

## Request for Quotation Goods Transportation Service

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 %)**

- **Fleet and Equipment** The bidder's ability to provide adequate resources (vehicles, tools, or equipment) to perform the required services 15%
- **Technical Expertise and Experience:** Relevant expertise and past performance in delivering similar services, INGO preferred. 15%

#### **Capacity (20 %)**

- **Geographic Coverage and Accessibility:** The bidder's capacity to operate in all required locations and respond promptly. 10%
- **Assessment Area:** The bidder's ability to respond promptly to transport requests and handle urgent deliveries. 5%
- **Adherence to RFQ Requirements:** Submission of all requested documents, including business registration, and fleet information. 5%

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

- The Bidder is registered / has its primary operations in close proximity to the programming location. 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.**
- **Declaration of company vehicles.**
- **Self-declaration about geographic coverage.**
- **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 22<sup>nd</sup> 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:

Line Item	Description of Goods / Services	Unit	Quantity	Price in ALL (VAT Excluded)	VAT (If applicable)	Price in ALL (VAT Included)
1	Cargo load up to 800kg (Ngarkese mallrash deri ne 800 kg)	Km	1			
2	Cargo load up to 1500kg (Ngarkese mallrash deri 1.5 Ton)	Km	1			
3	Cargo load up to 3000kg (Ngarkese mallrash deri ne 3 Ton)	Km	1			
4	Service of uploading and unloading (Sherbim ngarkim dhe shkarkim)	Piece	1			

- **The kilometers will be calculated starting from the designated initial point in Tirana.**

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.

Save the Children, Albania Office  
 Rruga Mihal Popi, Ndertesa 7 (Vila Lami), Ish Pallatet 1 Maji  
 Kodi Postar 1021. Kutia Postare 8185  
 Tirane- Albania

