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| **Location**: Butrint | **Tender:** 15 |
| **Call:** Communication and Public Relations Services | **Submission Date:** September 8th, 2025 |

**REQUEST FOR TENDERS (RfT)**

**01. GENERAL TENDER INFORMATION**

### 1.1. Tender Requested By: Butrint Management Foundation with address at: Rr. SH81, Parku Kombëtar i Butrintit, Sarandë, Albania.

The Butrint Management Foundation was established under the Law on Cultural Heritage and Museums, 2018, and based on the Cooperation Agreement dated 24.02.2021 between the Ministry of Culture of the Republic of Albania and the Albanian-American Development Foundation.

##### **1.2. Subject of The Tender**: Communication and PR Services to Promote the Heritage at Butrint National 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; however, documents originally in Albanian need no translation.

**1.5 Scope of Works:** The selected agency will deliver a comprehensive suite of strategic communication and branding services organized into four key service areas. Details of this service are found in the Terms of Reference, integral part of this tender packet.

**1.7 Tender Submission**: The deadline for submitting tenders is on September 8th, 2025 at 10:00 a.m. CET. Applications must be submitted exclusively in a sealed envelope, which must include both printed materials and a USB drive containing the digital version of the submission. If the envelopes are mailed to our address, the deadline will be considered based on the date and time stamped by the postal service on the envelope. Late submissions will not be considered.

When the application is sent by mail, the company needs to notify BMF for this fact and about the expected time of arrival. If not, BMF is not obliged to wait.

**1.8 Bid Opening**: Bids will be opened on September 8th ,2025, at 10.15 a.m. unless BMF has been notified of tenders arriving by mail, tenders will be opened once they have all arrived or 7 calendar days after deadline, whichever occurs first. Tenders arriving after the bid opening will be returned unopened to the applicant and not considered.

**1.9 Tender Basis:**

1. This tender invites Albanian and international companies experienced in PR and communication to promote the Butrint National Park as a national and UNESCO heritage site.
2. All Tender Documents must be completed in full to avoid disqualification.
3. BMF will accept only offers that include a clear cost breakdown, allowing for the calculation of a one-year management contract.
4. Each applicant can submit only one proposal for this RfT.
5. The Bidder must submit a Technical Proposal describing the proposed technical solution. Further details can be found in the Terms of Reference.
6. Bidders shall be able to conduct business legally in Albania.
7. Questions on the tender must be sent in writing by e-mail at tenders@bmf.al no later than five working days before the tender deadline. 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 from the conditions hereof, unless changes are made in writing and signed by the CEO or their designated representative beforehand.
8. 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 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:

1. “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.
2. “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.

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:**

* The applicant must present at least two contracts for similar services implemented within the last 10 years. These should include experience in one or more of the following areas: branding, website development or redesign, digital campaigns, and communication plan development.
* A complete list of the proposed Team of Experts must be submitted, in accordance with the definitions and requirements outlined in the Terms of Reference (ToR).

**2.3 Evaluation Criteria**

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| --- | --- |
| **Criteria** | **Weight (%)** |
| **Agency Profile & Relevant Experience** | **30%** |
| **Team of experts’ expertise** | **25%** |
| **Technical Proposal & Methodology** | **20%** |
| **Financial Proposal** | **25%** |

**2.4 Application Evaluation Methodology**

The Committee will check the applications to ensure that they contain no amendments to the terms or errors. To assist in the examination, evaluation, and comparison of Applications, the Committee, at its discretion, may request assistance from other professionals in the quality of the consultant to the Committee. The BMF reserves the right to vary the quantity of work/materials specified in the RfT Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of the Applications submitted without assigning a reason for such decision.

*2.4.1 Technical Evaluation***:** Applications will be initially evaluated on technical merits, assessing the company's capacity through submitted documentation. Deficiencies may impact scores and chances of winning.

In case there are qualitative evaluation criteria, quality thresholds are in place. Proposals scoring less than **60%** on qualitative criteria altogether, will be excluded from the rest of the assessment procedure.

