

Request for Quotation for Professional Courses

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 of 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.

Quality /Service (20 %)

- **Experience in relevant field (20%)** – Demonstrated experience in providing similar professional training programs.

Capacity (30 %)

- **Training Facilities and Equipment (15%)** – Adequacy and quality of classrooms, laboratories, and relevant tools/equipment.
- **Certification and Accreditation (15%)** - Type and recognition of the certificate issued upon completion (e.g., nationally accredited, industry-recognized, or institution-specific).

Sustainability (10 %)

- The bidder sources and supplies the goods from the local / domestic market or suppliers. **(10 %)**

Financial offer (40)

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).**

- **The validity of the offer.**
- **The terms of delivery.**
- **Evidence of previous experience in relevant field.**

The envelope should be sent to our offices **no later than Thursday, November 6th 2025' 13:00**

For more visit the web page: albania.savethechildren.net

Specifications of the items required:

Nr	Produkti	Kohezgjatja	Njesia	Nr I kursanteve	Cmimi per kursin	Total
1	Kurs berberi dhe materiale te cilat do te perdoren gjate kursit	3 Muaj	Cope	1		
1.1		4 Muaj	Cope	1		
1.2		6 Muaj	Cope	1		
1.3		9 Muaj				
1.4		12 Muaj	Cope	1		
2	Kurs parukeri dhe materiale te cilat do te perdoren gjate kursit	3 Muaj	Cope	1		
2.1		4 Muaj	Cope	1		
2.2		6 Muaj	Cope	1		
2.3		9 Muaj				
2.4		12 Muaj	Cope	1		
3	Kurs manikyr/ perdikyr dhe materiale te cilat do te perdoren gjate kursit	1 Muaj	Cope	1		
4	Kurs Estetike dhe materiale te cilat do te perdoren gjate kursit	1 Muaj	Cope	1		
5	Kurs Qerpik dhe materiale te cilat do te perdoren gjate kursit	3 Jave	Cope	1		
6	Kurs Make up dhe materiale te cilat do te	2 Muaj	Cope	1		



	perdoren gjate kursit					
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The proposal shall clearly specify the following details:

- **Location of the Training Institution:**
The full address of the school and a brief description of the facilities where the training will take place.
- **Certification:**
Confirmation of the institution's ability to issue certificates of completion in accordance with **Albanian legislation** and relevant accreditation or licensing requirements.
- **Training Materials:**
Clarification on whether all **materials, tools, and equipment** required during the course are included in the financial offer.
- **Financial Offer:**
Clear indication of whether the **prices quoted include Value Added Tax (VAT)** and any other applicable charges.
- **Policy in Case of Non-Attendance:**
Description of the institution's **policy for participant non-attendance** or withdrawal during the course (e.g., refund policy, rescheduling options, or replacement procedures).
- **Terms of Payment:**
Specification of the **proposed payment terms and conditions**, including any advance payments, or payment upon completion.