

01. GENERAL INFORMATION

1.1 The Investor

Albanian-American Development Foundation: "Ibrahim Rugova" Street, Building no. 42, Entrance no. 7, Apartment no. 61, Tirana, Albania.

The Albanian-American Development Foundation (AADF) began operations in November 2010 with the support and encouragement of USAID and the United States Government. The foundation's mission is to make a meaningful contribution to Albania's economic growth by making social investments related to entrepreneurship, education, leadership development, and support for cultural tourism.

1.2 Cost of applying

The Applicant shall bear all costs associated with the preparation and submission of its Application, and AADF shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the applying process.

1.3 Source of Financing

N/A

1.4 Documents

PROCEDURE documents are obtained only through registration on AADF's website and downloaded from the links provided right after. If you have questions, please address them in writing either by email to tenders@aadf.org or by letter at the above-given address. Other forms of communication regarding PROCEDURES, are not accepted during a procedure still in process.

1.5 Application Package

Submit your application by email at tenders@aadf.org anyday until the deadline indicated in the **Tender Specific Details**

1.6 Instructions to Applicants

1. Fill in all forms in the Application Package
2. Use the "Similar Experience" form to highlight company experiences. Clearly describe their relevance in the dedicated section. Employ dividers or sticky tabs to emphasize important pages or sections.
3. Present evidence of your staff's and company's experience, as these are key evaluation criteria.
4. Thoroughly consider the listed evaluation criteria, noting the assigned relative weights for their importance.
5. To surpass the 60% individual criteria qualifying threshold, present more similar works and staff experience contracts than the minimum required.
6. Do not scan all documents in one batch. Each document should be scanned and saved separately, with titles that reveal their content.
7. Make sure your USB works properly, contains all the documents and is virus-free

1.7 Performance Standards

The services must be undertaken by all relevant rules, regulations, and statutes currently in force in Albania and by the industry's best practices.

1.8 Application Opening

Emails will be opened and applications downloaded and registered by the AADF representatives. If you do not receive a confirmation email, reach out.

1.9 Application Evaluation

The Committee will check the applications to ensure that they contain no amendments to the terms or errors. To assist in the examination, evaluation, and comparison of Applications, the Committee, at its discretion, may request assistance from other professionals in the quality of the consultant to the Committee. The AADF reserves the right to vary the quantity of work/materials specified in the PROCEDURE Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of the Applications submitted without assigning a reason for such decision.

1.9.1 Technical Evaluation: Applications will be initially evaluated on technical merits, assessing the company's capacity through submitted documentation. Deficiencies may impact scores and chances of winning.

In case there are qualitative evaluation criteria, quality thresholds are in place. Proposals scoring less than **60%** on at least one qualitative criterion and less than **70%** on qualitative criteria altogether, will be excluded from the rest of the assessment procedure.

1.9.2 The financial evaluation: **For pre-qualification procedures, financial offers will be requested only from qualified companies in a second stage.** Financial evaluation is based on the cost. The cost criterion is rated by giving the lowest qualified Bid, the maximum number of cost points available. The rest of the Bids are scored using a formula that allows a proportional reduction of points.

Bids with a price superior to the ceiling price will be excluded from the rest of the assessment procedure.

1.9.3 Other Evaluations: When assigning companies to the designated shortlist, the Evaluation Committee may take into consideration other criteria, including, but not limited to record of past performance with AADF or partners, integrity, references, and community rapport. Interviews with top-ranked companies may also be used as a complementary decision-making tool.

1.9.4 Selection of the Winner: Selection of the successful applicant will be based on the qualified proposals ranking according to cumulative scores.

1.10 Validity of Documentation

Certifications required for this PROCEDURE cannot be older than three months on PROCEDURE date.

1.11 Language

As determined by AADF, the working language for this PROCEDURE is English, however any certification received in Albanian from the Governmental Institutions and contracts/ certifications/ references received from third parties in Albanian, do not need to be translated.

