



**INVITATION TO BID (ITB)  
ALB/004/2005**



## Organization for Security and Co-operation in Europe

### OSCE Presence in Albania

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DATE: 21 July 2005

FROM: OSCE Presence in Albania

PAGES: 9 incl. this cover page

SUBJECT: Invitation to Bid for First Registration of Immovable Property

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#### **Invitation to Bid (ITB) No.ALB/004/2005**

Dear Sir/Madam,

1. The OSCE Presence in Albania (hereinafter called "the OSCE") invites sealed bids from qualified bidders for First Registration of Immovable Property in the following 4 cities with respective cadastral zone numbers:

Tender Nr 1: Burrel Cadastral Zone number 1326  
Ulez Cadastral Zone number 3675  
Klos Cadastral Zone number 2161

Tender Nr. 2: Vlora Cadastral Zone number 8601

Tender Nr. 3: Vlora Cadastral Zone number 8604

Tender Nr. 4: Vlora Cadastral Zone number 8605

2. A complete set of bidding documents may be obtained by interested bidders on the submission of written or electronic request to the following address:

Mr. Hubert Kasik  
OSCE Presence in Albania  
Fund Administration Unit  
Rruga "Donika Kastrioti", Vila 6  
Tirana, Albania  
Tel: (+355 4) 240672  
Fax: (+355 4) 240673  
Hubert.Kasik@osce.org

3. Bids must be delivered to the office at the address given below on or before Wednesday 10 August, 2005 at 10:00 in a sealed envelope marked with "Bid for "ITB Ref. NoALB/004/2005"- Do Not Open Before 10 August, 2005 at 12:00."
4. Bids sent by e-mail and fax will not be accepted.
5. The bid prices shall be quoted in Euro.
6. Bids will be opened in the presence of bidders' representatives who choose to attend on Wednesday 10 August, 2005 at 12:00 at :

OSCE Presence in Albania  
Rruga "Donika Kastrioti", Vila 6  
Tirana, Albania

**Annex I: Scope of Works**

# **ANNEX I: SCOPE OF WORKS**

## **SYSTEMATIC, MASS FIRST REGISTRATION IN URBAN CADASTRAL ZONES**

### *PREAMBLE*

This Annex sets out the Scope of Works to be performed to enable systematic, mass, first registration in urban cadastral zones to be concluded in accordance with:

1. The terms, conditions and requirements established by OSCE Presence in Albania in its contract with the Contractor.
2. The legislation, regulations and instructions of the Republic of Albania as they relate to the registration of immovable property.

### *1. PARTIES TO SYSTEMATIC, MASS FIRST REGISTRATION*

The Parties to systematic, mass first registration are as follows:

1. Contractors to OSCE Presence for the performance of registration.
2. OSCE Presence in Albania.
3. The Central Office of the Immoveable Property Registration System (IPRS), for itself, and the District Offices of the IPRS;

### *2. OBJECTIVES*

The specific objectives of the Contract are to physically carry out systematic, mass first registration in an urban cadastral zone.

### *3 LOCATION OF THE URBAN CADASTRAL ZONES*

Tender Nr 1: Burrel Cadastral Zone number 1326  
Ulez Cadastral Zone number 3675  
Klos Cadastral Zone number 2161

Tender Nr. 2: Vlora Cadastral Zone number 8601

Tender Nr. 3: Vlora Cadastral Zone number 8604

Tender Nr. 4: Vlora Cadastral Zone number 8605

### *4. DURATION OF THE CONTRACT*

The duration of the works in each zone shall be 9 calendar months from the date the contract is signed.

