

Request for Quotation for Consumable Materials

This Request for Quotation (RFQ) is conducted to meet the procurement requirements of multiple projects funded by the European Union and Save the SDC. All bidders are required to comply fully with the relevant project regulations and compliance requirements.

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
- D) Are you able to issue VAT-exempt invoices for projects excluded from the VAT scheme based on official exemption certificates issued by the competent authorities: Yes/ No

CAPABILITY CRITERIA (50 %)

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

Quality /Service (30 %)

- **Experience in Similar Projects** Proven track record in providing consumable materials, especially for clients in relevant sectors (INGO preferred) 10%
- **Flexibility and After-Sales Support:** Flexibility in handling order adjustments, returns, replacements, or issues related to damaged or non-compliant goods. 10%
- **Quality Control and Traceability Systems:** Systems in place to ensure product Origine, quality, batch traceability, and compliance with applicable food safety and hygiene regulations. 10%

Capacity (20 %)

- **Supply Capacity and Product Availability:** Ability to provide all the required products and quantities of food and hygiene items within the specified timeframe, including consistent availability of stock. 10%
- **Distribution and Delivery Capacity:** Capacity to deliver goods to designated locations, including transportation arrangements, delivery timelines, and ability to reach multiple sites if required. 5%
- **Adherence to RFQ Requirements** (Submission of all requested documents). 5%

Save the Children in Albania National Office

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Sustainability (10 %)

- The bidder is able to demonstrate that he adheres to industrial standards such as ISO14001 for environmental management and ISO26000 for sustainability. 10%

Financial offer

Cost factor-pricing (40 %)

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

- Detailed, signed and sealed economic offer in Albanian Leke.**
- A copy of NIPT.**
- QKB Licence.**
- Name and year of birth of Legal Administrator (copy of ID).**
- The validity of the offer.**
- Evidence of previous experience in relevant field (INGO preferred)**
- Declaration of the company about the adjustments, returns, replacements, or issues related to damaged or non-compliant goods.**
- Declaration of the company for the systems in place to ensure product Origine, quality, batch traceability, and compliance with applicable food safety and hygiene regulations.**
- Declaration of the company about the delivery timelines, and ability to reach multiple sites if required.**
- Evidence of ISO certificates that the bidder adheres to industrial standards such as ISO14001 for environmental management.**
- Bidders must formally agree to fix the prices they offer for the duration of the contract.**

The envelope should be sent to our offices **no later than Thursday, January 15th 2026, 14:00**

Once the evaluation process has been completed by the designated committee, all applicants will be formally informed of the outcome.

Specifications of the items required:

Nr.	Description	Unit	Qty.	Price Vat Excluded	VAT	Total Price	Product of country of origin
1	TH.PLEHRASH TE MESME (8*70L)	PAKO	1				
2	Q.PLEHRASH TE VOGLA (25*35L)	PAKO	1				
3	PECETE SHUME PERDORIMSHE E PA PAKETUAR	COPE	1				
4	SFUNGJER PER INOX	COPE	1				
5	FSHESE E THATE 60CM+ BISHT KOKETURKE	COPE	1				



