

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 a 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 recognize 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 donor's 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 proven false, the award may be considered null and void.

Yours faithfully,

<Signature of authorized representative>

<Name and position of authorized representative>

[* Delete as applicable]

III. TECHNICAL OFFER

Contract title: “Engagement of a team of 2 (two) Experts for Training of Grantees”

p 1 /4

Publication reference: 16318/13

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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1	<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 capacity-building program delivered by relevant experts. The program will cover the following services:</p> <ul style="list-style-type: none"> • Delivery of a training program on “Doing Business – Management of the entrepreneurship initiative”. <p>The main objective of these Terms of Reference is to contract a qualified and experienced team of two experts to conduct a training program on “Doing Business - Management of the entrepreneurship initiative” for the 20 startups, winners of the 1st Call for Proposals of the Challenge Fund.</p> <p>The training program should cover</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>various areas, including the legal and fiscal framework for doing business in Albania (such as business registration, licensing, standards, reporting to authorities, and registration at the Office of Registrar of Trademarks), financial literacy, leadership development, business analysis, value proposition and competitive advantage, marketing strategy, business social responsibility, financial management, along with other relevant topics.</p> <p>The expertise is expected to deliver one 5-day training program for 20 representatives of the startup winners from the 1st Call for Proposals of the Challenge Fund.</p> <p>All logistic arrangements for the organization of the training program will be done by the Contracting Authority.</p> <p>As part of the tender documentation, the experts/company are expected to submit a detailed methodology for the service, including the training delivery approach, training topics, and agenda.</p> <p>The expertise is expected to be carried out in Tirana. No travel within or outside Albania is planned for this</p>				
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	<p>assignment.</p> <p>The expertise will be provided in the Albanian language.</p> <p>The estimated time for the implementation of the assignment is 5 working days during the period July 2024.</p> <p>The assignment will be accomplished within 1 month (from the date of award of the contract).</p>				

<p>The experts/company contracted should fulfill the duties and responsibilities below:</p> <ul style="list-style-type: none"> • Design and deliver a training program that is inclusive and accessible to all participants, considering diverse backgrounds and learning styles. • Design training materials, including PowerPoint presentations, handouts, exercises, etc., for the training program on “Doing Business – Management of the Entrepreneurship Initiative,” aimed at strengthening the capacities of startup grantees in the aforementioned areas. • Provide training sessions to the startups, supporting them in developing effective leadership skills, refining business strategies, and optimizing team dynamics. Equip startups with the necessary tools and knowledge to overcome obstacles and achieve success. • Prepare a comprehensive post-training report after the training program delivery, including recommendations for further program interventions and improvements to Challenge Fund’s capacity-building programs. • Develop and implement feedback mechanisms to evaluate the effectiveness of the training program. 				
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