

Tender no#: 00193	Title: Design Services for improvement of Infrastructure, Public Spaces and Cultural Monuments for Berat Castle.
Date: August 4 th , 2025	Location: Berat

Specific Bidding Details

1. Particulars

1.1	Subject of The Tender	Design Services for improvement of Infrastructure, Public Spaces and Cultural Monuments for Berat Castle.
1.2	Project Description	This project, implemented by the Albanian-American Development Foundation in collaboration with MEKI and the Municipality of Berat, focuses on the design and development of infrastructure and cultural monumnets within the Castle of Berat. Aimed at enhancing the quality of life for local residents and supporting sustainable tourism, the project will deliver designs that balance heritage preservation with community needs and visitor engagement. All activities will align with national strategies and international standards for conservation and tourism, reinforcing Berat's status as a UNESCO World Heritage site.
1.3	Ceiling Fund	USD 250,000 (VAT Excluded)
1.4	HARD COPY Submission	Applications for this tender must be submitted in hard copy. The deadline for submission is August 4th, at 10:00 AM . Late submissions will not be considered.
1.5	E-mail submissions	For administrative reasons, 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</i> by <i>AADF representatives</i> . There will be no public opening for this tender.
1.7	Scope of Works	<ul style="list-style-type: none"> • Conduct research, surveys, and 3D documentation of Berat Castle walls and buildings, its connection paths with the city. • Assess and document existing infrastructure, including water, waste, energy, mobility, communication and current state of cultural monuments. • Design conservation, restauration and protective intervention projects that includes improvements for all the cultural monuments. • Design For public open spaces, access paths, public toilets, lighting, and signage

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		<ul style="list-style-type: none"> • Develop conservation design for the fortress walls • Propose new cultural attraction (Wall Walk) • Evaluate interventions through Heritage Impact Assessment and carry out stakeholder and community consultations and Obtain necessary approvals according to the requirements of the legislation in force • Prepare full construction design documentation, including concept, schematic, and construction designs, with technical drawings, Bill of Quantities and specifications for all buildings contained within the castle walls. • Support biddin process by answering design related bidder questions and presenting the project in a site visit if requested by AADF. • Conduct aesthetical supervision service during cosntruction phase.
1.8	Payment	<p>Payment Schedule:</p> <p>i. 20% of the total payment shall be made upon approval by the relevant authorities (KKTKM) of the Concept Design.</p> <p>ii. 25% of the total payment shall be made upon approval by AADF of the Schematic Design .</p> <p>iii. 40% of the total payment shall be made upon submission and approval of the Executive Design for permit application (KKTKM and KKTU).</p> <p>iv. 10% of the total payment shall be made upon obtaining the permits for the Executive Design.</p> <p><u>v. The remaining 5% of the total fee will be paid for the engagement of the Consultant during the implementation phase</u></p> <ul style="list-style-type: none"> • 50% of the fifth installment paybale at the end of the first year of the implementation phase; • 50% of the fifth installment payable at completion of the implementation phase and handover.
1.9	Site Visit	<p>Companies are encouraged to attend a site visit organized by AADF. This visit offers an opportunity for potential applicants to ask questions and 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>

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		<p>Details of the site visit are as follows:</p> <p>Date: July 17th Time: 10:00 AM Location: Berat Castle Gate</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. 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. 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> <p>Key Experts</p> <ol style="list-style-type: none"> 1. Team Leader 2. Construction Engineer 3. Restorer 4. Infrastructure Engineer 5. Landscape Architect <p>Non-key experts</p> <ol style="list-style-type: none"> 1. Hydrotechnical Engineer 2. Electrical Engineer 3. Urban Planner 4. Archaeologist 5. Surveyor 6. Costing Engineer <p>Note: full details in ToRs.</p>
1.15	Core Team Composition and Required Qualifications	<p>1. Team Leader</p>

