**STRENGTHENING COMMUNITY POLICING IN ALBANIA, PHASE 3, PROGRAM IMPLEMENTATION, 2024-2030**

**UM2023/30292/TIRA**

**Interim Answers to Bidders’ Questions and a Clarification**

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| **No.** | **Question** | **Answer** |
| 1 | is there is any special form for application ( as it has been in previous tender) or we have to fill/respond to  only the documents that are in the web site ?; | The tenderer should complete all relevant parts of the “Procurement Document” and annex any supporting documents. |
| 2 | is there is any form for Approach to assignment? | See Section 4.3 of the Procurement Document - Method for implementing the assignment. |
| 3 | is there any special form for Price /Budget or we have to fill in Draft Contract ? | See Section 6.1 of the Procurement Document -Fees and expenses.  You should not fill in the draft contract. |
| 4 | In the draft Contract (Appendix B) there are Appendixes as follows  "- Sida’s General Conditions for Framework Agreements and Contracts, Appendix A  - Terms of Reference, Appendix B - Price and possible budget, Appendix C - Core team/consultants, Appendix D  - Terms of Reference for annual audit, Appendix E"  But Appendix B are ToRs above here but Tors are Appendix A in the tender Docs | Indeed, the Terms of Reference are included as Appendix A in the Tender Documents and the same Terms of reference will be included as Appendix B of the eventual contract. |
| 5 | **What is the exact deadline for submission?**  In the Procurement Document (page 1) it is mentioned that “*Tenders must be submitted […] no later than 15 January 2024 @ 11:59:59 local time (Tirana)”*, while on page 5 of the same document it is mentioned that “*The tender shall be submitted electronically via e-mail to* [*ambassaden.tirana@gov.se*](mailto:ambassaden.tirana@gov.se) *no later than 15 January 2024 at 23:59:59 local time*”.     * Could you please clarify the exact deadline? | For the avoidance of doubt the deadline for submission was **as *no later than 15 January 2024 at 23:59:59 local time*”.**  **However, please note that due to a request the deadline is extended and** now confirmed **as *no later than 22 January 2024 23:59:59 local time*”.** |
| 6 | **Personal references:**  In section 4.7 of the Procurement Document (p.26) it is mentioned that: *“The tenderer shall submit in its tender at least two reference assignments within a relevant area* ***or*** *specific experience for each of the proposed team members. The person must have completed the reference assignment within no more than five years (calculated from the closing date).”*     * Our understanding is that it is requested to submit either 2 reference assignments belonging to the tendering company, or specific experience assignments for each of the proposed team members? * Or do you mean that for each team member (4), the tenderer has two submit 2 personal references completed by each of them within the last 5-year period? * If the latter, it would mean that a team member who has worked full-time on only 1 assignment in that whole period of time would not qualify. | The requirements under section 4.7 concern reference assignments belonging to the experts, not to the tendering company.  The requirements for the tendering company are defined in section 3.7.3 Technical and professional ability - “At the request of the Embassy, the tenderer shall submit at least three reference assignments carried out in the past ten years, and which correspond to the nature and scope of this procurement, at least one of which must be for similar work in the Western Balkan region.”  For the experts - If a team member had not completed two assignments in the last five years because he had worked continually on one relevant assignment then this one assignment would be adequate to meet the reference requirements. |
| 7 | **Grants:**  It is mentioned in the Terms of Reference state that “the grants component of the programme will be maintained at the same level of commitment in Phase 3 with a budget of 600.000 Euros”.   * As the Tender price must be given in SEK, could you let us know what is the SEK equivalent that shall be reserved for the Grants component in our offered price? | A provision for Grants of **SEK 6,670,000** should be included in your Financial Proposal. (This is calculated according to the exchange rate EURO/SEK on 16 Dec 2023). |
| 8 | **Financial proposal:**  The table in section 6.1 Fees and Costs already pre-indicates a number of working month per expert position.   * As an example the Programme Manager has 60 months allocated, this means that the expert will have no vacation during the whole 5-year period of the project. Should not a full working year be 10,5 months as per usual Sida practice? | All experts are entitled to vacation of 1.5 months per calendar year (or pro-rata for shorter periods).  For each 12 months of project assignment time Sida can be charged for 10,5 months/year only. Although the work is considered full time with 12 working months. 1,5 months are annual leave which are included in the fee paid for the 10,5 months. |
