

Location: Tirana	Procedure №: 00188
Subject : Pre-Qualification of Consultants for Works' Supervision	Submission Date: December 4, 2024



Albanian-American
Development Foundation

Pre-Qualification of Consultants # 00188

Supervision Services for Construction Works

Specific Bidding Details

1. Particulars

Subject of The PROCEDURE:	<p>AADF is opening this call for pre-qualification to select one or more supervision experts or teams of experts to be engaged in AADF's reconstruction projects across Albania.</p> <p>The Jewish Museum of Vlora will be the first project with a service contract, with additional construction and reconstruction projects already in the pipeline for the near future.</p>
Deadline for submitting applications	Send your applications anyday until December 4 2024, at 16:00 PM.
E-mail submissions	Send applications by email only, at tenders@aadf.org . Paper applications are not required or expected for this procedure.
Application Opening	Emails with applications will be opened by AADF representatives. Documentation will be downloaded and registered. A confirmation email shall be sent to your email address.
Scope of Services	The scope of services concerns all activities needed to supervise construction works in several sites across Albania.
Progress Payments	TBD at contracting
Informative Meeting	Yes
Meeting Date, Time and Place	November 27th, 2024, at 11.00 am., at AADF Offices in Tirana.
Key Functions	<p>We are looking for at least the following key functions:</p> <ol style="list-style-type: none"> 1- Team Leader 2- Site and Quantity Syrveyor 3- Electrical Supervisor

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	<p>4- Mechanical Supervisor</p> <p>Note: Individuals may apply alone for one or more of the above functions or may join with other experts in teams.</p>
Licenses	<p>For the abovementioned functions we require specific license categories, including (but not limited to) NP-1, NP-2, NP-3, NP-5, NS-1, NS-2, NS-3, NS-4, NS-8a, NS-8b, NS-8c, NS-9, NS-10, NS-12, NS-14, and NS-19.</p> <p>The required licenses for these roles can be met either fully or partially by team members, individually or collectively. Although it is preferred that all licenses are covered within the team (if relevant), it is not strictly mandatory.</p>
Experience	<p>Relevant supervisory experience in the role on at least two projects of comparable scale and nature, is required.</p>

2. Qualifying Criteria

- Supervision License of any of the abovementioned categories.
- Two supervision experiences, as per requirements in the ToR.

3. Evaluation Criteria

Criteria	Documentation	Distribution of points
Capacity to perform (including Qualification, Experience, Licenses,)	(CV's, Profile, License, Contracts, References and other proof of experience and qualifications)	80%
Recommendations from Clients		20%
TOTAL:		100%

4. List of Documentation to be submitted:

- The full AADF application package completed in English, with all required documents attached.
- Profile and portfolio of similar works supervised as per ToR requirements. Use the provided form

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3. CVs for each proposed key expert (e.g., Team Leader, Site and Quantity Supervisor, Electrical Supervisor, Mechanical Supervisor), detailing ToR requirements: Individuals may use the Profile Form for this purpose, adding relevant sections as needed.
4. Relevant Experience (Form # 1 of Application Package)
 - a. A list of completed or ongoing projects with detailed descriptions of at least two relevant projects where the applicant (either as an individual or as part of a company/team) has acted in a supervisory capacity (e.g., Team Leader, Resident Engineer).
 - b. Preferably present contracts.
 - c. If contracts are not available, it is required to have client references and their contact details
5. Projects in Process (Form # 2 from Application Package)
6. Licenses.
7. Financial statements for 2023 and 2024 (latest) when applicable or other relevant documents to show financial activity.
8. Reference Letters from previous clients or employers, demonstrating relevant experience in supervisory roles.
9. QKB simple Extract.

Note: The winner will be asked to present all originals of the copies presented for verification. Any alteration of documents will be cause for harsh penalties, up to permanent exclusion from AADF tendering.