

<b>Location:</b> Butrint	<b>Tender №:</b> 007/2024
<b>Project :</b> E-ticketing	<b>Submission Date:</b> August 30, 2024



## REQUEST FOR TENDERS (RfT)

### 01. GENERAL TENDER INFORMATION

**1.1. Tender Requested By:** Butrint Management Foundation with address at: Rr “Telat Noga”, Nr.2, kati 2 ,Ap. 2, Saranda, Albania

The Butrint Management Foundation (the Foundation/BMF), was co-established by the Ministry of Culture of the Republic of Albania and the Albanian-American Development Foundation (AADF) as a not-for-profit organization without membership.

The BMF operates in the field of cultural heritage and specifically its purpose is the indirect administration of cultural heritage and cultural landscape subzones, part of the Butrint National Park, a property of universal value, in accordance with Law no. 50/22 “On the approval of the agreement for the administration of the subzones of cultural heritage and cultural landscape, part of Butrint National Park, entered between the Ministry of Culture and Butrint Management Foundation”.

**1.2. Subject of The Tender:** *Installation and maintenance of electronic ticketing and admission control system in the site of Butrint Archaeological Park.*

**1.3. Source of Financing:** The subject of this Request for Tender (RfT) is financed in full by BMF.

**1.4. Language:** The working language for this tender is English.

**1.5. Tender Documents:** Tender documentation package includes; application package, suggested placement schematics and technical specifications.

If you have any queries, please write to [tenders@bmf.al](mailto:tenders@bmf.al)

**1.6 Scope of Works:** The scope of works includes provision of a turnkey solution for electronic ticketing and admission control system in Butrint Archaeological Park with the features specified in the technical specifications document.

BMF reserves the right to vary the quantity of work specified in the Tender Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of the tenders submitted without any explanation.

**1.7 Tender Submission:** The deadline for submitting tenders is **August 30, 2024 at 16:00 CET**. For tenders submitted by mail, the mailing date and time will be considered submission time. Applicants are required to send an e-mail at [tenders@bmf.al](mailto:tenders@bmf.al) proving submission of their bid via postal service (postal seal or postmark on the envelope clearly indicating the mailing date and time).

Failure to respect this deadline or to prove time and date of mailing will result in disqualification. This applies only to bids physically arriving at BMF premises after the deadline.

Applicants are required to submit the electronic copy by e-mail is from **17:00-17:30 CET on the same day**. This is to ensure the integrity of the process of sealed bids.

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### 1.7.1 Hard copy submission instructions

- For the hard copy delivery requirement, applicants shall submit the original and one copy of the whole tender documentation set. Each copy shall be placed in its own sealed envelope, marking the envelopes as ORIGINAL, COPY.
- Please note that the COPIES shall include everything you have submitted in the original set, financial offer included. These envelopes containing the original and the copy shall then be enclosed in one single sealed package.
- The inner and outer packages shall:
  - (a) bear the name and address of the Applicant;
  - (b) be addressed to BMF in the address described above in section 1.1;
  - (c) bear the specific identification of this bidding process (name of the project and tender number).

### 1.7.2 Electronic copy Submission instructions:

- Because the tender is international electronic submissions are required. They shall arrive in the address tenders@bmf.al at 17:00-17:30 CET August 30, 2024. The email subject shall be: *Tender Submission 007/2024*;
- Send the email closest to 17.00 CET on August 30, 2024.

**1.8 Bid Opening:** Bids will be opened on **August 30, 2024 at 17:00 CET**, by the BMF representatives. The Tender Evaluation Committee will evaluate the tenders received by e-mail if not all envelopes have been received by the deadline. If any discrepancy is found between the emailed bid and that on the envelope, the tenderer will be disqualified.

