

Tender no#: 00199	Title: Supply, delivery, and installation of furniture and related items for the Drilon–Tushemisht Visitor Centre
Date: April 14 <sup>th</sup> , 2026	Location: Visitor Center, Drilon, Pogradec

### Specific Bidding Details

#### 1. Particulars

1.1	<b>Subject of The Tender</b>	Supply, delivery, and installation of furniture and related items for the Drilon–Tushemisht Visitor Centre, located in Drilon, Pogradec, Albania, in accordance with the Bill of Quantities (BoQ), Furniture Catalogue, and the Interior Design Technical Project drawings. The work shall be delivered under a single contract.
1.2	<b>Project Description</b>	The Drilon Tushemisht Waterscape Park project is financed by the Albanian-American Development Foundation (AADF) and aims to transform the area of Drilon - Tushemisht into a tourist destination with a diverse range of activities, while striving for long-term sustainability.  The Visitor’s Center will be a key point of interaction for tourists, providing educational and engaging experiences that highlight the significance, history, culture, and landmarks of the area. The center aims to offer comprehensive and immersive experience through well-designed exhibitions, informative displays, and comfortable amenities.
1.3	<b>Ceiling Fund</b>	13,000,000 ALL (VAT Excluded)
1.4	<b>HARD COPY Submission</b>	Applications for this tender must be submitted in hard copy. The deadline for submission is <b>April 14<sup>th</sup>, 2026</b> at 10:00 AM. Late submissions will not be considered.
1.5	<b>E-mail submissions</b>	All tender documents must also be submitted by email to <a href="mailto:tenders@aadf.org">tenders@aadf.org</a> by <b>10:30 AM</b> on the same date. <b>The financial offer must be sent in a separate email</b> with the tender number clearly stated in the subject line. It is essential for the process’s integrity that the financial offer is <b>NOT SENT before 10:30 AM</b> , 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	<b>Bid Opening</b>	Envelopes will be opened on the submission date <b>at 10:15 AM</b> by <i>AADF representatives</i> . There will be no public opening for this tender.

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1.7	Scope of Works	<p>This tender covers the supply and installation of custom-made furniture (local production) and ready-made furniture items, including all necessary accessories, fixings, and on-site installation, in accordance with the BoQ and design documentation.</p> <p>Design:</p> <ul style="list-style-type: none"> <li>• For custom-made furniture, adherence to the specified design is mandatory, ensuring exact replication.</li> <li>• For ready-made options, suppliers are encouraged to provide up to three (3) alternatives that closely match the requirements, emphasizing competitive pricing while maintaining quality standards.</li> </ul> <p>Performance Period: The service shall be <b>finalized in four (4) calendar</b> months from the contract signing.</p> <p>Warranty: Two (2) years.</p> <p>The Contractor shall provide, at minimum:</p> <ul style="list-style-type: none"> <li>• Final site measurements (as applicable) and shop drawings prior to production.</li> <li>• Material/finish samples for approval where requested.</li> <li>• Fabrication, finishing, packaging, transport, delivery, offloading, installation, alignment/leveling, and final cleaning.</li> <li>• Handover documentation and warranty service.</li> </ul> <p>The contractor shall coordinate with electrical engineers, audiovisual equipment engineers, and other parties responsible for performing related works or supplying other goods.</p>
1.8	Payment	<p>Payments will be made in ALL based on the following schedule:</p> <p>1- 20% prepaid at contract signing 2- 80% after delivery, installation and acceptance of products</p> <p><b>Retention:</b> AADF will retain 5% of the VAT excluded value, from every invoice issued as a warranty for a period of two (2) years. By the end of each year, AADF will release 50% of this retention if the contract has not been breached by the Contractor.</p>
1.9	Site Visit/Informative Meeting	<b>Date: March 31<sup>st</sup>, 2026</b>

