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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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| * 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 related to (***please choose one***)

* Glass Reuse/Logistic Expert – Team One and Team Two
* Glass Crafting Expert -Team Three
* Glass Construction Expert – Team Four

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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| * 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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| * TECHNICAL OFFER
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**Contract title: “Engagement of individual sector-specific experts from the list below to support the respective Venture Teams: (please choose one)**

* **Glass Reuse/Logistic Expert – Team One and Team Two**
* **Glass Crafting Expert -Team Three**
* **Glass Construction Expert – Team Four**

**as part 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: 81311392/04**

| **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 4 Circular Economy and Liveable Cities Project, implemented by GIZ Albania, Partners Albania has been selected as a grant implementer, for a Circular Business Incubation program, the first of its kind 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 wasteDuring the implementation of the Ideation Sprint, four venture teams were created, each composed of registered businesses, experts 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 beverage packaging.**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 public 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 economy 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, in the form of glass filter media, construction material suppliers, architects and interior design firms, as well as furniture manufacturers, fostering sustainability and innovation in these fields.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. 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 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. 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. The 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. | 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 expert contracted should fulfill the duties and responsibilities below for the respective Team (for detailed information, please refer to the respective TOR):* Provide ongoing technical support throughout incubation, covering information on the various types of glass repurpose techniques, based on best practices.
* Provide information/coaching on advanced glass processing techniques and sustainable production methods. Exposure to global knowledge-sharing platforms.
* Use industry insights to recommend innovative, practical solutions to analyze and improve recycling processes tailored to respective team requirement.
* Using his/her business network to establish linkages between the team and relevant industry actors as potential customers or supplierst.
* In collaboration with the incubation company, support the respective Team in balancing technical feasibility and financial sustainability, advising them on effective scaling strategies.
* Assist the respective Team in preparing for Demo Day by refining the technical proposals to be well-suited to local needs, thorough, and clearly communicated.

Deliverables - Final report including:* Methodology and Agenda for the respective team
* Documentation of the technical support provided during incubation, covering processing technologies, machinery logistics etc.
* A summary of the refined technical proposal, ensuring alignment with local market needs (part of the Business Plan).
* Demo Day presentation materials related to technical solution
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