



Tirana, 05/05/2023

Name: Albanian Institute of Public Affairs
Address: Street "FrangBardhi", no118, Tirana
E-mail: director.aipa@umb.edu.al
Submission deadline: 25/05/2023

Open call

Engagement of an Expert in the framework of the drafting of the informative brochure.

Background

Albanian Institute of Public Affairs - AIPA since January 2023 is implementing the project "Support children and youth in vulnerable conditions", supported by UNDP. The main goal of the project is to identify, develop and promote a community-based alternative service to child and youth in conflict with the law including authors, victims and witnesses, girls and women's living in poverty, in vulnerable conditions, being violated or divorced, in Lezha, Laç and Burrel. In this regard, through this project Albanian Institute of Public Affairs aims at providing primary free legal aid, capacity building and empowering activities, as well as a reintegration program for specific target group, such as children and youth in conflict with the law. For all above a brochure with information about primary and secondary free aid will be drafted and distributed in the target cities of the project.

Object:

Engagement of an Expert for the drafting of the informative brochure.

Purpose of the position:

The Expert will be in charge to collect information about the primary and secondary free legal aid and to draft an informative brochure, within the deadline foreseen by the contracting organization.

Submission of the service:

3 working days

Duties and Responsibilities:

- To collect information about primary and secondary free legal aid;
- To draft the informative brochure within the deadlines defined by the contracting organization;



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- To coordinate the work with the project staff;

Qualification and experience:

- The expert should be graduated in Justice and Law;
- Should have at least 2 years of experience in drafting informative brochures;
- Should have organizational and communication skills;
- Excellent command of the Albanian language; preferably, proficiency in English;

Necessary documents for application:

- CV of the applicant;
- Financial offer;

The application must be submitted by email at director.aipa@umb.edu.al within 25/05/2023.

INSTRUCTIONS TO TENDERERS

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

These instructions set out the rules for submitting, selecting and implementing contracts financed under this call for tenders.

1. Supply to be provided

The supply required by the Contracting Authority are described in the Terms of Reference.

Timetable

	DATE	TIME*
Deadline for requesting clarification from the Contracting Authority	19.05.2023	16:30
Deadline for submitting tenders	25.05.2023	16:30

* All times are in the time zone of the country of the Contracting Authority

□ Provisional date

2. Participation, experts and subcontracting

- a) Participation in this tender procedure is open to all interested tenderers.
- b) The contract between the tenderer/contractor and its experts shall contain a provision that it is subject to the approval of the partner country. It is furthermore recommended that this contract contains a dispute resolution clause.
- c) The tenderer must intend to provide the majority of the supplies itself except for the tasks entrusted to experts either as natural persons or single-member companies. If the tenderer intends to subcontract one or more parts of the contracted supply, this must be clearly stated in the financial offer form defining the name of the subcontractor, the value to be subcontracted and the percentage of this value in total amount of the offer.

3. Content of tenders

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English or Albanian.

Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.

The tender must include a technical offer and a financial offer, which must be submitted by e-mail, (see clause 4)... Failure to fulfil the requirements in clauses 4.1, 4.2 and 4 will constitute an irregularity and may result in rejection of the tender.

4. Technical and financial offer

4.1 Technical offer

The technical offer must include the following documents:

1. A CV of the tenderer.

4.2 Financial offer

The Financial offer must be presented as an amount in ALL and must be submitted using the template of the Tender Submission Form.

Tenderers are reminded that the maximum budget available for this contract, is **60,000.00 ALL**.

2. Period during which tenders are binding

Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders or until they have been notified of non-award.

The selected tenderer must maintain its tender for a further 60 days. A further period of 60 days is added to the validity period irrespective of the date of notification.

3. Additional information before the deadline for submitting tenders

The tender dossier should be clear enough to avoid candidates having to request additional information during the procedure. If the Contracting Authority, either on its own initiative or in response to a request from a tenderer, provides additional information on the tender dossier, it must send such information in writing to all the tenderers at the same time.

Tenderers may submit questions in writing or by e-mail to the following address up to 6 days before the deadline for submission of tenders, specifying the publication reference and the contract title:

Albanian Institute of Public Affairs
Address: Street "Frang Bardhi" no.118, Tirana
E-mail: director.aipa@umb.edu.al

The Contracting Authority has no obligation to provide clarification after this date.

Any tenderer seeking to arrange individual meetings with the Contracting Authority concerning this contract during the tender period may be excluded from the tender procedure.

No information meeting or site visit is foreseen.

4. Submission of tenders

Tenders must be delivered to the Contracting Authority for **receipt** before, Date: **25.05.2023**; Time: 16:30. They must include the requested documents in clause 4 above and be sent:

- **by e-mail to:**

director.aipa@umb.edu.al

Albanian Institute of Public Affairs
Street "Frang Bardhi" no.118, Tirana

In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

Tenders submitted by any other means will not be considered.

5. Amending or withdrawing tenders

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

Any such notification of amendment or withdrawal must be prepared and submitted in accordance with Clause 4.

Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts.

6. Ownership of tenders

The Contracting Authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

7. Evaluation of tenders

11.1.1. Interviews

No interviews are foreseen.

11.2. Evaluation of technical and financial offers

Tenders exceeding the maximum budget available for the contract are unacceptable and will be eliminated.

11.3. Choice of selected tenderer

The best value for money ratio is established for this tender procedure.

11.4. Evaluation grid

- The technical offer will be evaluated with a maximum of 60 points.
- The financial offer will be evaluated with a maximum of 40 points.

11.5. Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority's legislation on access to documents. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority.

8. Ethics clauses / Corruptive practices

- a) Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties.
- b) The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project.
- c) Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.
- d) The Contracting Authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, the Contracting Authority may refrain from concluding the Contract.

9. Signature of contract(s)

13.1. Notification of award

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

13.2. Signature of the contract(s)

Within 30 days of receipt of the contract already signed by the Contracting Authority, the selected tenderer shall sign and date the contract and return it to the Contracting Authority.

Failure of the selected tenderer to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, the Contracting Authority may award the tender to another tenderer or cancel the tender procedure.

The other tenderers will, at the same time as the notification of award is submitted, be informed that their tenders were not retained, by electronic means or standard letter, including an indication of the relative weaknesses of their tender by way of a comparative table of the scores for the winning tender and the unsuccessful tender. The second best tenderer is informed of the notification of award to the successful tenderer with the reservation of the possibility to receive a notification of award in case of inability to sign the contract with the first ranked tenderer. The validity of the offer of the second best tenderer will be kept. The second

tenderer may refuse the award of the contract if, when receiving a notification of award, the 90 days of validity of their tender has expired.

The Contracting Authority will furthermore, at the same time, also inform the remaining unsuccessful tenderers and the consequence of these letters will be that the validity of their offers must not be retained.

10. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, the Contracting Authority will notify tenderers of the cancellation.

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).

In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the programme or project announced.

SERVICE TENDER SUBMISSION FORM

Project: *“Support children and youth in vulnerable conditions” (1.1.1 Expert)*

Name of the expert:

Based on the procedure described above, we the undersigned declare:

Total amount of the offer:

No.	Supply	Unit	Quantity	Price	Total price
1	Expert	day	3		
	Total Price				

Signed on behalf of the Tenderer

Name:

Signature: