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| TENDER DOCUMENTATION  |

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

This document contains the following parts:

1. Tender submission form
2. Tenderer's declaration
3. Technical offer

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| 1. TENDER SUBMISSION FORM
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**1 SUBMITTED by (i.e. the identity of the Tenderer)**

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| --- | --- | --- |
|  | **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 authorized 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

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| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

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| 1. TENDER'S DECLARATION
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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 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 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 the award, or if the information provided is proven false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative>

<Name and position of authorised representative>

 [\* Delete as applicable]

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| 1. TECHNICAL OFFER
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**Contract title: “Engagement of a Company for Legal Support of Grantees of Incubation Program for Glass Waste Solution from Lab of Tomorrow, under Circular Economy for Sustainable Urban Development in Albania Project”**

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**Publication reference:** 81311392/02

| **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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|  | As part of the EU for Circular Economy and Livable Cities Project, implemented by GIZ Albania, Partners Albania has been selected as a grant manager to implement, the first of its kind, a Circular Business Incubation program, following the format of the Lab of Tomorrow program. The grant is aimed at supporting local SMEs which are working or are users of glass packaging and aspire to develop circular solutions to tackle glass waste.We are pioneering this initiative through the EU for Circular Economy and Livable Cities project (EU4CELC), co-financed by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ), and implemented by GIZ Albania in collaboration with the Ministry of Tourism and Environment (MoTE). The project has established four venture teams composed of registered businesses and NGOs operating in HORECA, Wineries, Breweries, Agrotourism, Glass Recycling, Crafting and Waste Management sectors.1. Team one, composed of wineries, breweries, and international glass recycling specialists, plans to establish a re-use system for glass bottles. This system will involve creating centralized collection points for breweries, wineries, and the HoReCa sector, followed by the washing and reuse of the bottles. The reusable bottle system offers cost savings by minimizing the resources required for manufacturing beverages.2. Team two, composed of HoReCa and Agrotourism businesses, seeks to create a circular system for glass reuse and recycling in Gjirokastra. This initiative involves processes such as washing, crushing, and selling glass products in partnership with local stakeholders. Key advantages include supplying affordable reusable jars and bottles to local markets and artisans, as well as offering a range of crushed glass to local artists for their creative endeavours.3. Team three, composed of ceramic and glass artists, aims to turn glass waste into sustainable, functional art while promoting material innovation. By building a network of artists and glass industry professionals, the initiative will establish a hub dedicated to art and circular economic activities. This will include artist-led workshops to demonstrate techniques and offer vocational training opportunities.4. Team four is composed of businesses and NGOs in the waste management sector. Their initiative focuses on collecting glass waste from the HoReCa sector and industrial glass from manufacturers in Durres and Tirana, then repurposing it for use across various industries. The recycled glass will be provided to pool construction and maintenance companies, construction material suppliers, architects and interior design firms, as well as furniture manufacturers, fostering sustainability and innovation in these fields.As part of the assistance, the project will offer an incubation program to support venture teams explore into the technical aspects of glass recycling, refine their business models, and address operational challenges associated with scaling sustainable solutions. Following the program, successful teams will be selected to receive financial support in the form of grants to further develop and implement their business solutions. A grant contract will be signed with a legal entity, which could be either one of the team members or a new entity formed by all members.The company will guide the teams in establishing and formalizing the most suitable legal structure to ensure implementation of the business ideas in compliance with the legal framework in place, smooth operations, while also maintaining flexibility for future business growth. Clearly defining the legal relationship between venture partners is crucial to ensure alignment with grant application procedures. Financial systems must be established in compliance with tax laws while maximizing financial benefits related to glass recycling. Lastly, the entity should be advised on obtaining the necessary licenses for glass recycling and waste management in accordance with the Albanian Legislation. | To be completed by the tenderer.  | To be completed by the tenderer  | To be completed by the tenderer, if applicable (for example experts, experiences etc.) | Evaluation committee remarks |

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|  | The company contracted should fulfill the duties and responsibilities below:* A comprehensive legal and licensing assessment - Verify the legal form of the venture teams participants and their compliance with the local regulations. Assess specific licenses or permits needs to operate legally on waste management, glass recycling industry, etc.
* Determine the most appropriate legal registration form for each venture (e.g., limited liability company, partnership, NGO etc.)
* Draft the list of foundational documents for the legal entity as needed (clear documentation on ownership, governance, licenses and operational guidelines)
* Ensure compliance with local waste management regulations (local waste disposal, extended producer responsibilities draft law, and environmental laws, avoiding potential fines or penalties.)
* Ensure that the entity complies with local regulations related to sustainability, environmental protection

**Final Deliverables**By the end of the assignment period, the company should deliver the following documents in the form of a report for each venture team:1. The list of documents and respective templates for the recommended legal form/structure
2. Partnership agreements formalizing collaborations within the venture.
3. Compliance documentation with local waste management laws.
4. List of applicable tax benefits and incentives tailored to the glass recycling industry or business structure.
5. Other documentations tailored to the venture’s specific needs
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