

Nr.38/2 Prot,

Tiranë me dt. 07/10/2025

INVITATION FOR TENDER

Name: Milieukontakt Albania
Address: Rr. 'Xhorxhi Martini', Pall. Teuta Konstruksion,
Shk.3, Ap.8 Postal Code 1017, Tirana, Albania
Deadline for submission of tenders: 21/04/2025

Milieukontakt Albania is implementing the project "Marine Litter prevention in Sazani and Kune Vain Islands", supported by the Beyond Plastic Med Association (BeMED). Within the framework of this project's implementation, the organization seeks to conduct a simple procurement procedure for "Graphic design". The deadline of the tender will be on 21/10/2025, at 09:00 at the address: Rr. 'Xhorxhi Martini', Pall. Teuta Konstruksion, Shk.3, Ap.8 Postal Code 1017, Tirana, Albania.
Please submit your bid for this procurement object with these data.

I. GENERAL AND SPECIFIC QUALIFICATION CRITERIA

To fulfill the legal and administrative capacities and to prove that they have the legal capacity to conclude contracts, bidders / economic operators must document that:

A. GENERAL QUALIFICATION CRITERIA

- The scope of the economic operator's commercial activity must include the procurement object or something similar to it, and the entity must have an active status.
- The Bid Form, signed and stamped by the economic operator.
- The CA has the right to disqualify the operator and continue the procedure with the next operator if it results that:
 - a) the product is not in accordance with the requirements of the CA and/or
 - b) does not present one / some of the required documents and/or
 - c) the operator does not respond within the deadlines for the implementation of the procurement procedure and/or
 - d) does not submit the documentation within the deadlines set by the CA.
- The documentation required in fulfillment of the requirements set out in the Invitation for tender must be submitted by the economic operator declared the winner to the postal address Rr. 'Xhorxhi Martini', Pall. Teuta Konstruksion, Shk.3, Ap.8 Postal Code 1017, Tirana, Albania.

B. SPECIFIC QUALIFICATION CRITERIA

Service Description

This service aims to design and format a set of materials (Guideline, Leaflet, Sticker, Declaration)

C. ECONOMIC OFFER FORM

No	Description of goods	Unit	Quantity	Price/piece
1	Graphic design of a set of materials (guideline for HORECA, Sticker, Informative Leaflet, Declaration) 85 pages	pieces	1	

D. QUALIFICATION CRITERIA:

- 1) The scope of the economic operator's commercial activity must include the procurement object, and the entity must have an active status;
- 2) Interested economic operators must submit similar works from previously performed services.
- 3) The Offer Form must have the structure for calculating the price per piece and be signed and stamped by the economic operator.
- 4) The operator must undertake to perform the service according to the contract and within the deadline.

II. CRITERIA FOR THE EVALUATION OF BIDS

- 1) The Contracting Authority has the right to disqualify the operator ranked first and continue the procedure with the next operator if it results in that:
 - The product is not in accordance with the requirements of the CA and/or
 - does not submit one / some of the required documents and/or
 - the operator does not respond within the deadlines for the implementation of the procurement procedure and/or
 - does not submit the documentation within the deadlines set by the CA.
- 2) The winning bid is the most economically advantageous bid based on price/unit.
- 3) The documentation required in fulfillment of the requirements set out in the Invitation to tender must be submitted by the economic operator, declared the winner to the organization's address Rr. 'Xhorxhi Martini', Pall. Teuta Konstruktion, Shk. 3, Ap. 8 Postal Code 1017, Tirana, by 21/10/2025 at 9:00;
- 4) The supply contract will be concluded within 5 (five) days after the notification of the winning operator.
- 5) In its offer, the bidder must provide full contact details;
- 6) Also, the bidder, in addition to the completed financial offer, which must be in EURO, must submit:
 - License for the exercise of the activity (NIPT);
 - Financial offer for the product according to the table above;
- 7) The operator that offers the service with the lowest price and is in accordance with the technical specifications according to the invitation will be notified to sign the contract.

HEAD OF THE CONTRACTING AUTHORITY

EXECUTIVE DIRECTOR

VALBONA MAZREKU

