as quoted will govern and the unit rate will be corrected.
10. Rock is defined as all materials that, in the opinion of the Project Manager, require blasting, or the use of metal wedges and sledgehammers, or the use of compressed air drilling for their removal, and that cannot be extracted by ripping with a tractor of at least 150 brake hp with a single, rear-mounted, heavy-duty ripper.

B. Work Items

1. The Bill of Quantities usually contains the following part Bills, which have been grouped according to the nature or timing of the work:
 - Bill No. 1—General Items;
 - Bill No. 2—Earthworks;
 - Bill No. 3—Culverts and Bridges;
 - Bill No. 4—etc., as required;
 - Daywork Schedule; and
 - Summary Bill of Quantities.
2. Bidders shall price the Bill of Quantities in local currency only

⁴ The method of measurement should be spelled out precisely in the Preamble to the Bill of Quantities, describing for example the allowances (if any) for timbering in excavation, etc. Many national standard reference guides have been prepared on the subject.

Schedule of Payment Currencies

Forinsert name of Contract

	A	B	C	D
Name of Payment Currency	Amount of Currency	Rate of Exchange to Local Currency	Local Currency Equivalent $C = A \times B$	Percentage of Net Bid Price (NBP) $\frac{100 \times C}{NBP}$
Local currency _____		1.00		
Foreign Currency #1 _____				
Foreign Currency #2 _____				
Foreign Currency #3 _____				
Net Bid Price				100.00
Provisional Sums Expressed in Local Currency		1.00		

BID PRICE			
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Form of Bid Security (Bank Guarantee)

_____ [Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [Name and Address of Employer]

Date: _____

BID GUARANTEE No.: _____

We have been informed that _____ [name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated _____ (hereinafter called "the Bid") for the execution of _____ [name of contract] under Invitation for Bids No. _____ ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we _____ [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ [amount in figures] (_____) [amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Technical Proposal: Forms

Personnel

Equipment

Site Organization

Method Statement

Mobilization Schedule

Construction Schedule

Others

Technical Proposal: Forms for Personnel

Form PER – 1: Proposed Personnel

Bidders should provide the names of suitably qualified personnel to meet the specified requirements for each of the positions listed in Section III (Evaluation and Qualification Criteria). The data on their experience should be supplied using the Form below for each candidate.

1.	Title of position
	Name
2.	Title of position
	Name
3.	Title of position
	Name
4.	Title of position
	Name
5.	Title of position
	Name
6.	Title of position
	Name
etc.	Title of position
	Name

Form PER – 2: Resume of Proposed Personnel

The Bidder shall provide all the information requested below. Fields marked with an asterisk (*) shall be used for evaluation.

Position*	
Personnel information	Name *
	Date of birth
	Professional qualifications *
Present employment	Name of Employer
	Address of Employer
	Telephone
	Contact (manager / personnel officer)
	Fax
	E-mail
	Job title
	Years with present Employer *

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Technical Proposal: Forms for Equipment

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III (Evaluation and Qualification Criteria). A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder. The Bidder shall provide all the information requested below, to the extent possible. Fields with asterisk (*) shall be used for evaluation.

Type of Equipment*		
Equipment Information	Name of manufacturer	Model and power rating
	Capacity*	Year of manufacture*
Current Status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment * <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

The following information shall be provided only for equipment not owned by the Bidder.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project *	

Bidder Qualification: General

To establish its qualifications to perform the contract in accordance with Section III (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder

Form ELI 1.1

Bidder Qualification: Information Sheet

Date: _____

Name of Contract _____

Invitation for Bid No.: _____

Page _____ of _____ pages

1. Bidder's Legal Name
2. In case of JV, legal name of each party:
3. Bidder's actual or intended Country of Registration:
4. Bidder's Year of Registration:
5. Bidder's Legal Address in Country of Registration:
6. Bidder's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> In case of JV, letter of intent to form JV including a draft agreement, or JV agreement, in accordance with ITB Sub-Clauses 4.1 <input type="checkbox"/> In case of government owned entity from the Employer's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITB Sub-Clause 4.5.

