

TENDER DOCUMENTATION

PART B: DOCUMENTS TO BE COMPLETED BY TENDERER – TECHNICAL OFFER

This document contains the following parts:

- I. Tender submission form
- II. Tenderer's declaration
- III. Technical offer

I. TENDER SUBMISSION FORM

1 SUBMITTED by (i.e. the identity of the Tenderer)

	Name(s) of legal entity or entities making this application	Nationality
Leader		

2 CONTACT PERSON (for this tender)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3 STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer, hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our Technical offer, and our Financial offer:

- Technical offer as per the standard format provided in the tender dossier (Part B)
- Financial offer as per the standard format provided in the tender dossier (Part C)

Signed on behalf of the Tenderer

Name	
Signature	
Date	

II. TENDER'S DECLARATION

FORMAT FOR THE DECLARATION

To be submitted on the headed notepaper of the legal entity concerned

<Date>

<Name and address of the contracting authority >

Your ref: < reference >

TENDERER'S DECLARATION

Dear Sir/Madam

In response to your letter of invitation for the above contract we, < name(s) of legal entity or entities>, hereby declare that we:

- are submitting this tender [on an individual basis]* [as member of the consortium led by < name of the leader> [ourselves]]* for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as a member, leader, in a consortium or as an individual candidate);
- have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other tenderers or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this tender;
- [have attached a current list of the enterprises in the same group or network as ourselves] [are not part of a group or network]* and have only included data in the tender form concerning the resources and experience of [our legal entity] [our legal entity and the entities for which we attach a written undertaking]*;
- will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
- fully recognise and accept that if the declarations or information provided prove to be false, we may be subject to rejection from this procedure;
- are aware that, for the purposes of safeguarding the donor's financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that our tender and the experts may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in another donors' financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative>

<Name and position of authorised representative>

[* Delete as applicable]

III. TECHNICAL OFFER

Contract title: “Engagement of Individual Experts for Needs Assessment of Grantees”

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Publication reference: 16318/12

1. Item Number	2. Services required	3. Description/indication of services to be provided	4. Indicated time frame	4. Inputs to be provided	5. Evaluation Committee's notes
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<p>1</p>	<p>The aim of the Challenge Fund is to improve and diversify finance opportunities for Albanian start-ups and MSMEs, with innovative solutions (e.g., products, services, business models, processes) and (ii) start-ups with prominent tech content with the potential for global expansion and rapid growth.</p> <p>During the execution of this sub-granting scheme, the grantees/winners of the sub-grants will receive comprehensive training, mentoring, and coaching tailored throughout the implementation of their business idea. To facilitate this, Partners Albania for Change and Development will administer a needs assessment conducted by relevant experts, to identify the individual needs of each grantee for their business development and management.</p> <p>The main objective of these Terms of Reference is to contract qualified and experienced experts to conduct individual needs assessments for the 20 startups, winners of the 1st Call for Proposals of the Challenge Fund. The findings from the needs assessment will then be used by the contracting</p>	<p>To be completed by the tenderer.</p>	<p>To be completed by the tenderer</p>	<p>To be completed by the tenderer, if applicable (for example experts, experiences etc.)</p>	<p>Evaluation committee remarks</p>
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<p>authority to create a tailored support plan and to identify field experts, aiding startups throughout their business development and management.</p> <p>There is an allocation of two (2) working days for each startup intended for conducting on-site visits to identify needs and prepare the subsequent needs assessment report.</p> <p>The number of working days for the engagement of each expert will be decided based on the field of expertise of the expert, and the business sector of the start-ups.</p> <p>As part of the tender documentation, the experts are expected to submit a detailed methodology for the service, including the delivery approach, agenda, and the methodology used for gathering and identifying gaps and needs. The needs assessment report should categorize the identified gaps and needs into specific areas of expertise required for each startup.</p> <p>The expertise is expected to be carried out in Tirana and other cities of Albania. The travel arrangements and the related costs for visits outside Tirana will be covered by the</p>				
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	<p>Contracting Authority.</p> <p>The expertise will be provided in the Albanian language.</p> <p>The assignment will be accomplished within 1 month (from the date of award of the contract).</p>				

	<p>The experts contracted should fulfil the duties and responsibilities below:</p> <ul style="list-style-type: none">• Prepare tools and templates to be used for gathering and identifying gaps and needs.• Conduct in-depth individual consultations with each startup to identify their specific needs and areas for assistance.• Analyse the current business models, market positions, and competitive landscapes of the startups to inform the needs assessments.• Identify gaps in skills, knowledge, and resources that may hinder the startups' growth and development.• Prepare individual needs assessment reports for each startup.• Ensure confidentiality and sensitivity when handling proprietary and sensitive information shared by the startups.• Develop and implement feedback tools to evaluate the effectiveness of the individual consultations.				
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