

Nr. Prot Tirana, / / 2018

To whom it may concern:

**Subject:** Call for interest for the External expertise within the project: “**Support to the Municipality of Tirana in implementing  “TOURNEE Project”**

**Project Reference:** **Interreg IPA CBC Italy – Albania - Montenegro 2014-2020/“TOURNEE” Project / 1st call for standard project /code. 321/ Order Nr.13649. Date.06.04.2018/STP3**

In the context of the partnership in the Project “TOURNEE”/ Code. 321, funded by **, Interreg IPA CBC Italy – Albania - Montenegro 2014-2020** the Municipality of Tirana has lunched the call upon their need on external expertise needed,:

“**External Expertise for administrative management and operating monitoring**”

The complete tender dossier is attached to this call for proposal. It includes:

* Instructions to tenderers and contract notice
* Draft Contract Agreement and Special Conditions with annexes:
* General Conditions for service contracts
* Terms of Reference
* Organisation and Methodology (to be submitted by the tenderer using the template provided)
* Key experts (including templates for the summary list of key experts and their CVs)
* Budget (to be submitted by the tenderer as the Financial offer using the template provided)

Other information:

* Administrative compliance grid
* Evaluation grid
* Tender submission form

For full details of the tendering procedures, please see the Practical Guide and its annexes, which may be downloaded from the following website: <http://ec.europa.eu/europeaid/prag/document.do>

We look forward to receiving your tender before the deadline set in point 8 of the Instructions. Please send it to the address given in point 8.

The tender must comprise of a Technical offer and a Financial offer, which must be submitted in separate envelopes (see clause 8). Each Technical offer and Financial offer must contain one original, clearly marked **‘Original’**, and 3 copies, each marked ‘**Copy’.**

Interested candidates are invited to submit their application in a sealed envelope indicating:

1. the address for submitting tenders indicated above;
2. the reference code of the tender procedure
3. the words ‘Not to be opened before the tender-opening session’ and equivalent phrase in Albanian “Mostehapetperpara fazes se hapjes se ofertavetetenderit”
4. and the name of the tenderer.

at the following address:

**Municipality of Tirana**

**Sheshi Skënderbej, Nd. 2, Kodi postar 1001, Tiranë, Shqipëri**

The deadline for the submission of the applications is **17 .05. 2018 ,16:00 hr**. Only applications received prior to this deadline will be considered.

 For more information and duration of the assignment please referred to the TORs (Terms of Reference) or request the full tender dossier at the email address here given.

Yours sincerely,

Mr.Erion Veliaj

Mayor of the Municipality

Municipality of Tirana

**Lenda:** Thirrje Interesi per Asistencën e Jashtme ne ndihme te realizimit te projektit *“TOURNEE” - (code.no. 321) – - “***THEATRES FOR TOURISM DEVELOPMENT IN EUROPE***” financuar nga “***PROGRAMI INTERREG IPA TË BASHKËPUNIMIT NDËRKUFITAR ITALI–SHQIPËRI–MALI I ZI, 2014–2020***".*

**Referenca e Projektit: “,Interreg IPA CBC Italy – Albania - Montenegro 2014-2020/“TOURNEE” Project / 1st call for standard project /code. 321/ Order Nr.13649. Date.06.04.2018/STP3”**

Ne kuader te partneritetit ne projektin **“TOURNEE”,** *- ““***THEATRES FOR TOURISM DEVELOPMENT IN EUROPE***” financuar nga “***PROGRAMI INTERREG IPA TË BASHKËPUNIMIT NDËRKUFITAR ITALI–SHQIPËRI–MALI I ZI, 2014–2020***",* Dhe me kod 321, **Bashkia Tirane,** shpall thirrjen e tenderit per asistencën e jashtme te nevojshme ne kuader te projektit, si me poshte:

**“External Expertise for administrative management and operating monitoring”**

Dosja e plote e tenderit eshte bashkelidhur kesaj thirrjeje dhe duhet te permbaje:

* Udhezime mbi tenderin dhe njoftimi I kontrates
* Draft Kontrate Marreveshjej edhe Kushtet e vecanta me anekset perkatese
* Kushtet e pergjithshme per kontratat e sherbimit
* Termat e References
* Metodologjia e organizimit
* Eksperti kyc (perfshire modeli per paraqitjen e listes se eksperteve dhe CV se tyre)
* Buxheti (sipas modelit te dhene)
* Formulare dhe dokumenta te tjere suportues

Informacionet e tjera:

* Tabela e perputhjes Administrative
* Tabela e Vleresimit
* Formati I aplikimit ne tender

Per me shume detaje per procedurat e tenderimit te ndjekura, ju lutem ti referoheni modeleve te PRAG dhe anexeve te tij te cilat mund ti shkarkoni ne adresen e meposhtme: <http://ec.europa.eu/europeaid/prag/document.do>

Procedurat e Aplikimit:

Aplikimet duhet te jene ne anglisht dhe te permbajne, nje oferte teknike dhe nje oferte financiare, e cila duhet te dorezohet ne zarfat e ndara dhe te permbaje nje pale dokumenacion te shenuar si “Origjinal “ dhe tre kopje te shenuara “Kopje”.

Kandidatet e interesuar jane te ftuar te dorezojne aplikimet e tyre ne nje zarf te mbyllur ku te specifikohet:

1. Adresa e aplikantit te interesuar ;
2. Kodi i references per proceduren e siper pemendur te tenderit
3. Fjalet ‘Not to be opened before the tender-opening session’ dhe e kuivalentja fraze ne shqip “Mos te hapet perpara fazes se hapjes se ofertave te tenderit”
4. Emri I shoqerise se interesuar.

Per projektin**“TOURNEE**”, ne adresen e meposhtme :

**Municipality of Tirana**

**Sheshi Skënderbej, Nd. 2, Kodi postar 1001, Tiranë, Shqipëri**

Aplikimet pranohen deri me **17.05. 2018 ,** brenda ores **16:00**. Do te shqyrtohen vetem aplikimet qe mberrijne brenda ketij afati.

Per me shume informacion mbi dosjen e plote te tenderit si dhe kerkesave dhe afateve te kohezgjatjes se kontrates, referojuni Termave te References se publikuar ketu ,apo kerkoni nje informacion me te plote rreth dosjes se tenderit ne adresen elektronike te dhene me siper.

Me respekt,

**Kryetar**

**Z. Erion Veliaj**