Form ELI 1.2

Bidder Qualification: Party to JV Information Sheet

Date: _____

Name of Contract _____

Invitation for Bid No.: _____

Page _____ of _____ pages

1. Bidder's Legal Name:
2. JV's Party legal name:
3. JV's Party Country of Registration:
4. JV's Party Year of Registration:
5. JV's Party Legal Address in Country of Registration:
6. JV's Party Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITB Sub-Clause 4.5.

Form CON – 2

Bidder Qualification: Historical Contract Non-Performance

Bidder's Legal Name: _____ Date: _____

JV Partner Legal Name: _____ Name of Contract _____

Invitation for Bid No.: _____

Page _____ of _____ pages

Non-Performing Contracts in accordance with (Evaluation and Qualification Criteria)			
<input type="checkbox"/> Contract non-performance did not occur during the stipulated period, in accordance with Sub-Factor 2.2.1 of Section III (Evaluation and Qualification Criteria)			
<input type="checkbox"/> Contract non-performance during the stipulated period, in accordance with Sub-Factor 2.2.1 of Section III(Evaluation and Qualification Criteria).			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
_____	_____	Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	_____
Pending Litigation, in accordance with Section III (Evaluation and Qualification Criteria)			
<input type="checkbox"/> No pending litigation in accordance with Sub-Factor 2.2.2 of Section III(Evaluation and Qualification Criteria)			
<input type="checkbox"/> Pending litigation in accordance with Sub-Factor 2.2.2 of Section III(Evaluation and Qualification Criteria), as indicated below			

Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
_____	_____	Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	_____
_____	_____	Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	_____

Form CCC

Bidder Qualification: Current Contract Commitments / Works in Progress

Bidders and each partner to a JV should provide information on their current commitments on all contracts that have been awarded or are in progress, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Bidder's Legal Name: _____ Date: _____

JV Partner Legal Name: _____ Name of Contract _____

Invitation for Bid No.: _____

Page _____ of _____ pages

Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current ALL equivalent)	Estimated completion date	Average monthly invoicing over last six months (ALL/month)
1.				
2.				
3.				
4.				

5.				
etc.				

Form FIN – 3.1
Bidder Qualification: Financial Situation
Historical Financial Performance

Bidder's Legal Name: _____ Date: _____

JV Partner Legal Name: _____ Name of Contract _____

Invitation for Bid No.: _____

Page _____ of _____ pages

To be completed by the Bidder and, if JV, by each partner

Financial information in ALL	Historic information for previous _____ () years (ALL equivalent in 000s)						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
Information from Balance Sheet							
Total Assets (TA)							
Total Liabilities (TL)							
Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
Information from Income Statement							
Total Revenue (TR)							

Profits Before Taxes (PBT)							

- Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:
 - Must reflect the financial situation of the Bidder or partner to a JV, and not sister or parent companies
 - Historic financial statements must be audited by a certified accountant
 - Historic financial statements must be complete, including all notes to the financial statements
 - Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted)

Form FIN – 3.2

Bidder Qualification: Average Annual Turnover

Bidder's Legal Name: _____ Date: _____

JV Partner Legal Name: _____ Name of Contract _____

Invitation for Bid No.: _____

Page _____ of _____ pages

Annual turnover data (construction only)		
Year	Amount and Currency	ALL equivalent
	_____ _____	_____ _____
	_____ _____	_____ _____
	_____ _____	_____ _____
	_____ _____	_____ _____
	_____ _____	_____ _____
	_____ _____	_____ _____
*Average Annual Construction Turnover	_____ _____	_____ _____

*Average annual turnover calculated as total certified payments received for work in progress or completed over the number of years specified in Section III (Evaluation and Qualification Criteria), Sub-Factor 2.3.2, divided by that same number of years.

Form FIN3.3

Bidder Qualification: Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section III (Evaluation and Qualification Criteria)

Bidder's Legal Name: _____ Date: _____

JV Partner Legal Name: _____ Name of Contract _____

Invitation for Bid No.: _____

Page _____ of _____ pages

Source of financing	Amount (ALL equivalent)
1.	
2.	
3.	
4.	

