



Based on the donation earmarked for the projects of Conventional Weapons Destruction and Physical Security and Stockpile Management in Albania, provided by the United States of America U.S. Department of State – Federal Assistance Award Grant #S-PMWRA 24CA0041 through ITF Enhancing Human Security (ITF), ITF would like to announce the following:

**INVITATION FOR SUBMISSION OF OFFERS
FOR
THE PREPARATION OF DETAILED TECHNICAL PROJECT DOCUMENTATION/PROJECT
DESIGN
FOR
CONSTRUCTION OF THE FACILITY FOR THE TEMPORARY STORAGE OF COLLECTED
SALW IN ALBANIA**

1. Publication reference:

ITF-01/25-CWD/PSSM-ALB-USA

2. Procedure:

Open Invitation Procedure for Licensed Companies

3. Contracting Authority:

ITF Enhancing Human Security (ITF)

4. Description of the contract:

Preparation of detailed technical project documentation/project design for construction of the facility for the temporary storage of collected SALW in Albania– according to the instructions of Ministry of Internal Affairs – General Directorate of State Police (included in *documentation with instructions for offer preparation – dossier*).

The proposal should comprise of a short technical description and financial offer.

The selected offeror shall upon contract signing prepare the full detailed technical project documentation/project design.

5. Eligibility and rules of origin

Participation is open on equal terms as described to companies, international and national, which are registered to perform related activities and possess license(s) and all other relevant permissions to perform the required activities, issued by the relevant national bodies, and as per Donor's specific decision.

The company/organization shall have successfully completed as Prime or Sub-Contractor, at least 1 project of the same nature/amount/complexity comparable to the description in point 4 over the last 3 years, supported by the document(s)/confirmation(s) by relevant institution(s)/organization(s) (reference confirmation(s) – signed and stamped).

Offeror shall not be considered eligible if: (Ethics Clauses)

1. Offeror is bankrupt, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

2. They are the subject of proceedings for a declaration of bankruptcy, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
3. They have been convicted of an offence concerning professional conduct by a judgment, which has the force of res judicata;
4. They have been convicted by final judgment of participating in a criminal organization, corruption, fraud or money laundering;
5. They are guilty of professional misconduct proven by any means, which the Contracting Authority can justify;
6. They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established; or have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
7. They are guilty of serious misrepresentation in the supplying of the information required by the Contracting Authority as a condition of participation in the Invitation notice for submission of offers procedure.
8. They have been declared to be in serious breach of Contract for failure to comply with obligations in connection with another Contract with the same Contracting Authority or another Contract financed by community funds.

Donor's specific conditions and requirements must be taken into consideration and fulfilled at all related administrative procedures.

6. General terms

- The offer shall be signed by a person, or persons authorized to sign on behalf of the offeror using the Form provided in Annex 1 of the Dossier.
- The currency of donation is the United States Dollars (USD), therefore prices of the offers should be expressed in USD and should not include VAT.
- The Contracting Authority reserves the right to the final selection based on the funds available for the procurement and other specific requirements.
- The Offer and all correspondence and documents related to this procedure exchanged by the Offeror and the Contracting Authority shall be written in English, which is the language of this procedure. Also, all correspondence for payments including pro-forma invoice invoices, and final payment certificates shall be sent to the Contracting Authority in English or local language with English translation.
- This Invitation notice for submission of offers is governed by the laws of the Republic of Slovenia.
- Offeror shall bear all costs associated with the preparation and submission of its Offer. In no case the Contracting Authority will be responsible or liable for such costs, regardless of the process or results of the Invitation notice for submission of offers procedure.

7. Validity and offer guarantee

Offer shall be valid for period of minimum 90 (ninety) days after the deadline for submission of Offer and must be accompanied by an Offer Guarantee in the amount of 500,00 USD. The guarantee shall be valid for a period up to and including minimum 90 (ninety) days after the deadline for submission of Offer. This guarantee will be released to unsuccessful Offeror(s) once the procedure has been completed and to the successful Offeror upon signature of the contract by all parties.

8. Performance guarantees

The successful Offeror will be asked to provide a performance guarantee of 10 % of the amount of the contract at the signing of the contract. Performance guarantee shall be valid for a minimum of 120 days after signing of the contract. If the selected Offeror fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the Offeror, which has submitted the second best admissible Offer.

9. Information meeting and/or site visit to inspect the project location

Site visit to inspect the project location with potential Offerors is mandatory and will be organized, according to instructions as set within *documentation with instructions for offer preparation - dossier*.

10. How to obtain the dossier

Interested eligible Offeror(s) may request the dossier for the project from **Wednesday, 14 May 2025** from 12:00 hours, and in following days, contact Urša Marinšek Šrot at email address Ursa.Marinsek-Srot@itf.si. Offers must be submitted using the prescribed forms included in the dossier, of which the format and instructions must be strictly observed.

11. Contract Agreement

The successful offeror will be required to enter into a Contract Agreement in a Form accepted for the Contracting Authority. Prior to Agreement signing selected offeror will be asked to register and obtain SAM registration and UEI number - Unique Entity ID at <https://sam.gov/content/entity-registration>, if applicable (or if not already registered). The offeror itself is responsible for obtaining UEI.

The company's principals/officials must be searched through the System for Award Management – SAM.gov – which may be accessed through the following link <https://sam.gov/search/>. The offeror itself is responsible to check SAM.gov.

12. Deadline for submission of offers

The sealed Offers shall be delivered by registered mail or in person, to **ITF Enhancing Human Security, Trg republike 3, 1000 Ljubljana, Slovenia, European Union** by **Friday, 20 June 2025 at 12:00 hrs** (local time). Any offer received after this deadline will not be considered.

13. Deadline for completion of detailed technical project documentation/project design

The successful offeror under this Invitation for offers must upon deliver the detailed technical project documentation/project design at the latest by **15 September 2025**.