



**Organization for Security and Co-operation in Europe
OSCE Presence in Albania**

06 July 2010

Minutes of the Pre-Proposal Meeting for the RFP No. 09/2010
“SERVICES RELATED TO THE SYSTEMATIC FIRST REGISTRATION OF
IMMOVABLE PRPOERTY IN PRIORITY COASTAL AREAS IN ALBANIA”

Q. In two parts, a. In regards to the Update and Improve (UI) process, what are the standards/specifications for geographic accuracy and quality? b. will the OSCE employ different standards from the Immovable Property Registration Office (IPRO) to determine the quality of the work for acceptance?

In response to the first part, UI is a technical procedure to determine the technical quality of existing registration data. In brief, the process requires the company to conduct an assessment of the registration data to ensure each parcel has been assigned a unique identification number, that there is a clear link between each parcel and the documents creating a rights in the parcel and to note any disparity between the area (in square meters) of the parcel in the field, and the area described on the property documents. Any technical data that does not conform to IPRO technical standards is then to be corrected.

It is beyond the scope of the project, however, to make any judgements or determinations regarding the legal status of the property to be registered. The purpose of the project is to create polygons for land parcels and collect documents demonstrating a right in the parcels. If the technical registration data produced under the project clearly fits the existing technical criteria for registration, the status of a property is clear. If not, the legal status of the property will have to be determined by the IPRO or the courts.

In regards to the standards for geographic accuracy, in 2007, the Government of Albania procured an ortho-rectified and vectorized aerial photograph for most of the country, including the areas to be registered under the project. The ortho-rectified photograph is to serve as the base cartographic material for the project. The IPRO will provide the datum and ellipsoid with which to georeference the polygons created under the project.

In response to the second part, the UI process is governed by IPRO procedures. As such, the OSCE will employ the same standards to determine quality as the IPRO.

Q. Please clarify the role of the company in the Public Information Campaign.

According to the registration law, the company is required to publicly display the registration data for a minimum of 45 days and provide staff to assist the public to review the registration data. This is the statutory minimum.

The IPRO has produced leaflets, posters, television and radio advertisements to inform the general population about the registration process. The information produced by the IPRO will be provided to the company under the project. The company is not required to purchase any additional material or otherwise pay any money to advertise the process.

Additionally, the TOR produced for the RFP makes it clear that the company is to incorporate GIS technology into the registration process. The Bidder's are encouraged to demonstrate in their technical proposals creative application of GIS technology to make the process more "user friendly" and participatory. For example, to create forms to facilitate self-declaration of information and to simplify public display.

Q. Please clarify document collection.

Those persons claiming a right over a property are required to present certified copies of documents creating a right in the property claimed. The company is then required to cross check the presented documents against the records kept in the official archives, typically kept in the Prefecture. The IPRO and the OSCE will ensure the company has access to these archives.

IPRO procedures specify the standards for a digital archive in which copies of the documents presented are to be stored. The Bidder's technical proposal should clearly described the methodology proposed for working with the population to collect the required data and how the digital archive will be created and maintained.

Q. Please clarify the file format for the digital archive.

At present, the IPRO is still using TIF and not JPEG. The company is to provide multi-page, uncompressed TIF to the IPRO on CDs. The IPRO will later upload the data onto a server. It is acknowledged that using this format will create data storage problems for the company and the company will have to find a practical solution.

Q. According to the suggested GIS interim data exchange standard, on the title document it is to be included the name of owner, etc. Is it to be assumed that there is only one owner?

No. The project foresees an inclusive, not an exclusive process. The goal of the project is to obtain all claims and all information related to each parcel of land during the registration process. This will make it possible for the IPRO or the courts to determine the status of each property without the need to return to the field to repeat the registration process. It is not the role of the company to make determinations in the field. If multiple claimants come forward to claim a single property, the company will be required to register all the data from all the claims to that property. Also, under Law 7501, land

parcels belong to an entire family, so it is important that the names of each family member are registered.

Q. In regard to over-lapping polygons, it appears that the implementation of multiple privatization laws has resulted in multiple claimants for a single parcel. How many registration activities are to be carried out to register such properties?

One. Although the implementation of several laws may have created several claimants for one property or several claimants whose properties over-lap, there is still only one registration process and the activities under it remain the same. For each parcel it is necessary to delineate the parcel, collect the documents related to the parcel and ensure a clear link between the parcel and the documents so that the status of the property may be determined. In cases where there is over-lap, it is critical that the situation is clearly recorded. In other words, the registration process is like taking a “snapshot” of the situation as it exists on the ground. Any overlaps or other disputes need to be clearly documented so they may be resolved by the competent authorities.

That being said, the laws governing first registration do allow registration surveyors to assist parties to resolve boundary disputes in the field and may adjust boundaries upon written consent of the parties.

Q. Is there a minimum number of bidders required to submit a proposal for the tender to proceed?

No. If there is only one Bidder who submits a proposal meeting all requirements the tender may still go forward.