

## Request for Quotation for Event Organizing and Hotel Accommodation

This Request for Quotation (RFQ) is conducted to meet the procurement requirements of projects funded by the European Union. 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 (20 %)**

- **Experience in Similar:** Projects Proven track record in providing Event organising and accommodation services, especially for clients in relevant sectors (INGO preferred) 20%

#### **Capacity (30 %)**

- **Capacity & Layout:** Capacity of room number and attendance in the conference room. 10%
- **Accessibility & Inclusive Facilities:** Providing information of the hotel and event hall about the accessibility of ramp and elevator. 10%
- **Cancellation and Flexibility Terms:** Assessment of cancellation and amendment terms applicable to accommodation and event services, including notice periods and provisions allowing adjustments to participant numbers prior to the commencement of the stay or event. 5% (Self declaration)
- **Adherence to RFQ Requirements:** Submission of all requested documents. 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 (VAT Included)**
- **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 providing information about, room number, capacity of conference rooms, rating and review of the hotel from an international site, accessibility of ramp and elevator**
- **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 29<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:

No.	Description of Goods / Services	Unit	Quantity	Unit price in ALL (vat Excluded)	VAT (If applicable)	Total price ALL
<b>1</b>	<b>Tirane</b>					
	Meeting Hall Rental (Up to 30 Participants)	Half day	1			
	Accommodation	Single room	1			
	Lunch	Person	1			
	Refreshment	Person	1			
	Water	Person	1			
<b>2</b>	<b>Gjirokastra</b>					
	Meeting Hall Rental (Up to 30 Participants)	Half day	1			
	Accommodation	Single room	1			
	Lunch	Person	1			
	Refreshment	Person	1			
	Water	Person	1			

- The minimum required quantity for refreshments, across both locations combined, shall be 150 units, with a maximum of 190 units.



- The minimum required quantity for lunch services, across both locations combined, shall be 70 meals, with a maximum of 85 meals.
- The minimum number of accommodation units in Gjirokastra shall be 7 rooms, with a maximum of 10 rooms.
- Two (2) audio systems shall be required in total, to be provided across both locations during the events.

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**

