

TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURE (EQUAL OR BELOW 20.000 EUR)

PART A: INFORMATION FOR TENDERER

This document contains the following parts:

- Instructions to tenderer
- Technical specifications / required services
- Format of contract to be signed with the tenderer
- Administrative compliance grid

INSTRUCTIONS TO TENDERERS

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in the part "services required / technical specifications" of this document;

Deadline for submission of the tenders:

The deadline for submission of tenders is **07/11/2022, at 12:00**. Any tender received after this deadline will be automatically rejected.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the:

- **standard tender submission form and technical offer available in the Part B of the tender dossier** AND
- **financial offer available in the Part C of this tender dossier**. The financial offer needs to be submitted in a separate envelope.

The tender will be submitted in **1 original**. In case of e-mail submission, the tenderer will provide a scan of signed original of the tender. Any tenders not using the prescribed form might be rejected by the contracting authority.

In addition to the offer, the tenderer is required to provide the following supporting documentation (in copies or scanned versions in case of e-mail submission):

- Copy of legal registration – if applicable
- Bank account details to which the payments shall be made

The tenders will be submitted **via email to partners@partnersalbania.org**, containing the following information:

Title of email: **Name of the tenderer, title of the tender, Reference number: CFCU/MNE/161/06**

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority within the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated in the part "Required services / Technical specifications" of this document. In the tenderer's technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is **2,500 EUR**. (VAT excluded)

4. ADDITIONAL INFORMATION

The award criteria is:

- Best value for money, weighting 80% technical quality, 20% price

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 7 days from the deadline for submission of tenders.

SERVICES REQUIRED / TECHNICAL SPECIFICATIONS

1. Item Number	REQUIRED SERVICES/ TECHNICAL SPECIFICACIONS
1	<p><u>Preparation of a policy brief document – Revolution for 4.0 generation</u></p> <p>The “Preparation of a policy brief document – Revolution for 4.0 generation” is conducted in the frame of the Work4Youth project, implemented in the frame of the IPA Cross-Border Programme Albania Montenegro, funded by the European Union. The project is implemented by Partners Albania for Change and Development (PA), Association for Democratic Prosperity – Zid, and Young Intellectuals Hope (IRSH).</p> <p>The targeted areas of the project are Shkodra Region in Albania and Municipalities of Bar, Tuz, and Podgorica in Montenegro.</p> <p>The Development of the Revolution for 4.0 generation a policy brief document is related with the following expected result of the Work4Youth project: <i>R3. Increased support to young entrepreneurs and self-employment through local policies and incentives.</i> Increased support for young entrepreneurs is needed at the cross border areas in both countries, and also recognised in the strategic development documents of the local government units, like the Territorial Strategy of Shkodra Municipality 2015-2020, one of which Strategic Program is the Support to new enterprises, through the establishment of a special fund to support new small and medium enterprises established by young people of 18-30 years old, with a special attention will to enterprises in tourism, agriculture, and IT services.</p> <p>Under this Tender, PA is looking for a qualified service provider for the development of a policy brief document – Revolution for 4.0 generation in project target regions.</p> <p>The policy brief document – Revolution for 4.0 generation is expected:</p> <ul style="list-style-type: none"> • To provide recommendations how to create supportive environment for employment and self-employment of 4.0 generation; • To provide recommendations to the local institutions with concrete examples how to provide better services and possibilities for 4.0 generation in CBC region; • To have a cross-border impact targeting the authorities in both countries; • The document should be prepared in Albanian and English language. <p>The policy brief document will be prepared in cooperation with another service provider from Montenegro, that will be contracted by Association for Democratic Prosperity – Zid. A presentation meeting between service providers will be organised by project’ partners at the start of the work. It is expected that the service providers conduct other meetings among each other for the preparation of the policy brief document.</p> <p>Timeline:</p> <p>The expected duration of the service provision will be 20 days, not later than December 7th.</p>

FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER

CONTRACT TITLE: Preparation of a policy brief document – Revolution for 4.0 generation

REF: CFCU/MNE/161/06

Concluded between:

Partners Albania for Change and Development

Rruga e Elbasanit, Ndërtesa Park Gate, Kati 10, A.71/73, Kutia Postare 2418/1, Tiranë

Represented by: Juliana Hoxha, Director

(Contracting Authority)

AND

Title

Address of the contractor

Represented by:

(Contractor)

Article 1: Subject of the contract

The subject of the contract are the services as indicated in the contractor's offer – "Part B: Documents to be completed by the tenderer"

Article 2: Contract value

The total contract value for implementation of services indicated in the Article 1 is: XXX EUR. The price cannot be revised.

Article 3: Contracting documents

This documents which form the part of this contract are (by the order of precedence):

- Contract agreement
- Contractor's technical offer as provided in the tendering phase – "Part B: Documents to be completed by the tenderer"
- Contractor's financial offer as provided in the tendering phase "Part C: Financial offer"
- Any other supporting documentation, if applicable

Article 4: General provisions

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice.

The Contractor shall ensure the highest visibility to the financial contribution of the European Union. To ensure such publicity the Contractor shall implement among other actions the specific activities described in the Special Conditions. All measures must comply with the rules in the Communication and Visibility Requirements for EU External Actions by the European Commission.

Article 5: Deliveries and payments

The contractor will deliver without reservation the services indicated in the contractor's offer "Part B: Documents to be completed by the tenderer". The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued after the approval product.

This contract is exempt from taxes (Customs duties, import duties, taxes or fiscal charges having equivalent effect, Value added tax, documentary stamp or registration duties or fiscal charges having equivalent effect) as per Framework Agreement signed between European Commission and Government of Albania.

Article 6: Duration of the contract

The duration of the contract is 30 days.

Article 7: Cancellation of the contract

The contract can be suspended by the Contractor due to one of the following reasons:

- Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

- The Contractor is in serious breach of the contract, failing to meet contractual obligations
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

Article 8: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Tirana District Court in accordance with the national legislation.

CFCU/MNE/161/06

For the Contractor

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name: Juliana Hoxha

Title: Director

Signature:

Date: xx/11/2022

ADMINISTRATIVE COMPLIANCE GRID (to be completed by Contracting Authority)

Contract title :	Development of Individual Promotional Campaign for Best Business Solutions	Publication reference :	CFCU/MNE/161/06
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Tender envelope number	Name of Tenderer	Is tenderer nationality eligible? (Y/N)	Is documentation complete? (Y/N)	Is language as required? (Y/N)	Is tender submission form complete? (Y/N)	Other administrative requirements of the tender dossier? (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
1							
2							
3							
4							