



# **BANKA OTP ALBANIA**

**Request for Proposals (RFP) for:**

**DEVELOPMENT OF OFFICE LAYOUT, DESIGN AND OTHER  
NECESSARY DOCUMENT**

**in the context of an expected RFP for  
PURCHASE OR RENTING OF NEW PREMISES FOR OTP BANK  
ALBANIA IN TIRANA**

*Issued on February 15<sup>th</sup>, 2021*

**Deadline for Response: March 08<sup>th</sup>, 2021**

**14:00 CET**

## A. BACKGROUND

This consultancy assignment is in regards to the provision of engineering and architectural services in the context of reallocation of OTP Bank Albania premises by purchase or rent of a new building in a prominent high rise City Center area of Tirana City.

OTP Bank Albania head office is expected to occupy an entire building or several floors of a business center building with total gross area of approximately 3500 sqm and useful net office area of not less than 3000 sqm. The space will be used for staff open space style offices, management office and common activities (reception, canteen, restrooms, conference rooms, etc.).

The provision of engineering and architectural services foreseen in the context of this assignment comprises primarily the services in two categories namely

- Evaluation of current situations and preparation of the bank requirement to complete the RFP materials
- The preparation of **Architectural Conceptual and schematic** design and drawings for 1 or 2 best options shortlisted from the proposals received from RFP
- Preparation of **design development and construction document. (Architectural, Mechanical and Electrical)**. Bill of Quantities (BOQ) required for procurement of “refurbishment works” and “office furniture and other items” for **new office building purchased or rented by the OTP Bank Albania.**

## B. SCOPE OF ENGINEERING AND ARCHITECTURAL SERVICES

The Engineering and Architectural Company (Consulting Company) is expected to offer a highly skilled and experienced team of experts for successful accomplishment of services in each category, and appoint a Project Manager for overall coordination, who shall serve as OTP Bank Albania day -to-day primary contact.

### **STAGE I: Evaluation of current situations and preparation of requirements for RFP**

This stage shall comprise but not limited to the completion and submission of the following deliverables both in English and Albanian to be submitted electronically to OTP bank Albania contact point.

- I. Summary of current situation regarding to space, needs and organization in two existing location in Tirana currently used by OTP Bank Albania. Collection of requirements for open space, dedicated offices, meeting room, or specific requirements of the bank.

- II. Based on output of point I, the consulting company shall prepare a full list of technical requirements (layout, electrical, security,...etc.). This requirements will be used as part of the RFP and must provide enough information for the bidders to submit a clear and complete offer. This specifications must also comply as a minimum with the regulatory requirements set by Albanian authorities for office buildings.

## **STAGE II: Preparation of Engineering -Architectural design and drawings**

This second stage shall comprise though not limited to the completion and submission of the following items/deliverable both English and Albanian in 3 sets both in hard and soft copy (CAD drawings in electronic format).

Review the shortlisted proposals including drawings submitted from the supplier, compare them with OTB bank needs and requirement and prepare the following:

- I. Architectural **Conceptual and schematic** Drawings (including portioning and layouts) for 1 or 2 best options shortlisted
- II. Mechanical and Sanitary **specification and report for** (Heating-Cooling, Sanitation, Cold water FireSprinkler etc.)
- III. Electrical **specification and report for** (high-low voltage systems while also accounting for data, telecommunication etc.)
- IV. **Report on the cost of project implementation for 1 or 2 best options shortlisted**

### **1- Guidance notes/requirements for STAGE I and II:**

- ◆ Consulting Company shall propose and model, capacity and sizes for all material and equipment with due regard to local and OTP Bank environmental friendly norms and standards.
- ◆ The Consulting company shall produce design, drawings, with due consideration to energy efficiency and upkeep with OTP Bank and International environmentally friendly norms and standards.
- ◆ In working closely with OTP Bank General Resource team, the Consulting Company shall within its design incorporate OTP Bank brand
- ◆ In working closely with OTP Bank Security Team, the Consulting Company shall within its design incorporate OTP Bank security requirements



- ◆ Consulting Company shall prepare all requisite documents necessary for the bank to open a full Request for Proposal (RFP) for purchase or renting a new premises for OTP Bank HO in Tirana.
- ◆ The set of drawings in the categories above shall be developed in consideration to the mandatory standards, capacities and norms of the Bank.
- ◆ All drawings (construction and as-built) shall comply with the applicable standards of all Albanian local authorities.
- ◆ The design report will sum up all design activities and provide the rationale for the optimal designs made. Standards, norms and regulations used must be referred to in the design report extensively.
- ◆ No conclusions and decision must be made without reference to any standard, norm or regulation.

