Ref. Ares(2026)9986223 - 23/10/2026

Additional information about the Contract Notice

"Preparation of audits, detailed design, tender documents, supervision of civil works for the implementation of energy efficiency measures in local public buildings across all four municipalities"

Location - Albania

1. Nature of contract

Fee-based

2. Programme title

The Multiannual Operational Programme on Energy in favour of the Republic of Albania for 2024-2027.

3. Financing

Financed under the Instrument for Pre-accession assistance (IPA III). Budget line: 15 02 02 01

4. Legal basis, eligibility and rules of origin

The legal basis of this procedure is Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III). See Annex a2a1 of the practical guide.

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 11 of Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III).

Participation is also open to international and regional organisations.

5. Candidature

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the contracting authority.

The participation or tender of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

6. Number of requests to participate or tenders

No more than one request to participate or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.

In case of lots, the candidates or tenderers may submit only one request to participate or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.

7. Grounds for exclusion

Candidates must submit a signed declaration, included in the request to participate form, to the

effect that they are not in any of the situations listed in Section 2.4.2.1. of the **practical guide (PRAG).** Where the candidate intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Candidates included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract[1].

8. Sub-contracting

Sub-contracting is allowed.

9. Number of candidates to be short-listed

On the basis of the request to participate received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the contracting authority may invite the candidates who satisfy the criteria to submit a tender. If the number of eligible candidates meeting the selection criteria is more than the maximum allowed, the contracting authority will rank them using the re-examination criteria stated below.

10. Short-list alliances prohibited

Any tenders received from tenderers having a different composition that the ones mentioned in the short-listed request to participate forms will be excluded from this restricted tender procedure, unless prior authorisation from the contracting authority has been obtained – see practical guide 2.5.5. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

11. Provisional date of invitation to tender

24 March 2027

12. Provisional commencement date of the contract

29 October 2027

13. Period of implementation of tasks

72 Months (Including a 12-month interim period in between)

14. Language of the procedure

All written communications for this tender procedure and contract must be in English.

15. Additional information

Financial data to be provided by the candidate in the request to participate form or the tenderer in the tender submission form must be expressed in EUR. If applicable, where a candidate or tenderer refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of December 2026, which can be found at the following address: http://ec.europa.eu/budget/graphs/inforeuro.html.

[1] Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the EU Sanctions Map.

SELECTION CRITERIA AND AWARD CRITERIA

16. Selection criteria

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must fulfil the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should not be included in the request to participate form but in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to candidates or tenderers. **In the case of requests to participate or tender submission forms submitted by a consortium, these selection criteria will be applied to the consortium as a whole, unless specified otherwise.** The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The candidate or tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

1) **Economic and financial capacity (**based on item 3 of the request to participate form, or on item 3 of the supply tender submission form). In case the candidate or tenderer is a public body, equivalent information should be provided. The reference period which will be taken into account will **be the last three years for which accounts have been closed.**

Criterion 1: average annual turnover

The candidate's or tenderer's average annual turnover of the **last 3 financial years** for which **the accounts have been closed** must be not less than **650,000 EUR**.

Criterion 2: assets/liabilities ratio

Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. **In case of a consortium this criterion must be fulfilled by each member of the consortium**.

2) **Professional capacity** (based on items 4 and 5 of the request to participate form for service contracts and on items 4 and 5 of the tender submission form for supply contracts). The reference period which will be taken into account will be **the last 3 years preceding the submission deadline**.

- **Criterion 1:** the candidate or tenderer has, during the current year and the previous two years, on average, at least: **5** personnel directly employed or otherwise legally contracted on a permanent or non-permanent basis in areas of specialist knowledge related to this contract.

- **Criterion 2:** the candidate or tenderer is not subject to professional conflicting interests which may negatively affect contract performance. The presence of professional conflicting interests shall be examined on the basis of the statements made through the Declarations on Honour and, where applicable, the statements and other documents submitted.

3) <u>Technical capacity</u> (based on item 6 of the request to participate form for service contracts and on item 6 of the tender submission form for supply contracts).

Criterion:

- The candidate or tenderer has completed services under at least **2 contracts** implemented at any moment during the last **four years** before submission deadline.
- For each contract, the value of the services completed must not be less than **550,000 EUR**.
- The completed services are in the domain of **technical designs and/or energy audits and/or supervision of works in buildings, in the field of energy efficiency in buildings.**

This means that the contract the candidate or tenderer refers to could have been implemented at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates or tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a candidate or tenderer has implemented the project in a consortium, the part that the candidate or tenderer has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the services provided/supplies delivered.