Bidder Qualification: General Experience

Bidder's Legal Name: _____ Date: _____

JV Partner Legal Name: _____ Name of Contract _____

Invitation for Bid No.: _____

Page _____ of _____ pages

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Bidder
_____	_____		Contract name: Brief Description of the Works performed by the Bidder, including value of work executed: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Bidder, including value of work executed: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Bidder, including value of work executed: Name of Employer: Address:	_____

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Bidder
_____	_____		Contract name: Brief Description of the Works performed by the Bidder, including value of work executed: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Bidder, including value of work executed: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Bidder, including value of work executed: Name of Employer: Address:	_____

*List calendar year for years with contracts with at least nine (9) months activity per year starting with the earliest year

Form EXP – 2.4.2(a) (cont.)

Specific Experience (cont.)

Bidder's Legal Name: _____

Page _____ of _____ pages

JV Partner Legal Name: _____

Similar Contract No. __[insert specific number] of __[insert total number of contracts] required	Information
Description of the similarity in accordance with Sub-Factor 2.4.2a) of Section III (Evaluation and Qualification Criteria):	
Amount	_____ _____
Physical size	_____ _____
Complexity	_____ _____
Methods/Technology	_____ _____
Physical Production Rate	_____ _____

Form EXP – 2.4.2(b)

Bidder Qualification: Specific Experience in Key Activities

Bidder's Legal Name: _____ Date: _____

JV Partner Legal Name: _____ Name of Contract _____

Subcontractor's Legal Name: _____ Invitation for Bid No.: _____

Page _____ of _____ pages

	Information		
Contract Identification	_____		
Award date Completion date	_____ _____		
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor
Total contract amount	_____		US\$ _____
If partner in a JV or subcontractor, specify participation of total contract amount	_____ %	_____	US\$ _____
Employer's Name:	_____ _____		
Address:	_____ _____		
Telephone/fax number:	_____		
E-mail:	_____ _____ _____ _____		

--	--	--	--	--	--	--	--	--	--	--	--	--	--

For each of the figures given in the table, the bidder should provide the respective contract along with the final payment certificate and works schedule

Section VII - Works Requirements

Specifications

Insert here technical specifications

Drawings

Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section or annexed in a separate folder.

SECTION VII. GENERAL CONDITIONS OF CONTRACT

(is included to Vol 2)

C. Daywork Schedule⁵<

<<*Include Dayworks if it is required otherwise delete daywork schedule*>>

General

1. Reference should be made to Sub-Clause 13.6 of the General Conditions. Work shall not be executed on a daywork basis except by written order of the Engineer. Bidders shall enter basic rates for daywork items in the Schedules, which rates shall apply to any quantity of daywork ordered by the Engineer. Nominal quantities have been indicated against each item of daywork, and the extended total for Daywork shall be carried forward as a Provisional Sum to the Summary Total Bid Amount. Unless otherwise adjusted, payments for daywork shall be subject to price adjustment in accordance with the provisions in the Conditions of Contract.

DayworkLabour

2. In calculating payments due to the Contractor for the execution of daywork, the hours for labour will be reckoned from the time of arrival of the labour at the job site to execute the particular item of daywork to the time of return to the original place of departure, but excluding meal breaks and rest periods. Only the time of classes of labour directly doing work ordered by the Engineer and for which they are competent to perform will be measured. The time of gangers (charge hands) actually doing work with the gangs will also be measured but not the time of foremen or other supervisory personnel.

3. The Contractor shall be entitled to payment in respect of the total time that labour is employed on daywork, calculated at the basic rates entered by him in the Schedule of Daywork Rates: 1. Labour, together with an additional percentage payment on basic rates representing the Contractor's profit, overheads, etc.,⁶ as described below:

⁵ (i) A "Daywork Schedule" is commonly found in contracts where the likely incidence of unforeseen work cannot be covered by definitive descriptions and approximate quantities in the Bill of Quantities. The preferred alternative is to value the additional work in accordance with Sub-Clauses 52.1 and 52.2 of Part I of the Conditions of Contract. A Daywork Schedule normally has the disadvantage of not being competitive among bidders, who may therefore load the rates assigned to some or all the items. If a Daywork Schedule is to be included *at all* in the bidding documents, it is preferable to include nominal quantities against the items most likely to be used, and to carry the sum of the extended amounts forward into the Bid Summary in order to make the basic Schedule of Daywork Rates competitive.

