

Tender no#: 00192	Title: Tender for Design services for the Revitalization of Elbasan Castle: Conceptual Design for the entire Castle and Detailed Executive Design for area A.
Date: June 23 rd , 2025	Location: Elbasan

Specific Bidding Details

1. Particulars

1.1	Subject of The Tender	Tender for Design services for the Revitalization of Elbasan Castle: Conceptual Design for the entire Castle and Detailed Executive Design for area A.
1.2	Project Description	<p>The project involves the preparation of a Conceptual Design for the entire Elbasan Castle area (approximately 11 ha) and an Executive Design for area A as specified in the maps part of the Terms of Reference (Annexes 1 and 2).</p> <p>The Executive Design will deliver detailed plans for interventions in buildings, plazas, and streets/paths in Area A, supporting the broader vision set out in the conceptual design.</p> <p>Elbasan Castle, located in the city center, is a site of significant cultural and historical value. The Conceptual Design will serve as a comprehensive framework for guiding current and future investments in the castle area. It must focus on preserving the site's heritage while promoting sustainable tourism, community engagement, local business development, and the innovative use of public spaces.</p> <p>The project also includes a thorough evaluation of the current state of buildings and infrastructure, and the development of guidelines for future interventions, ensuring alignment with regulatory requirements and the site's cultural identity.</p>
1.3	Ceiling Fund	USD 380,000 (VAT Excluded), financed in full by AADF.
1.4	HARD COPY Submission	Applications for this tender must be submitted in hard copy . The deadline for submission is 23.06.2025 , at 10:00 AM. Late submissions will not be considered.
1.5	E-mail submissions	All tender documents must also be submitted by email to tenders@aadf.org by 10:30 AM on the same date. The financial offer must be sent in a separate email with the tender number clearly stated in the subject line. It is essential for the process integrity that the financial offer is NOT SENT before 10:30 AM, as this is the time when the sealed envelopes will have been opened. Please note that email submissions will be considered invalid unless the hard-copy documents, sealed in envelopes, are submitted by the stated deadline.
1.6	Bid Opening	Envelopes will be opened on the submission date <i>at 10.15 hours by AADF representatives</i> . There will be no public opening for this tender.
1.7	Scope of Works	<ul style="list-style-type: none"> Prepare a Conceptual Design for the entire Elbasan Castle area (~11 ha), as per Annex 1, in compliance with legal heritage protections (Law 27/2018 on "Cultural Heritage and Museums," as amended, DCM No. 643 and No. 644, dated 16.10.2024).

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		<ul style="list-style-type: none"> • Develop an Executive Design for intervention in Area A (buildings, plazas, streets/paths), as per point 4 at ToRs and the map specified in Annex 2. • Conduct a comprehensive site evaluation, assessing architectural condition, usage potential, and preservation needs. The analysis must also include the legal status of the properties. • Propose guidelines for future interventions ensuring preservation, structural integrity, and functional revitalization. • Conduct a topographic survey of the project area, including surrounding streets (St. Bulevardi Qemal Stafa, St. Janaq Kilica, St. Ptoleme Xhuvani, St. Rinia). • Develop a signage concept design aligned with the site's historical and cultural character. • Propose a mobility and circulation plan including pedestrian/vehicular access, traffic management, and parking solutions. • Provide an analysis and action plan for the pipeline infrastructure system, including current state, recommendations, timeline, and cost estimates. • Provide lighting concept design for all typologies of public spaces, streets/paths, and existing castle walls. • Provide a plan for security camera spots in the main areas, streets, as well as main entering and exit locations of the Elbasan Castle. • Carry out public consultations in coordination with the Municipality of Elbasan. • Engage in aesthetic supervision during the implementation phase.
1.8	Payment	<p>Payment Schedule:</p> <p>i. 20% of the total payment shall be made upon approval by the relevant authorities of the Concept Design.</p> <p>ii. 20% of the total payment shall be made upon approval by the relevant authorities of the Schematic Design.</p> <p>iii. 35% of the total payment shall be made upon submission of the Executive Design for permit application.</p> <p>iv. 10% of the total payment shall be made upon obtaining the permits for the Executive Design.</p> <p>v. The remaining 15% of the total fee will be paid for the engagement of the Consultant in aesthetical supervision during the implementation phase as follows:</p> <ul style="list-style-type: none"> • <i>50% of the fifth installment payable at the end of the first year of the implementation phase;</i> • <i>50% of the fifth installment payable at completion of the implementation phase and handover.</i>
1.9	Site Visit	Companies are encouraged to attend a site visit organized by AADF. This visit offers an opportunity for potential applicants to ask questions and