6	SHTUPE MIKROFIBER	COPE	1				
7	TELI ENESH 100 % INOX 2/1	COPE	1				
8	KACI ME BISHT TE GJATE	COPE	1				
9	GOTA KARTONI PER UJE	PAKO	1				
10	GOTA LETRE KAFEJE (50COPE)	PAKO	1				
11	APARAT PER AROMATIK	COPE	1				
12	AROMATIZUES PER APPARAT 269 ML	COPE	1				
13	AROMATIK SPRAY PER AMBJENTE	COPE	1				
14	QUMESHT 1,5 % YNDYRE	COPE	1				
15	QUMESHT I VOGEL 75G PER KAFE (Pako me 10 cope)	Pako	1				
16	CAPUCINO (PAKO 10SHE, 140GR BUSTINA)	PAKO	1				
17	CHOCREAM ME QUMESHT 5B	PAKO	1				
18	COKOLLATE E FTOHTE 10 B	PAKO	1				
19	SALEP 10 B	PAKO	1				
20	KAKAO ME BUSTINA	PAKO	1				
21	KAFE E FROHTE ME BUSTINE	COPE	1				
22	LUGE KAFEJE PLASTIKE (TE BARDHA) 100 COPE	PAKO	1				
23	PERZJERES PER KAFE (100 COPE)	PAKO	1				
24	SHEQER 1 KG	COPE	1				
25	SHEQER I PAKETUAR (1KG)	COPE	1				
26	SHEQER BROWN I PAKETUAR QESE 1KG	COPE	1				
27	CAJ KAMOMILI ME BUSTINE	COPE	1				
28	CAJ FRUTA PYLLI ME BUSTINE	PAKO	1				
29	CAJ BORONICE, ME BUSTINE	PAKO	1				
30	CAJ JESHIL ME BUSTINE	PAKO	1				
31	CAJ I ZI ME BUSTINE	PAKO	1				
32	CAJ XHINXHER LIMON (PAKO 20 BUSTINA)	PAKO	1				
33	CAJ LIMONI DHE LULESHTRYSH ME KOKRRIZA (GJERMAN)	COPE	1				
34	UJE 0,5 L	COPE	1				
35	UJE 1,5 L	COPE	1				
36	UJE 5 L	COPE	1				
37	LENGJE FRUTASH PA GAZ 1,5L	COPE	1				
38	LENGJE FRUTASH PA GAZ 250ML KARTON	COPE	1				
39	LENGJE FRUTASH PA GAZ 330ML KANACE	COPE	1				



40	PAKO BISKOTASH (PAKO TE MEDHA) 700 GR	PAKO	1				
41	BISKOTA 300 GR	PAKO	1				
42	CHOCOLATE	COPE	1				
43	KAFE PAKO 200GR	COPE	1				
44	MAKARONA 500GR	COPE	1				
45	SALCE DOMATE KANACE 400GR	COPE	1				
46	COKOKREM	COPE	1				
47	VAJ ULLIRI 1 L	COPE	1				
48	VAJ MISRI 1L	COPE	1				
49	VAJ LULEDIELLI 1L	COPE	1				
50	ORIZ	COPE	1				
51	FASULE	COPE	1				
52	PAKO GJALPE 100 GR	COPE	1				
53	TERHANA	COPE	1				
54	MIELL 1KG	COPE	1				
55	MIELL MISRI - POLENTE	COPE	1				
56	KONSERVE PESHKU - SARDELE	COPE	1				
57	DJATH I BARDHE LOPE	COPE	1				
58	THJERREZA JESHILE	COPE	1				
59	MAJA BUKE	COPE	1				
60	DJATH BEBE	COPE	1				
61	KRIPE	COPE	1				
62	SODE BUKE	COPE	1				
63	VEZE ME KUTI 10	KUTI	1				
64	SALCE KOSI 450 GR	COPE	1				
65	ILAC PER LAJE ENESH 900ML-1L	COPE	1				
66	ILAÇ XHAMASH TRANSPARENT 750ML	COPE	1				
67	SAPUN WC KUTI JESHIL EDHE BLU	COPE	1				
68	LETER ALUMINI 50M	COPE	1				
69	LETER ALUMINI 10M	COPE	1				
70	LETER GUZHINE	COPE	1				
71	DOREZA NR.8,5; NR. 9	COPE	1				
72	PIPEZAT E THJESHTA	PAKO	1				
73	SHKOP TURKE	COPE	1				
74	DETERGJENT PER TUALET LENG	COPE	1				
75	DETERGJENT PER TUALET GEL	COPE	1				
76	DETERGJENT LARES SIPERFAQESH	COPE	1				
77	ACE	COPE	1				
78	CIF CREAM	COPE	1				
79	PJATA PLASTIKE	COPE	1				



