

# **BANKA OTP ALBANIA**

**Request for Proposals (RFP) for:**

**“Construction & Electrical works for reshape of  
Myslym Shyri Branch”**

*Issued on November 20<sup>th</sup>, 2020*

**Deadline for Response: December 10<sup>th</sup>, 2020**

**14:00 CET**

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## 1 Objective of the RFP

BANKA OTP ALBANIA is inviting eligible Albanian companies to submit a proposal for: “Construction & Electrical works for reshape of Myslym Shyri Branch”

*The objective of this RFP is to solicit offers from eligible companies for construction and electrical works for Reshape of Existing Myslym Shyri Branch as per the detailed preventive attached to the RFP.*

**Note: Partial bidding<sup>1</sup> is NOT allowed in this RFP and such offers will NOT be accepted.**

**! Subcontracting will NOT be allowed during the realization of the contract, except when approved prior by the Bank. In case it is verified, it will lead to immediate interruption of the Contract**

As a result of this solicitation, BANKA OTP ALBANIA expects to award **one fixed price contract per the selected supplier**. A fixed price contract is a contract for services that will result in concrete deliverables provided to and accepted by BANKA OTP ALBANIA. As the name implies, the price of the contract is fixed and it is not subject to any adjustment on the basis of the Subcontractor's cost experience in performing the work, thereby placing full responsibility for all costs and resulting profit or loss on the Subcontractor.

### 1.1 Contacts and communication

This Request for proposal is piloted and coordinated by the General Resources Department of Banka OTP Albania. The contact for any information during this process will be through email on the following mention address and authorized discussions will be organized with each supplier if needed.

Any question regarding the content or technical requirements must be submitted, **solely by electronic messaging**, to:

**Procurement Sector**

**E-mail: [Procurement.AI@otpbank.al](mailto:Procurement.AI@otpbank.al)**

Non-compliance with this condition can result in its disqualification

All participating suppliers will receive a copy of all questions relative to the invitation to tender process, the content of the specifications and their responses, which will be sent to the contact details indicated in the Supplier Profile in Sourcing Hub Platform.

Questions must be submitted before **December 02<sup>nd</sup>, 2020 at the very latest**. Beyond that date, no response will be provided.

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<sup>1</sup> Partial bidding means the bidder submit his quotation for one of the requests in this RFP

## 1.2 Return of the Technical Proposal

The paper version of Technical Proposal must include the following elements, to be **sealed in a large envelope (no smaller than A4)**:

1. Presentation of the company and Curriculum vitae of the contact person (Account Manager),
2. Detailed presentation of previous similar works realized, capabilities etc (Photos are preferred to be included if any).
3. Copy of legal registration certificate (**QKR Extract of last three months**);
4. Copy of the licenses (Construction, electrical, data and other engineering Licenses) in case the company has a subcontracted person for the usage of the license, a copy of the contract must be provided,
5. Contract Agreement with subcontractors (electrical) if any and their copy of the license;
6. Copy of the last year financial Balance Sheet **certified from the Tax Authorities or approved (signed and stamped) by an certified accountant or accounting studio, accompanied with a copy of the accountants certificate and/or license**;
7. References for previous similar service with description of start/end dates and contact numbers for references (as per our format Appendix I) accompanied with Letter of References from your main customers specifying the case of cooperation.
8. Number of staff members with confirmation statement from Government Authorities (insured staff according to the tax and labor legislations into force),
9. Detailed Time Frame Schedule for this Project (elaborated for realization of the works);

**Important Note:** Failure from the participants to provide these documents will lead in disqualification from the Tender process or to application of penalties in the result of technical scoring points.

The envelope will bear the following indications:

**To: Banka OTP Albania**

**“Construction & Electrical works for reshape of Myslym Shyri Branch”**

**For the attention of: Procurement Sector**

**General Resources Department**

**(Name of the bidding service provider)**

**We must receive the paper version of the Technical and Commercial proposals on or before **December 10<sup>th</sup>, 2020 – 14:00 CET**, at Bank's Protocol Office: Bul. Deshmoret e Kombit, Kullat Binjake, Kulla 1, Kati 9, Tirana, Albania → for Procurement Sector.**

Proposals arriving after this deadline will not be taken into consideration.