### 1.9 Tender Basis:

- 1- This tender's purpose is to invite Albanian or foreign companies, experienced in ticketing systems installation, management and maintenance, to install a system in the Butrint Archaeological Park.
- 2- All Tender Documents must be completed in full to avoid disqualification.
- 3- All applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition in the original papers. If they do, this will be grounds for immediate disqualification.
- 4- BMF will accept only offers for Fixed Price Contracts.
- 5- If Applicants have any request and condition to negotiate, this shall be stipulated in a separate letter accompanying the bid titled clearly "CONDITIONS TO NEGOTIATE".
- 6- Bidders may submit up to two proposals featuring different technologies, brands, or solutions. If two proposals are submitted, a document outlining the differences between them must also be provided.
- 7- The Bidder must submit a Technical Proposal which describes the technical solution offered, includes datasheets of hard and soft wares, layout, implementation schedule, key personnel and qualifications, training plan for ticketing system operators, warranty conditions and covered services, maintenance plan and partner covering it. BMF will carefully evaluate not only the proposed solution but also the ability of the bidder to duly plan this project so that potential problems are mitigated and normal business activities in the area are not hindered to the greatest extent possible.
- 8- The winner will need to ensure a five years maintenance of the system. If the contract is awarded to a foreign company, a local partner needs to be contracted for this purpose.
- 9- Bidders shall be able to conduct business legally in Albania.
- 10- Joint Ventures are allowed only between a foreign, not registered in Albania company and a local one.
- 11- Proposed budget must detail the software licensing costs, equipment/systems, the labor necessary to complete the scope of work, and any recurring cost related to system maintenance if any and cost of 100,000 tickets and ticket's specifications.
- 12- The price must include all taxes, compulsory payments, levies and duties.
- 13- The bidder shall offer at least 2 (two) years of warranty for both soft and hard wares.
- 14- Questions on the tender must be sent in writing by e-mail at tenders@bmf.al no later than August 21, 2024. The answers to any question raised will be issued in writing, if possible, within two working days. However, it is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract

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from the conditions hereof, unless changes are made in writing and signed by the CEO or their designated representative beforehand.

- 15- Any offer or contract shown to have resulted in the payment of unusual commercial costs compared to market prices, before or after commencement of the work, will be rejected or cancelled with immediate effect.

**1.10 Payments:** A schedule of payments will be proposed by the bidder and negotiated with BMF if necessary. It is BMF’s policy to avoid prepayments to the greatest possible extent. If it is judged that a prepayment is necessary, we will keep the amount at minimum. Intermediate payments in different phases of implementation can be negotiated. BMF will retain 10 (ten)% of the total value of the contract as a guarantee for 180 days after the handover date of the system.

**1.11 Amendment of Tender Document:** At any time prior to the deadline for submission of Tenders, BMF may amend the Tender Document by issuing addenda. Any addendum issued shall be part of the Tender Document and shall be communicated in writing to all registered parties. To give prospective applicants reasonable time in which to take an addendum into account in preparing their application, BMF may, at its discretion, extend the deadline for the submission of Tenders.

**1.12 Withdrawal, Substitution, and Modification of Tenders:** An applicant may withdraw, substitute, or modify its application after it has been submitted by sending a written notice, duly signed by an authorized representative. All notices must be received by BMF prior to the deadline prescribed for submission of Tenders. Tenders requested to be withdrawn shall be returned unopened to the tenderers. No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the tenderer on the tender documents or any extension thereof.

**1.13 Offer Validity:** Each bid shall be valid at least for the period of 150 calendar days from its date of submission.

**1.14 Performance Period:** Contractor needs to complete the project within October 31, 2024.

**1.15 Performance Standards:** The works must be undertaken in accordance with all relevant rules, regulations and statutes currently in force in Albania and EU.

**1.16 Origin of Soft and Hard wares:** All products proposed for this project shall conform to EU standard.

**1.17 Cost of bidding:** The Bidder shall bear all costs associated with the preparation and submission of its bid, and BMF shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process

**1.18 Tendering Ethics:** BMF requires that suppliers, contractors and consultants under BMF contracts or seeking such contracts, observe the highest standards of ethics during procurement and execution of contracts. In pursuit of such policy, BMF defines for the purpose of this provision, the terms set forth below as follows:

- a- “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- b- “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the disadvantage of BMF and includes secret illegal agreement practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition

BMF will reject a proposal if it determines that the Bidder has engaged into corrupt or fraudulent practices in competing for the contract. BMF will also declare a firm ineligible to be awarded a contract, either indefinitely or for a stated period of time, if it determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing an BMF financed contract.

