



Nr. _____ prot.

Durrës, 21.08.2026

INVITATION TO TENDER

ADDRESSED TO: All Interested Candidates

Published on: Liberi di Viaggiare (Udhetim i Lire) Website

Subject: Provision of External Expertise – Organization of a Mid-term Project Meeting within the framework of the project “**COAST CRAFT – Creative Options And Smart Techniques for Coastal Regions Adapting Flooding Tactics**”, funded by the **Interreg Europe Programme**.

Dear Sir/Madam,

Liberi di Viaggiare (Udhetim i Lire) is pleased to invite all interested experts or companies to participate in a **simplified procedure (request for three offers)**. The purpose of this procedure is the submission of financial offers for the provision of services related to the **organization of a 2 days Mid-term Project Meeting** within the framework of the **COAST CRAFT** project.

1. Objective of the Assignment

Within the framework of the planned activity, the selected external expert/company will provide services including, but not limited to, the following:

- Rental of a suitable venue in the city of Durrës for a duration of 2 days, up to 8 hours per day, fully equipped for a meeting (seating, tables, projector, screen, sound system, Wi-Fi, heating/cooling).
- Provision of 4 coffee breaks for up to 20 participants.
- Provision of two light lunches for up to 20 participants.
- Provision of 1 networking dinner for up to 20 participants in an appropriate restaurant.
- Arrangement of local transport services for 20 participants during 2 days.

The activity is expected to take place during the last week of September 2026.

2. Deliverables

The selected expert/company shall provide at least the following deliverables:

- Organization of a Mid-term Project Meeting

3. Submission of Offers

Interested candidates are requested to submit their applications via email to:

info@udhetimilire.org

Deadline for submission:

28 August 2026, at 17:00 (local time).

4. Required Documentation

Applicants must submit the following documents:

1. **Financial Offer Form**, in accordance with **Annex 1** attached to this invitation;
2. **Updated Curriculum Vitae (CV)** of the expert(s) involved or company profile.
3. **ID/Copy of the NIPT (Tax Identification Number)** for companies or self-employed experts;

5. Contract Duration

The duration of the service contract will be **2 months** from the date of contract signature.

6. Budget

In accordance with the project's approved budget, the **maximum available budget** for this simplified procurement procedure is:

EUR 2,500 (without VAT).

7. Additional Information

Liberi di Viaggiare (Udhetim i Lire) reserves the right to request additional information or clarifications from applicants during the evaluation process. Only shortlisted candidates may be contacted.

We look forward to receiving your offer by the indicated deadline.
Thank you for your interest and cooperation.

Sincerely,

Executive Director
Miranda Mansaku