

SUP2LOOP

Green Innovation Challenge

UNPACK THE FUTURE:
PILOTING PLASTIC FREE SOLUTIONS.



Call for Catering Service (Lunches and Coffee Breaks)

PROJECT: SUP2LOOP Green Innovation challenge | Unpack the future: Piloting plastic-free solutions

MilieuKontakt Albania is implementing the project “Sup2Loop – Innovation Challenge: CREATION OF SUSTAINABLE ALTERNATIVES TO SINGLE-USE PLASTICS IN ALBANIA”, supported by GIZ Albania, the European Union and BMZ, in partnership with the Ministry of Environment.

Within the framework of the implementation of this project, the organization intends to conduct a simplified procurement procedure by requesting quotations from at least three providers, for the provision of “**Catering Services (Lunches and Coffee Breaks)**”.

Participation Requirements

All interested legal entities or natural persons are invited to submit their offers, in accordance with the general and specific conditions of this invitation, no later than **13 October 2025**, by e-mail to:

office@milieukontakt.org or by post to the following address: **Rr. “Xhorxhi Martini”, Pall. Teuta Konstruksion, Shk. 3, Ap. 8, Postal Code 1017, Tirana, Albania.**

Technical Specifications

Within the framework of this project, MilieuKontakt Albania will conduct the procurement procedure for the provision of “**Catering Services (Lunches and Coffee Breaks)**” for 5 activities to be held during the

period October–December 2025, including catering services for coffee breaks/cocktails and lunches, as follows:

Description						
	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Total
Coffee Break / Cocktail	20	0	60	15	15	110
Lunch / Finger Food	0	7	75	15	34	131

The menus for the coffee breaks and Finger Food for lunches will be determined by the organizers, as appropriate, from the range of options presented by the bidders, for the five different events, according to the dates, times and locations to be determined by the Contracting Authority.

The offer form is as follows:

No.	Description	Unit	Quantity	Price/unit ALL	Total value/Lek
1.	Coffee break/Cocktails offered in 5 activities	Portions	110		
2.	Lunch/Finger Food offered in 5 activities	Portions	131		
	Total				

The bidder must guarantee that:

- It has the necessary equipment for the organization and provision of cocktail/catering services (tables, glassware – no plastic, serving dishes, service staff, etc.);
- It guarantees the transportation and set-up of the catering services at the event venue;
- It has the capacity to serve the required number of participants at each activity.

A **service contract** will be signed with the successful bidder, in accordance with the project requirements and the applicable legislation.

General Conditions

The bidder must:

- Be registered as a business entity in accordance with the applicable legislation;
- Have an active status (NIPT);
- Not be subject to bankruptcy or liquidation proceedings;
- Have the required type of service included within its registered business activity.

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Payment to the selected legal entity/natural person shall be made by bank transfer upon completion of the services and submission of the relevant invoices.

In its offer, the bidder must provide the full details of the contact person. In addition to the financial offer, completed in accordance with the table included in this invitation and expressed in Albanian Lek (ALL), the bidder must also submit the following documents:

1. QKB Extract (National Business Center registration extract);
2. Bank account details.

The operator offering the lowest price, provided that the offer complies with the technical specifications set out in this invitation, will be notified to proceed with contract signing.