

## **Request for Quotation for the Stationery Supplies for Children's Education Kits**

Save the Children is a leading and independent organization in the world for children. We work in 120 countries worldwide. We defend the lives of children, fight for their rights and help them to fulfil their potential.

### **ESSENTIAL CRITERIA**

In order to qualify as a bidder, you must be able to answer 'Yes' against all the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

- A) Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities: Yes/ No
- B) Do you agree to comply with our standard policies and procedures as stated in RFQ document: Yes/No
- C) Do you confirm that you are not any prohibited parties or on Government blacklists: Yes/ No

### **CAPABILITY CRITERIA (50 %)**

The following criteria are considered very important in the evaluation of this tender

**Relevant Experience** Proven experience in supplying stationery materials, including contracts of similar size and scope to public or private sector clients. **(10%)**

**Product Quality & Compliance:** Conformance to international safety standards (e.g., EN71, ASTM, ISO 9001). **(10%)**

**Product Documentation & Presentation:** Product catalogue or webpage link containing clear descriptions, images, and specifications for all proposed items, which will be used to assess the suitability and compliance of the offered products. **(10%)**

**Warranty & After-Sales Support:** Clear return, replacement, and warranty policies for defective or non-compliant items. **(5%)**

**Delivery & Installation Capacity:** Ability to deliver the full order within the required timeframe and to designated delivery locations without delay. **(10%)**

**References & Past Performance:** Positive references and previous project outcomes with similar institutions and similar contracts. **(5%)**

### **Sustainability (10 %)**

*The project "EU Regional Action for Roma Education: Increased Education Support and Opportunities for Roma Students in the Western Balkans and Turkey (RARE), phase II" is funded by the European Commission through the Directorate-General for Enlargement and the Eastern Neighborhood and is implemented by REF Romania and REF Serbia.*



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\* **Eco-Friendly Materials:** Use of recyclable, non-toxic, and supplying environmentally safe materials (ISO 14001) (10%)

### Financial offer

Cost factor-pricing (40 %)

-Companies must express their interest by sending a **sealed envelope**:

- **Detailed economic offer in Albanian Leke (Vat included)**
- **A copy of NIPT.**
- **Name and year of birth of Legal Administrator (copy of ID).**
- **QKB Licence.**
- **The validity of the offer.**
- **The terms of delivery.**
- **Evidence of previous experience in relevant field. (INGO Preferred)**
- **Product catalogue or webpage link containing clear descriptions, images, and specifications for all proposed items**

The envelope should be sent to our offices **no later than Monday, July 28<sup>th</sup> 2025: 16:00.** After the submission deadline, a three 3-day complaint period shall commence until **Thursday, July 31<sup>th</sup> 2025.**

For more visit the web page: [albania.savethechildren.net](http://albania.savethechildren.net)

### Specifications of the items required:

No.	Product	Unit	Quantity
1	A5 Notebook with 52 sheets, squared	piece	420
2	A5 Notebook with 52 sheets, lined	piece	420
3	Blue ballpoint pen with twist cap	piece	420
4	Red ballpoint pen with twist cap	piece	140
5	HB pencils with eraser	piece	840
6	Pencil eraser	piece	280
7	30cm ruler set	piece	140
8	Pencil sharpener	piece	140
9	Felt-tip markers	piece	280
10	School bag (ages 3–6)	piece	60
11	School bag (ages 7–10)	piece	80

- **The bidder shall ensure the preparation of a total of 140 complete sets, each consisting of one school bag filled with the full set of stationery items. All materials must be sorted, packed, and placed inside the bags prior to delivery, in accordance with the final list of specifications and within the agreed timeframe.**

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