



REPUBLIKA E SHQIPËRISË
MINISTRY OF CULTURE
PROCUREMENT UNIT

Nr. _____ Prot.

Tiranë, më _____._____.2023

APPROVED

MINUTES - Type of contract - Services

**FOR THE JUSTIFICATION AND APPROVAL OF TECHNICAL SPECIFICATIONS AND
QUALIFICATION CRITERIA**

(This record is intended to be published together with the tender documents)

CONTRACT NAME:

**“DESIGN, RESTORATION AND MUSEALIZATION OF THE FORMER
TOPTANI/LIBOHOVA FAMILY HOUSE “BESA” MUSEUM”**

RELEVANT CODE IN THE COMMON PROCUREMENT DICTIONARY (CPV):

71230000-9 – Services for organizing competitions for architectural designs

Based on article 21, point 2, of Law no. 162/2020 "On public procurement", article 2, point 2/c and article 78, point 2, of VKM no. 285, dated 19.05.2021 "On the approval of public procurement rules", the contracting authority/entity, the National Agency for Territorial Planning, has drawn up the minutes for the argumentation and approval of the technical specifications and qualification criteria for the above-mentioned procedure, based on the minutes of held by the working group "On the drafting of terms of reference and special qualification criteria", with the content as follows:

1. SPECIFIC QUALIFICATION CRITERIA

- The Candidate/Bidder should submit:
- Summary Self-Declaration Form, according to Appendix 10

2. The Candidate/Bidder must submit

Justification

The above request is defined based on Article 73 of the law "On cultural heritage and museums", since the Toptanas Residence which will be adapted to the museum has been declared a cultural monument of the 1st category.

2.2 Economic and financial capacity

- a) To prove the financial and economic capacities, the economic operators must present a certificate for the annual turnover for the last financial years 2019, 2020, 2021, where the turnover value for at least one of the years of the requested period must be no less than 4,800,000 all

For foreign operators, in cases where the required documents are not issued in the country of origin to certify the balance sheets/financial statements or the annual turnover, they can submit a statement for their confirmation.

Justification

The above request is determined based on article 77, point 3, of the LPP, as well as article 43, of VKM no. 285, dated 19.05.2021 "On the approval of public procurement rules".

The determination of the required value is argued as follows:

The value of the turnover is determined in this value, to serve the contracting authority for the recognition of the state and capacities of the economic operators, who, through the presented documentation, must prove that they possess the necessary capacities, in order to successfully implement the contract .

Note: Since the legal and by-laws provide for a margin for the turnover value that can be claimed, contracting authorities/entities must justify the required turnover value within this margin.

2.2 Technical Capacity:

2.2.1 Each team must at least include the following staff::

1. Lead Architect/ Team Leader

- Degree in Architecture; minimum 20 years of international experience in museum design, project management and conservation of historical structures; demonstrated experience in the design and conservation of museums of national and international importance. The team leader is expected to be present in Albania and to be the main interlocutor with the Contracting Authority, which will help in engaging central and local government officials.

3. Restorer

- Degree in Architecture/Engineering, minimum of 15 years of national/international experience in designing museums and conservation of historical structures. Demonstrated work experience in the designing and conserving of museums of national and international importance.

4. Landscape architect

- Degree in Architecture/Engineering or similar fields. Minimum 20 years of international experience in the design of landscapes, evaluating many landscapes in context with historical and archaeological values.

5. Structural engineer

- Degree in structural engineering, minimum of 20 years of national/international experience in structural design and restoring of historical structures. Demonstrated work experience in structural restoring for museums and complex historical structures.

6. Artist

- Degree in arts and similar fields. Minimum 10 years of work experience in installations, sculptures in public spaces.

7. Curator

- Degree in museum studies/history and similar fields. Minimum of 15 years of international experience in the reorganization and re-conceptualization of complex museums. Demonstrated work experience in the creation of multiple complex descriptions in museums of national and international importance

8. Museum exhibition designer

- Degree in Architecture/Interior Design or similar fields. Minimum of 15 years of international experience in the reorganization and re-conceptualization of complex museums. Demonstrated work experience in the design of expositions for museums of national and international value.

9. Multimedia specialist

- Degree in Visual Arts/Electronics/Design and similar fields. Minimum of 15 years of international experience in the creation of permanent and temporary multimedia content in a museum setting. Demonstrated work experience in implementing contemporary and non-invasive concepts that allow for innovative inclusion and learning.

10. Marketing/brand specialist

- Degree in Business and Marketing/Tourism and similar fields. Minimum of 15 years of experience working with the development of marketing and brand strategies for cultural institutions.

In order to verify the fulfillment of this criteria, the economic operators should submit:

- **Declaration of Team Composition (primary staff is obligatory);**
- **Primary Staff CV (showcasing relevant previous experience) and portfolio (lead architect/studio);**

Justification:

Based on point 4, article 77, of law no. 162, dated 23.12.2020 "On public procurement" and Article 41, point 4/ b), of VKM no. 285, dated 19.05.2021 "On the approval of Public Procurement Rules", by means of this criterion it is required that economic operators prove that they have the staff, the necessary qualified personnel for the successful implementation of the contract. Specifically:

The criterion for the required staff is closely related to the object of the contract, Project-idea for the restoration, conservation and museumization of this house, as well as the volume of services.

All required experts with the respective requirements for qualification (education, licenses, experience) have been determined from the point of view of the technical nature of the services requested according to the Terms of Reference, with the aim of having the best possible result in the design of the project-idea.

2.2.2 Competitor Profile

A detailed overview of the design studio leading the design team, highlighting the competing studio's philosophy, skills and competencies, and awards won (if any). CV | Portfolio of the Primary designer | Organizational chart of the Design studio.

At least two similar works, realized, built or completed projects.

2.2.3 Project Understanding and Initial Response/Approach to the Project

A description of the working group's understanding of the project, based on the material presented or individual research done, describing what your strategy would be for a project of this type and complexity. It can be presented in the form of a narrative, images or sketches.

Material no more than three pages.

2.2.4 Preliminary concept drawings and illustrations

Every Applicant/ Bidder will submit enough graphic material for the jurors to understand the concept. Clarity of presentation will support the communication of the idea to the Jury.

Based on point 5, article 77, of law no. 162, dated 23.12.2020 "On public procurement" and Article 41, point 6, of VKM no. 285, dated 19.05.2021 "On the approval of Public Procurement Rules". The criterion for the presentation of the methodology is closely related to the object of the contract. The criterion for presenting the methodology is closely related to the object of the contract, Project-idea for the restoration, conservation and museumization of this house as well as the volume of services, and the selection of the short list by the Jury.

II. Argumentation of technical specifications

Note: Determine the technical specifications, for the services subject to procurement, that will be included in the terms of reference, in accordance with the provisions of Article 4, point 38/b and Article 36, of the LPP, as well as Article 41, point 1, of VKM no. . 285, dated 19.05.2021, "On the adoption of public procurement rules", arguing any functional or performance requirement, or/and any required standard, where each reference must be accompanied by the words "or his/her equivalent".

Procurement Unit