## 2- Architectural drawings:

Architectural **Conceptual and schematic** drawings, though not limited to following, shall include:

- ◆ **Preliminary floor plans and concept ready for further development / construction plans / with all partition types and details(update/review of delivered plans from proposals)**
- ◆ Floor plans / Furniture design with location plan(**update/review of delivered plans from proposals**),
- ◆ Floor plans of the bank server room based on best practices of the market to guaranty functionality, protection and operation of a 24/7 data room.
- ◆ Access plan and security layout elements for the main vault room of the bank.

## 3- Mechanical/Electro-mechanical, **Electrical** and **Sanitary** specification and report:

Mechanical, Electrical and sanitary report, though not limited to below, shall include:

**The report must include a detailed list of all items, functionality required for all below plans:**

- **Electrical Plan**
- **Data network plans**
- **Server room plans (electrical, data, fire protection,...)**



and any other information that is required for the developers to successfully complete the project.

#### 4- Cost reporting

Based on architectural drawings specified in section 2 and 3 above a report with all expected costs of project implementation for 1 or 2 best options shortlisted must be prepared and delivered to the Bank.

During the Stage I and II, Consulting Company shall deploy, at minimum services of 1 Project Manager-Architect, 1 Mechanical engineer and 1 Electrical Engineer, 1 Civil Engineer

Ref	Specific Deliverable	Estimated number of working days	Proposed manday cost
Stage I –Evaluation and RFP preparation			
1	Site visit to understand bank requirements and needs and other interior elements	1	
2	Complete all technical requirements for the RFP and a detailed checklist to be completed from the potential bidders of the RFP in order to simplify comparison of offers received.	8	
Stage II - design			
3	Architectural Drawings for shortlisted options (including portioning and layouts)	12	
4	Mechanical and Sanitary <b>specification and report</b> (Heating-Cooling, Sanitation, Cold water Fire Sprinkler etc.)	3	
5	Electrical <b>specification and report</b> (high-low voltage systems while also accounting for data, telecommunication etc.)	4	
6	<b>Report with all expected costs for 1 or 2 best options shortlisted</b>	3	



**STAGE III) Preparation of design development and construction document. (Architectural, Mechanical and Electrical). Bill of Quantities (BOQ) required for procurement of “refurbishment works” and “office furniture and other items” for new office building purchased or rented by the OTP Bank Albania.**

**Guidance and Notes for STAGE III:**

**Submissions:**

During this stage, Consulting Company, though not limited to below, shall comply with below for each submitted document/deliverable:

**1- Architectural development drawings for the best option:**

**Architectural drawings and further refinement of the design**, though not limited to following, shall include:

- ◆ Floor plans / construction plans / with all partition types and details(**update/review of delivered plans from proposals**)
- ◆ Floor plans / Furniture design with location plan(**update/review of delivered plans from proposals**),
- ◆ Floor plans of the bank server room based on best practices of the market to guaranty functionality, protection and operation of a 24/7 data room.
- ◆ Access plan and security layout elements for the main vault room of the bank.
- ◆ Lighting Plan for Ceilings
- ◆ Interior elevations and sections.
- ◆ Details and design of all fixed furniture.
- ◆ Detailed floor finish/patterns drawings.
- ◆ Miscellaneous decorative details.
- ◆ Reflected ceiling plans (showing height, materials, finishes and decorative lighting).