(ii) The total amount assigned to such competitive daywork is normally 3–5 percent of the estimated base Contract Price and is regarded as a Provisional Sum for contingencies to be expended under the direction and at the discretion of the Engineer. A limitation on quantity should *not* apply, and the unit rate quoted should be invariable whatever quantities of work are ordered.

⁶ This method of indicating profit and overheads separately facilitates the addition of further items of daywork, if needed, the basic costs of which can then be checked more easily.

- (a) The basic rates for labour shall cover all direct costs to the Contractor, including (but not limited to) the amount of wages paid to such labour, transportation time, overtime, subsistence allowances, and any sums paid to or on behalf of such labour for social benefits in accordance with [country of Borrower] law. The basic rates will be payable in local currency only.
- (b) The additional percentage payment to be quoted by the bidder and applied to costs incurred under (a) above shall be deemed to cover the Contractor's profit, overheads, superintendence, liabilities, and insurances and allowances to labour, timekeeping, and clerical and office work, consumable stores, water, lighting, and power; the use and repair of stagings, scaffolding, workshops, and stores, portable power tools, manual plant, and tools; supervision by the Contractor's staff, foremen, and other supervisory personnel; and charges incidental to the foregoing. Payments under this item shall be made in the national currency specified in the contract:
- (i) percent (to be quoted by bidder).

Daywork Materials

4. The Contractor shall be entitled to payment in respect of materials used for daywork (except for materials for which the cost is included in the percentage addition to labour costs as detailed heretofore), at the basic rates entered by him in the Schedule of Daywork Rates: 2. Materials, together with an additional percentage payment on the basic rates to cover overhead charges and profit, as follows:

- (a) the basic rates for materials shall be calculated on the basis of the invoiced price, freight, insurance, handling expenses, damage, losses, etc., and shall provide for delivery to store for stockpiling at the Site. The basic rates shall be stated in National currency, and payment will be made in that currency
- (b) the additional percentage payment shall be quoted by the bidder and applied to the payments made under (a) above.
- (i) percent (to be stated by the bidder);
- (c) the cost of hauling materials for use on work ordered to be carried out as daywork from the store or stockpile on the Site to the place where it is to be used will be paid in accordance with the terms for Labour and Construction in this schedule.

Daywork Contractor's Equipment

5. The Contractor shall be entitled to payments in respect of Contractor's Equipment already on Site and employed on daywork at the basic rental rates entered by him in the Schedule of Daywork Rates: 3. Contractor's Equipment. Said rates shall be deemed to

	<i>Amount^a</i>	
	()	
1. Total for Daywork: Labour		
2. Total for Daywork: Materials		
3. Total for Daywork: Contractor's Equipment		
Total for Daywork (Provisional Sum)	_____	_____
(carried forward to Bid Summary, p. _____)		

a. The Employer should insert local currency unit.

Grand Summary

Contract Name:

Contract No.:

<i>General Summary</i>	<i>Page</i>	<i>Amount</i>
Bill No. 1:		
Bill No. 2:		
Bill No. 3:		
—etc.—		
<i>Subtotal of Bills</i>	<i>(A)</i>	
<i>Total for Daywork (Provisional Sum)*</i>	<i>(B)</i>	
<i>Specified Provisional Sums included in subtotal of billsⁱⁱ</i>	<i>(C)</i>	
<i>Total of Bills Plus Provisional Sums (A + B + C)ⁱ</i>	<i>(D)</i>	
<i>Add Provisional Sum for Contingency Allowance (if any)ⁱⁱ</i>	<i>(E)</i>	<i>[sum]</i>
<i>Bid Price (D + E) (Carried forward to Letter of Bid)</i>	<i>(F)</i>	

i) All Provisional Sums are to be expended in whole or in part at the direction and discretion of the Engineer in accordance with Sub-Clause 13.5 of the Conditions of Contract.

ii) To be entered by the Employer.

* For evaluation purposes, Provisional Sum, other than Daywork will be excluded

Supplementary Information

Section VIII Particular Conditions of Contract

Except where otherwise specified, all PCC should be filled in by the Employer prior to issuance of the Bidding Documents. Schedules and reports to be provided by the Employer should be annexed.

