Save the Children

Request for Quotation for Fuel

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

Quality /Service (30 %)

- **Experience in Similar** Projects Proven track record in providing fuel, especially for clients in relevant sectors (INGO preferred) 10%
- **Fuel Quality Assurance:** Measures to ensure the consistent quality of the fuel provided, including certifications or compliance with standards. 10%
- **VAT-Exempt Invoicing Capability.** The bidder confirms the ability and readiness to issue VAT-exempt invoices for projects excluded from the VAT scheme based on official exemption certificates issued by the competent authorities.10%

Capacity (20 %)

- **Availability and Accessibility of Fuel Stations** (Number and location of fuel stations within the required geographical area for ease of access) 15%
- **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%

Save the Children in Albania
National Office
Rr. Mihal Popi, Ndertesa 7, ish Pallatet I Maji,
Vila "Lami"; P.O. Box 8185, Albania
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Registered in Albania
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Web Page: albania.savethechildren.net

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 of Fuel Quality Assurance and Additional Services**
- **Declaration for Availability and Accessibility of Fuel Stations**
- **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 Friday, March 13th 2026, 14:00**
For more visit the web page: albania.savethechildren.net

Specifications of the items required:

PR line item / Lot no.	Description of Goods / Services	Unit	Quantity	Price in ALL vat excluded	Price in ALL vat included
1	Price/litter discount from the official (billboard) price	Litter	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