

# TENDER DOCUMENTATION

## **PART A: INFORMATION FOR TENDERER**

This document contains the following parts:

- I. Instructions to the tenderer
- II. Technical specifications / required services
- III. Administrative compliance grid

## I. INSTRUCTIONS TO TENDERERS

### 1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- Provision 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 January 24<sup>th</sup>, 2025**. 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 Part B of the tender dossier AND**
- **financial offer available in Part C of this tender dossier.**

The tender will be submitted by e-mail. The tenderer will provide a scan of the 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 (scanned versions):

- An expression of interest to provide the required service, indicating the type of expertise chosen to apply.
- Expert's CV highlighting the expertise related to the respective ToR.
- At least three references to prove the relevant experience of each expert.
- Signed and scanned statement of exclusivity and availability (template attached);
- Declaration on Honor (template attached).
- Bank account details to which the payment shall be made.

The tenders will be submitted via email to [partners@partnersalbania.org](mailto:partners@partnersalbania.org), containing the following information:

- Subject of email: Name of the tenderer, Title of the tender, Name of the TOR, Reference number: 81311392/04

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 to the table below.

### **3. FINANCIAL INFORMATION**

Tenderers are reminded that the maximum available value for each service/expertise, under this tender procedure is a total of **EUR 4,100** (including VAT and including withholding tax, if applicable).

### **4. ADDITIONAL INFORMATION**

The award criteria are:

- 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 writing.

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

II. SERVICES REQUIRED / TECHNICAL SPECIFICATIONS	
1. Item Number	2. Specifications Required
1	<p><b>Engagement of individual sector-specific experts from the list below (<i>please choose one</i>) to support the respective Venture Teams</b></p> <ul style="list-style-type: none"> <li>• <b>Glass Reuse/Logistic Expert – Team One and Team Two</b> (<i>please refer to the respective ToR</i>)</li> <li>• <b>Glass Crafting Expert -Team Three</b> (<i>please refer to the respective ToR</i>)</li> <li>• <b>Glass Construction Expert – Team Four</b> (<i>please refer to the respective ToR</i>)</li> </ul> <p><b>as part of Incubation Program for Glass Waste Solution from Lab of Tomorrow under Circular Economy for Sustainable Urban Development in Albania Project</b></p> <p><b>1. Background</b> Partners Albania for Change and Development (PA) is an Albanian NGO, established in 2001. PA mission consist in the support of civil society and facilitation of inter-sector cooperation to strengthen democratic institutions and advance economic development in Albania. PA is a member of Partners Global, a network of 20 independent organizations in Europe, the Americas, Africa, and the Middle East, working for peaceful and democratic change. PA has built its operations in four key programmatic areas, namely:</p> <ol style="list-style-type: none"> <li><b>1. Enabling Environment and Sustainable Development of CSOs</b>, contributing to the empowerment of civil society actors and civic engagement through capacity building programs, monitoring and advocacy for an enabling legal and practical environment for CSOs operation, and financial support for the sector.</li> <li><b>2. Entrepreneurship and Social Innovation</b>, developing and supporting the ecosystem of entrepreneurship and social enterprises (SEs) through research, advocacy, financial support mechanisms, expertise, and networking opportunities.</li> <li><b>3. Philanthropic Activity and Support Infrastructure</b>, developing and promoting philanthropic activity in the country through research, advocacy actions for an enabling environment, awareness raising, and promotion activities on the economic and social value of philanthropy.</li> <li><b>4. Transparent and Accountable Participatory Governance</b> contributing to development and growth of civil society practitioners and public administration officials in their efforts to building strong institutions, manage open and transparent processes and overcome corruption.</li> </ol> <p>PA has vast experience in designing and managing EU-funded projects and sub-granting schemes in the frame of EU projects. Since 2012, PA has implemented more than 20 projects funded by the EU. The organization also works for the development of Social Enterprises (SEs) and start-ups, generating social impact through a) research; b) advocacy; c) education and public awareness; d) financial support to 3-rd parties.</p> <p>Considering the experience, Partners Albania is recently engaged in implementing one of the EU funded projects related to Circular Economy and Waste Management in Albania.</p>