| 9 | **Fees and Cost:**  In the table in section 6.1, short-term experts (STEs) are not included. Our understanding of the assignment is that a pool of STEs with various fields of expertise will be necessary to properly implement the project.   * Shall a STE pool be budgeted for in the Financial Proposal, and thereby including in the offered price? And if so, how many days should be allocated to these International and National STEs? | No provision for STE days should be included in your Financial Proposal. The arrangements for STE will be determined later and services will be hired according to Sida’s Procurement Guidelines. |
| 10 | With references to the law on public procurement (LOU) to ensure that the tender procedure is an open and fair procedure and no tenderer is advantaged and disadvantaged, we have questions regarding the profiles of the expert team for this procurement. Section 4.6 of the Procurement document that specifies the technical must requirements for the team includes technical specifications that can be questioned if they are tailored to fit already identified profiles. For example, the language requirement where the Albanian language is either a must requirement or an added value for all profiles, including the International Policing Advisor. Furthermore, for the Grant Scheme Manager, the following requirement is stated: ‘XI. Experience of working with the ASP, local government and decentralised government structures and civil society in Albania is required.’ This requirement severely limits the number of candidates, and we question why such a profile is needed for a Grant Scheme Manager that is not a technical profile related to the technical area of the procurement that is Community Policing. | The responsibilities of each expert are different and they therefore require different levels of Albanian language. For both the International Policing Advisor and the Monitoring and Evaluation Expert, the requirements of Albanian language have been lowered to the level ” Minimum professional proficiency being an added value” to allow for international experts to qualify. For the Programme Manager/Team Leader and the Grants Scheme Manger, due to the very high need for interaction with the Albanian counterparts, the requirement has been put as a “must” the Full Professional proficiency in Albanian language.  The requirements for the Grants Scheme Manager include experience of working with ASP, local governments, and civil society because these are the main counterparts for the grant’s proposals/activities. The proposals come from civil society organizations working with the Albanian State Police and the local governments for local safety issues.  These requirements have been the same throughout the previous phases of the programme. |
| 11 | We would like to ask for an extension of the tender deadline of an additional two weeks due to the holiday season in order to ensure that also the tenderers that have not been involved in the implementation of the previous phases of the procurement have access to information in Albania. | The Embassy extended the deadline for submission of tenders by **one week** to ***22 January 2024 23:59:59 local time*”.** |
| 12 | Could you clarify whom will be involved in the evaluation of the tender, from which organisations they represent. | It is not normal practice to reveal the evaluators before or during the evaluation process. The evaluation panel will include representatives of the beneficiaries. The evaluation process will be supported by a fully independent Procurement Expert appointed by the Embassy. |
| 13 | Can you please share with the tenders the progress reports of Phases 1 and 2 of the programme? They are not available on Open Aid portal. | The final reports for both Phases 1 and 2 and progress report for Phase 2 are provided to bidders via the Embassy’s web site along with these answers to bidders’ questions. |
| 14 | We would like to acquire the progress reports for the project entitled 2nd Phase Police Cooperation in Albania, with [Aktivitets-ID](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Furl11.mailanyone.net%2Fscanner%3Fm%3D1rD5Jf-00060p-5z%26d%3D4%257Cmail%252F14%252F1702396800%252F1rD5Jf-00060p-5z%257Cin11f%257C57e1b682%257C12516782%257C9183517%257C6578859FAC5D78F0BB718BDABDC221D4%26o%3D%252Fphtp%253A%252Fotseiena.s%252Fadevct%252Ftisii-0SE-SE6--42552250001B-A2153L-%26s%3DVPQLJAtOw-rYz8pAEliNaQRqZps&data=05%7C02%7C%7Cd9f23cb87ec04ffa3cbd08dbffd8a795%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638385078217036457%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3z1CHXYlChqSRvwW0F8Kb5Q53BtCYU0oPpL%2BrnaHg8U%3D&reserved=0): SE-0-SE-6-5502025402-ALB-15132 .  We could not find the reports on Openaid portal.    We are requesting these documents as part of tendering process the Embassy of Sweden in Albania initiated for phase 3 of this programme. | The final reports for both Phases 1 and 2 and progress report for Phase 2 are provided to bidders via the Embassy’s web site along with these answers to bidders’ questions. |
|  | **Issue** | **Clarification** |
| 1 | In the Terms of Reference, the service times for the International Police Advisor and the Monitoring and Evaluation expert are stated differently in Section 4.1 and Section 4.3. | *International Policing Advisor***:**  The position **is part-time (50%) for the whole 5 year period.**  *Monitoring and Evaluation Expert:*  The position **is full-time for the first year and part-time (50%) for the remaining 4 years**. |