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		<p>receive clarifications regarding various aspects of the tender submission, the site and Terms of Reference.</p> <p>Participation in the site visit is not mandatory; however, companies must confirm their attendance in advance by email at tenders@aadf.org.</p> <p>Details of the site visit are as follows:</p> <p>Date: 02.06.2025</p> <p>Time: 11:00 AM</p> <p>Location: Hotel Skampa</p>
1.10	Clarifications	<p>Any clarifications regarding the project that are not addressed during the site visit must be submitted in writing no later than five (5) working days before the application deadline. Inquiries may be sent by email to tenders@aadf.org or delivered in writing to the AADF office in Tirana. Responses to questions will be provided in writing to the inquiring applicant, if possible, within two (2) working days.</p> <p>Please note that no clarification shall be considered as superseding, contradicting, adding to, or altering any tender condition unless formally issued in writing and signed by the AADF Co-CEOs or their designated representative.</p> <p>Addenda and/or clarifications may be issued at any time. Such updates will be published on the AADF website. Applicants are responsible for regularly checking for updates, as these may affect the tender pricing and conditions.</p>
1.11	Number of Bids Allowed	Only one
1.12	Subcontracting	Allowed
1.13	Joint Ventures	Not Allowed
1.14	Team Composition	<p>The Team proposed shall comprise at least these experts:</p> <ul style="list-style-type: none"> • Team leader (Architect/Urban planner/Engineer) • Architect • Urban planner; • Structural engineer; • Restorer; • Archeologist; • Infrastructure Engineer – (Traffic Management Expert); • Mechanic engineer; • Hydro technical engineer; • Electrical engineer; • Costing engineer. <p>Note: For required qualifications refer to ToR</p>
1.15	Core Team Composition and Required Qualifications	<p>1. Team Leader (Architect/Urban planner/Engineer)</p> <p>Qualifications and skills:</p> <ul style="list-style-type: none"> - Design licensed as per relevant profile. - 5 or more years of cumulative experience in leading teams; - 10 or more years of cumulative experience in their field of expertise;

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		<ul style="list-style-type: none"> - At least 3 references demonstrating leadership in project design in implemented projects, including civil building design, restoration, archaeology, urban planning, infrastructure, traffic management, etc. <p>2. Architect Qualifications and skills:</p> <ul style="list-style-type: none"> - Design licensed as per profile. - 10 years cumulative experience as Architect or in design, historical/urban areas etc. - At least 3 references demonstrating the candidate's role as an architect in the design of implemented projects, including civil building design, restoration, archaeology, urban planning, infrastructure, traffic management, etc. <p>3. Urban planner Qualifications and skills:</p> <ul style="list-style-type: none"> - Design licensed as per profile. - 10 years cumulative experience as urban planner or in design, historical/urban areas etc. - At least 3 references demonstrating the candidate's role as an urban planner in the design of implemented projects, including civil building design, restoration, archaeology, urban planning, infrastructure, traffic management, etc. <p>4. Structural engineer Qualifications and skills:</p> <ul style="list-style-type: none"> - Design licensed as per profile. - An overall professional experience in designing structural projects; - 10 or more years of cumulative experience as Structural Civil Engineer; - At least 3 references demonstrating the candidate's role as a construction civil engineer in the design of implemented projects, including religious, historical, and educational buildings, parking areas, and public square rehabilitation in archaeological/historical areas. <p>5. Restorer Qualifications and skills:</p> <ul style="list-style-type: none"> - Professional design license in restoring architecture heritage monuments; - 5 or more years of cumulative experience as restorer; - At least 3 references demonstrating the candidate's role as a restorer in projects involving historic/archaeological areas, religious buildings, and/or historical buildings. <p>Note: Three (3) of the above-mentioned profiles must be on the applicant's payroll. Their names should be highlighted in the payroll register.</p>
1.16	Relevant Experience of the Company	Contract Experience: Submit a minimum of three contracts for similar comprehensive (conceptual and executive) design projects in architectural