A. General	
GCC 1.1 (d)	The financing institution is: IBRD
GCC 1.1 (s)	<p>The Employer is :</p> <p>Agency for Delivery of Integrated Services in Albania (ADISA).</p> <p>Project Management Unit</p> <p>Blvd: Zhan d'Ark, Ish shtepia e oficerave, Kati V-te Tirana, Albania e-mail: roland.larashi@adisa.gov.al; and fiorentina.jorgji@adisa.gov.al Telephone:</p>
GCC 1.1 (v)	The Intended Completion Date for the whole of the Works shall be within 3 (<i>three</i>) months
GCC 1.1 (y)	The Project Manager is : <i>The supervision company</i>
GCC 1.1 (aa)	<p>The Site is located at : <i>Kombinat area, Tirane for "Refurbishing of the Integrated Citizen Service Center of Kombinat and provision of its furniture"</i></p> <p>Ref. AL-8521/CW/NCB/2.01.03</p>
GCC 1.1 (dd)	The Start Date shall be: <i>10 days after contract signing</i>
GCC 1.1 (hh)	The Works consist of: Reconstruction and Furniture of Integrated Service Delivery Center in Kombinat, Tirane.
GCC 2.2	Sectional Completions are: <i>N/A</i>
GCC 2.3(i)	The following documents also form part of the Contract: Not applicable.
GCC 3.1	<p>The language of the contract is <i>English. The language shall be that of the bid</i>.</p> <p>The law that applies to the Contract is the law of <i>Albania</i></p>

GCC 5.1	The Project manager may not delegate any of his duties and responsibilities.
GCC 8.1	Schedule of other contractors: <i>There are no other contractors involved to this contract.</i>
GCC 13.1	The minimum insurance amounts and deductibles shall be: (a) for loss or damage to the Works, Plant and Materials: <i>300,000 Euro</i> (b) For loss or damage to Equipment: <i>50,000 Euro</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>100,000 Euro</i> (d) for personal injury or death: (i) of the Contractor's employees: at least 5,000 Euros (ii) of other people: <i>10,000 Euros</i>
GCC 14.1	Site Data are: <i>There are no other data rather than those presented in these documents for this Contract.</i>
GCC 20.1	The Site Possession Date(s) shall be: <i>10 days from contract signing by both parties.</i>
GCC 23.1 & GCC 23.2	Appointing Authority for the Adjudicator: Agency for Delivery of Integrated Services in Albania (ADISA).
GCC 24.3	Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: <i>50 Euro/hour.</i>
GCC 24.4	Institution whose arbitration procedures shall be used: in accordance with the applicable national legislation. The place of arbitration shall be: <i>Tirana District Court, Albania.</i>
B. Time Control	
CC 26.1	The Contractor shall submit for approval a Program for the Works within <i>14</i> days from the date of the Letter of Acceptance.
GCC 26.3	The period between Program updates is <i>[30]</i> days. The amount to be withheld for late submission of an updated Program is <i>1% of the Accepted Contract Amount</i>
C. Quality Control	
GCC 34.1	The Defects Liability Period is: <i>365</i> days.

D. Cost Control	
GCC43.1	The currency of the Employer's Country is Albanian Leke.
GCC 44.1	Price adjustment : Not applicable
GCC 45.1	The Contract <i>"is not"</i> subject to price adjustment in accordance with GCC Clause 45.
GCC 46.1	The proportion of payments retained is: <i>10%</i>
GCC 47.1	The liquidated damages for the whole of the Works are <i>0.1 %</i> per day of the final Contract Price. The maximum amount of liquidated damages for the whole of the Works is <i>10%</i> of the final Contract Price.
GCC 48.1	The Bonus for the whole of the Works is <i>not applicable under this Contract.</i>
GCC 49.1	The Advance Payments shall be: <i>not more than 10% of the Contract Price and shall be paid to the Contractor no later than 45 days after contract signature and upon submission by the Contractor of an Invoice for the amount of advance requested accompanied by an acceptable Advance Payment Guarantee.</i>
GCC 50.1	The Performance Security amount is <i>10% in the currency in which the Contract Price is payable in the form of an unconditional Demand Guarantee from a Bank or a surety.</i>
E. Finishing the Contract	
GCC 56.1	Operating and maintenance manuals are not required. The date by which "as built" drawings are required is <i>30 days after works completion.</i>
GCC 56.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required in GCC 58.1 is: There are no direct penalty for failure to produce "as built" drawings. However, the Completion Certificate shall not be issues until "as built" drawings" have been submitted and accepted.
GCC 58.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is : <i>N/A.</i>