*2.4.2 The financial evaluation:* follows technical evaluation and is based on the cost. The cost criterion is rated by giving the lowest qualified Bid, the maximum number of cost points available. The rest of the Bids are scored using a formula that allows a proportional reduction of points.

A close consideration will be given to Bids to determine **price anomalies**. Bids that are judged by the Evaluation Committee to be unrealistically low will be disqualified on this basis, independently of their technical score. This decision requires investigation which involves also the bidder.

**Bids with a price superior to the ceiling price indicated in the Specific Bidding Details will be excluded from the rest of the assessment procedure.**

*2.4.3 Other Evaluations:* When assigning companies to the designated shortlist, the Evaluation Committee may take into consideration other criteria, including, but not limited to time of completion, record of past performance with BMF or partners, integrity, references, and community rapport. Interviews with top-ranked companies may also be used as a complementary decision-making tool.

*2.4.4 Selection of the Winner:* Selection of the successful applicant will be based on the qualified proposals ranking according to cumulative scores of technical and financial criteria.

**03. LIST OF DOCUMENTATION TO BE SUBMITTED:**

All proposals must include the following components:

1. **Application package completely filled and accompanied by the required attachments.**
2. **Technical Proposal** (free format)

Outline your agency's strategic approach, methodology, team structure, and indicative timeline to deliver the full scope of work.

1. **Financial Proposal**

Provide a detailed cost breakdown by deliverable as outlined in the budget format provided.

1. **Two contracts of previous similar works accompanied by any proof of their implementation and recommendations from the investor.**
2. **Team Composition & Qualifications**

Submit short CVs (maximum 2 pages) for all proposed staff, clearly indicating their roles in the assignment. Highlight past experience in similar projects.

1. **Portfolio of Relevant Work including:** 
   * Two (2) client approved final brand manuals
   * Three (3) logo design/redesign projects with brief context
   * Two (2) digital campaign summaries (objectives, KPIs, results)
   * Website design examples (links or screenshots);
2. **Legal & Ethical Compliance Documents**
   * Company registration certificate, historic excerpt;
   * Payroll for the last three months (salary data may be redacted)
   * Letters of intent/Contracts for the outsourced experts which can be conditional on tender award;
   * Criminal record certificate (certificate issued by the Prosecution Office for any criminal case initiated against the entity or its legal representative and certificate issued by the Judicial Register of the Ministry of Justice for the legal representative of the entity);
   * Certificate of no pending lawsuit/criminal case (certificate issued by the Court evidencing that the entity does not have a pending lawsuit/criminal case).

**CEILING FUND: 50.000 USD (VAT Excl****)**

**1. FINANCIAL OFFER FORM**

**Applicant:**

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.***

**2. SIMILAR EXPERIENCE**

**Applicant:**

**2. COMPLETE ONE (1) FORM PER CONTRACT AND ATTACH THE CONTRACT ALONG WITH ANY OTHER RELEVANT PROOF OF IMPLEMENTATION.**

|  |  |  |  |
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| **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 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** | | | |
|  | | | |

**3. LIST OF SPECIALISTS AND EMPLOYEES PROPOSED FOR THIS PROJECT**

**Applicant:**

Please complete the form and attach proof of experience for the key managers and specialists who will be involved in this project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name, surname | Birthdate | Education | Assigned Task | Years of experience in the assigned task |
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**4. DECLARATION OF ELIGIBILITY**

Applicant:

I, the undersigned

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*(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\_\_\_\_\_\_\_\_\_\_

**5. CONFLICT OF INTEREST FORM**

Applicant:

**5. CONFLICT OF INTEREST STATEMENT**

I declare that:

1. I or the company I represent, **do not have** any compensation arrangement or other interest in or affiliation with any director or manager of BMF.
2. I or the company that I represent, **do not have** any other circumstances that may, in fact or in appearance, make it difficult to exercise independence, objective judgment or otherwise perform effectively in my duties as a contractor, if selected.

If any of the above is not true or requires an explanation please describe the relevant facts: