



**German Financial
Cooperation
with the Republic of
Kosovo**



Invitation to submit Prequalification Documents

Consulting Services for

the Project

Sewage Disposal in Southwest Kosovo, Phase V

(Peja, Gjakova and Prizren)

BMZ No. 2015.6705.6

June 2017

Invitation to submit Prequalification Documents

- 1. In the framework of the financial cooperation** with the Republic of Kosovo the German Development Bank, KfW, is financing a project for the analysis and rehabilitation of the sewer collection systems in Prizren, Gjakova und Peja.
- 2. The Project Implementing Unit (PIU)** is the Ministry of Economic Development and the implementation of the different components shall be supported by international engineering consultants. The PIU hereby invites qualified independent consulting firms to submit a prequalification document for consulting services required (see § 4). The duties of the consultants shall comprise the final design, preparation of tender documents and supervision of works and services.
- 3. The Project purpose** is to improve the sewer disposal in the municipalities of Prizren, Peja Gjakova and to contribute to an adequate community hygiene. The Project will thus contribute to improving the living conditions of the population in the Project locations, protect surface and ground water resources as well as support Kosovo in the adaptation to climate change (module objective). Indicators are: a) completion of the GIS mapping for sewer and rainwater collection systems, b) reduction of number of sewer blockages.
- 4. Background information and requested services.** Feasibility studies for the waste water systems in the three cities Peja, Gjakova and Prizren in 2011 have shown that the existing sewer lines in these cities are subject to structural problems which are only detected once they lead to clogging or spilling of sewage water. Experiences in the implementation of the sewerage disposal program in Prizren have further confirmed that the knowledge and the conditions of the sewage network are to be improved. The measures of phase V shall consequently include, in addition to the documentation of the sewage and storm water networks in Geographic Information Systems (GIS) to flush the system as well as the study of the main lines of the sewerage networks by means of CCTV inspection, the identification and classification of damage to the sewer system, the hydraulic analysis of the sewer systems and subsequent deduction of repair requirements, need for rehabilitation and partial reconstruction of the wastewater networks. Repairs, rehabilitations and replacements shall improve the collection of wastewater in the cities of Peja, Gjakova and Prizren. The Project shall also reduce storm water and infiltration water flow to the waste water treatment plants (WWTPs) financed under the previous program phases and may thus reduce problems and costs linked to the hydraulic load of the WWTPs and the biological treatment process. Lastly, the Consultant shall support the PIU and the three regional water utilities (RWC) in the management of the implementation of services.

5. The **consultant will work under the overall oversight of the PIU** and in cooperation with the three regional water utilities and all involved authorities. The services shall be provided by an Engineering Consultancy Company providing a team of consultants with skills and qualifications and international experience that satisfy the requirements of the above scope of work and show also profound knowledge of the regional and local context. The consultants should have demonstrated experience with similar projects. The core team shall tentatively comprise as described in Annex 1G. The duration of the consultancy is estimated to be approximately **58 months**.

6. **Consultants are free to associate (Joint venture) themselves with other firms** to enhance their qualifications and to ensure that the required know-how and experience are available to them.

a. "Joint Venture (JV)" means an association with or without a legal personality, distinct from that of its members, of more than one Consultant, where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Employer for the performance of the Contract. The terms Joint Venture and Consortium can be used interchangeably. The qualifications of all members in an association shall be considered in the evaluation process. Consultants may not be members of more than one JV. If a Consultant is a member of a JV, it may not submit an Application separately from that JV.

b. The Consultant/JV may appoint **one** Sub-Consultant for one or both of the following services:

a. the organisation and supervision of CCTV inspections, assessment of sewer systems, or

b. hydraulic analysis including professional calibration of sewer systems

The Sub-Consultant covering either one or both of the services a and b does not need to be a member of the Joint Venture. The qualifications (project portfolio) of the Sub-Consultant for either one or both of the services a and b will however be considered in the evaluation process. The Applicant has to confirm the participation of the Sub-Consultant through including their signature in the "Declaration of Submitting a Proposal in Case of Being Shortlisted" (Annex 1H). In the case of being short-listed, the Sub-Consultants must be part of the applicants' proposal, otherwise the inclusion in the short-list will be revoked.

c. All bidders have to be experienced firms, defined as consulting firms that have delivered design and supervision engineering services for **similar projects** (similar means: experience with planning/tendering/supervising of CCTV investigations, analysis and prioritisation based on CCTV based assessments, hydraulic analysis of existing waste water networks, of design,

tendering, construction supervision for sewer networks) and meet the requirements as per the evaluation criteria.

7. Interested consultants must submit prequalification documents written in English Language and shall provide the following information using the attached Standard Forms (Annex 1). The lists of documents below are only necessary for the lead consultant and joint venture partners. Sub-Consultants listed in annex 1 H must submit the documents listed below as the joint-venture partners. Sub-Consultants not listed in annex 1 H are not required to submit the documents.

- (i) **Covering Letter**, comprising the firm's name, address, contact person, telephone, fax and email if applicable mention the association for this project with a letter of authorization to sign the prequalification documents. Please fill out the Firm's Information Sheet, (Annex 1A).
- (ii) **Presentation of firms** showing the firms main activities, expertise and client references (max. 5 pages per firm, **no brochures!**). In case of an association, it must include clear statements regarding the nature and type of the association as well as **the competence and responsibilities** of each association member (use form in Annex 1B).

(iii) Statements and Declarations¹:

- a. "Declaration of submitting a proposal in case of being short-listed" see annex 1 H
- b. **Statement of affiliations** of any kind with other firms which may present a conflict of interest in providing the envisaged services.
- c. **Declaration of Association** – presenting the intended contractual arrangement between the consortium members (joint venture and/or sub-contracting), nominating the lead consultant and including letters of intent of participating firms (in case of sub-contractors a fax copy of such letter of intent is sufficient). In case of an association the **competence and responsibilities** of each association member shall be stated (use form in Annex 1B).
- d. **Declaration of Undertaking** -Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation Prequalification proposals will be rejected in principle if the interested consultant has not submitted a Declaration of Undertaking with legal effect.

¹In case of a joint venture, the statements and declarations must be submitted by all members of the joint venture. Missing statements or declarations will lead to a rejection of the respective Prequalification.

- e. Certified² statements of financial capacity of the lead consultant and all members of the association (if applicable) for the last available three years. **Proof document:** Profit and loss statement in English (similar to Annex 1 D, printed on the letter head of the company and signed). Each statement page must be signed by the declaring consultant. Do not include full financial reports. The average annual turnover shall be at least **2,000,000 EUR³** over the last three years (see Annex 1 D). Annex 1 D shall be filled out by all members of the association / joint venture. Subcontractors do not need to submit financial records.
- f. Submission of **audited balance sheets** and income statements for the last three (3) years to demonstrate the soundness of the consultant's financial position and its prospective long-term profitability.
- (iv) **List of Project References;** ten (10) relevant references on assignments of a similar size and nature not older than 10 years must be provided (Annex 1 table E1); minimum 7, maximum 10 for each field of expertise (10 projects will be rated, less projects will cause a reduction of points).
- (v) **List of available personnel structure** for the envisaged services with information about education, professional experience, regional experience, years with firm, specific project-related experience and experience in similar posts (Annex 1F). This list shall allow a profound judgement on the consultants' general ability to provide the required personnel having the specific experience for the project in case of an offer. Personal belongs to the firm or have a long cooperation gets more points. Provide an overview of the development of the structure of the consultants' staff resources (Annex 1G).
- (vi) Brief CV of consultant's key personnel who will provide monitoring and backstopping from the home office (max. 5 pages per CV).

Interested consultants are requested to submit concise, clear, but substantial documents and to adhere to the above structure (Annex 2). Non-compliance with this invitation or faulty information shall lead to exclusion. **Any surplus of information not specific to the material requested will not be considered.**

8. The prequalification documents shall be submitted in original and copies as specified below:

²The statements have to be certified by an independent financial audit firm.

³ In case of a joint venture, at least €1,000,000 for each member.

- i. The "ORIGINAL" shall be submitted as one original and two copies including a softcopy (searchable pdf-file) to:

Ministry of Economic Development

Mr. Adem Ahmetaj

Department:

Policy and Monitoring Unit of Public Enterprises

Str. "Mother Teresa" nr. 36, Toskana

10 000 Prishtina

KOSOVO

adem.m.ahmetaj@rks-gov.net

9. **One hard copy and two softcopies** (searchable pdf-file) shall be submitted to:

The Tender Agent:

Richard Ellert

93047 Regensburg

Hemauerstraße 8

Federal Republic of Germany

ellert@ellertnet.de

The **storage media** have to be packed into the **respective separated envelopes**. The electronic files must not permit further manipulation of the content stored.

Deadline for receipt of the prequalification documents at the office of the PIU and Tender Agent is 24.07.2017 at 12.00 p.m. / Kosovo time. Failure to respect these requirements will constitute a formal error and will result in the rejection of the prequalification proposal. For timely delivery, receipt of the application by the PEA is relevant. In case of deviations with regards to content the original shall prevail.

