

Butrint National Park Visitor Center

International Design Competition

MALCOLM
READING
CONSULTANTS



BMF BUTRINT
MANAGEMENT
FOUNDATION



Appendix A
Pre-Qualification Questionnaire

Criteria for Evaluation

This Pre-Qualification Questionnaire will be evaluated as follows:

Section 1: competitors will fail where they cannot provide evidence of being a legally registered company and/or a commitment to obtain the relevant level of insurances.

Section 2: competitors will fail where the answer to any of the questions is 'YES' and an adequate explanation including mitigating circumstances has not been provided.

Section 3: competitors will fail where the answer to any of the questions is 'NO'.

Section 4: competitors will fail if they indicate they are not willing to provide the documents requested should they be shortlisted.

Questions

1. Please provide the following:
 - a) Evidence of your company's registration in the country in which it is located.
 - b) Evidence of your company's registration on the appropriate professional or trade register(s) in the country in which it is located.
 - c) Evidence of your company's trading record over the past three years. This could be abbreviated accounts for the last three years, or a letter from your company bank manager confirming your trading status for the allotted period.
 - d) Confirmation that, if successful in winning the competition, your company is able to provide the following levels of insurance (in Euros or equivalent in a different currency):
 - Professional Indemnity: €5 million
 - Employers' Liability: €5 million
 - Public Liability: €10 million
2. For auditing purposes, you are asked to confirm that the response to each of the following questions is NO. If the response to any is YES or you are unsure, please provide details:
 - a) Is the organisation bankrupt or the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court, for an arrangement with creditors, or of any other similar proceedings under national laws or regulations?
YES / NO
 - b) Has any employee whom you would propose to use to deliver this service been convicted of an offence concerning his/her professional conduct by a judgement which has the force of res judicata?
YES / NO
 - c) Has any employee whom you would propose to use to deliver this service been guilty of grave professional misconduct?
YES / NO
 - d) Has the organisation or any employee whom you would propose to use to deliver this service been guilty of serious misinterpretation in supplying information?
YES / NO

Questions

e) Has the organisation or any employee whom you would propose to use to deliver this service ever been declared in serious fault of implementation owing to a breach of contractual obligations?

YES / NO

f) Is your company, or any employee whom you would propose to use to deliver this service, aware of any actual, perceived or potential conflict of interest concerning the commercial, financial or other interests of the Ministry of Culture, the Butrint Management Foundation, the Albanian-American Development Foundation, or members of the competition jury, which may compromise the conduct of this procurement exercise and/or the performance of the contract? Lack of such disclosure if the conflict exists will lead to exclusion from this competition and potential exclusion from future tendering procedures. If YES, please provide details.

YES / NO

g) Has a contract with your organisation ever been terminated or not renewed due to failure to perform?

YES / NO

h) Has the organisation failed to fulfil obligations relating to the payment of social security or taxes in accordance with the legal provisions of the country in which they are based?

YES / NO

i) Has the organisation incurred damages in respect of a contract in the last three years?

YES / NO

3. Please declare, on behalf of the company leading the stage one submission, that the following conditions apply:

a) We do not employ personnel below the legal working age.

YES / NO

b) We provide basic social rights and fair working conditions to our employees.

YES / NO

c) We are not on any list of sanctioned parties issued by the United States Government, United Nations and/or the European Union.

YES / NO

4. Please declare that, should you be shortlisted, you would be willing to provide the following documentation (where applicable):
- a) Declaration that the Lead Consultant would not subcontract any of the works that are specifically assigned to them under the terms of the contract.
 - b) 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).
 - c) Certificate of no pending lawsuit/criminal case (certificate issued by the Court evidencing that the entity does not have a pending lawsuit/criminal case).
 - d) Certificate of good standing (for Albanian entities, certificate issued by the Court evidencing that the entity is not in process of liquidation or bankruptcy).
 - e) Tax clearance certificates from national and local tax authorities.
 - f) Audited balance sheets and income statements, for the two most recent tax years stamped in every page by the Tax Authority.

Signature

Date:

malcolmreading.com