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		<ul style="list-style-type: none"> • A minimum of 10 years of proven professional experience in planning and/or design within the field of cultural heritage • Successful leadership in at least three (3) projects related to the conservation, restoration, and/or management of historical urban contexts • Active participation as part of the design team in implemented projects across at least three (3) cultural sites or historic cities, including at least one (1) located within a UNESCO World Heritage site • Excellent written and spoken communication skills in both English and Albanian • Knowledge of medieval and Byzantine architecture, and familiarity with the specific characteristics of Berat Castle (considered an asset) • Availability for on-site presence and stakeholder meetings as needed <hr/> <p>2. Constuction Engineer</p> <ul style="list-style-type: none"> • A minimum of 10 (ten) years of experience in designing for structural stabilization and sensitive interventions • In-depth knowledge of historical construction, conservation, and restoration methods • Experience in working with cultural heritage structures; experience in UNESCO World Heritage cities is considered an asset • Involvement in at least three (3) completed structural intervention projects in cultural heritage sites • Experience in risk assessment <hr/> <p>3. Restorer</p> <ul style="list-style-type: none"> • A minimum of 5 (five) years of professional experience in restoration work • Participation as part of the design team in implemented projects across at least three (3) cultural sites or historic cities, including at least one (1) located within a UNESCO World Heritage site • Specialization in the medieval and/or Byzantine period • Previous professional experience in designing projects for or within Berat (considered an asset) <p>Possession of the relevant license(s) to perform design work on cultural heritage properties, in accordance with Albanian legal</p>
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		<p>requirements</p> <hr/> <p>4. Infrastructure Engineer</p> <ul style="list-style-type: none"> • Experience in working on cultural heritage structures; experience in UNESCO World Heritage cities is considered an asset • A minimum of 10 (ten) years of experience in structural stabilization and sensitive interventions • Knowledge of historical construction, conservation, and restoration methods • Involvement in at least three (3) completed infrastructure projects in urban cultural heritage sites <hr/> <p>5. Landscape Architect</p> <ul style="list-style-type: none"> • A minimum of 5 (five) years of experience in urban revitalization projects • Experience in designing low water consumption landscapes, irrigation systems, and low-maintenance solutions • Experience in designing urban lighting within the context of historic cities • Possession of the relevant professional license(s) required under Albanian legislation for landscape architecture <p>Required: <i>Three (3) of the above-mentioned experts must be on the applicant's payroll. Their names should be highlighted in the payroll register.</i></p>
1.16	Relevant Experience of the Company	<p>Contract Experience: Submit a minimum of three contracts for similar comprehensive (conceptual and executive) architectural or engineering design including restoration, conservation and/or urban planning for urban and historical areas, at least one for protected UNESCO World Heritage sites. These contracts shall be of the applicant company with exception of <u>one UNESCO</u> experience which can be of both applicant and sub-contractor . The additional ones can be of the subcontractor.</p> <p>Validity: 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,</p>

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		<p>and/or reference letter issued by the investor which mentions acceptance of the completed design. Contracts shall be implemented in the last 10 years will be accepted and evaluated. The count starts from the contract ending date.</p> <p>Number of Contracts: A maximum of five contracts will be accepted. Any, in addition to this will be disregarded.</p> <p>Note: <i>The experience in the UNESCO site(s) must be documented and may belong to either the applicant or a subcontractor. CVs or similar self-declared documentation will not be accepted as evidence for meeting this requirement</i></p>
1.17	Capacity of the Applicant	<ol style="list-style-type: none"> 1. Demonstrate a minimum average of 6 professional staff on the 2025's payroll. 2. Sound financial position. 3. Demonstrate possession of the following licenses: <ul style="list-style-type: none"> • Project Design Licenses: Categories 2a, 2b-1, 2d, 3a, 3d, 4c, 4f, 4i, 4j, 5b, 5c, 6a, 8a, 8b, 8e • Restoration Design Licenses: Categories PA1, PA2, PA3, PA4, PA5, PA6, PA7 • Archaeological Design Licenses: Categories A1, A2 4. Demonstrate ability to perform at the required level of professionalism in similar projects. <p>Note: Required licenses may be held by the Applicant and/or any member of the proposed team, including subcontractors.</p>
1.18	Timeline	The service shall be concluded within 8 months.
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:	<ol style="list-style-type: none"> 1. Completed AADF Application Package Fully completed application package in English, maintaining the original order, with all required documentation attached as indicated. 2. Similar Contracts A minimum of three (maximum of five) contracts for similar works, in accordance with the requirements specified in Section 1.16. 3. Payroll of 2025 A payroll for year 2025, showing names and positions of employees (salary details may be redacted). 4. Business Registration (QKB historic extract for Albanian entities)

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		<p>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</p> <p>6. Qualification of Key-Experts: CVs, diplomas, licenses, certificates, and relevant qualifications for Key Experts only.</p> <p>7. Work Plan A detailed work plan, as per the requirements outlined above.</p> <p>8. Licenses Proof of licenses as per Section 1.17/3 requirements.</p> <p>9. Financial Statements Copies of the financial statements for 2024</p> <p>10. Outsourced Staff Contracts Contracts for outsourced staff, which can be conditional upon the tender award.</p> <p>11. Subcontractor Documentation <ul style="list-style-type: none"> ○ Valid subcontracting agreement between applicant and sub-contractor detailing the role of each party ○ proof of legal registration; ○ relevant Albanian or converted licenses; ○ a list of subcontractor team members with CVs, licenses and qualifications; ○ evidence of relevant experience (e.g., similar contracts or project references- not more than three); </p> <p>12. 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>Before signing any contract or binding documents, the winner shall provide clear records of:</p> <ol style="list-style-type: none"> 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); 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); 3- Tax clearance certificates from national and local tax authorities.

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		<p>4- Professional liability insurance for coverage of all damages as results of errors, omissions or negligent acts of the Consultant or any of its team members in an amount no less than 1 million euro per claim for the period of contract duration.</p> <p>Note: These documents must be submitted prior to the signing of the contract</p>
1.22	Eligibility of International Bidders	<p>This tender is open to both national and international bidders. International entities are allowed to apply, provided they can demonstrate the ability to comply with Albanian legislation, particularly regarding 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.</p>

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
Key Experts Team relevant qualification, including experience in UNESCO sites	CVs, licenses or diplomas, contracts, certifications, recommendations, references.	25%
Prior Relevant experience of the company (last 10 years), including experience in UNESCO sites	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	40%
TOTAL:		100%

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