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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 |

**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** |  |
| **Organization** |  |
| **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 standard format provided in the tender dossier (Part B)
* Financial offer as per 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 |

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]

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| 1. TECHNICAL OFFER |

**Contract title: “Engagement of 1 (one) international company to conduct the Annual Startup Ecosystem Report for Albania”**

**p 1 /4**

**Publication reference:** 16318/17

| **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** | One of the key objectives of the Challenge Fund is to provide targeted support to both the Minister of State for Entrepreneurship and Business Climate and the Startup Albania State Agency. This includes offering in-depth studies and analyses of Albania's startup and innovation ecosystem to help address gaps and foster growth. By supporting these strategic efforts, the Challenge Fund aims to enhance the effectiveness of the Startup Albania State Agency’s initiatives and create a more supportive environment for entrepreneurs.  Albania’s startup ecosystem is one of the most vibrant and rapidly growing sectors, with particular strength in the ICT sector. Despite recent improvements in supporting young companies and fostering innovation, challenges remain, especially in the aftermath of the pandemic, which exposed vulnerabilities in many sectors. Strengthening innovation across industries and helping startups access international markets is a top priority for the Albanian government, especially given the country’s potential advantages, such as a favorable tax climate, an educated young population, and the prospect of EU membership. However, significant efforts are still required to overcome limitations in innovation capacity and technological infrastructure.  In 2024, the Albanian government established the **Startup Albania State Agency**, tasked with overseeing the development of the country's startup ecosystem. According to Albanian law[[1]](#footnote-1) “Startups” are individuals and natural or legal persons registered in the commercial register of the Republic of Albania, who, with reference to the object of their activity, have been conceived, created and operate with the aim of initiating the implementation and development of a unique innovative and/or technological business model, product and service, with rapid growth potential, applicable in practice, for the significant improvement of existing business models, products and services.  As part of its efforts, the agency launched its first grant funding call, allocating a total of 3 million euros to support emerging startups. Additionally, the government developed the **National Strategy for the Development of Innovative Entrepreneurship 2024-2030.** Thisstrategy outlines a clear vision for Albania to become a regional leader in fostering innovative entrepreneurship, focusing on strengthening key sectors, encouraging innovation, and creating a supportive environment for startups to thrive. As part of this vision, the Agency will undertake the yearly preparation and publication of the Annual Startup Ecosystem Report for Albania. | 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 Startup Ecosystem report is a yearly activity that Startup Albania will deliver to the ecosystem, aiming to inform, track, and direct resources, legislative changes, and objective metrics and reporting that will trigger the implementation of subsequent initiatives at the right point in time.  The main objective of this call is to identify 1 (one) experienced international company to conduct the first Annual Startup Ecosystem Report 2024 for Albania, which will support Startup Albania Agency in fulfilling the vision of the National Strategy for the Development of Innovative Entrepreneurship 2024-2030.  This report aims to provide a comprehensive, data-driven analysis of the country’s startup landscape. It will assess the ecosystem's health, growth, and challenges, offering actionable insights for policymakers, investors, donors, and stakeholders to support and strengthen Albania's startup environment.  To ensure the report is accurate and insightful, specific metrics will be gathered from key actors within the Albanian startup ecosystem. These actors will include startups, incubators, accelerators, venture capital firms, donors, angel investors, government agencies, and relevant educational institutions. The collected data will form the basis for identifying trends, opportunities, and areas for improvement.  The data collection for the Annual Startup Ecosystem Report 2024 will be conducted through structured surveys, interviews, and public data sources, focusing on five key areas. These areas will include startup metrics such as the number of startups, industry segmentation, founder demographics, employment statistics, funding status, and revenue growth. It will also analyze the investment landscape, encompassing the number and activities of investors, investment volumes, the extent of donor initiatives and grant allocations, and exit trends. Additionally, the report will assess ecosystem support organizations, such as incubators, accelerators, and coworking spaces, as well as government-backed programs. Innovation and technology trends, including R&D and intellectual property, will be analyzed, alongside challenges and barriers startups face, such as funding issues and regulatory bottlenecks. |  |  |  |  |