1. Item Number	2. Specifications Required
	<p>The EU for Circular Economy and Liveable Cities project (EU4CELC) is 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).</p> <p>The EU4CELC project aims to facilitate Albania's transition to a circular economy, empower municipalities to create liveable cities for the future, and contribute to improved citizens' health, green job creation, and enhanced energy efficiency.</p> <p>The project's objective is to transform Albania's waste management practices by establishing sustainable systems that prioritize glass reuse and recycling. Through targeted legal and financial measures, along with private sector engagement, the project seeks to reduce environmental degradation, lower reliance on imported glass, and promote a circular economy.</p> <p>Partners Albania in collaboration with EU4CELC will contribute to addressing and developing solutions for glass waste stream in Albania. This initiative involves the private sector through innovation challenges and incubation programs, with an emphasis on creating and implementing circular glass packaging solutions.</p> <p>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.</p> <ol style="list-style-type: none"> <li>1. <b>Team one</b>, 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.</li> <li>2. <b>Team two</b>, 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.</li> <li>3. <b>Team three</b>, 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 economy activities. This will include artist-led workshops to demonstrate techniques and offer vocational training opportunities.</li> <li>4. <b>Team four</b> 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.</li> </ol> <p>As part of the Lab of Tomorrow approach, the project will offer an incubation program to support the venture teams explore the technical aspects of their business proposals, refine their models, and address operational challenges associated with scaling sustainable</p>

1. Item Number	2. Specifications Required
	<p>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.</p> <p>Throughout the incubation program that will be designed and implemented by an experienced entity, each team will also be provided the opportunity to receive the sector-specific technical expertise necessary for the development and sustainability of their business idea by sector-related experts. For that purpose, Partners Albania for Change and Development is looking for specialized experts from the following list:</p> <ul style="list-style-type: none"> <li>• Glass Reuse/Logistic Expert – to support Team One and Team Two</li> <li>• Glass Crafting Expert – to support Team Three</li> <li>• Glass Construction Expert – to support Team Four</li> </ul> <p>Each expert will not only introduce innovative techniques for repurposing glass waste but will also assist businesses in seamlessly integrating these methods into their product and service offerings, fostering a culture of sustainability and efficiency.</p> <p>Detailed Information about each expertise can be found in the respective TORs. Interested applicants must submit a package consisting of:</p> <ul style="list-style-type: none"> <li>• Methodology and timeline for the assignment, including expected outcomes.</li> <li>• CV, Qualifications and experience of the expert and relevance with TOR.</li> <li>• Financial Offer (VAT included)</li> </ul>
	<p>The deadline for submitting the proposal is <b>January 24<sup>th</sup>, 2025</b></p> <p>For more information on the scope of work, duties and responsibilities, experience and expertise required, etc. please refer to the <b>Terms of Reference for each position.</b></p>

**III. ADMINISTRATIVE COMPLIANCE GRID (to be completed by Contracting Authority)**

<p><b>Contract title:</b></p>	<p>“Engagement of individual sector-specific experts from the list below to support the respective Venture Teams:</p> <ul style="list-style-type: none"> <li>❑ Glass Reuse/Logistic Expert – Team One and Team Two</li> <li>❑ Glass Crafting Expert -Team Three</li> <li>❑ Glass Construction Expert – Team Four</li> </ul> <p>as part of Incubation Program for Glass Waste Solution from Lab of Tomorrow, under Circular Economy for Sustainable Urban Development in Albania Project”</p>	<p><b>Tender reference:</b></p>	<p>81311392/04</p>
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Tender 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)	Is tenderer's declaration signed? (Yes/No/ Not Applicable)	Declaration(s) of honour included? (Yes/No)	Other administrative requirements of the tender dossier?  (Yes/No/Not applicable)	Overall decision?  (Accept / Reject)
Glass Reuse/Logistic Expert – Team One and Team Two									