The supplier is free to provide any additional relevant information not covered by this RFP or an alternative proposal if considers them more tailored to the Client. Such items will be submitted as attachments to the proposal.

Banka OTP Albania reserves the right at any time, to:

- Stop, or not follow up this RFP for reasons which not be disclosed without reparations;
- Send a 2<sup>nd</sup> RFP if the first one is incomplete or unsatisfying without reparations;
- Sign a contract only on a reduce part of the RFP purchase scope.
- Sign a contract with more than one company for different section part of current RFP.

### **1.3 Supplier's obligations**

Even if the contract will be further defined when finalized with the selected Supplier, it is reminded that this RFP aims to bind it to an obligation of results (and not solely of means).

That is why the Supplier shall perform the agreed services (both for technical and organizational aspects), this namely means bringing its experience and expertise. The Supplier is the sole responsible entity for involving the right means and methods to achieve this goal (number of employees involved, devices qualifications, etc.).

NOTE: The OTP reserves the right to discontinue the RFP Process at any time with no financial compensation, and makes no commitment that this process will result in a business transaction with one or more third parties.

## **2 Technical and Commercial Requirements**

### **2.1 Requirements**

The supplier shall be able to provide in Tirana, where BANKA OTP ALBANIA will open the new branch, the following patterns and make sure they fully meet the requirements set forth in this Request for Proposal.

In **Appendix IV**, you will find the detailed preventive of works to be realized for the reshape of Myslym Shyri Branch. For better understanding, the preventive is prepared in Albanian Language.

In **Appendix II**, are listed some additional requirements to be provided from the Selected supplier after the completing of the works.

The selected company will perform additional works from the ones listed in the Preventive for;

- Cabling/pipes for security installations, quantity in linear meters will be provided from the security department of the bank, and the respective price/ linear meter will be given before starting the given works
- Air conditioning service shutters (baxha) must be offered at the price per piece
- The treasure door must have a magical eye.

Firms will have the opportunity to inspect the site with the project and to estimate and identify deviances from the project or preventive works, in order to eliminate additional volumes/costs during executions.

Interested bidders that have no previous experience with OTP Albania for such required services, could be organized on site visit in the branch for understanding of the OTP standards.

## 2.2 Financial proposal

The financial proposal of the bidder should be quoted in **Albanian LEK (or its equivalent in EUR)**, should include the delivery of service on the required destination and will have to be valid for three months as of the date when the offer is received by the Banka OTP Albania.

The financial proposal must not be delivered electronically via e-mail. It must arrive in hard copy signed and stamped **inside a separate sealed envelope.**

***The financial proposal delivered to us should have the following layout as per list of Preventive Items as per Appendix IV attached to this RFP:***

Nr.	Item	Unit	Price/Unit
1			
2			
3			
4			
5			
etc			

**Note:** *In the above prices, must be included all the other costs related to the service (such as: personnel transfer outside Tirana, working hour's fee of the specialist, etc.).*

**Note:** *The prices per unit at financial proposals should have specified if VAT is included or not. In case it is not specified, the Bank reserves the right to consider the offer with VAT included.*

Your proposals will be considered as the best response that you can provide.

After a detailed analysis of the proposals, only the most competitive suppliers according to the selection criteria established will be selected to participate in the negotiations that will lead to an eventual contract as the Banka OTP Albania service provider for the goods and services required.

## 2.3 Reporting

The contractor reports to the General Resources Department Manager and/or his/her designee and will work closely with him and other specialist of respective departments.

## 2.4 Timing and Budget Guidelines

The assignment is expected to commence on **December 2020** or as soon as agreement to the Technical and Financial proposal is reached and a contract or Purchase Order is signed, as per schedule in Appendix II.