1.12 Eligibility of Applicants

Applicants cannot apply if they:

- 1- Cannot conduct business legally in Albania.
- 2- Are bankrupt or in the process of going bankrupt.
- 3- Have been guilty of grave professional misconduct.
- 4- Have not fulfilled obligations related to payment of obligatory insurance, social security, and taxes.
- 5- Are guilty of serious misinterpretation in supplying information.
- 6- Were declared at serious fault of implementation owing to a breach of their contractual obligations.
- 7- Operate in breach of Albanian Law requirements.
- 8- Are on any list of sanctioned parties issued by the United States Government, United Nations, or European Union.

1.13 Applying Rules

- a) This is a pre-qualification procedure and therefore no financial offer is required. Financial offers will be requested only to the qualified in a second stage
- b) All Documents in the Application Package must be completed in full to avoid disqualification.
- c) All applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition in the original papers. If they do, this will be grounds for immediate disqualification.
- d) Addenda and/or clarifications regarding this PROCEDURE maybe issued at any time. A notification regarding such addenda will be published on AADF's website. It is the responsibility of the applicant to keep informed.
- e) If Applicants have any request and condition to negotiate, this shall be stipulated in a separate letter accompanying the Application.
- f) All Applications shall be made in accordance with the PROCEDURE Documents including but not limited to ToRs and other documents published.
- g) AADF will organize an informative meeting unless otherwise stated in the **Specific Bidding Details** document. AADF will consider that each applicant has attended the meeting and understands the requirements of the PROCEDURE to the full extent before making and delivering an application, and any mistakes or problems arising from the lack of information that could have been obtained in such a meeting will not be taken into consideration by AADF.
- h) Questions and requests regarding the PROCEDURE must be sent in writing to the AADF up to three working days before the PROCEDURE deadline. Send by e-mail at tenders@aadf.org or to the AADF office in Tirana in writing. The answers to any questions raised by any applicant will be issued to that applicant in writing, if possible, within two working days. However, it is a condition of this PROCEDURE that no clarification shall be deemed to supersede, contradict, add to, or detract from the conditions hereof unless changes are made in writing and signed by the CEO or their designated representative.

1.14 Fraud and Corruption

AADF requires that suppliers, contractors, and consultants under AADF contracts or seeking such contracts, observe the highest standards of ethics during procurement and execution of contracts. In pursuit of such policy, AADF defines for the purpose of this provision, the terms set forth below as follows:

- a- "Corrupt practice" means the bidding, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

- b- “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the disadvantage of AADF and includes secret illegal agreement practices among Applicants (prior to or after Application submission) designed to establish Application prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition

AADF will reject a proposal if it determines that the Applicant has engaged in corrupt or fraudulent practices in competing for the contract. AADF will also declare a firm ineligible to be awarded a contract, either indefinitely or for a stated period of time if it determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing an AADF-financed contract.

Direct contact with AADF employees or managers regarding your submission during the PROCEDURE evaluation period is prohibited.

Any attempt by the Applicants to influence AADF representatives in the evaluation of the bids or contract award decisions will result in the immediate rejection of their application.

1.15 Amendment of PROCEDURE Document

At any time prior to the deadline for submission of applications, AADF may amend the PROCEDURE Document by issuing an addendum. Any addendum issued shall be part of the PROCEDURE Document and shall be communicated in writing to all who are registered and have attended the site visit. To give prospective Applicants reasonable time in which to take the addendum into account in preparing their applications, AADF may, at its discretion, extend the deadline for the submission of applications.

1.16 Withdrawal, Substitution, and Modification of Applications

An Applicant may withdraw, substitute, or modify its application after it has been submitted by sending a written notice, duly signed by an authorized representative. All notices must be received by AADF before the deadline prescribed for submission of applications. Applications withdrawn shall be returned unopened to the Applicants. No application may be withdrawn, substituted, or modified in the interval between the deadline for submission of the application and the expiration of the period of Tender validity specified by the Applicant on the PROCEDURE documents or any extension thereof.