

Request for Quotation for Hotel Accommodation and Event Organizing

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 (20 %)

- **Experience in Similar:** Projects Proven track record in providing Event organising and accommodation services, especially for clients in relevant sectors (INGO preferred) 10%
- **Quality of Accommodation & Facilities:** Providing information about the rating and number of reviews of each hotel based on an international site. 10%

Capacity (30 %)

- **Capacity & Layout:** Capacity of room number and attendance in each conference room. 10%
- **Accessibility & Inclusive Facilities:** Providing information of each hotel 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 22nd 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
1	Permet					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			

	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
2	Kukes					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
3	Tropoje					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			



	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
4	Peshkopi					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			



	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
5	Korce					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
6	Lezhe					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			



	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
7	Lushnje					
	Salle mbledhje (0-50 persona)					
	Salle mbledhje (0-50 persona)					
	Salle mbledhje (50-100 persona)					
	Salle mbledhje (50-100 persona)					
	Salle mbledhje (100-150 persona)					
	Salle mbledhje (100-150 persona)					
	Salle mbledhje (150-200 persona)					
	Salle mbledhje (150-200 persona)					
	Akomodim					
	Akomodim					
	Akomodim					
	Dreke					
	darke					
	Pushim kafeje					
	Uje ne tavoline					
8	Fier					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			



	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
9	Shkoder					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
10	Gjirokaster					



	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
11	Elbasan					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			



	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
12	Durres					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
13	Kucove					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			



	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
14	Burrel					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
15	Berat					
	Salle mbledhje (0-50 persona)	dite e plote	1			

	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
16	Vlore					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			



	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
17	Diber					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			
	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	1			
18	Sarande					
	Salle mbledhje (0-50 persona)	dite e plote	1			
	Salle mbledhje (0-50 persona)	gjysem dite	1			
	Salle mbledhje (50-100 persona)	dite e plote	1			
	Salle mbledhje (50-100 persona)	gjysem dite	1			
	Salle mbledhje (100-150 persona)	dite e plote	1			
	Salle mbledhje (100-150 persona)	gjysem dite	1			
	Salle mbledhje (150-200 persona)	dite e plote	1			



	Salle mbledhje (150-200 persona)	gjysem dite	1			
	Akomodim	dhome teke	1			
	Akomodim	dhome dyshe	1			
	Akomodim	dhome treshe	1			
	Dreke	person	1			
	darke	person	1			
	Pushim kafeje	person	1			
	Uje ne tavoline	person	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.

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

