

SIMPLIFIED TENDER DOSSIERS FOR SUPPLY TENDER

FRAMEWORK CONTRACT

A. INFORMATION ON SUBMISSION OF THE TENDERS

1. Publication reference:	Green AL II - 02
2. Project Title:	Supporting Environmental Civil Society Organizations 2024 – 2027 - “Green-AL II”
3. Subject of the contract:	Printing of publications and awareness-raising materials for Green AL II project activities and deliverables
4. Contracting Authority:	Co-PLAN, Institute for Habitat Development
5. Deadline for application:	23.06.2024 at 16:00

6. Contract description/technical specification

The purpose of this **contract** is the printing of publications and awareness-raising materials for the “Green AL II” project activities, through a framework contract, **for the duration from June 2024 until December 2027**. This project is financed by the Swedish International Cooperation and Development Agency (Sida) with funds from the Government of Sweden, via contribution no. 16510, and implemented by Co-PLAN, Institute for Habitat Development in cooperation with VIS Albania and COSV - Cooperazione per lo Sviluppo.

During the contract duration, **the orders shall be placed, and items shall be purchased based on the actual needs of the project, until December 2027.**

To select the service provider, the Green AL II Project is looking for interested businesses, companies to provide a technical and financial offer for the indicative list of items as specified in the table below, which shall be the basis as reference for the framework contract.

Interested parties must provide their financial offer for the unit **price in EURO (without VAT)**, for each item.

The indicative list of materials to be printed is specified below:

No	Items	Minimum Specifications Required	Unit	Approx. quantity	Approx. No. of Pages	Price/Unit (euro) without VAT
1	Pen/Pencils	With project logo	Piece	Around 250	n/a	
2	Pen/Pencils	With project logo Eco-Friendly/recycled materials	Piece			
3	Folders	Standard folder with project logo (closed and with the possibility to hold A4 sheets/documents), back & front	Piece	Around 250	n/a	
4	Folders	Standard folder with project logo (closed and with the possibility to hold	Piece			

		A4 sheets/documents), back & front, Eco-Friendly/recycled materials			
5	Notebook	Dimensions A5, paper 150g, Cover 200g	Piece	Around 250	Up to 20 pages
6	Notebook	Dimensions A5, paper 150g, Cover 200g, Eco-Friendly/recycled materials	Piece		Up to 20 pages
7	Factsheets	Dimensions A4, paper 200g	Piece	Around 250	1 page (front and back)
8	Factsheets	Dimensions A4, paper 200g, Eco-Friendly/recycled materials	Piece		1 page (front and back)
9	Infographic postcards	Dimensions A5, paper 250-300 g	Piece	Around 250	1 page (front and back)
10	Infographic postcards	Dimensions A5, paper 250-300 g, Eco-Friendly/recycled materials	Piece		1 page (front and back)
11	Publications (reports/policy papers)	Dimensions A4/A5, paper 150g	Piece	Around 100	100 pcs x (10-50 pages)
12	Publications (reports/policy papers)	Dimensions A4/A5, Recycled material , paper 150g	Piece		100 pcs x (10-50 pages)
TOTAL PRICE/UNIT (for the products with recycled materials)					
TOTAL PRICE/UNIT (for the products with non-recycled materials)					

All the above materials remain subject to preliminary review and confirmation before sending them for printing/final production. The description of the materials refers to general information and references and can be detailed more by the subjects participating in this procedure.

The required outputs as mentioned shall be delivered in close cooperation with the project team and will be reviewed/confirmed by the project manager.

7. Selection Criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole.

The selection criteria:

- The applicants have to be established in accordance with the Albanian legislation that is in force.
- Printing products is part of their competencies and is clearly stated in the official documents issued by the NBC (QKB).
- The applicants have to deliver the products in the amounts requested by the project on a needs basis and based on minimum technical specifications as indicated in paragraph 6 of this document.

8. Award criteria

The contract will be awarded to the applicant offering the best price-quality ratio, by weighing price against the technical quality on a 70/30 basis.

9. Application procedure

Offers, all correspondence and documents related to the tender exchanged by the interested party and the Contracting Authority must be written in English.

The tender must comprise of a technical offer and a financial offer, which must be submitted in separate envelopes.

a) Technical offer

The applicant must send the technical offer that is composed by the following documents:

- CV (highlighting prior similar work)
- Technical approach and technology
- Financial Identification Form (FIF) – Template given by the Contracting Authority
- Legal Entity File (LEF) – Template given by the Contracting Authority
- Copy of NIPT/TIN
- Extract for QKB/NBC

b) Financial offer

The financial offer must be presented as an amount in Euro and submitted using the template Financial Offer as given by the Contracting Authority.

The same unit prices will be used as a reference for the implementation of the framework contract.

Tenders must be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words ‘Envelope A — Technical offer’ and the other ‘Envelope B — Financial offer’. All parts of the tender besides the financial offer must be submitted in Envelope A.

The outer envelope should provide the following information:

- a) the address for submitting tenders indicated above;
- b) the reference code of the tender procedure
- c) the words ‘Not to be opened before the tender-opening session’
- d) the name of the tenderer.

Applications must be submitted in **English** exclusively to the contracting authority in a sealed envelope.

- Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Co-PLAN Institute for Habitat Development
Address: Universiteti Polis, Rr. "Bylis" 12,
Tirana, Albania

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Co-PLAN Institute for Habitat Development
Address: Universiteti Polis, Rr. "Bylis" 12,
Tirana, Albania

Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 5 of this document. By submitting a tender, you accept to receive notifications of the outcome of the procedure by electronic means.

10. Evaluation of tenders

The tenders will be evaluated on the basis of conformity with the requirements of this tender dossier and procedure. A technical and financial evaluation will be performed by the evaluation committee on the technical and financial admissibility of tenders.

11. Notification of award

The contracting authority will inform all applicants simultaneously and individually of the award decision.

B. THE CONTRACT

1. The nature of the contract

Co-PLAN envisages awarding a **framework contract** for the provision of printing of publications and awareness-raising materials for the “Supporting Environmental Civil Society Organizations 2024 – 2027 - “Green-AL II” project activities, **from June 2024 until December 2027.**

The Framework Contract involves no direct commitment and, in particular, does not constitute orders per se. Instead, it lays down the legal, financial, technical and administrative provisions governing the relationship between Co-PLAN and the Contractor during its period of validity.

Actual orders will be placed after the Framework Contract is signed and in force, through “order request”, based on the actual needs of the project for consumables and supplies.

The draft Framework Contract specifies the basic conditions applicable to any assignment placed under its terms.

NOTE: The unit price provided in the framework contract, shall be used for the continuation of the contract and **cannot be changed**.

2. Starting date and duration of the contract

The contract shall enter into force on the date on which it is signed by the last contracting party. The contract is expected to be signed in June/ July 2024.

The duration of the tasks shall not exceed December 2027. The period of validity of the contract may be extended, only with the written agreement of the contracting parties, before the end of the period originally stated in the contract.