

**CONTRACT SERVICE NOTICE N.2/2017 - TECHNICAL ASSISTANCE TO THE OUTLINE OF GUIDELINES FOR THE IMPLEMENTATION OF SUSTAINABLE TERRITORIAL DEVELOPMENT PLAN WITH A SPECIAL FOCUS ON TOURISM IN THE AREA OF VLORA, LLOGARA DHERMI (ALBANIA) IN THE FRAMEWORK OF THE PROJECT I4TOUR FINANCED BY THE "IADSA" ITALIAN -ALBANIAN DEBT FOR DEVELOPMENT SWAP AGREEMENT - CALL FOR PROPOSALS REF. NO. IADSA/2015/02**

With the present notice, INFORMEST intends to conduct a purely informative market research aimed at selecting interested subjects for the above mentioned task of preparing guidelines for the implementation of a sustainable territorial development plan with a special focus in the tourism sector in the area of Vlora, Llogara and Dhermi (Albania). The present notice follows the rules and indications stated by the IADSA Guidelines for Project Implementation GPI <http://www.iadsa.info>.

The presentation of the qualification request as part of the present procedure shall in no way oblige INFORMEST to proceed with the following step for the evaluation of tenders.

INFORMEST will not take into account any companies shown to be unsuitable through lack of the required general or special qualification requisites for the purposes of the present service contract notice.

Moreover, INFORMEST hereby reserves the right to negotiate with the sole company answering to the present service contract notice, or with the sole company to be shown to be qualified.

All interested subjects with a right to do so may present a request to participate in the selection as per above.

INFORMEST will publish the results of the present market research on its institutional website.

**1.Contracting Authority:**

INFORMEST  
Via Cadorna, 36 - 34170 GORIZIA  
Telephone: 0481/597411 – Fax 0481 537204  
E-mail: [informest@informest.it](mailto:informest@informest.it)  
Institutional website: [www.informest.it](http://www.informest.it)  
Technical Responsible: Mrs. Sandra Sodini  
Responsible of the Procedure: Mrs. Barbara Szolil

**CONTRACT SPECIFICATION**

**2.Nature of the contract**

Global price

**3.Contract Description**

The project **I4TOUR – Territorial Development for sustainable Tourism, creative enterprises, rural development and Young employment in the area of Vlora-Llogara-Dhermi)** <http://i4tour.info/> is financed by the **IADSA Programme** <http://www.iadsa.info>.

**I4TOUR** aims to support a balanced sustainable territorial development and improve social cohesion in Albania by developing a pilot action in a decentralized area, represented by Vlora - Llogara and Dhermi, vocated to niche tourism markets (coastal tourism, slow tourism, agritourism, responsible tourism, etc) that will serve as a



guideline/test to be tailored and replicated in other regions at a further stage (i.e. national masterplan for tourism).

In Albania territorial planning is a major issue, since the early nineties, many areas have suffered of intense human intervention that not corresponds to a parallel social benefit and welfare for the population. Therefore adequate measures need to be adopted in order to support a balanced territorial development (environmental protection, assets valorization, innovative business creation) and an adequate distribution of benefits at local communities level such as: supply of healthy drinking water, sewage disposal and treatment, appropriate housing, renovation of buildings, commercial, health and cultural quality services. All these factors would properly drive a sustainable tourism development in the project's area.

Given the above framework, the service requested by this contract notice, aims to develop **three main guidelines** for the implementation of a sustainable territorial development plan in the area of Vlora, Llogara and Dhermi (Albania) with a special focus on tourism. The guidelines should be developed as follows:

1. **Guidelines for environmental, landscape, cultural and architectural heritage protection**, that should consider: the environmental, landscape, cultural and architectural heritage protection with a focus on the protection of vernacular building and the relationship between rural areas and seashores, in order to acquire the latest principles of safeguarding the natural and architectural system
2. **Guidelines for the sustainable development of tourism infrastructures**, that should consider: the sustainable development of infrastructures according to standards required by international tourism (the Plan should take into consideration the accessibility of the area, the mobility for sustainable development and other aspects like waste management, drainage and flood prevention, sewage and water depuration, etc);
3. **Guidelines for an integrated sustainable development of human settlements**, that should consider: integrated sustainable development of human settlements in compliance with the infrastructural plan, with a focus on a urban planning methodology aimed to enhance touristic activities.

Such guidelines will also serve as a base of a Sustainable Territorial Development Plan (National Masterplan) for Tourism in Albania. Therefore contacts with National Authorities should be ensured during the whole contract implementation.

The three Guidelines have to be provided in both Albanian and English languages.

For the development of the three guidelines, the tender must plan the following activities, which are not exhaustive for reaching the contract service objectives but are considered as mandatory:

- SWOT and context analysis of the project area (Vlora, Llogara, Dhermi) to be drafted in English and Albanian;
- Public consultations with the main institution (in Albanian Language);
- Local stakeholders' engagement (interviews, questionnaires, workshops, conferences etc) (in Albanian language with an executive summary in English language).

Monthly reports written in English on the state of activities and final report must be submitted to the Contract Authority.

#### **4. Maximum budget**

EUR 27.000,00 - VAT and any other Tax included.

## **CONDITIONS OF PARTICIPATION**

### **5. Eligibility**

As stated in clause 13.8 – IADSA Guidelines for Project Implementation (GPI). Participation in tender procedures is open on equal terms to all natural and legal persons of the Republic of Albania and EU Member States. Bidders must state, in the tender, the country of which they are nationals by presenting the usual proof of nationality under their national legislation. This rule applies even to the proposed experts.

### **6. Candidature**

All eligible natural and legal persons or grouping of such persons (consortia) may apply. A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

### **7. Number of Applications**

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

### **8. Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration - ANNEX I, to the effect that they are not in any of the exclusion situations listed in Section 13.10 of the IADSA GPI.