The contract will be valid for entire duration of Project, and no price changes is allowed during this period, except only when agreed in written form between both Parties.

### **3 General terms**

#### **3.1 Confidentiality clause**

This RFP constitutes confidential and proprietary material of OTP Albania and shall not be disclosed in whole part by the Suppliers to any third party. Besides, it shall not be duplicated or used by Suppliers for any other purpose than to supply a response to this RFP.

The confidentiality of this document will remain whatsoever you decide to answer to this RFP or not.

#### **3.2 General principles**

The submission of a proposal implies that the bidders accept the present specifications.

However, these specifications only represent a minimum that is to be respected.

The proposals will be signed by a person authorized to take on commitments for the bidding company.

Only proposals that strictly comply with the obligations of the present specifications, considered as minimums, will be taken into account.

In their offers, the bidding service providers declare their familiarity with the service(s) that is/are to be provided, and will refrain from, after the submission of their proposal, arguing with regard to provisions, constraints or special conditions of any kind that they may have overlooked.

The Bank reserves the right to not take into consideration any response that is incomplete or does not comply with all of the demands, requirements and constraints expressed by the Bank as part of the present consultation.

The bidding service provider undertakes, as a result of its response to the request, to not claim from the Bank any cost for preparation, proposal or any other activity related to this processes.

#### **3.3 Reservation**

The Bank reserves the right, at any time and until the signing of the contract, to not proceed with all or elements of the request and to terminate, without compensation, the contracting process for reasons of its own. As part of this service, the Bank reserves the right:

- to carry out a second provider if it is not satisfied with the results of the first
- to sign a contract only relative to a portion of the services proposed

The decision of the Bank to accept or reject a bid is not subject to appeal.

The Bank reserves the right not to contact bidders concerning this call for offers if the bid does not satisfy the specified criteria or fails to supply some of the information requested.

#### **3.4 Legal framework**

The service provider will have sole responsibility for the financial management, notably relative to its personnel. It will be personally responsible for the results of the operation of the service provided under the conditions defined in the specifications, without being able to initiate any recourse of any kind against the customer in the event that this operation should be unprofitable.

### **3.5 Contract**

The objectives pursued by the Bank asking the bidders to respond to the present consultation on a legal level as well are notably:

- To assess the contractual formalization of the services offered by the bidder,
- To assess the level of commitment proposed by the bidder,
- To anticipate the subsequent contractual negotiation.

It is also expressly indicated that the bidder's response to the legal aspects will be taken into consideration as part of its assessment by the Bank.

### **3.6 Contractual documents**

The bidder is hereby warned that the service and its response will be an integral part of the contract.

### **3.7 Contract term and termination**

The Bank reserves the right to terminate the contract without notice in the event of gross negligence by the service provider.

### **3.8 Effective date of the contract**

The effective date of the operator's contract will be stipulated by the Bank at a later time.

### **3.9 Ownership of Proposals**

All materials submitted in response to this RFP shall become the property of The Bank and, upon Proposer's request, may be returned only at the option of the Bank and at the expense of the Proposer. In any case, The Bank shall retain one copy for its official files.

### **3.10 Environmental and Sustainability Policy**

The Proposer undertakes to comply with any provision of the law in force in the country in which it operates relative to:

- o Labor Law or, at least, where no Labor Law exists, the provisions laid down in the Declaration of the International Labor Organization;
- o Environmental Law;

## 4 Qualifications and selections criteria

### 4.1 Qualifications

Interested companies shall demonstrate the following:

- ✓ At least 3 years of experience on related domain.
- ✓ Similar previous services with other Banks and/or other institutions;
- ✓ Proven record of technical required skills for realizing such Projects;

### 4.2 Technical Selection Criteria

The quality of each offer will be evaluated in accordance with the selection criteria and the associated weighting as specified below:

Criteria	Criteria Description	Max. points
<b>Supplier Experience</b>	<ul style="list-style-type: none"> <li>- The references/experience of the company on similar services;</li> <li>- Most extensive experience in offering the required item / services</li> </ul>	40
<b>Staff and Capabilities</b>	<ul style="list-style-type: none"> <li>- Supplier's capabilities (staff, resources, etc) to guarantee the result and completion of the assignment</li> </ul>	20
<b>Time frame and workload for completing this assignment</b>	<ul style="list-style-type: none"> <li>- SGAL sizing requirements covered</li> <li>- Best timeframe proposed for this project (elaborated with dates for each category of works to be realized)</li> </ul>	20
<b>Financial health of the Company</b>	<ul style="list-style-type: none"> <li>- Balance sheet financial figures</li> <li>- Maximum goes to the bidder with best financial figures</li> </ul>	10
<b>Quality of the Tender Documentation</b>	<ul style="list-style-type: none"> <li>- Documents provided are complete, relevant to the requirements and clearly related with the request of SGAL</li> </ul>	10
<b>TOTAL Technical Points</b>		<b>100</b>



## 5 Selection Process

### **Subcontract awards will be based on a “best value” approach.**

There are 2 major factors when evaluating the proposal: technical approach (including management approach, past performance on similar contracts), and price. Each major factor is assigned a weight such that the sum of the weights is equals 100. The assigned weights allow for a greater emphasis to be placed on one major factor over another. For this RFP the assigned weight for **technical approach** will be **40 points** and for the **financial proposal** will be weighted to **60 points**.

**Total Score for the provider = weighted technical score + weighted financial score**

**Example:** Companies providing the offers are: A, B, and C. Based on the technical evaluation Criteria the score of each company is as following:

Company	Technical points	Weighted Technical Score
A	85	40.0 (maximum)
B	70	32.9 (70 * 40 / 85)
C	55	25.9 (55 * 40 / 85)

The maximum weighted score is given to the company with the max technical points, in this example to Company A. The others are weighted with a factor of **Max score possible/max technical points** (Weight Factor = **40/85**)

Financial Score is calculated as below:

Max weighted score is given to the lowest price. In our example Company C. Weighted price for the others is equal to (Lowest price/company price) \* max weighted score.

Company	Financial Offers <sup>2</sup> (price EUR)	Weighted Price Score
C	1000 (lowest)	60.0 (maximum)
A	1200	50.0 (60 * 1000 / 1200)
B	1500	40.0 (60 * 1000 / 1500)

Total Score for each Provider is:

Company	Total Score
A	40.0 + 50.0 = 90.0
B	32.9 + 40.0 = 72.9
C	25.9 + 60.0 = 85.9

**The winner in this example is Company A.**

The Bank will notify officially via e-mail the bidders on their individual result.

<sup>2</sup> Prices listed here are only part of the example and are not related to this RFP

### Appendix I – Similar Contract references

Nr	Customer name	Contract Start date	Contract End date	Companies where this service is realized	Contact person / position	Contact number
1	XXXXXXXXX	15.05.2016	14.10.2018	SGAL, Albania	Illir Apostoli	068xxxx
2	YYYYYYYYY	25.11.2018	24.03.2020		Illir Apostoli	068xxxx
3						
4						
5						
6						
7						
8						
9						
10						
11						
Etc.						

Note: The above example is given to show how to fill the reference table.

**Letter of References from your customers must be provided as specified in Section 1.2.**

**Appendix II – Phases and timetables of RFP process and Starting of the Works**

<b>Tender steps</b>	<b>DATES</b>	<b>RESPONSIBLE</b>
RFP Publishing	19 November 2020	OTP Albania
Deadline for questions email	02 December 2020	Bidders
Sending back answers to all participants	03 December 2020	OTP Albania
Delivery of the RFP Proposal	10 December 2020	Bidders
Meeting with shortlisted bidders (if necessary)	to be decided	OTP Albania
Notification of each bidder on tender's result	Week 3 December 2020	OTP Albania
Contract preparation, review and sign off	Week 4 December 2020	OTP Albania + Winner