80	MBULESA TAVOLINE 1 PERDORIMSHME	COPE	1				
81	VIM	COPE	1				
82	SHKOP FSHIRESE XHAMASH	COPE	1				
83	KLOR	COPE	1				
84	KOSH PLEHRASH ME KAPAK	COPE	1				
85	KOVE DYSHEMEJE ME RROTA	COPE	1				
86	SHAMPO PER TE RRITUR	COPE	1				
87	SHAMPO PER FEMIJE	COPE	1				
88	LETER HIGJENIKE JUMBO PER APARAT	PAKO	1				
89	SGRASATORE	COPE	1				
90	SAPUN PAKO ME 6 COPE	PAKO	1				
91	ILAC PER LARJE ENESH 1L	COPE	1				
92	ILAC PER LARJE RROBASH 5 KG	COPE	1				
93	PASTA DHEMBESH TE MEDHA (125 ML)	COPE	1				
94	SAPUN I LENGHEM PER LARJE DUARSH	COPE	1				
95	LOPATE PER MBETURINAT	COPE	1				
96	DEZINFEKTANT PER DUART	COPE	1				
97	PECETA PER PASTRIMIN E TAVOLINAVE	COPE	1				
98	LECKE PER LARJEN E DYSHEMESE	COPE	1				
99	FSHESE + SHKOP	COPE	1				
100	QESE PER MBETURINAT	PAKO	1				
101	AROMATIK PER LARJE DYSHEMEJE	COPE	1				
102	PELENA PER FEMIJE NR 2	PAKO	1				
103	PELENA PER FEMIJE NR 3	PAKO	1				
104	PELENA PER FEMIJE NR 4	PAKO	1				
105	PELENA PER FEMIJE NR 5	PAKO	1				
106	PELENA PER FEMIJE NR 6	PAKO	1				
107	PELENA PER FEMIJE NR 7	PAKO	1				
108	LETRA TE LAGURA	PAKO	1				
109	PASTE DHEMBESH PER TE RRITUR	COPE	1				
110	PASTE DHEMBESH PER FEMIJE	COPE	1				
111	FURCA DHEMBESH PER TE RRITUR	COPE	1				
112	FURCA DHEMBESH PER FEMIJE	COPE	1				
113	AMBALLAZH PLASTIK -10KG	COPE	1				
114	AMBALLAZH PLASTIK -15KG	COPE	1				
115	AMBALLAZH PLASTIK -20KG	COPE	1				
116	AMBALLAZH PLASTIK -35KG	COPE	1				
117	AMBALLAZH PLASTIK 35-50 KG	COPE	1				
118	KUTI AMBALLAZHI -10KG	COPE	1				



119	KUTI AMBALLAZHI -15KG	COPE	1				
120	KUTI AMBALLAZHI -20KG	COPE	1				
121	KUTI AMBALLAZHI -35KG	COPE	1				
122	KUTI AMBALLAZHI 35-50 KG	COPE	1				
123	CANTA LETRE	COPE	1				
124	TRANSPORT TIRANE - DURRES	SHERBIM	1				
125	TRANSPORT TIRANE - LEZHE	SHERBIM	1				
126	TRANSPORT TIRANE - VAU-DEJES	SHERBIM	1				
127	TRANSPORT TIRANE - ELBASAN	SHERBIM	1				
128	TRANSPORT TIRANE - GJIROKASTER	SHERBIM	1				
129	TRANSPORT TIRANE - BERAT	SHERBIM	1				
130	TRANSPORT TIRANE - KORCE	SHERBIM	1				
131	TRANSPORT TIRANE - BURREL	SHERBIM	1				
132	TRANSPORT TIRANE - KUKES	SHERBIM	1				
133	TRANSPORT TIRANE - VLORE	SHERBIM	1				
134	TRANSPORT TIRANE - FIER	SHERBIM	1				
135	TRANSPORT TIRANE - SHKODER	SHERBIM	1				
136	TRANSPORT TIRANE - PESHKOPI	SHERBIM	1				
137	TRANSPORT TIRANE - SARANDE	SHERBIM	1				

Bids to be submitted in a sealed envelope, addressed at the below address. The envelope should indicate the Bidder details and RFQ Title, but have no other details relating to the bid.

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