

Request for Quotation for Learning, Office, and Recreational 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 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

- **Experience in Similar Projects** Proven track record in providing consumable materials, especially for clients in relevant sectors (INGO preferred) 10%
- **Product Quality & Compliance:** Conformance to international safety standards (e.g., EN71, ASTM, ISO 9001). (10%)
- **Product Documentation & Presentation:** Product catalogue or webpage link containing clear descriptions, images, and specifications for all proposed items, which will be used to assess the suitability and compliance of the offered products. (15%)
- **Warranty & After-Sales Support: Clear return, replacement, and warranty policies for defective or non-compliant items. (5%)** (A self-declaration indicating the period during which our company is entitled to inspect and assess the delivered products, including provisions for return, replacement, or compensation should any defects or non-conformities be identified.)
- **Adherence to RFQ Requirements** (Submission of all requested documents and required items). 5%

Sustainability (10 %)

- **Eco-Friendly Materials:** Use of recyclable, non-toxic, and supplying environmentally safe materials (ISO 14001) (10%)

- **Financial offer**

Cost factor-pricing (40 %)

-Companies must express their interest by sending a **sealed envelope**:

- **Detailed economic offer in Albanian Leke (Vat included)**
- **A copy of NIPT.**
- **Name and year of birth of Legal Administrator (copy of ID).**
- **QKB Licence.**
- **The validity of the offer.**
- **The terms of delivery.**
- **Evidence of previous experience in relevant field. (INGO Preferred)**
- **Product catalogue or webpage link containing clear descriptions, images, and specifications for all proposed items**
- **Applicants must formally agree to the discount they offer (Signed and stamped letter).**
- **Applicants must formally agree for the prices to be fixed for the duration of the contract (Signed and stamped letter).**

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	Pershkrim	Njesi	Sasi	Cmimi pa TVSH	TVSH	Cmimi total
1	Fabr. leter copy3, a3, 80g/m2	Cope	1			
2	Mp gome(4.7*2.8*0.8)	Cope	1			
3	Mp stik i bardhe 21gr	Cope	1			
4	Fabr.fl. kartoni 220gr,50x70cm,pana	Cope	1			
5	Fabr.fl. kartoni 220gr,50x70cm,portokalli	Cope	1			
6	Mp plasteline kov 12ngj+model	Cope	1			
7	Fila flamastra turbocolor 12 ngj.	Cope	1			
8	Stilolaps ngjyre blu	Cope	1			
9	Stilolaps ngjyre e kuqe	Cope	1			
10	Kuti me lapsa te zi me gome	Cope	1			
11	Vizore e drejte	Cope	1			
12	Ngjites buzekuq	Cope	1			
13	Mprehese lapsash	Cope	1			
14	Kuti me lapsa me ngjyra	Cope	1			
15	Lapustila color (12 cope brenda)	Cope	1			
16	Fletore vizatimi	Cope	1			
17	Korrektor	Cope	1			



18	Numrator	Cope	1			
19	Leter A 4 e bardhe - 1 kuti me 5 pako letra brenda	Kuti	1			
20	Fila Stilolaps Tratto1 me kapak rotullues 1mm kuqe	Cope	1			
21	Fila Stilolaps Tratto1 me kapak rotullues 1mm zeze	Cope	1			
22	MP Lapsa HB me gome	Kuti	1			
23	MP Stik i bardhe 21gr	Cope	1			
24	Fletor mateamtike per kls e pare/dyte	Cope	1			
25	Fletore shkrimi per kls e pare/dyte	Cope	1			
26	Uni Marker InkView PWB-202 zeze	Cope	1			
27	Uni Marker InkView PWB-202 blu	Cope	1			
28	Uni Marker InkView PWB-202 kuqe	Cope	1			
29	Fletore vizatimi	Cope	1			
30	Flete Flipcharti	Cope	1			
31	Leter ngjyra te ndryshme A4	Pako	1			
32	Markera permanent zi, kuq, blu, jeshile	Cope	1			
33	Pastela vaji 8-12 ngjyreshe - Marka Crayola	Cope	1			
34	Lapustila - markera 12 cope ne nje pako	Cope	1			
35	Tempera me ngjyre te kuqe. Shishe 1 litershe	Cope	1			
36	Tempera me ngjyre te blu. Shishe 1 litershe	Cope	1			
37	Tempera me ngjyre te bardhe. Shishe 1 litershe	Cope	1			
38	Tempera me ngjyre te verdhe. Shishe 1 litershe	Cope	1			
39	Tempera me ngjyre te zeze. Shishe 1 litershe	Cope	1			
40	Penela me permase nga te medha ne mesatare	Cope	1			
41	Kanavac permase e vogel	Cope	1			
42	Kanavac mesatare	Cope	1			
43	kanavace e madhe	Cope	1			
44	Ngjites shirit per paketim transparent	Cope	1			
45	Gershere	Cope	1			
46	Pupla ngjyra te ndryshme	Cope	1			
47	Ngjites I lengshem	Cope	1			
48	Fill , fjongo dhe shirita	Cope	1			
49	Flamur Rome I printuar me ngjyra format A4	Cope	1			
50	Flamur Shqiptar I printuar me ngjyra format A4	Cope	1			
51	Shirita per aktivitete festive per te kapur flamunj	Meter	1			
52	Shirita me flamuj per aktivitete festive 10 meter	Cope				
53	Karton me ngjyra 50x70 (40 Blu, 40 e kuqe,40 dhe jeshile)	Cope	1			
54	Shami te kuqe me xixa per	Cope	1			
55	Tullumbace me ngjyra (Te kuqe, blu dhe jeshile)	pako	1			
56	Dosje me spirale + stilolaps	Cope	1			
57	Flipcharts fije	Cope	1			



58	Markers	Cope	1			
59	Blok me spirale + stilolaps	Cope	1			
1	Top I bute llastik per moshen 3-6 vjec	Cope	1			
2	Kartela te alfabetit	Cope	1			
3	Kartela me numra nga (1-10)	Cope	1			
4	Lojra perputhje numer-sasi	Cope	1			
1	Enciklopedia - Trupi im i mahnitshem	Cope	1			
2	Enciklopedi e ilustruar per Femije -Kafshet	Cope	1			
3	Enciklopedia -Natyra dhe bimet	Cope	1			
4	Liber Princër e Princesha II (mosha 3-6 vjec)	Cope	1			
5	Liber Kopshti zoologjik I përrallave (mosha 3-6 vjec)	Cope	1			
6	Liber Gëzuar Datëlindjen Kamila (mosha 3-6 vjec)	Cope	1			
7	Liber Princër e Princesha I (mosha 3-6 vjec)	Cope	1			
8	Liber Macoku me Cizme (mosha 3-6 vjec)	Cope	1			
9	Liber Përralla të Andërsenit (mosha 3-6 vjec)	Cope	1			
10	Liber Kafshët e mia (mosha 3-6 vjec)	Cope	1			
11	Liber Rreth botës (mosha 3-6 vjec)	Cope	1			
12	Liber Trupi im (mosha 3-6 vjec)	Cope	1			
13	Liber Mësoj numrat (mosha 3-6 vjec)	Cope	1			
14	Liber Njoh natyrën (mosha 3-6 vjec)	Cope	1			
15	Liber Fjalët e mia të para (mosha 3-6 vjec)	Cope	1			
16	Liber Mësoj me Gjëagjeza (mosha 3-6 vjec)	Cope	1			
17	Liber Enciklopedia ime e parë (mosha 3-6 vjec)	Cope	1			
18	Liber Per miresjelljen (mosha 3-6 vjec)	Cope	1			

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

