# Simplified tender dossiers for supply tender

**FRAMEWORK CONTRACT**

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

| 1. **Publication reference:**
 | **UiL-LdV - 2** |
| --- | --- |
| 1. **Project Title:**
 | **Active Tropoja Youths for our Municipalities (ATY4M)** |
| 1. **Subject of the contract:**
 | **Offering the service of supplying office materials with designs, prints, and publications (banners, t-shirts, notebooks, pens, files, etc.)** |
| 1. **Contracting Authority:**
 | **Udhëtim i Lirë – Liberi di Viaggiare**  |
| 1. **Maximum budget:**
 | **3,990.00 Euro (VAT excluded)** |
| 1. **Deadline for application:**
 | **04.12.2022 at 17.00**  |

1. **Contract description/technical specification**

In the framework of the EU4M grant scheme, the Contracting Authority Association “Udhëtim I Lirë- Liberi di viaggiare” Branch in Durrës, Albania, for the Active Tropoja Youths for our Municipalities project will offer the service of supplying office materials with designs, prints, and publications (banners, t-shirts, notebooks, pens, files, etc.), for the project training needs.

The technical requirements are as follows:

| No | Description | Technical specifications | Price/Unit | Amount | Total price | Evaluation criteria |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | * Price per unit

100 points |
| 1 | Banner rolls up  | With logo / Pieces |  | 1 |  |  |
| 2 | T-Shirt | With logo / Pieces |  | 100 |  |  |
| 3 | Folders, notebooks, pens | With logo/Description/Set |  | 1000 |  |  |
| 4 | Certificates printed in colour | With logo /Description / Piece |  | 40 |  |  |
| 5 | Printed/photocopied materials for all pieces of training (11 days) | With logo /Description / Piece |  | 40 |  |  |

1. **Selection Criteria**

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole.

The selection criteria:

* The applicants have to be established in accordance with the Albanian legislation that is in force for at least 2 years from the date of the application.

• Offering the service of supplying office materials with designs, prints, and publications (banners, t-shirts, notebooks, pens, files, etc.) is part of their competencies and clearly stated in the official documents issued by the National Business Centre - NBC (Qendra Kombetare e Biznesit - QKB).

1. **Award criteria**

The sole award criterion will be the price. The contract will be awarded to the tenderer offering the lowest price for a compliant tender.

1. **Application procedure**

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English.

The tender must comprise a technical offer and a financial offer, which must be submitted in a closed envelope.

1. **Technical offer**

The applicant must send the technical offer that is composed of the following documents:

* Financial Identification Form (FIF) – Template Given by the Contracting Authority
* Legal Entity File (LEF) – Template given by the Contracting Authority
* Copy of NIPT/TIN
* Extract for QKB/NBC
1. **Financial offer**

The financial offer must be presented as a global price in euro and must be submitted using the template Financial Offer as given by the Contracting Authority. The financial offer must be sent including VAT.

Tenders must be submitted using the envelope system, including all the documents requested.

The outer envelope should provide the following information:

a) the address for submitting tenders indicated above

b) the reference code of the tender procedure

c) the words ‘Not to be opened before the tender-opening session’

d) the name of the tenderer.

Applications must be submitted within the deadline, in English or Albanian exclusively to the contracting authority in a sealed envelope.

* Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip to:

 Association “Udhëtim i Lirë – Liberi di Viaggiare”

 Address: Lagja 3, Rruga Egnatia, Durrës, Albania

Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 6 of this document.

1. **Evaluation of tenders**

The tenders will be evaluated based on conformity with the requirements of this tender dossier and procedure. A technical and financial evaluation will be performed by the evaluation committee on the technical and financial admissibility of tenders.

1. **Delivery of the product**

The delivery of the product will be made based on the needs of the Contracting Authority.

The Contractor shall provide the Contracting Authority with office materials with designs, prints, and publications (banners, t-shirts, notebooks, pens, files, etc.), that can be used **over the subsequent month(s)**, as per the project needs.

1. **Notification of award**

The contracting authority will inform all tenderers simultaneously and individually of the award decision.