Direct contact with BMF employees or managers during tender evaluation period is prohibited.

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Any attempt by the Bidders to influence BMF representatives in the evaluation of the bids or contract award decisions, will result in the immediate rejection of their bid.

## 02. CRITERIA AND EVALUATION

### 2.1 Eligibility of Applicants: Applicants cannot apply if they:

- 1- Cannot conduct business legally in Albania.
- 2- Are bankrupt or in the process of filing for bankruptcy.
- 3- Have been guilty of grave professional misconduct
- 4- Have not fulfilled obligations related to payment of obligatory insurances, social security and taxes in their country of origin.
- 5- Are guilty of serious misinterpretation in supplying information.
- 6- Employ under-aged workers
- 7- Were declared at serious fault of implementation owing to a breach of their contractual obligations
- 8- Are on any list of sanctioned parties issued by the United States Government, United Nations or European Union.

### 2.2. Qualifying Criteria:

Selection Criteria	Component
Registration	Able to conduct business legally in Albania
Economic and Financial Standing	Evidence of adequate capability in relation to the scale of this contract
Technical and Professional capacity	Evidence of satisfactory relevant track record and experience of company and staff proposed for this project

### 2.3 List of documentation to be submitted:

1. BMF application package completed in every section in English keeping the original order and attaching all required documentation as specified in each form.
2. Technical Proposal including, layout, timeline, staff, and budgets.
3. At least three contracts of similar works in the last five years. At least one contract implemented in a country other than that of usual activity. Accompany contracts with the respective completion/handover certificates. **Additional similar contracts** will increase the chances of a better evaluation score and contract award.
4. Name list of the specialists planned to work on this project accompanied by their respective licenses/accreditation/membership in a professional institute (depending on the country-of-origin legislation) and proof of relevant experience in similar projects
5. Business registration extract, issued in the last two months from relevant authorities showing the entity is active. If you are applying as a JV, submit registration documents for each partner.
6. Financial information of the last three years filed with relevant authorities in country of origin. If you are applying as a JV, submit financial statements for each partner.
7. Disclosure of conflict of interest with any BMF board members, directors or managers, if there is any. If you are found in undisclosed conflict your application may be disqualified without any further consideration.
8. Declaration of eligibility
9. A declaration of the JV/Association/Consortium formation supported by an agreement signed by all members, expressing their intent to participate in this tender, identifying the lead entity authorized to represent the JV and sign the contract, division of tasks, intent to stay together till the completion of the task in the event of contract award and confirmation that all participants will be jointly and severally responsible toward BMF. Alternatively provide contracts for outsourced professionals, specifying the particular tasks being outsourced.

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10. Additional documentation may be required from the winner.

## 2.4 Award Criteria

Criteria	Component	Weighting
Price	Evaluation of total cost of ownership and maintenance over 3 years, examining hardware, software purchasing and commissioning costs	50%
Quality	The solution proposed including maintenance plan. Demonstrated design quality, flexibility, resilience and operational excellence in meeting the scope of tender.	40%
Ability to deliver	Evaluation of your project plan, along with mitigations to ensure on time delivery	5%
Experience and Existing Clients	Evaluation of your experience in delivering similar projects from your submissions and visiting your existing clients' sites	5%
<b>TOTAL:</b>		<b>100%</b>

We are looking to engage a supplier that:

- has been involved in projects comparable to the one described in this tender
- shows an understanding of the specifics of the cultural heritage sites and their unique needs
- demonstrates a good understanding of the key project objectives and how these will be addressed in the local context.

**2.5 Bid Evaluation:** The Tender Evaluation Committee will check the tenders to ensure that they contain no amendment to the terms or any errors (e.g. in calculation). To assist in the examination, evaluation and comparison of bids, the Committee may, at its discretion, request assistance from other professionals in the quality of the consultant to the Committee.

