

Request for Quotation Video Recording Service

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 %)

- Assessment of the supplier's portfolio to evaluate the quality of your previous video recording projects 15%
- Evidence of previous supplier's relevant experience (preferred INGO) and performance history.15%

Capacity (20 %)

- Delivery Timeline (Ability to meet deadlines for video delivery after the shoot) 5%
- Equipment and Technology (Availability and quality of cameras, lenses, lighting, and editing software) 10%
- Adherence to RFQ Requirements (Submission of all requested documents, including business registration, tax clearance, and portfolio.) 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.**
- **The terms of delivery.**
- **Evidence of previous experience in relevant field.**
- **Company portfolio.**
- **Technical specifications about the cameras and equipment**
- **Self-declaration about delivery time after completion of video recording service.**
- **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 Tuesday, January 13rd 2026 14:00**

For more visit the web page: albania.savethechildren.net

Specifications of the items required:

Line Item	Description of Goods / Services	Unit	Quantity	Price in ALL
1	Video Recording Service	Day	1	
2	Price	Km	1	

- **For services outside Tirana, when transport service can not be covered by Save the Children please specify the price/km you will be asking for reimbursement in the table above**

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