Submission via E-Mail is excluded.

10. All cost for a site visit, obtaining information/data and preparation/submission of the prequalification document, meetings, negotiations, etc. in relation with the prequalification or the subsequent proposal shall be borne by the consultants.
11. All bidders will be notified in writing, simultaneously and in good time, **not later than 10 calendar days prior** to expiry of the deadline for submission of bids, of the Client's responses to queries raised by individual bidders prior to expiry of the deadline for submission of bids. Queries by bidders must be raised and send to PIU and tender agent not later than 14 days prior to expiry of the deadline. **Answers will only be published centrally** and to this end all bidders shall routinely check the websites of the MED procurement department, PPRC (Public Procurement Regulatory Commission) <https://krpp.rks-gov.net/Default.aspx?LID=2>. Bidders which have downloaded the prequalification document from the MED procurement website **must register themselves** additionally with the tender agent: ellert@ellertnet.de

12. The consultant will be shortlisted in accordance with the procedures set out in the KfW's Guidelines for the assignment of Consultants in Financial Cooperation with Partner Countries, latest version, available on the homepage of KfW Development Bank <https://www.kfw-entwicklungsbank.de/International-financing/KfW-Development-Bank/Publications/>(guidelines / contracts).
13. Only financially capable firms which have submitted the necessary statements and declarations and which satisfy the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table:

	Criteria	Points
1.	Evidence of relevant experience gained by consultants during the past ten years (experience of the firm)	50
1.1	Experience in handling similar projects (reference projects) with key-focus on the following activities (technical): 1. CCTV inspection of sewer systems 2. Hydraulic analysis and final design for sewer systems 3. Rehabilitation of sewer collection systems 4. Construction supervision for sewer systems	40
1.2	Experience under various working conditions in transition countries, preferably in a similar sector (reference projects).	5
1.3	Experience with working conditions in Albania / Kosovo ⁴ and the region ⁵ preferably in a similar sector (reference projects).	5
2.	Suitability for this specific project (experience of the available experts)	50
2.1	Assessment of available technical expertise in the company specific to this project – see annex 1 F.	35
2.2	Assessment of the personnel structure (human resource in general with respect to the project) in the company – see annex 1 – G.	10
2.3	Assessment of the key personnel in permanent employment and always available to monitor the team and provide back-up services from the home office (CVs of back-stoppers, maximum of 2 back-stoppers).	5
	Total	100

14. A short-list consisting of **five highest ranked consultants or less scoring a minimum of 70 points** will be established. The short-listed firms will be invited to submit a technical and financial proposal; firms not pre-qualified will be informed accordingly.
15. The **PEA** is not bound to select any consultant.
16. The preparation and the submission of the Prequalification document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.

⁴ Region is defined as in <https://en.wikipedia.org/wiki/Balkans>

⁵ Balkan Peninsula as per Danube-Sava definition with more than 50% share of its landmass within the borders.

17. After opening of the Prequalification documents until preparation of the short-list of the qualified consultants, no communication of any type shall be entertained unless called for by the establishments.

ANNEX 1 - STANDARD FORMS

1 Annex - Standard Forms

- 1A. Consultant Information Sheet.
- 1B. Consultant's/Consortium's Competences for the Execution of the required Services.
- 1C. Declaration of Undertaking
- 1D. Average Annual Turnover.
- 1E. Firm's References.
- 1F. Personnel List
- 1G. Structure of Consultant's Staff Resources
- 1H. Declaration of Submitting a Proposal in Case of Being Shortlisted
- 1I. Sample Declaration of Association
- 1J. Sample Declaration on Affiliated Firms

ANNEX 1 - STANDARD FORMS

1A. CONSULTANT INFORMATION SHEET

Date: _____

Invitation for PREQUALIFICATION

1. Consultant's Legal Name
2. In case of JV/Association, legal name of each party:
4. Consultant's Registration and Year of Registration:
5. Consultant's Legal Address:
6. Consultant's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: – Articles of Incorporation or Registration of firm named in 1, above. – In case of JVA, letter of intent to form JVA

Please note that a written authorization needs to be attached to this sheet.

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**1B. CONSULTANTS'/CONSORTIUMS' COMPETENCES FOR THE EXECUTION OF THE
REQUIRED SERVICES**

Competences	Leader	Member 2	Member 3 or Sub-Consultant	etc.
Relevant Competence 1				
Relevant Competence 2				
Etc.				

Please use the above format to indicate the relevant competences related to this contract for each legal entity making this application. Show the relevant competence(s) of each legal entity by placing a tick (x) in the box corresponding to those competences in which the legal entity has significant experience. It should be indicated if a member is a joint venture partner or a sub-contracted firm.

The relevant competences shall be related to the required services as described under § 4 of this invitation for a Prequalification. Sub-competences strictly related to the required services might be introduced.

ANNEX 1 - STANDARD FORMS

1D. AVERAGE ANNUAL TURNOVER

Consultant's Legal Name: _____ Date: _____

JVA Partner Legal Name: _____

Annual turnover data of <u>the last three fiscal years</u>		
Year	Amount and Currency	EURO equivalent
1	_____	_____
2	_____	_____
3	_____	_____
*Average Annual Turnover	_____	_____

*Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified three (3) years.

ANNEX 1 - STANDARD FORMS

1E. FIRM'S REFERENCES / PROJECT REFERENCES

Relevant Services Carried Out in the Last Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Table E.1: Consultants specific Experience

Ref (maximum 10)	Project title		...					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of partners if any
...
Description of project						Type of services provided		
...						...		

Authorized Signature: _____

Firm's Name: _____

Note! If it is found that the information provided in any of the project references is deceptive and incorrect (i.e. listing services which were not carried out by the Consultant or the description is significantly misleading) the Consultant will be excluded from further evaluation.

ANNEX 1 - STANDARD FORMS

To provide an overview on the project experience and qualifications, all reference projects shall be listed in one summary table showing as far as the relevant **Project Activities** (aiming at evaluating relevant technical experience) are part of the firms references. The project references will be evaluated using these aspects:

1. Organisation and supervision of CCTV inspections and assessment of sewer systems (25 % of the points, 10 points total and 1.0 point per reference maximum)
2. Hydraulic analysis and final design for sewer systems (15.0 % of the points, 6 points total and 0.6 point per reference maximum)
3. Rehabilitation of sewer collection systems (25 % of the points, 10 points total and 1.0 point per reference maximum)
4. Construction supervision for sewer systems (35 % of the points, 14 points total and 1.4 point per reference maximum)

Table E.2: Experience in Key-activities

Ref. No. []	Project Name	Country / Region	Project Activity 1	Project Activity 2	Project Activity 3	Project Activity 4

NOTE:

ALL PROJECTS LISTED UNDER THIS SECTION SHOULD PREDOMINANTLY INCLUDE ACTIVITIES LISTED UNDER POINT 1 – POINT 4. ONLY THEN POINTS WILL BE AWARDED! PROJECT ACTIVITY SHOULD SHORTLY LIST THE ACTIVITY RELATED TO THE RELEVANT TOPIC WITHIN THE MENTIONED PROJECT.

NOTE:

- **ONLY THOSE CONSULTANTS WILL BE QUALIFIED WHICH HAVE RECEIVED AT LEAST 30 % OF THE POINTS ACHIEVABLE UNDER PROJECT ACTIVITY 1,2, 3 AND 4**
- **PROJECT SUMS WILL BE CONSIDERED (LESS POINTS IF “PROPORTION CARRIED OUT BY THE LEGAL ENTITY” IS BELOW 200,000 EURO)**
- **PROJECT HAVE TO BE IMPLEMENTED WITHIN THE LAST TEN YEARS**
- **PROJECTS ARE ONLY RATED IF THEY ARE AT LEAST 50 % COMPLETED (PROJECT DURATION / START – END) or 50 % were executed within the last 10 years**

ANNEX 1 - STANDARD FORMS

1F. PERSONNEL LIST

Please complete the format below for presenting the **project relevant** personnel resources (a presentation of a potential project team is not required. Use only one line per person! **Please list all relevant experts** in your company / consortium including freelancers⁷ covering expertise 1 – 11, to assess the relevant capacity in this respect! Do not name experts twice! Back-stoppers can be included in this list!

Table F.1

No.	Expert	Education/Degree	Specialization ⁸	Description of relevant expertise / relevant Projects ⁹	Years of Professional Experience	Years within the Firm	Regional Experience

Project relevant expertise is pre-defined as follows (Consultants are free to add additional expertise if they regard it as essentially necessary).

<ul style="list-style-type: none"> 1) Project Manager / sanitation engineer (5) 2) Resident Engineer / construction supervision (5) 3) Designer for sewer and storm water systems (4) 4) Hydraulic modeller for sewer and storm water systems (4) 5) CCTV expert (3) 6) GIS Expert (3) 	<ul style="list-style-type: none"> 7) Mechanical engineer / sewage pumping stations (3) 8) Electrical engineer (3) 9) Tender Expert (3) 10) O&M expert for sewer systems (2) 11) Expert for financial analysis (2)
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Do not include CVs in the Expression of Interest other than for the two back-stopper required. The number in brackets signifies the minimum number of experts expected.

⁷For associated free-lance experts (e.g. with retainer contracts or formal agreements). Complete column “years with firm” with “FE”. Please also state how many years of cooperation.

⁸The specialization should describe the “core know-how” of the expert and not fields in which he has some knowledge.

⁹Project relevant experiences shall be clearly related to the required services described under § 4. Also state number of relevant projects.

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Rating will be as follows:

- Experts will only be counted if “education”, “specialisation” and “description of relevant projects” fits the defined expertise.
- If number of experts exceeds the minimum number of experts, only the best ones (corresponding to the minimum number) will be evaluated.
- If number of minimum experts are not provided: points will be reduced accordingly, example only 1 resident engineer is listed, only 1/3 of the points will be maximum given for this expertise (below indicators still to be rated subsequently)
- Years of professional experience (10 years minimum, if less linear less points / total 50 % of the points), Years with firm ((5 years minimum, if less linear less points / total 20% of the points), Regional experience (existing or not existing/ total 30% of the points)

ANNEX 1 - STANDARD FORMS

1G. STRUCTURE OF CONSULTANT'S STAFF RESOURCES

Only list technical experts (engineers, economists, sociologists (if required), etc.). Administrative or other support staff shall not be included!

Staff Resources	2014		2015		2016	
	Total Staff	Staff Relevant to this project	Total Staff	Staff Relevant to this project	Total Staff	Staff Relevant to this project
Permanent Staff						
Other Staff¹⁰						
Total						
Permanent staff as a proportion of total staff	%	%	%	%	%	%

Staff relevant to the project refers to form 1 F.

Rating will be as follows:

- Total staff: larger than 100 – 100 % of the points; between 100 and 60 – 60 % of the points; between 60 and 40 – 40 % of the points; below no points;
- Relation total staff / other staff smaller than 2 only 50 % of the points.
- In case of a consortium, the numbers of staff will be added

¹⁰Such as free-lance consultants or associated staff with which the company has a longer and significant business relationship (i.e. not one contract only).

Annex 1H: Sample Declaration of Submitting a Proposal in Case of Being Shortlisted

Declaration of Submitting a Proposal in Case of Being Shortlisted

Project (name and country):

Tender Ref./ Project ID:

We hereby declare that in the event that *[insert the name of the Applicant]* is shortlisted by the Employer to participate in the tendering phase for the assignment named above, *[insert the name of the Applicant]* shall submit a proposal, subject to the details of the tender documentation, and technical and financial practicability.

[Insert the following text if the Application includes one or several Sub-Consultants, whose qualifications should be considered by the Employer in the pre-qualification process:

“We request that the qualifications of the following Sub-Consultant(s) shall be considered by the Employer in the pre-qualification process,

[List Sub-Consultants here]

If short-listed, we undertake to submit a proposal that includes all of the above Sub-Consultants.”

Annex 1I - Sample Declaration of Association

Declaration of Association

Project (name and country):

Tender Ref./ Project ID:

We hereby declare our intent to associate with the following firms for the purpose of forming a *[insert here "joint venture" or "consortium"]*:

[Insert the names of the other association members here]

[Insert the name of the Lead Consultant] shall be the Lead Consultant.

We hereby confirm that we have not associated with any other firms for the purposes of this assignment and that we will not submit an application separately from the firms listed above. Further, we understand that if a Consultant appears as an associate in more than one Application, all Applications in which the Consultant appears shall be disqualified.

In the event that this association is awarded a Contract, we shall perform the services in the composition and in the form of cooperation described above.

[Signature of the authorised representative of the Applicant]

Annex 1J – Sample Declaration on Affiliated Firms

Declaration on Affiliated Firms

Project (name and country):

Tender Ref./ Project ID:

We hereby declare that *[insert the name of the entity submitting the declaration]* is an independent consulting firm. We do not have any links, other than existing or future cooperation agreements in the field of *[insert the main field of the entity's work]*, with other firms which may be interested in the execution of the project.

Should we, or the association in which we are members, be awarded the contract, the entities with which we are affiliated, other than the associates or the nominated sub-consultants for this assignment, shall not take part in the project in any other form or reveal information gained during the assignment concerned.

[Signature of the authorised representative of the Applicant]

ANNEX 2 – STRUCTURE OF PREQUALIFICATION

Annex 2: Structure of Consultant's Prequalification

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5. Statements and Declarations
 - 5.1 Declaration of Undertaking
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6. Evidence of Financial Capacity
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7. Proof of Technical Qualifications and Experience Abroad
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 - 7.3 Personnel Structure
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