**2- Mechanical/Electro-mechanical and Sanitary drawings:**



Mechanical and sanitary drawings, though not limited to below, shall include:

- ◆ Fire protection & Sprinkler system drawings and requirement **(update/review of delivered plans from proposals)**
- ◆ Heating and Cooling system drawings and requirement **(update/review of delivered plans from proposals)**
- ◆ Sanitary system drawing (including water, plumbing etc.) illustrating both layouts and schematics for kitchens /wall fixtures in conformity with Electrical and Architectural Plans. **(update/review of delivered plans from proposals)**
- ◆ Detailed elaborate on safety access **(not in scope, outsourced to Security system providers).**

### **3- Electrical drawings:**

Electrical drawings (both high and low voltage), though not limited to below, shall include:

- ◆ Electrical layouts for ceiling and wall with defined hardware and all other equipment (to be closely coordinated with other drawings/plans), including: layout plan, the power installation plan, telephone, fire and panic layout plans, the electricity loading norms, electrical line scheme and a panel view, etc.
- ◆ Plan of electrical and computer network. Computer network design should be carefully coordinated with OTP Bank Requirements.
- ◆ Plan of electrical and computer network for a specific server room to guaranty connection and services of off OTP bank Albania network.

### **4- Bill of Quantities**

i) Statement of Works for Bill of Quantities

- ◆ All items proposed shall comply with relevant Albanian and best International Standards for class A buildings
- ◆ Statement of works and technical specifications of items proposed shall include a schedule of items (in terms of type, color, model, make) categorically

for each office space and common areas as appropriate.

- ◆ Statement of works and technical specifications of items proposed must give detailed explanation of each item of works and not to be general and vague. Standards must be provided for main items of works, materials and products.

ii) BOQ

- ◆ A Bill of Quantities separately for each group of works (i.e. architectural & construction works; electrical; mechanical; equipment; furniture & accessories). List of Groups will be provided by the banks
- ◆ Separate Bill of Quantities for each group of works and equipment/materials should be provided with estimated prices based on the current Albanian market rates.

Ref	Specific Deliverable	Estimated number of working days	Proposed man-day cost
Stage III– Design development and construction document			
1	Architectural development drawings	20	
2	Mechanical and Sanitary Drawings (Heating-Cooling, Sanitation, Cold water Fire Sprinkler etc.)	10	
3	Electrical drawings (high-low voltage systems while also accounting for data, telecommunication etc.)	10	
4	Bill of Quantities	8	

**C. APPROVAL AND ACCEPTANCE:**

- ◆ All deliverable stated under each category of work are subject to approval of OTP BANK ALBANIA.
- ◆ Upon receipt of OTP Bank feedback on draft documents developed by the





Consulting Company, the Consulting Company will have to modify all documents following the suggestions and recommendations from relevant bodies until the whole set is fully approved by the Bank.

- ◆ Once the contract is awarded, OTP Bank shall communicate its point(s) of contacts for approval and/or day to day communication.

#### **D. INFORMATION/DOCUMENTATION PROVIDED BY OTP Bank**

OTP Bank Albanian shall provide the Consulting Company with its basic needs and requirements and sample of different design plans

For better understanding of the project and its tasks, for interested suppliers OTP Bank shall arrange a “site visit” and followed by a Questions and Answers meeting. Exact timing of the site visit and follow-up meeting will be communicated by the Bank in a second moment

#### **E. DURATION**

The time-frame for

- I. Evaluation of current situations and preparation of the bank requirement to complete the RFP materials

Is **max 3 weeks;**

- II. The preparation of Architectural Conceptual and schematic design and drawings for 1 or 2 best options shortlisted from the proposals received from RFP

Is **max 4 weeks;**

- III. Preparation of design development and construction document. (Architectural, Mechanical and Electrical).Bill of Quantities (BOQ) required for procurement of “refurbishment works” and “office furniture and other items” for new office building purchased or rented by the OTP Bank Albania.

Is **max 8 weeks;**

#### **F. MINIMUM REQUIREMENTS TO BE SUBMITTED**

Any architectural & engineering company which is duly registered is eligible to participate in this tender. The Company needs to demonstrate a high degree of technical expertise in the preparation of documents for the project by referring to previous similar projects completed during last 5 years.