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		<p><b>Time:</b> 12.00 p.m.</p> <p><b>Place:</b> Visitors’ Center Drilon</p> <p>The AADF will organize an informative meeting for all interested companies to ensure equal access to information and provide clarifications on the tender submission process, the Terms of Reference, and the project context.</p> <p>Participation in the informative meeting is <b>not mandatory</b> and will not affect the tender process, but interested companies are encouraged to attend. To participate, please confirm attendance by email to <a href="mailto:tenders@aadf.org">tenders@aadf.org</a> up to one day in advance.</p>
<b>1.10</b>	<b>Clarifications</b>	<p>Any clarifications regarding the tender and/or the assignment that are not addressed during the informative session must be submitted in writing no later than five (5) working days before the application deadline. Inquiries may be sent by email to <a href="mailto:tenders@aadf.org">tenders@aadf.org</a> 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>
<b>1.11</b>	<b>Number of Bids Allowed</b>	One
<b>1.12</b>	<b>Subcontracting</b>	Allowed
<b>1.13</b>	<b>Joint Ventures</b>	Not Allowed
<b>1.14</b>	<b>Team Composition</b>	<p>1- Project Manager (minimum 5 years’ experience in furniture supply/installation or interior fit-out);</p> <p>2- Lead Carpenter – 10 years’ experience in furniture production</p> <p>Additional skilled production and installation staff shall be provided by the Contractor during contract implementation.</p>
<b>1.15</b>	<b>Relevant Experience of the Company</b>	At least two (2) similar projects completed within the last five (5) years involving ready-made and custom-made furniture production and installation.

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		<p>Minimum 2 and maximum 4 contracts will be evaluated. Requirements for contracts need to be fulfilled among partners (if relevant).</p> <p>Documentation: Contracts or invoices, references from clients including their contacts, pictures of completed projects installed in verifiable environments.</p>
<b>1.16</b>	<b>List of Documentation to be submitted:</b>	<p>1- Completed AADF Application Package, in Excel (soft copy) and PDF (signed) format too.</p> <p>2- Similar Contracts or proof of completed works (invoices, reference letters, pictures etc.) as per 1.15 above.</p> <p>3- Certificate of number of employees for the last six months.</p> <p>4- Contracts with outsourced staff (if any).</p> <p>5- Business Registration (QKB simple excerpt).</p> <p>6- Team CVs, roles, relevant contracts or other proof of relevant qualifications, diplomas, certificates.</p> <p>7- Work plan in Gantt chart showing major milestones and deliverables.</p> <p>8- Financial Statements for 2025.</p> <p>9- Conflict of Interest Disclosure.</p> <p>10- Financial Offer (soft copy in Excel and PDF formats).</p> <p><b>Subcontractor Documentation (if relevant):</b></p> <p>11- Business Registration (QKB simple excerpt).</p> <p>12- Conflict of Interest Disclosure.</p> <p>13- Contracts and/or Invoices and/or references including contact information and pictures of custom-made furniture.</p> <p>14- Declaration of the Contractor that they will follow all technical specifications defined in the tender documents for AADF to be able to accept them.</p>
<b>1.17</b>	<b>Documents Requested Only from the Winner</b>	<p>Before signing any contract or binding documents, the winner and potential sub-contractors shall provide clear records of:</p> <ol style="list-style-type: none"> <li>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).</li> <li>2- Certificate of good standing (a certificate issued by the Court evidencing that the entity is not in the process of liquidation or bankruptcy).</li> <li>3- Tax clearance certificates from national and local tax authorities.</li> </ol>

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### Qualifying Criteria

Nr	Criteria
1	The Applicant is a legally registered entity operating in Albania
2	Proven experience as per 1.15
3	Declaration that all technical specifications will be followed as per tender documents

### Evaluation Criteria

Criteria	Documentation	Scoring
Quality of the proposed furniture (ready-made furniture)	<ul style="list-style-type: none"> <li>- Technical specifications and material descriptions (technical sheets)</li> <li>- Product catalogues or brochures (for ready-made furniture)</li> </ul>	10%
Demonstrated capacity to deliver	<ul style="list-style-type: none"> <li>- Similar contracts or proof of completed works including custom-made furniture produced in the past</li> <li>- Team capacity</li> <li>- Production facility and equipment i.e. workshop description and machineries list (will be visited)</li> <li>- References from Clients</li> </ul>	40%
Financial bid	Financial offer	50%
<b>TOTAL:</b>		<b>100%</b>

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