SAMPLE FORMAT :

Invitation for Bids

[COUNTRY]

[NAME OF PROJECT]

Loan No./Credit No./ Grant No.: _____

Contract Title: _____

Reference No. (as per Procurement Plan): _____

1. The *[insert name of Borrower/Beneficiary/Recipient]* *[has received/has applied for/intends to apply for]* financing from the World Bank toward the cost of the *[insert name of project or grant]*, and intends to apply part of the proceeds toward payments under the contract ⁷for *[insert title of contract]*⁸.
2. The *[insert name of implementing agency]* now invites sealed bids from eligible bidders for *[insert brief description of Works required, including quantities, location, construction period, etc.]*⁹.
3. Bidding will be conducted through the National Competitive Bidding procedures as specified in the World Bank's [Guidelines: Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers](#)*[insert correct title and date of applicable Guidelines edition as per legal agreement]* ("Procurement Guidelines"), and is open to all eligible bidders as defined in the Procurement Guidelines. In addition, please refer to paragraphs 1.6 and 1.7 setting forth the World Bank's policy on conflict of interest.
4. Interested eligible bidders may obtain further information from *[insert name of implementing agency, insert name and e-mail of officer in charge]* and inspect the bidding documents during office hours *[insert office hours if applicable i.e. 0900 to 1700 hours]* at the address given below *[state address at the end of this invitation]*¹⁰.
5. A complete set of bidding documents in *[insert name of language]* may be purchased by interested eligible bidders upon the submission of a written application to the address below and upon payment of a

⁷Substitute "contracts" where bids are called concurrently for multiple contracts. Add a new para. 3 and renumber paras 3 - 8 as follows: "Bidders may bid for one or several contracts, as further defined in the bidding document. Bidders wishing to offer discounts in case they are awarded more than one contract will be allowed to do so, provided those discounts are included in the Letter of Bid."

⁸Insert if applicable: "This contract will be jointly financed by *[insert name of cofinancing agency]*. Bidding process will be governed by the World Bank's rules and procedures."

⁹A brief description of the type(s) of Works should be provided, including quantities, location of Project, construction period, application of margin of preference and other information necessary to enable potential bidders to decide whether or not to respond to the Invitation. Bidding Documents may require bidders to have specific experience or capabilities; such qualification requirements should also be included in this paragraph.

¹⁰The office for inquiry and issuance of bidding documents and that for bid submission may or may not be the same.

nonrefundable fee¹¹ of *[insert amount in Borrower's currency]*. The method of payment will be *[insert method of payment]*.¹² The document will be sent by *[insert delivery procedure]*.¹³

6. Bids must be delivered to the address below *[state address at the end of this invitation]*¹⁴ on or before *[insert time and date]*. Electronic bidding will *[will not]* be permitted. Late bids will be rejected. Bids will be publicly opened in the presence of the bidders' designated representatives and anyone who choose to attend at the address below *[state address at the end of this invitation]* on *[insert time and date]*.

7. All bids must be accompanied by a *[insert "Bid Security" or "Bid-Securing Declaration," as appropriate]* of *[insert amount and currency in case of a Bid Security]*.

8. The address(es) referred to above is(are): *[insert detailed address(es)]*

[insert name of office, room number]

Attn: *[insert name of officer & title]*

[insert postal address and/or street address]

[insert postal code, city, country]

Tel: *[include the country and city code]*

Fax: *[include the country and city code]*

E-mail: *[insert electronic address if electronic bidding is permitted]*

Web site:

¹¹*The fee chargeable should only be nominal to defray reproduction and mailing costs. An amount between US\$50 and US\$300 or equivalent is deemed appropriate.*

¹²*For example, cashier's check, direct deposit to specified account number, etc.*

¹³*The delivery procedure is usually airmail for overseas delivery and surface mail or courier for local delivery. If urgency or security dictates, courier services may be required for overseas delivery. With the agreement of the World Bank, documents may be distributed by e-mail.*

¹⁴*Substitute the address for bid submission if it is different from address for inquiry and issuance of bidding documents.*