**2.5.1 Technical and Financial Evaluation:** The offers will first be evaluated on technical merits. This evaluation is based on submitted technical documentation. Deficiencies in this latter will reduce the score and chances to win the tender. Points will be allocated to a maximum indicated in the tender evaluation criteria table. A quality threshold is also set up. Tenders scoring less than 70% of the quality points will be disqualified and excluded from the rest of the assessment procedure.

**2.5.2 The Financial Evaluation** is based on the cost of works. The cost criterion is scored by giving to the lowest qualified offer, the maximum number of cost points available. The rest of the offers are scored using a formula that allows a proportional distribution.

A close consideration will be given to offers to determine **price anomaly**. Bids that are judged by specialists to be unrealistically low will be disqualified on this basis, regardless of their technical score.

**2.5.3 Other Evaluations:** The Tender Evaluation Committee may take into consideration other criteria beside the one published, including, but not limited to record of past performance, integrity, references, and community rapport. Interviews with the top ranked companies may also be used as a complementary decision-making tool.

## 2.6 Selection of the Winner:

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Selection of the successful applicant will be based on the qualified tenders' ranking.

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### 3. FINANCIAL OFFER FORM

**Contractor:**

To Butrint Management Foundation (BMF),

Having examined the required bidding documents for the above-mentioned tender, we offer to execute and complete the required works for the calculated amount of

\_\_\_\_\_ USD (**Without VAT**)  
*(In figures and words)*

Our offer is valid for 150 calendar days from the date fixed for the Tender submission deadline in accordance with the Tender Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

To offer our above-mentioned price, we acknowledge that we have taken into consideration all the tender documents provided including appendixes.

We undertake, if our bid is accepted to start the project implementation within \_\_\_\_\_ days from the date of signing the contract and complete and deliver the works in accordance with the contract within \_\_\_\_\_ calendar days, calculated from the date of starting the works.

We understand that this Tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;

We understand and accept that Butrint Management Foundation (BMF) is not bound to choose the lowest price on any bid that may be received, and that any or all bids may be rejected without assigning any reason for such rejection.

If awarded the contract, the person named below shall act as Contractor’s Representative:

\_\_\_\_\_ (Name, surname, signature)

Legal Representative

***Please attach a detailed budget.***

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### 4. SIMILAR EXPERIENCE

<b>Contractor:</b>
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**FILL UP ONE (1) FORM PER CONTRACT AND ATTACH CONTRACT**

Contract of Similar Size and Nature			
Contract Identification and description			
Award Date		Completion Date	
Role in Contract	Prime Contractor	Management Contractor	Subcontractor
Total Contract Amount			
If partner in a Joint Venture or subcontractor, specify participation in total contract amount	Percent of Total	Amount	
Contracted By: Address Contact Name Telephone/Fax Number E-mail			
Description of the similarity			



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### 5. LIST OF SPECIALISTS AND EMPLOYEES PROPOSED FOR THIS PROJECT

**Contractor:**

Please fill in the form and attach Licenses and proof of experience of key managers and specialists that will work in this project.

No	Name, surname	Birthdate	Profession	Licenses/Education	Years of experience in profession
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

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### 6. DECLARATION OF ELIGIBILITY

Contractor:
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I, the undersigned

\_\_\_\_\_

*(Name and ID number of legal representative)*

Representative of

\_\_\_\_\_

*(Name and address of company)*

Declare that the following conditions are applicable to us;

- We are a registered company.
- We are not bankrupt or in the process of filing for bankruptcy.
- We have not been convicted for an offense concerning professional conduct.
- We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- We have fulfilled obligations related to payment of social security and taxes.
- We are not guilty of serious misinterpretation in supplying information.
- We were not declared in serious fault of implementation owing to a breach of contractual obligations.
- We do not employ personnel below the legal working age.
- We provide basic social rights and fair working conditions to our employees.
- We are not in situation of conflict of interest (with prior relationship to the project or in a family or business relationship with BMF Directors or Managers).
- We are not on any list of sanctioned parties issued by the United States Government, United Nations and European Union.

Name and Signature (legal representative) \_\_\_\_\_  
Date\_\_\_\_\_