

## AMENDMENT No. 1

**Subject:** Amendment No. 1 – Request for Tenders (RFT No. 00189) for the Executive Design of Urban Trails in Tirana.

Dear Madame/Sir,

Please find attached **Attachment 1**, which includes responses to all questions received via e-mail to-date and during the site visit.

Kindly ensure that your proposal for **RFT No. 00189** reflects these clarifications. All other terms and conditions of the RFT remain unchanged, except as amended herein.

Best regards,

Esmeralda Hasaj

Procurement Manager

Tiranë, Feb 14, 2025.

## Tender #00189 - "Executive Design of Urban Trails in Tirana" Q& A to February 14th 2025

No.	Questions	Answers
1	Is JV and SC with other companies allowed?	We make amendment to current tender conditions, in the Specific Bidding Details, Section 1.12 by allowing subcontracting of companies up to 30% for Key Experts and up to 30% for Non-Key Experts.
2	What is the revised tender submission deadline?	The deadline has been extended to March 17, 2025, to allow applicant companies to organize subcontracting arrangements. Submission time remains the same.
3	In the Specific Bidding Details, Section 1.13 specifies that Joint Ventures are Not Allowed. In the contract template for the Tender however, it says to insert name and data of the consultant (the leading applicant) and insert name and data of other members, implying that Joint ventures are allowed. Can you please clarify regarding this point, if we can participate in a joint venture with another company or not?	We confirm that, as stated in Section 1.13 of the Specific Bidding Details, Joint Ventures are not allowed for this tender. The reference in the contract template regarding multiple names refers to cases where subcontracting or other permissible arrangements may apply, but it does not override the restriction on Joint Ventures.
4	Does the scope include surveying, and if so, is there an existing limit of work boundary to define the area of surveying?	Yes, surveying is included, as mentioned in ToR 2.6.1. For the topographic survey limit, we suggest extending at least 10-20 meters from each side of the proposed trail, excluding the trail width. If additional surveying is required during the project phase, it will be the responsibility of the awarded company.
5	Does the scope only include planning and design services? Mentions of implementation and construction seem to indicate this is design-build.	The scope is limited to planning, design services and aesthetical supervision.
6	If the scope is just planning and design, what stages of design are expected to be included, Concept, Schematic, Design Development, Tender Documents, and Construction Observation? Or is it just Concept/Planning?	<ul style="list-style-type: none"> <li>- For the stages of design, please refer to 2.6 Service Elements, at AADF ToRs.</li> <li>- Regarding tender documents, AADF will prepare standard tender documents. The only engagement expected during this phase, will be answering questions about the design if needed, and as requested by AADF.</li> <li>- For the construction observation, refer to article 8. Aesthetical Supervision at the service contract.</li> </ul>
7	Is the noted budget of €300,000 the cap for these services, inclusive of expenses for site visits?	- Please note that the budget is in USD and includes the expenses for all site visits.

