

**CALL FOR TENDERS**  
Ref. code RES.01/2019

**TERMS OF REFERENCE**  
for

**SELECTION OF SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUPPLY  
PV SYSTEMS**

**1. Scope of the Contract**

NGO “CELIM” in partnership with NAPA (National Agency for the Protected Areas) and EWB-MI (Engineer Without Border – Milan) are responsible for the implementation of *ACAP Project Community Actions of Protected Areas*, in accordance to the main objective to promote the RES technologies aimed at the environmental sustainability of SMEs present in the PAs. The project is financed by Italian Agency for Development Cooperation AICS (ref.AID - 011521) and the intention of CELIM NGO through this call is to conclude contracts for the supply of 17 PV Systems for the shortlisted SMEs.

**2. PV System Requirements**

The Solar PV systems proposed must include components at the state-of-the-art and the layout must be coherent with the local conditions (on-grid/ off-grid, with/without storage).

Design and sizing must maximize the use of energy generated by PV system eventually complemented by other available source (electric network, diesel generator, storage system ecc.) in order to guarantee the and take into account the technical and economic constraints.

Proposed systems must be able to integrate the PV systems with other electric sources (such as electric national network) with utilization rate higher than 95%, even coupling storage components, where necessary.

Additionally, for all the systems where lighting supply is required an offer for the substitution of lamps with high-efficiency lamps (e.g. led) should be included in the technical and economic offers.

In order to size and propose the most appropriate systems and technologies, the tenderers must perform an assessment of the local conditions of the beneficiaries in a 2<sup>nd</sup> phase of the two stage tendering.

The selected tenderer will be also required to submit a quotation for an additional and minor provision of SWH systems, with separate and supplementary negotiations with this tender.

**3. Tender procedure**

**I Stage**

Call for Expression of interest to shortlist at least 4 (four) interested companies specialized in supply, installation and commissioning of

- 11 on-grid PV systems min 2.5 kWp;
- 6 off-grid PV systems min 1.5 kWp PV solar technologies,

based on their capacity and past experiences in similar assignments. Maximum budget for PV systems is 68.000 euro, for the SWH systems it's required a separate free quotation by the tenderer.

All documents submitted will be considered and evaluated carefully by the members of an Evaluation Commission and two Technical members of ISF-MI established by the Contracting Authority and their pre-selection will be based on the qualification and technical criteria listed below.

In a **II stage** the Evaluation Commission will evaluate the technical and financial offers presented by the shortlisted service providers based on the assessment of the local conditions of the beneficiaries SMEs.

#### 4. Minimum requirements for the tenderers

- The company must be specialized in the technical design, installation of PV solar technologies;
- The company have to offer the best available technology that must be certified (PV and accessories must have the certificate of origin) and that priority will be given to Albanian or EU origin;
- The company must ensure the insurance for the product and provide the best available technology according the international standards in the solar energy market;

The selected Company will be responsible to:

- Define and propose components and equipment for the required PV systems;
- Be responsible for the transport of the technology to the location;
- Be responsible for the installation and check if everything is correctly established;
- The company must finalize the work within three months or less after signing the contract;
- Have a good understanding of the project and communicate it correctly to the donor.

#### 5. Tender Documents

The interested tenderer shave to submit the following documentation in English and/or Albanian:

##### 5.1 Eligibility criteria:

1. Tenderers shall complete the attached Declaration of honor and absence of conflict of interest at the time of their application (**Annex A, on company's letterhead**).
2. To be eligible the Tenderer should be **established in Albania** and be **fully operative for at least three years**. Consequently, a **copy of the Business Registration Certificate** released by the Central Trade Register of Albania or of the Municipality of origin is required.

##### 5.2 Economic and financial capacity

1. Documents showing the company's financial capability: **copies of the last two years certified balance sheets (2017, 2018)**.

##### 5.3 Technical capacity

- Declaration on letterhead  
(in English)

1. **Company's references:** NIPT, date of registration, name, legal status, address, e-mail address, telephone and fax numbers; name and function of the person authorized to represent the company;
2. For each system, **Description of the offer about technical characteristics** of the supplies against the minimum technical requirements and additional services specifying:
  - o List of components and related technical sheet
  - o Design of the system layout
  - o Energy Generation and Consumption Simulation
  - o Economic offer for supply system including design, components, installation, test and maintenance costs
  - o List of local providers and certified technicians for the brand proposed

##### 5.4 Financial offer

For each system, the offer must include a *detailed list* of all the relevant costs (in EUR) including guarantee and technical assistance as well as other services eventually included in the offer.

The overall budget for the 17 installations is defined as 68.000 € comprehensive of all the expenses. Tenderers will be able to propose an overall budget up to a 20% increase in the defined budget, specifying additional and value elements that justify this increase.

