

Request for Quotation for Consumable Materials

This Request for Quotation (RFQ) is conducted to meet the procurement requirements of projects funded by the European Union and 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

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 Origin, 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 and required items). 5%

Save the Children in Albania

National Office

Rr. Mihal Popi, Ndertesa 7, ish Pallatet I Maji,
Vila "Lami"; P.O. Box 8185, Albania
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Sustainability (10 %)

- The bidder can 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 29th 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	Makarona 500GR	pcs	625				
2	Vaj luledielli 1 liter	pcs	625				
3	Oriz	pcs	625				
4	Fasule	pcs	625				
5	Sheqer 1 kg	pcs	625				
6	Miell Gruri 1 kg	pcs	625				
7	Kripe	pcs	625				
8	Sapun Pako Me 6 Cope	pcs	500				
9	Ilac per larje enesh 1.2l	pcs	250				
10	Paste dhembesh	pcs	250				

The allocated budget for this procurement is EUR 6,500 (six thousand five hundred euros), excluding VAT.
No additional transportation costs shall be applied, as the services will be provided without extra charges for delivery or logistics.

The services will be implemented at the following locations:

- **Gjirokastra:** Community Center Zinxhiraj.
- **Tirana:** Community Center Shkoze.

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

Save the Children, Albania Office
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Tirane- Albania