## 5. STAGES OF WORK

First registration process will have the following stages:

<b>Stage</b>	<b>Activity</b>	<b>Responsible Party</b>
1	Document Compilation Property Documents Photography Public Information Campaign Preparation of Registration Index Maps (RIM); Parcel Book (PB)	Immovable Property Registration Office (IPRO)  OSCE Presence/IPRO  OSCE Presence registration contractor
2	Compilation of Kartelas First Printing of Kartela Information + RIM + PB (Including checks and the linkage between Kartela-RIM)	OSCE Presence registration contractor
3	Public Display	OSCE Presence registration contractor /IPRO
4	Correction of changes made during the Public Display period and Printing II + RIM+ Kartela Printing + Binding of Kartela Registers	OSCE Presence registration contractor
5	Delivery of documentation Legalization of First Registration, Archiving of documentation in the IPRO and closure of the Hipoteka System functions, issuance of registration certificates	OSCE Presence registration contractor IPRO

## 6. SYSTEMATIC, MASS, FIRST REGISTRATION WORK

The Parties to the Contract agree that for systematic, mass first registration the OSCE Presence registration contractor shall perform the tasks as described in the table in article 5 above and as detailed in this Article 6. These tasks shall be performed in accordance with the Instructions on First Registration in Urban Zones approved by the Chief Registrar of Albania.

The Contractor will be expected to provide the complete range of activities required to conclude first registration, including but not necessarily limited to the following:

### **Stage I**

The Central Office and corresponding District Office of the IPRS shall provide the following to the OSCE Presence registration sub-contractor to enable him to undertake systematic mass first registration in urban zones in a timely and effective manner:

1. Provision of secure office space and adequate office facilities including reasonable photocopying and photographing facilities within each selected district office of the IPRS

2. Supply of copies of the Registration Index Maps Parcel Books, forms A & B and other necessary documentation and computer programs Data Entry Computer Program 'Pasuritë', Computer Control Program 'Program i Kontrollit Logjik' for the cadastral zones in order for systematic, mass first registration to be carried out
3. Controlled access for OSCE Presence contractors to original documents in the hypothec archives in each selected district office of the IPRS
4. Supply of photocopies of original documents in the hypoteka archives for "problem properties" identified during the course of the fieldwork, where it is necessary to take documents to the field for resolution of disputes for example
5. Where there are missing documents identified during the course of the fieldwork, conducted by the OSCE Presence registration contractor, these shall be submitted by the claimant to the IPRS monitor/coordinator, and attached to registered documents in the hypothec and passed to the registration contractor for use during the systematic mass first urban registration process. In the case of "24b" properties these shall be registered directly into the IPRS, and not the hypothec.

The Contractor during this stage will collect materials, perform the photography of hypothec documents and create the digital archive of documents linking the archive system of hypothec with the one of the IPRS.

The Contractor is responsible for the management of documents that are made available from the District Registration Office.

The Contractor is responsible for public awareness through local media, booklets and other means before and after the First Registration process.

The Contractor will perform the field survey to compile the Parcel Book and the Index Map of Registration.

At the First Stage the final output to be submitted by the Contractor will be:

1. Digital ownership documents;
  2. Digital Registration Index Map according to IPRS digitalization Standards;
  3. Parcel Book (manual form as prepared in the field).
- (To be accompanied with supervising reports, compiled by OSCE Presence Registration Contractor)

## Stage II

1. The final work products for Stage II shall be:
  - a. Kartelas filled out digitally based on Parcel Book and in support of legal documentation, as provided by Law 7843, dated 13.07.1994 on "Registration of Immovable Property" , IPRS Regulation dated 08.04.1998, IPRS Instructions on Completing Kartelas dated 18.08.1999, Guide "On First Registration of Urban Zones", dated 8.05.2005 and other Orders issued by the Chief Registrar.
1. The supervising report of Kartela (manually)
2. Linkage of Kartela to RIM
4. First Printing

(To be accompanied with supervising reports, performed by OSCE Presence Contractor)

**NOTE:**

The registration contractor will establish a field office/information centre in the cadastral zone for the duration of the fieldwork and public display which will be opened and staffed for 40 hours per week during the Public Display in accordance with a schedule to be proposed by the contractor and approved by OSCE Presence on completion of Stage II.

**Stage III**

1. Display of 1<sup>st</sup> Printing and RIM (scale 1:500)
2. Monitoring of Public Display progress for a period of 90 days in cooperation with the District Office of the IPRS and Local Government in accordance with the requirements of Law 7843 (dated 13.07.1994) on “Registration of Immovable Property”.
3. Cooperate with District Registrar in implementing article 25 of Law 7843 (dated 13.07.1994).

