# Simplified tender dossiers for supply tender

**FRAMEWORK CONTRACT**

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

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| 1. **Publication reference:** | **EFFORT - 01** |
| 1. **Project Title:** | **EFFORT: Enhancing Facilities for a Future with an Optimal Resource and Energy Efficiency Trajectory** |
| 1. **Subject of the contract:** | **Printing of publications and awareness-raising materials for EFFORT project activities and deliverables** |
| 1. **Contracting Authority:** | **Co-PLAN, Institute for Habitat Development** |
| 1. **Maximum budget:** | EUR 12.250,00 (VAT excluded) |
| 1. **Deadline for application:** | **03.05.2024 at 16:00** |

1. **Contract description/technical specification**

The purpose of this **contract** is the printing of publications and awareness-raising materials for the “EFFORT” project activities, through a framework contract, **for the duration from April 2024 until December 2026.**

During the contract duration, **the orders shall be placed, and items shall be purchased based on the actual needs of the project**, **until December 2026**.

To select the service provider, the EFFORT Project is looking for interested tenderers to provide a 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.

Tenderers 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 | Brochures | Dimensions A4/A5, Recycled material, paper 150g, colour | | | Piece | | Up to 120 | | Up to 4 pages |  | |
| 2 | Leaflets | Dimensions A4/A5, Recycled material, paper 150g, | | | Piece | | Up to 60 | | Up to 2 pages |  | |
| 3 | Posters | Forex or framed poster to be placed at the entrance of buildings, size A3 (with adhesive or elements for mounting), colour, resistant to atmospheric agents | | | Piece | | Up to 20 | | n/a |  | |
| 4 | Roll-Up | Standard roll-up with project data | | | Piece | | 3 pcs | | n/a |  | |
| 5 | Pencils | With project/EU logo-Eco-Friendly/recycled materials | | | Piece | | Up to 100 | | n/a |  | |
| 6 | XXL Banner | Dimensions up to 4x5m (depending on the spaces in the buildings where they will be placed), placed on the facade of the building, material resistant to atmospheric agents, one side design, colour, with transport (one to Rrëshen, Albania and one to Junik, Kosovo) and supporting/contouring/frames structure and assembly included. | | | Piece | | 2 pcs | | n/a |  | |
| 7 | Files | Standard folder with project logo (closed and with the possibility to hold A4 sheets/documents), back & front, produced by eco-friendly /recycled materials | | | Piece | | Up to 100 | | n/a |  | |
| 8 | Stickers | Stickers in max A5 dimensions to be placed in outdoor environments (with EU logo), resistant to atmospheric agents | | | Piece | | Up to 50 pieces | | 1 page |  | |
| 9 | Energy Efficiency Plans | Colour printing, with book cover 150-300gr, Internal paper ~ 80 gr, 60-100 pages, A4, Options of eco-friendly materials included (cover of the document) | | | Piece | | Up to 150 pcs, 60-100 pages each | | 150 pcs x (60-100) pages |  | |
| **TOTAL PRICE/UNIT** | | | | | | | | | |  | |

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.

1. **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 7 of this document.

1. **Award criteria**

The sole award criterion will be the price. The contract will be awarded to the tenderer offering the lowest price for a compliant tender.

1. **Application procedure**

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

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

1. **Technical offer**

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

* **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

1. **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 6 of this document.

1. **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.

1. **Notification of award**

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

**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 “EFFORT-Enhancing Facilities for a Future with an Optimal Resource and Energy Efficiency Trajectory” project activities, **from April 2024 until December 2026**.

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**.

1. **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 April 2022.

The duration of the tasks shall not exceed December 2026. 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.