



No. 5459 prot.

Berat on 01.11.2021

To whom it may concern:

Subject: Call for interest for the work contract “**Tourism Offices for All**” within the “**ACCESSIBLE TOURISM**” project funded by Interreg IPA CBC PROGRAMME, Greece – Albania 2014-2020,

Project Reference: Interreg IPA CBC PROGRAMME, Greece – Albania 2014-2020/ “Accessible Tourism” / Prot. No. 4459, Order No. 26, dated 03.09.2021

In the context of the partnership in the context of the “**Accessible Tourism**” Project funded by Interreg IPA CBC PROGRAMME, Greece – Albania 2014-2020, the Berat Municipality, has lunched the call on:

Works on “Tourism Office for All” – in the frame of the project “Accessible Tourism”

The complete tender dossier is attached to this call for proposal. It includes:

VOLUME 1

SECTION 1: INSTRUCTIONS TO TENDERERS & CONTRACT AWARD

SECTION 2: TENDER FORM

- Declaration of honor on exclusion and selection criteria.....Form a.14

SECTION 4: FORMS regarding selection criteria:

- Legal entity file.....QKR form
- Financial capacityForm 4.4
- Technical and professional capacityForm 4.6.5
- Overview of the tenderer’s staffForm 4.6.1.2
- CVs of key staffForm 4.6.1.3
- PlantForm 4.6.2
- Work plan and programme.....Form 4.6.3
- Power of attorney.....Notery Act
- Financial identification formFinancial Statement

SECTION 5: ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

Administrative compliance grid
Evaluation grid

VOLUME 2

SECTION 1: CONTRACT FORM

SECTION 2: GENERAL CONDITIONS FOR WORKS CONTRACTS

SECTION 3: SPECIAL CONDITIONS

VOLUME 3

TECHNICAL SPECIFICATIONS

VOLUME 4

FINANCIAL OFFER LUMP SUM CONTRACTS (Based on submitted BoQ)

VOLUME 5

DESIGN DOCUMENTS, INCLUDING DRAWINGS

For full details of the tendering procedures, please see the Practical Guide and its annexes, which may be downloaded from the following website: <http://ec.europa.eu/europeaid/prag/document.do>

We look forward to receiving your tender before the deadline set in point 1 of the Instructions. Please send it to the address given in point 11.

The complete tender must be submitted in one original, clearly marked 'original' and 2 copies, also clearly marked 'copy'. In the event of any discrepancy between them the original will prevail.

The technical and financial offers must be placed together in a sealed envelope. The envelopes should then be placed in another sealed envelope/package, unless their volume requires several envelopes/packages.

Interested candidates are invited to submit their application in a sealed envelope indicating:

- a) the address for submitting tenders indicated above;
- b) the reference code of the tender procedure
- c) the words 'Not to be opened before the tender-opening session' and equivalent phrase in Albanian "Mos te hapet perpara fazes se hapjes se ofertave te tenderit"
- d) and the name of the tenderer.

Interreg - IPA CBC Greece - Albania



BASHKIA BERAT

The deadline for the submission of the applications is 02.12.2021, 16:00 hr. Only applications received prior to this deadline will be considered.

All tenders must be sent to the contracting authority before the deadline for submission of tenders specified above.

EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Marius Qytyku- Project Manager
Berat Municipality, blvd Republika. Berat.

OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Marius Qytyku- Project Manager
Berat Municipality, blvd Republika. Berat.

For more information on the complete tender dossier and the requirements and duration of the assignment please refer to the Technical Specifications or request more information on the tender dossier at the email address here given.

Yours sincerely,

Mr. Ervin Demo

Mayor of the Municipality of Berat