The Evaluation Committee will consider the coherence between proposed technical specifications and costs and reserves the right to ask for additional information in order to evaluate the proposals received.

The quotation documents should be **in English** and report the writing “**RES.01/2019**” and should be:

- **addressed to CELIM NGO, Rr. Ismail Qemali, n. 154, H14, Ap. 13, 9401, Vlorë, Albania;**
- **properly dated, signed by the company's legal representative and stamped.**

The offer shall contain a copy of *certificate of origin of the supplies*, made out by the competent authorities of the country of origin.

Any error or any major inconsistency related to the ToR instructions may lead to the rejection of the application.

#### **Summary of the required documents:**

- A. Annex A - Declaration of honor on the exclusion criteria and absence of conflict of interest (in Albanian and in English),
- B. Copy of the Business Registration Certificate (in Albanian),
- C. Copies of the last two years certified balance sheets (in Albanian),
- D. Technical Capacities Declaration, describing the data and information required in 5.3 (exclusively in English),
- E. Financial Offer (the quotation) (exclusively in English) and the Certificate of Origin of the offered components (in Albanian or English).

#### **6. Deadline for the submission of the Tenders**

The deadline for the submission of the tenders (required documents) is 15<sup>th</sup> of November 2019.  
**Any Tender submitted after the deadline will be rejected.**

The tenderers interested in this Call for Tenders will have to submit all the required documents before the official deadline online to the following email address: [acap.tenders@celim.it](mailto:acap.tenders@celim.it)

Applications should have as Subject “**Call for Tender for PV Acquisition ACAP Project- RES.01/2019**”.

A confirmation email of the correct receipt of the tender will be sent to the Tenderer within 2 hours from the time of the receipt, reporting the code of reference of the application. In case the Tenderer would not receive any confirmation and application code of reference, he/she is invited to write to the following email addresses: [salimei@celim.it](mailto:salimei@celim.it) and [mehmeti@celim.it](mailto:mehmeti@celim.it)

At the conclusion of the pre-selection process the shortlisted tenderers will be invited to an assessment on the local conditions of the beneficiaries best before 20<sup>th</sup> of November 2019.

#### **7. Evaluation and selection of Tenderers**

The Tenders will be examined and evaluated by an Evaluation Committee which composed by one technical member of CELIM and two Technical members of ISF-MI. All tenders will be assessed according to the following steps and criteria:

**A. Administrative check:** if the examination of the application reveals that the proposed offer does not meet the administrative criteria (**full documentation required**) stated in **Section 5**, the application will be rejected on this sole basis.

**B. Eligibility of the Tenderer:** if the examination of the application reveals that the proposed offer does not meet the eligibility criteria stated in **Section 5.1**, the application will be rejected on this sole basis.

**C. Capacity:** assessment of the criteria listed in **Sections 5.2** and **5.3**. Score range 1-5.

**D. Best price versus quality of the offer ratio** according to the minimum technical requirements listed in **Section 2** and the offer description required in **Section 5.4**. Score range: 1-5.

Tangible **additional services** will be assessed with 1 to 5 additional points.

The Evaluation Committee reserves the right to request additional information and specifications, with respect to the proposals presented.

The interested Tenderers must ensure also a **qualitative 5 years minimum technical assistance warranty**.

CELIM will apply the principles of equal and non-discriminatory treatment, in accordance with the principles of transparency and fair competition. All the eligible suppliers, both natural or legal persons, local or foreign, will have the same opportunities. The selection criteria will be the most cost-effective offer, which means the **best price-quality ratio**.

Evaluation final outcomes will be notified by email to the applying Tenderers and will be published on CELIM's website as well at the following link:

<https://www.celim.it/en/news/>

## 7. Indicative timetable

**Tender publication: 5<sup>th</sup> of November**

Deadline for the submission of the Tenders (first phase): 15<sup>th</sup> of November

Deadline for technical documentation update after assessment on local condition (second phase): 22<sup>th</sup> November

Conclusion of the selection process and information to all the Tenderers on the evaluation of the tenders: 27<sup>th</sup> of November

Contract signature and payment in three installments, issue of regular invoice in ALL: First installment to be paid best before 30<sup>th</sup> of November

The successful tenderer will also have to submit the completed forms confirming his legal entity and his bank account in order for the Project Management to make payments to him.

## 8. List of Annexes\*

ANNEX A: Declaration of Honor

ANNEX B: Technical and economic requirements

Tenderers should provide for each System the technical specification and the relative budget. Technical documentation should specify for each system as defined in Annex B:

- List of components and related technical sheet
- Design of the system layout
- Energy Generation and Consumption Simulation
- Economic offer for supply system including design, components, installation, test and maintenance costs
- List of local providers and certified technicians for the brand proposed

For further information, tenderers can contact Eng. Mevis Struga at the email address [struga@celim.it](mailto:struga@celim.it)