The following minimum requirements will be sought and the bidders must provide relevant official documentation as regard to their eligibility to meet these requirements in their offers:

- ◆ The company must submit a list of selected projects from the last 5 years, with at least 3 interior office design (or broadly in building refurbishment) projects in Albania / or EU countries with a total investment cost of over 10 M EUR and minimum area of 3,000 sq. m. Presented projects must be on a high level in the field of layout, functionality and flexibility.
- ◆ The company must have experience and demonstrate preparing tender documentation and Quantity of Bill for at least 3 previous projects in the last 5 years.
- ◆ The company involved in the project should have the highly qualified architects, engineers who will be engaged in the project, with at least 10 employees' designers / engineers/ with professional competency in the interior design, broadly in office building profession. CVs of personnel suggested by the company to be assigned to this project should be provided.
- ◆ All experts, architects and other engineers, involved in the project must be licensed/registered experts in their field of expertise, with a minimum of 5 years of experience in profession.
- ◆ Knowledge of English and Albanian languages is a requirement for the project leader (i.e. Project Manager-Architect) who will have overall responsibility over this project.
- ◆ The company should demonstrate by delivering official financial standing and have a turnover of its projects/services provided and paid by clients during the last 3 years in the amount of above 0.5 MEUR in total.
- ◆ The company should provide the list of its clients during the last 3 years – OTP Bank reserves the right to contact any of the clients for references and feedback on company's performance.

Note: to ensure proper independent oversight over the construction works the company selected as a result of this tender or its personnel/experts can't be affiliated in any way with the constructions company to avoid any conflict of interest.

#### **G. EVALUATION OF PROPOSALS**

Proposals from the bidders shall be evaluated through a quality and cost based approach.

- ◆ Any supplier that does not meet the minimum requirements, set forth above, shall be disqualified and shall not be considered for evaluation.



- ◆ The Proposals of the Suppliers that meet the minimum requirements set forth above shall be evaluated in the following order.

### **Technical Evaluation Criteria**

#### Summary of Technical Proposal Evaluation Forms Points

1. Expertise of the Supplier on similar allocation projects - max 40 pts
2. Expertise of Supplier on preparing tender documents - max 30 pts
3. Personnel - max 30 pts

**Total technical score of 100 pts.**

Only the bidders who would secure 70% and above on technical score shall be evaluated further.

**Technical and Financial proposals will have 50% and 50% weight on the overall evaluation respectively.**



The envelope containing the Technical and Commercial Requirements will bear the following indications:

**To: Banka OTP Albania**

**“GRD-RFP-2021-004 Architectural Design Services for New Head Office”**

**For the attention of: Procurement Sector**

**General Resources Department**

**(Name of the bidding service provider)**

**We must receive the paper version of the Technical and Commercial proposals on or before March 03<sup>rd</sup>, 2021 – 14:00 CET, at Bank’s Protocol Office: Bul. Deshmoret e Kombit, Kullat Binjake, Kulla 1, Kati 9, Tirana, Albania → for Procurement Sector.**

Proposals arriving after this deadline will not be taken into consideration.

The supplier is free to provide any additional relevant information not covered by this RFP or an alternative proposal if considers them more tailored to the Client. Such items will be submitted as attachments to the proposal.

Banka OTP Albania reserves the right at any time, to:

- Stop, or not follow up this RFP for reasons which not be disclosed without reparations;
- Send a 2<sup>nd</sup> RFP if the first one is incomplete or unsatisfying without reparations;
- Sign a contract only on a reduce part of the RFP purchase scope.
- Sign a contract with more than one company for different section part of current RFP.

### **Supplier’s obligations**

Even if the contract will be further defined when finalized with the selected Supplier, it is reminded that this RFP aims to bind it to an obligation of results (and not solely of means).

That is why the Supplier shall perform the agreed services (both for technical and organizational aspects), this namely means bringing its experience and expertise. The Supplier is the sole responsible entity for involving the right means and methods to achieve this goal (number of employees involved, devices qualifications, etc.).

NOTE: The OTP reserves the right to discontinue the RFP Process at any time with no financial compensation, and makes no commitment that this process will result in a business transaction with one or more third parties.