|  | The company is expected to fulfill the following duties and responsibilities related to the above-mentioned areas:   * Collect data on the key metrics below on startups (around 540 startups identified by the Albanian Start-up Agency), investors, donors, and ecosystem support organizations (around 150 startup facilitators identified by the Albanian Start-up Agency).   Data collection will be done in close collaboration with the Agency that will provide the company with: i) a list of Albanian ecosystem actors that have already been mapped and, ii) access to all available data gathered through their daily operations and the survey with the ecosystem actors on main key metrics below.  **1. Startup Metrics:**   * **Number of Startups:**   + Total number of startups established in the reporting year, as registered in National Business Center and listed in the Startup Passport.   + Active vs. inactive startups. * **Industry Segmentation:**   + Industry sectors and startups in those sectors.   + Industry verticals (e.g., fintech, health tech, edtech, agritech, etc.)   + Focus areas such as green tech, digital transformation, or deep tech. * **Founders' Demographics:**   + Age, gender, educational background, and nationality of founders.   + Experience level and serial entrepreneurs. * **Employment Statistics:**   + Number of employees per startup.   + Full-time vs. part-time employees.   + Employee demographic data (gender, age, skills). * **Funding Status:**   + Sources of funding (angel, VC, donors, government grants, crowdfunding, etc.)   + Amount of capital raised per startup.   + Stage of fundraising (pre-seed, seed, Series A, etc.) * **Revenue & Growth Metrics:**   + Annual revenue growth.   + Customer acquisition metrics (local and international market focus).   + Business expansion activities (new markets, partnerships, etc.) * **Support Participation:**   + Participation in incubator/accelerator programs.   + Mentorship and business development support received.   **2. Investment Landscape:**   * **Number of Investors:**   + Number of active venture capitalists, angel investors, and corporate VCs.   + Local vs. international investors. * **Investment Volumes:**   + Total venture capital invested in the ecosystem.   + Average investment ticket sizes. * **Investment Focus Areas:**   + Industry verticals attracting the most capital.   + Number of investments made in early-stage vs. late-stage startups. * **Number of Donors:**   + Number of active donors.   + Local vs. international donors. * **Grant Volumes:**   + Total grant allocated in the ecosystem.   + Average grant sizes. * **Grants Focus Areas:**   + Industry verticals attracting the most grant financing.   + Number of grants allocated in early-stage vs. late-stage startups. * **Exit Activity:**   + Number and value of startup exits (acquisitions, mergers, IPOs).   **3. Ecosystem Support Organizations:**   * **Incubators and Accelerators:**   + Number of incubators and accelerators.   + Programs offered and participant statistics.   + Success stories and graduation rates. * **Coworking Spaces:**   + Number of active coworking spaces.   + Occupancy rates and startups using these spaces. * **Government and Institutional Support:**   + Policies or grants introduced to support startups.   + Number of startups benefiting from government-backed programs.   + Collaborations with international bodies or institutions.   **4. Innovation & Technology Trends:**   * **R&D Activities:**   + Percentage of startups involved in research and development.   + Collaboration with universities or research institutes. * **Intellectual Property:**   + Number of patents filed by startups.   + Number of trademark or IP licenses secured.   **5. Challenges and Barriers:**   * **Primary Obstacles Faced:**   + Common challenges faced by startups (funding, market access, talent acquisition, etc.).   + Regulatory or policy bottlenecks. * **Failure Rate and Reasons:**   + Number of startups that closed or pivoted.   + Major reasons for failure (financial, market, operational). * Conduct structured surveys, and interviews, with key actors in the Albanian startup ecosystem, including startups, investors, donors, accelerators, government bodies, and educational institutions, to enrich data gathering and insights on key metrics. * Analyze and present data on startup metrics, investment landscape, ecosystem support, innovation trends, and challenges in a clear, actionable format. * Conduct comparative analysis of Albania's startup ecosystem with regional and global counterparts to highlight strengths, weaknesses, and areas for improvement. * Provide actionable insights and recommendations based on the findings to help policymakers, investors, donor, and other stakeholders strengthen the startup environment in Albania. * Prepare the draft report and share it with the Startup Albania Agency to gather feedback and comments. * Incorporate the necessary changes based on feedback from the Startup Albania Agency and finalize the report accordingly. * Prepare and submit the final report with annexes, incorporating visual data representations, charts, and case studies where applicable, and the publication-ready version of the report. * Attend the study's launch event, where one team member from the company will present key insights from the published report. The event will be organized by the Startup Albania Agency and stakeholders, and it is expected to take place between April - May 2025. |  |  |  |  |

1. <https://qbz.gov.al/eli/ligj/2022/03/10/25/74eb31e2-d325-4e12-adc6-e9b7485134be;q=startup> [↑](#footnote-ref-1)