(To be accompanied with supervising reports, performed by OSCE Presence Contractor)

**Stage IV**

The final work products for Stage IV shall be:

1. Digital files of RIM, IPK with the respective corrections made during the public display . (three copies: one copy for IPRS, one copy for CO/IPRO and the other one for OSCE Presence)
2. Digital files of ownership documents (one copy for IPRS)
3. Printing II
4. Book of Claims/Resolution identified during displaying process.
5. Printed Kartelas
6. Binding of Kartela. The book (kartelas’ register) shall respect the following standards: Kartela registers shall be bound in books of 250 (two hundred fifty) sheets. Kartela sheets shall be first put together using special glue and then three 4 mm bolts are fixed on the left side of cover-page and first page of Kartela. On the left side of Kartela (register) shall be placed a cardboard cover with the same color of the folder. The folder shall have the form of an envelope consisting of pressed cardboard, weighting 1500 gram/2 covered in both sides with thin cardboard

(To be accompanied with supervising reports, performed by OSCE Presence Registration contractor)

**Stage V Delivery**

The final work products for First Registration in Urban Zones shall be:

The following documentation is delivered:

1. Ownership documentation (photocopies) with the respective archive reference numbers form \_\_\_\_\_ to \_\_\_\_\_.

2. Ownership documentation (originals) with the respective archive reference numbers from \_\_\_\_\_ to \_\_\_\_\_.
3. Property digital documents
4. Digital RIM in format 'dxf', and 'apr'
5. Digital IPK in format 'mdb' and 'dbf'
6. Manual RIM (scale 1:500)\_\_\_\_\_ map-sheets (2 copies)\_
7. Manual IPK registered from Vol. \_\_ Pg \_\_ to Vol. \_\_ Pg \_\_, Books \_\_\_\_\_
8. Documentation inventory book with references to Hypothec system and IPRS (Forms A & B) manually prepared (as well as digital copies if prepared)
9. Book of Solved and not-Solved Claims
10. Coordinates of geodetic points and respective monographs.
11. Cartographic documentation and other documentation made available to the first registration contractor:
12. Documentation Prepared in the Field:
  - Parcel Books
  - Sketches
  - Field Notes
  - Field base map
  - Others
13. Second Printing

Lists:

1. Ordinal list of the properties' owners
2. A list of ownership or co-ownership information based on the section C of the Kartela (in an alphabetic order of the owners).
3. A list of ownership or co-ownership information for properties included in Apartment-building group (apartment, studio, unit, etc.)
4. List of immovable properties in a numeric order
5. List of information on other real rights on properties under Section D of Kartela.
6. List of information on restrictions on properties under Section E of Kartela.
7. List of State-owned Properties.
8. List of disputed properties (identified in RIM).
9. List of properties, which do not have any ownership document at all (identified in RIM)

## 7 *MONITORING*

Monitoring of the OSCE Presence contractor will be carried out by both the Central Office of the IPRS and OSCE Presence in accordance with the Law on “Immovable Property Registration” and its sub-ordinate Regulations and Instructions. Monitoring will take place during all stages of systematic, mass first registration and will include, but not necessarily be limited to, the monitoring of the following:

1. Field survey and updating of the registration index map (on the ground)
2. Field documentation (in the office)
3. Compilation of the Registration Index Map
4. Compilation of the Parcel Book,
5. Legal processing of information
6. Compilation of Kartela, Linkage with RIM and First Printing
7. Public Display
8. Second Printing and Kartela Production

9. Delivery of documentation to the District Office of the IPRS
10. Legalisation of First Registration Archiving of Documents at the District Office of the IPRS

Checks will be made against, field survey calculations, receiving information on compiling the Parcel Book, office calculation, compilation of RIM and Kartela, documents archiving, RIM plots, manual Kartela Printings, etc.

For OSCE Presence's monitoring purposes a random sample of properties may be selected from each cadastral zone.

Where the acceptable tolerances, for any stage, have not been realised by the registration contractor OSCE Presence will have the right to ask for the work to be redone at no additional cost to the project prior to moving to the next stage.