Additional comparative criteria

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the request to participate of these candidates will be re-examined in order to rank them and identify the 8 best requests to participate for the tender procedure. The only additional comparative criteria that will be taken into consideration during this re-examination, in the order in which they appear below, are:

- **Criterion 1:** the highest number of contracts under which services have been completed that meet the technical capacity criterion;
- **Criterion 2:** the highest cumulated value of completed services that meet the technical capacity criterion.

Additional comparative criterion No 1 shall be applied to all the eligible candidates that meet the selection criteria. If, after applying additional comparative criterion No 1, it is not possible to identify the 8 best candidates because two or more candidates are tied for the 8th position, additional comparative criterion No 2 shall be applied only to these tied candidates.

17. Award criteria

Best price-quality ratio.

PARTICIPATION

18. Requests to participate format and details to be provided

Requests to participate must be submitted using the request to participate form, the format and instructions of which must be strictly observed. The request to participate form is available from the following Internet address:

https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes

The request to participate must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes

Any documentation (brochure, letter, etc.) sent with a request to participate in addition to what has been requested will not be taken into consideration.

19. How requests to participate may be submitted

In order to participate, economic operators will not need to register in the European Commission's Participant Register - an online register of organisations participating in EU calls for tenders or proposals (PIC registration). Therefore the PIC number will not need to be filled in in the request to participate form (Annex b3) and tender submission form (Annex b8n).

Requests to participate must be submitted in English exclusively to the contracting authority in a sealed envelope.

- 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:

Veronika Korkaj, General Director CFCU

General Directorate for Financing and Contracting of EU, World Bank and Other Donor Funds/ (CFCU)

Ministry of Finance, Third floor (CFCU's protocol office),

Bulevardi Deshmoret e Kombit, No. 3

1001 Tirana, Albania

Opening hours; Monday to Thursday from 08:00 am – 16:30 pm; Friday from 08:00 am – 14:00 pm

- 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:

Veronika Korkaj, General Director CFCU

General Directorate for Financing and Contracting of EU, World Bank and Other Donor Funds/ (CFCU)

Ministry of Finance, Third floor (CFCU's protocol office),

Bulevardi Deshmoret e Kombit, No. 3

1001 Tirana, Albania

Opening hours; Monday to Thursday from 08:00 am – 16:30 pm; Friday from 08:00 am – 14:00 pm

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the request to participate and must always be mentioned in all subsequent correspondence with the contracting authority.

The words '**Not to be opened before the opening session'** and "**Të mos hapet perpara datës së sesionit të hapjes"**

Requests to participate submitted by any other means will not be considered.

20. Deadline for submission of requests to participate

The candidate's attention is drawn to the fact that there are two different systems for sending requests to participate: one is by post or private mail service, the other is by hand delivery.

In the first case, the request to participate must be sent before the date and time-limit for submission, as evidenced by the postmark or deposit slip[2], but in the second case it is the acknowledgment of receipt given at the time of the delivery of the request to participate that will serve as proof.

The deadline for submission of requests to participate can be found in the contract notice.

Any request to participate sent to the contracting authority after this deadline will not be considered. The contracting authority may, for reasons of administrative efficiency, reject any request for participation submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting requests to participate that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

21. Clarifications on the contract notice

Any request for clarifications must be made in writing through the F&T Portal[3]. This concerns request for clarifications about the contract notice and also request for clarifications about the content of the document called "Additional information to the contract notice." F&T Portal login is required to be able to create and submit a question. Clarifications can be requested by clicking "Create a question" in the Questions & Answers tab at the latest 21 days before the deadline for submission of requests to participate stated in the contract notice.

For administrative efficiency reasons, please copy all your requests for clarification which were already submitted via F&T portal, to the following email address:

tender_CFCU@financa.gov.al

Clarifications will be published on F&T Portal at the latest 8 days before the deadline for the submission of requests to participate. The website will be updated regularly and it is the candidates responsibility to check for updates and modifications during the submission period.

22. Outcome of the evaluation

By submitting a request to participate candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the request to participate form.

23. Alteration or withdrawal of requests to participate

Candidates may alter or withdraw their requests to participate by written notification prior to the deadline for submission of requests to participate. No requests to participate may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

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[2] It is recommended to use registered mail in case the postmark would not be readable.

[3] https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home