8	Can a local landscape architect subconsultant be added as extra to the team?	The team must include one lead landscape architect as a key expert. If deemed necessary, an additional landscape architect or any other expert, may be included.
9	Can the local landscape architect be a subconsultant in more than one separate applications?	Yes
10	In the Specific Bidding Details file, Section 1: Particulars, Clause 1.16 (page 3), it states: Documentation: Each contract must be accompanied by at least one of these documents to be considered: Permits or approvals from relevant public authorities in charge of authorizing design execution, and/or reference letter issued by the investor. Could you please confirm whether approval letters from the public authorities/client or which the design has been developed are still accepted? Additionally, would letters of approval for completed projects issued by the respective public authorities be considered sufficient?	Yes, both approval letters from public authorities and reference letters from investors are acceptable.
11	In the Specific Bidding Details file, Section 3 (page 4): List of Documentation to be Submitted, item no. 4 mentions a "QKB simple extract." Could you clarify what this document is and how it should be obtained?	A QKB extract is an official document from the Albanian National Business Center (QKR), available at qkb.gov.al.
12	An international company with a locally registered branch would be considered equal to a local Shpk for the purpose of this tender evaluation?	A locally registered branch is eligible to apply but must meet all legal requirements, including licensing, which is a disqualifying criterion.
13	We would like to know if with regard to the submission of payroll, is it permissible to submit payroll from the main seat (which will be more favorable to us) or do we have to submit those of the Albanian branch?	Payroll from the headquarters is acceptable; however, we prefer documentation from the Albanian branch, as the majority of key experts are strongly suggested to reside in Albania. Additionally, Licenses must be local as per Albanian law.
14	Regarding the submission of the tender documents, is it necessary for the team of the 4 key experts to nominate a leader in order to represent the group and sign the documents? If not, should the application package be signed by each key expert (I am referring mostly to Form #1, Form #5, Form #6, Form #7, Form #8)?	The applicant must be a locally registered company. Forms should be signed by the legal representative of the company, not individual consultants.
15	We have reviewed the tender particulars, specifically points 1.12 Subcontracting (Not Allowed) and 1.13 Joint Ventures (Not Allowed), and would appreciate your clarification on how teams that include diverse national and international architectural and technical expertise should structure their applications under these constraints. Given the project's scope and the encouragement to involve international experts in urban trail design (as outlined in 1.14 Core Team Composition), it would be helpful to understand the approach that such	The intention is to support Albanian companies in building local expertise. Albanian companies are encouraged to subcontract international unique expertise if needed, provided they comply with the procurement criteria and add significant value to the service. However, this is not a requirement; a fully local team is also acceptable. Please also refer to <b>Amendment 1 regarding subcontracting.</b>

	multidisciplinary teams should adopt while adhering to the tender requirements prohibiting subcontracting and joint ventures.	
16	Can a local Brach apply without a design license?	No, a valid design license is required.
17	Do we need to have all key experts as full-time employees (FTE)	No, but we prefer that the majority of the team, especially the Team Leader, be FTEs. A more qualified contracted team may score higher than a team of less qualified FTEs. If two teams are equally qualified though, preference may be given to FTE teams over outsourced ones.
18	The documents that will be delivered in hard copy and by email, all need to be translated in English. Does this also require the Documents to be notarized, or simply translated without the need of a notary?	Official documents in Albanian do not need translation. Notarization is not required, but originals may be requested for verification.
19	Can an international expert be doubled with a local with licenses to fulfill the requirements?	Yes
20	Are the degrees mentioned in the Key-Staff requirements mandatory? Will you accept an expert with a similar degree but with the right experience and licenses?	Degrees are not a disqualifying criterion. Equivalent degrees in a related field are acceptable if supported by relevant experience.
21	How will the licenses be evaluated?	It is a requirement that the team and the company together meet the licensing criterion. While licenses are listed under specific experts, they will be evaluated at the company level (company + experts).
22	It is our understanding that the Aesthetical Supervision is not included in the Ceiling Fund for the preparation of the Executive Design. Could you kindly confirm this?	The Aesthetical Supervision is included in the ceiling fund. Please refer to article 8. Aesthetical Supervision at the service contract, part of tender documents.
23	Will the collection of property data be supported by AADF or the project beneficiaries?	Generally, no. AADF may facilitate in exceptional cases.
24	Additionally, we understand that the application fees for obtaining property data from the State Cadaster Agency, as well as all other state application fees for obtaining authorizations or permits related to the project, are not under the responsibility of the Contractor/Consultant. Could you please confirm?	All such fees should be included in the financial offer and covered by the consultant.
25	Point 2.5 of the ToR describes the requirements for the methodological approach, task analysis, and schedules. It also states that the methodology shall not exceed four pages. Could you clarify whether this requirement refers to the methodological approach to be submitted during the tendering phase, or to the methodological approach to be developed at the beginning of the design contract execution during the analysis phase?	It applies to the tender submission phase.
26	Considering that in both national and international procurement procedures, during the tendering process, only the documents (CVs, contracts, licenses, etc.) of Key Experts are typically requested and evaluated, our understanding is that we need to submit only the CVs	AADF follows its internal procurement policies. Please submit documentation as specified in the "Specific Bidding Details" document.



and qualification documents of the Key Experts at this stage.

**Tiranë Feb 14th, 2025**