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		<p>design, restoration, and/or urban planning and at least one for a historical area.</p> <p>Contract Value: One of the submitted contracts must be at least 30% of the ceiling fund value.</p> <p>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.</p> <p>Number of Contracts: A maximum of five contracts in the last 10 years will be accepted and evaluated.</p>
1.17	Capacity of the Applicant	<p>1. Demonstrate a minimum of 7 professional staff on the 2025's payroll.</p> <p>2. Present financial statements for 2024.</p> <p>3. Demonstrate possession of the following licenses:</p> <p>Licensed in project design:</p> <ul style="list-style-type: none"> - 1-c; - 2-a; 2-b; 2-c; 2-d; - 3-a; 3b-1; 3b-2; 3c-1; 3-d; 3-e; - 4-a; 4-b; 4-c; 4-d; 4-f; 4-i; 4-j; - 5-b; 5-c; - 6-a; 6-b; - 8-a; 8-b; 8-e; - 9-a; 9-b; - 11-a; <p>Licensed for restoring architectural heritage monuments:</p> <ul style="list-style-type: none"> - P/A/1; P/A/2; P/A/3; P/A/4; P/A/5; P/A/6; P/A/7; <p>Licensed in archeological activities:</p> <ul style="list-style-type: none"> - A1; A2; A3 <p>Note: Required licenses may be held by the Applicant and any member of the proposed team, including subcontractors.</p>
1.18	Timeline	The service shall be concluded within 12 months, as per point 10.1 in ToRs attached.
1.19	Work Plan	Submit a comprehensive work plan that includes work phases, their timing, execution methodology, and responsible staff. Use a Gantt chart for the time schedule.
1.20	List of Documentation to be submitted:	<p>1. Completed AADF Application Package Fully completed application package in English, maintaining the original order, with all required documentation attached as indicated.</p> <p>2. Similar Contracts A minimum of three (maximum of five) contracts for similar works, in accordance with the requirements specified in Section 1.16.</p>

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		<p>3. Payroll of 2025 A payroll for 2025 showing names and positions of employees (salary details may be redacted).</p> <p>4. Business Registration (QKB simple extract for Albanian entities) An extract from the National Business Registrar for the applicant entity and subcontractors (if any).</p> <p>5. Team Composition A list of the team members planned to work on the project, accompanied by CVs, diplomas, licenses, certificates, and relevant qualifications.</p> <p>6. Work Plan A detailed work plan, as per the requirements outlined above.</p> <p>7. Licenses Proof of licenses as per Section 1.17 requirements.</p> <p>8. Financial Statements Copies of the financial statements for 2024.</p> <p>9. Outsourced Staff Contracts Contracts for outsourced staff, which can be conditional upon the tender award.</p> <p>10. Subcontractor Documentation</p> <ul style="list-style-type: none"> ○ proof of legal registration; ○ relevant Albanian or converted licenses; ○ a list of subcontractor team members with CVs and qualifications; ○ evidence of relevant experience (e.g., similar contracts or project references); ○ a brief plan outlining the subcontractor's role and responsibilities on the project. <p>11. Conflict of Interest Disclosure A disclosure of any conflict of interest with AADF directors or managers, if applicable. Lack of such disclosure, when a conflict exists, will lead to exclusion from the current tender and potential future tendering procedures.</p>
1.21	Documents Requested Only from the Winner	<p>1- Criminal record certificate (certificate issued by the Prosecution Office for any criminal case initiated against the entity or its legal representative and certificate issued by the Judicial Register of the Ministry of Justice for the legal representative of the entity);</p> <p>2- Certificate of good standing (for Albanian entities, a certificate issued by the Court evidencing that the entity is not in the process of liquidation or bankruptcy);</p> <p>3- Tax clearance certificates from national and local tax authorities.</p>

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		Note: These documents must be submitted prior to the signing of the contract
1.22	Eligibility of International Bidders	This tender is open to both national and international bidders. International architectural and design studios are encouraged to apply, provided they can demonstrate the ability to comply with Albanian legislation, particularly regarding registration and licensing requirements. Collaborations with locally licensed professionals and/or studios are permitted to ensure compliance. Please note that Albanian law recognizes only licenses issued within Albania, or those that have been properly converted to Albanian equivalents.

Qualifying Criteria

Nr	Criteria
1	The Applicant is a legally registered entity in its country of origin, and is eligible to conduct business in Albania.
2	The Applicant and the proposed team, including any subcontractors, must fulfill the licensing requirements as outlined in Sections 1.17/3 above.
3	The Applicant must have three contracts of a similar nature, in accordance with the requirements outlined in Section 1.16 above.

Evaluation Criteria

Criteria	Documentation	Scoring
Core Team relevant qualification (TL, Arch, Urb, Str, Res)	CVs, licenses or diplomas, contracts, certifications, recommendations, references.	30%
Prior Relevant experience of the company (last 10 years)	Contracts, references, any proof of design implementation.	30%
Quality and clarity of the proposal, including its responsiveness to the Terms of Reference	Application file as a whole	5%
Financial Bid	Financial Offer	35%
TOTAL:		100%

- TL – Team Leader;
- Arch – Architect;
- Urb – Urban planner;
- Str – Structural engineer;
- Res – Restorer

Note: Any alteration of documents or false declaration may result in severe penalties, including permanent exclusion from AADF tendering processes.