

**QUESTIONS AND ANSWERS**  
**AVVISO 02/2021**

- **Question 1: Undertaking.** We understand that the tender procedure follows the EU PRAG rules in the latest version of August 2020. Point 2.6.11.1 of PRAG allows the participation to a tender of a **capacity-providing entity**, on which the tenderer can rely to satisfy selection criteria and perform activities. Is this option admitted in the present case, provided a usual undertaking following the PRAG rules?

*Answer 1: Yes, this option is admitted - where appropriate and for a particular contract - according to the terms indicated in the PRAG August 2020 version.*

- **Question 2: Selection criteria A.** With respect to the Economic and Financial selection criteria, EU tenders usually consider such criteria as making reference to the **whole tenderer**, i.e. in case of consortium to the sum of members' data and not to each single entity. Again, the ceiling of turnover normally refers to the **annualized budget** of the tender (in our case, being the project duration of 2 years, the half of the maximum budget). In order to allow a larger participation to the tender, I would like to know whether you can consider this extension of the level of financial capacity, at least in one of the two directions mentioned above: to consider the criterion as referred to the whole consortium and/or to calculate the turnover with respect to the annualized maximum budget.

*Answer 2: Please refer to the Contract Notice, "Selection and Award Criteria", 17 "Selection Criteria", A) "Economic and financial capacity of the tenderer".*

- **Question 3: Selection criteria B.** With respect to the Professional capacity of the tenderer, the Contract Notice lists the requirements of the provision of 4 key experts. We assume that this criterion refers to the current tender, and not to the permanent staff of each legal entity (in case of consortium). Please confirm if our understanding is correct.

*Answer 3: Yes, your understanding is correct.*

- **Question 4: Selection criteria C.** With respect to the technical capacity, does the required experience for each expert profile refer to the experts selected for the current tender or to the legal entity/ies submitting the tender? Again, in the case of consortium, does it refer to the whole consortium or to each company? What kind of evidence must we submit to prove the possession of the requirement?

*Answer 4: The required experience refers to the experts selected for the current tender, both in case of a single entity and in case of a consortium. The tenders must fulfill and include in the offer the CV of the key experts.*

- **Question 5: Administrative documentation.** Can we provide the required translations in English of documentary proofs and evidences with respect only to relevant parts of such documents, or must they be complete? For instance, the financial criteria refer to the turnover only: can we translate the relevant part of the annual accounts, instead of the whole document?

*Answer 5: Yes, the translation of only the relevant parts of the documents is admitted.*

- **Question 6: Financial Offer.** Point 4.3 of Instruction of tenderers states that "the global price **may be broken** down by outputs...". Is that prescription mandatory? If yes, do you have any template to submit such breakdown?

*Answer 6: The prescription is not mandatory but recommended. You can also customize the document as you prefer.*

- **Question 7: ToR – Key Experts.** No mention is made in the ToR to the input foreseen for each expert, in terms of man/days and in terms of presence on field/home based. Do you envisage a specific input for the key and non-key experts, or are we totally free to propose a schedule? Can we split one of the four profiles on more experts, or unify two profile on the same expert?

**Answer 7:** You are free to propose a schedule as part of the **Organization and Methodology**.

- **Question 8: ToR – Purpose.** Point II of Purpose concerns the “Preparation of household survey regarding the **BAP Management Plan**”. This Plan not being among the outputs of the assignment, we assume that it has already been developed. Is this understanding correct? if it is the case, can we receive copy of this Plan? If not the case, can we know when it will be produced, as this schedule would affect the work plan of the activity?

**Answer 8:** The “household survey regarding the **BAP Management Plan**” will be developed within the month of June 2021.

- **Question 9: ToR – Brand Campaign.** The activity foresees the ideation, production and dissemination of different videos within the campaign. Are the costs related to the production of these videos included in the project budget, or the actual production will be taken in charge by the Contracting Authority directly?

**Answer 9:** The costs related to communication activities shall be included in the project budget.

- **Question 10: ToR – Training and capacity building.** The ToR do not make reference at the duration, audience and specific contents of the foreseen capacity building and training activities. Do you have any expectations and/or prescription to that respect? How long must be a training course? How many people are expected to participate?

**Answer 10:** You are free to propose it in the Section “**Organization and Methodology**”

- **Question 11: ToR – National Strategies and Plans.** The Tor include links to the National Strategy for Culture and to relevant action plans, which are available in Albanian only. Are these document available in English too? Can you provide them?

**Answer 11:** The document is available in Albanian language.

- **Question 12: Company participation.** We would tender in consortium with a new company created in 2018. Of course it doesn’t have the required three years of balances closed, to prove the turnover. Can this company participate to the bid, providing the proofs of its incorporation?

**Answer 12:** Please refer to “**Contract Notice**”, “**Selection and Award Criteria**”, 17. **Selection Criteria, A) Economic and financial capacity of the tenderer.**

- **Question 13: Subcontracting.** The tender documents expressly exclude the option of subcontracting activities. On the other hand, some activities to be carried out are out of the capacity of the experts, like the actual administration of the public opinion survey (result 1.b) or the production of professional videos (result 5.a). How do you consider these activities in the project implementation? Can we recruit services of external professionals to these aims without mark them as subcontractors?

**Answer 13:** We confirm that subcontracting is not allowed. However, please refer to **Annex II, ToRs, 6.1.2 “Other experts, support staff & backstopping”**.

- **Question 14: Public opinion survey.** Some questions concerning its design and administration: will you provide the list of potential respondents (near-to-Byllis residents) or is it a task of the contractor? Do you have an expectation about the size of the sample of survey respondents? Due to the possible limitations caused by the current COVID pandemic, can we propose a methodology of distance survey (phone or online), or are only face-to-face interviews requested.
- **Answer 14:** You are free to propose it in the Section Organization and Methodology. The contracting Authority does not provide lists of potential respondents.