### **9. Sub- contracting**

Subcontracting is allowed.

## **PROVISIONAL TIMETABLE**

### **10. Provisional commencement date of the contract**

Date: March 2017

### **11. Period of implementation of tasks**

3 months

## **SELECTION AND AWARD CRITERIA**

### **12. Selection criteria**

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

#### **1) Economic and financial capacity of candidate**

The reference period which will be taken into account will be year:  
2013 – 2014 – 2015 for which accounts have been closed.



Criteria for legal and natural persons:

- the average annual turnover of the candidate must be equal or exceed the budget of the contract in the last indicated years (Annex I – Table 3)

**2) Professional capacity of the candidate**

The reference period which will be taken into account will be the last three years from submission deadline:

- at least five areas of specialist knowledge related to this service contract notice - the service provider has to fill in the given format (Annex I – table 4.1)
- at least five contract[s] implemented in topics similar to the project’s activities and objectives: sustainable territorial development, sustainable tourism, territorial master plans in development countries; environmental and architectural heritage safeguard, development of services and infrastructures for a better transport connection; valorisation and protection; urban planning; support to the socio-economic development of an already identified area; stakeholders’ engagements. Country experience (Albania) will be considered as an asset. The service provider has to fill in the given format (Annex I – table 4.2.)

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality – and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

**13.Evaluation of tenders**

**13.1. Evaluation of technical offers**

Following the assessment of the qualification ANNEX I, the quality of each received technical offer will be evaluated in accordance with the evaluation grid and the weighting detailed in the here below table.

**EVALUATION GRID**

	<b>Maximum</b>
<b>Technical offer</b>	
Strategy	<b>15</b>
Methodology	<b>25</b>
Timetable of work	<b>10</b>
Key Experts CVs	<b>20</b>
Additional Services	<b>10</b>
<b>Total score</b>	<b>80</b>

### **13.2 Evaluation of financial offers**

Upon completion of the technical evaluation, the envelopes containing the financial offers for tenders that were not eliminated during the technical evaluation will be opened (i.e. those with an average score of 60 points or more). Tenders exceeding the maximum budget available for the contract are unacceptable and will be eliminated.

### **13.3 Choice of selected tenderer**

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

## **APPLICATION**

### **14. Deadline for receipt of applications**

at least 30 calendar days after the date of publication of this procurement notice: time **12 a.m.** local time on date **13/03/2017**.

Any application received by the Contracting Authority after this deadline will not be considered.

### **15. Application format and details to be provided**

Applications must be submitted using the formats and instructions that must be strictly observed.

The application must be accompanied by a declaration of honour on exclusion and selection criteria.

Any additional documentation (brochure, letter, etc.) sent with the application will not be taken into consideration.

### **16. How applications may be submitted**

Applications must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

- EITHER by recorded delivery (official postal service) to: INFORMEST att. Procurement Office - via Cadorna 36 – 34170 Gorizia (Italy)  
In this case, the delivery record makes proof of compliance with the time-limit for receipt.
- OR hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:
- INFORMEST att. Procurement Office - via Cadorna 36 – 34170 Gorizia (Italy)  
Tel: +39 0481 597411  
opening hours: Mo-Th: 8.30 – 13.00 and 14.00 -17.00; Fri: 8.30 – 12.30

Tenders must be submitted using the envelope system: containing in an outer parcel the qualification to the evaluation step (Annex 1) and two separate, sealed envelopes bearing the following words :

- 1 'Envelope A — Technical Offer'
- 2 'Envelope B - Financial offer'.

Any infringement of these rules (e.g., unsealed envelopes or references to price in the technical offer) constitutes an irregularity which will lead to rejection of the tender.

The outer parcel should provide the following information:

- a) the address for submitting tenders indicated above;
- b) the reference of the tender procedure;
- c) the words 'Not to be opened before the tender-opening session';
- d) the name of the tenderer.



Each envelope must include an index of its contents. The pages of the Technical and Financial offers must be numbered.

### **17. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

### **18. Operational language**

All written communications for this tender procedure and contract must be in English.

### **19. Request for clarification**

Clarification may be requested to the following e-mail address: [informest@informest.it](mailto:informest@informest.it) indicating in the e-mail subject "I4TOUR – request for clarification".

Deadline for requesting clarification from the Contracting Authority: 24/02/2017.

Last date for the Contracting Authority to issue clarification: 03/03/2017.

### **20. Legal basis**

The present service contract notice, is published in accordance with the IADSA Guidelines for Project Implementation (GPI) – available on the following link: <http://www.iadsa.info/bando.php?idr=9&lang=2>. The contract will be assigned with a negotiated procedure in full conformity with the principles of transparency, rotation and equality of treatment.

### **21. Appeals**

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint.

### **22. Data Protection**

Personal data (such as names, addresses and CVs) will be processed solely for the purposes of the performance management and monitoring of the tender and of the contract.

### **23. Cancellation of the tender procedure**

In the event of cancellation of the tender procedure, the Contracting Authority will notify tenderers of the cancellation. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes will be returned to the tenderers.

Cancellation may occur, for example, where:

- the tender procedure has been unsuccessful, i.e., no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
- there are fundamental changes to the economic or technical data of the project;
- exceptional circumstances or force majeure render normal performance of the contract impossible;
- all technically acceptable tenders exceed the financial resources available;
- there have been substantial errors, irregularities or frauds in the procedure, in particular if they have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).


**24 Notification of award**

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application

The successful tenderer will be informed in writing that its tender has been accepted.

Gorizia, 10/02/2017

The Managing Director  
Sandra Sodini

A handwritten signature in black ink, appearing to be 'Sandra Sodini', written over the printed name.