

Document Title: RFQ – Hotel Accommodation and Event Organizing Services

RFQ reference number: ALB-2026-HTL-001

Organization: Save the Children Albania

Procurement Type: Request for Quotation (RFQ)

Contract Type: Framework Agreement

Funding Source: Project funded by AICS; Code AID 013244/09/1

Issue date: 16 April 2026

Background

Save the Children in Albania works to improve the lives of children and families in different regions of the country, in both urban and rural areas, and has been active since 1999.

Our work focuses on supporting children who are most in need and who are often excluded due to factors such as poverty, disability, place of residence, gender, or ethnicity. Our programmes and advocacy aim to empower children so that they can participate more fully in school and community life and have a voice in decisions that affect their rights and lives.

Save the Children in Albania is implementing the I.N.V.E.S.T. (Inspiring New Ventures, Entrepreneurial Skills and Training) project, a 36-month initiative funded by the Italian Agency for Development Cooperation, in partnership with local organizations in Albania and Italy. The project targets young people aged 15–29, with the goal of improving their access to decent work and increasing their active participation in the labour market.

The project focuses on strengthening vocational education and training (VET) systems to better align them with labour market needs. It supports schools and training centres by upgrading curricula, improving infrastructure, and equipping teachers with skills in areas such as digital marketing, life skills, and emerging sectors like agroforestry and maritime professions.

In addition, the project enhances employability and entrepreneurship through career guidance, skills development programmes, and support for start-ups, including access to financing and business networks. It also facilitates smoother school-to-work transitions by promoting internships, on-the-job training, and partnerships between educational institutions and businesses.

Finally, the project contributes to strengthening institutional partnerships and influencing VET policies to create a more inclusive, sustainable, and demand-driven education system in Albania.

Purpose

This Request for Quotation (RFQ) is issued to meet the procurement requirements of the I.N.V.E.S.T. project, funded by AICS. All bidders are required to fully comply with the applicable project regulations and compliance requirements.

Save the Children will enter into a framework agreement with the winning supplier for a period of one year, with the possibility of renewal for an additional year, subject to satisfactory performance and project needs.

Ethical and Compliance Statement

Save the Children applies strict ethical procurement standards. All suppliers must comply with:

Child safeguarding and protection policies
Anti-fraud and anti-corruption standards
Prevention of sexual exploitation and abuse (PSEA)
Conflict of interest disclosure requirements
Sanctions and exclusion screening requirements

Non-compliance may result in immediate disqualification or contract termination.

Procurement Principles

This procurement process is conducted under the principles of:

- Fairness and equal treatment
- Transparency
- Non-discrimination
- Value for money
- Accountability and auditability

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
- 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
- E) No conflict of interest with Save the Children
- F) Agreement to safeguarding and ethical compliance requirements

Scope of Services

The supplier will provide services including:

- Hotel accommodation (single, double, triple occupancy)
- Conference and meeting room rental
- Catering services (lunch / dinner / light lunches)
- Coffee breaks and refreshments

Services will be required across multiple municipalities in Albania.

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 %)

Prices must be submitted in Albanian Lek (ALL)

Prices must be fixed for the contract duration

VAT must be clearly indicated

Formula: Financial Score = (Lowest Offer / Bidder Offer) x 40

Contract Duration

Duration: 12 months framework agreement with possibility of renewal

Implementation: Call-off orders as required

Payment Terms

Payment within 30 days after invoice approval

Payment subject to service acceptance and delivery confirmation

No advance payments unless stated in contract

Submission Requirements

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

- Detailed, signed and sealed economic offer in Albanian Leke (as per annex A below)
- A copy of NIPT.
- QKB Licence.
- Name and year of birth of Legal Administrator (copy of ID).
- The validity of the offer not less than 90 days.
- 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.
- Signed declarations:
 - o Conflict of Interest (Annex B)
 - o Anti-fraud declaration (Annex C)
 - o Safeguarding/PSEA declaration (Annex D)

Submission Method

Bids must be submitted in a sealed envelope clearly marked:

Bidder Name:

RFQ Title: RFQ – Hotel Accommodation and Event Organizing Services

RFQ reference number: ALB-2026-HTL-001

Submission Address: Save the Children Albania Office Rruga Mihal Popi, Ndërtesa 7 (Vila Lami) Ish Pallatet 1 Maji Tirana, Albania Postal Code: 1021

Deadline for Submission

Wednesday, 18 May 2026 – 14:00 (local time)

Late submissions will not be accepted.

Bid Opening Procedure

Bids will be opened internally by an appointed evaluation committee

A bid opening minutes report will be prepared and archived

Late submissions will be rejected without exception

Clarifications

All clarification requests must be submitted in writing before 22 April 2026 to info.albania@savethechildren.org . Responses will publish on Save the Children website for all bidders to ensure equal treatment within 3 working days.

Award Notification

Once the evaluation process has been completed by the designated committee, all applicants will be formally informed of the outcome.

Complaints Mechanism

Bidders may submit complaints in writing within 3 calendar days after notification of results to the procurement focal point. All complaints will be reviewed in line with Save the Children procurement policies.

Contractual Conditions

Save the Children reserves the right to cancel or modify the procurement process at any time
No liability shall be accepted for cancellation
Payment terms and performance obligations will be defined in the contract

Annexes

Annex A: Detailed Price Schedule (per location)
Annex B: Conflict of Interest Declaration
Annex C: Anti-Fraud Declaration
Annex D: Safeguarding / PSEA Declaration

Annex A: Detailed Price Schedule (per location and service type)

No.	Description of Goods / Services	Unit	Quantity	Unit price in ALL (VAT Excluded)	VAT (If applicable)	Total price ALL
1	Lushnje					
	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	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			
3	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			

Signature

Name: _____

Signature: _____

Position: _____

Date: ___ / ___ / ____

Company Stamp: _____

ANNEX B – CONFLICT OF INTEREST DECLARATION FORM

Supplier Information

Legal Name of Company: _____
Registration Number (NIPT/QKB or equivalent): _____
Registered Address: _____
Name of Legal Representative: _____
Email: _____
Phone: _____

Declaration of Conflict of Interest

I, the undersigned, hereby declare that:

I confirm that neither I nor my company has any actual, potential, or perceived conflict of interest in relation to this procurement process.

OR (if applicable)

I declare the following conflict of interest situation:

Definition of Conflict of Interest

A conflict of interest includes, but is not limited to, situations where:
The bidder has personal or financial interests that could improperly influence the procurement process
The bidder has close family or professional relationships with Save the Children staff involved in the procurement
The bidder has participated in the preparation of the RFQ or evaluation process
Any situation that may compromise fairness, transparency, or impartiality

Undertaking

I confirm that:
I will immediately inform Save the Children Albania if any conflict of interest arises during the procurement process
I understand that failure to disclose a conflict of interest may result in disqualification or termination of contract
All information provided in this declaration is true and complete

Declaration

I certify that the above information is accurate and complete to the best of my knowledge.

Signature

Name: _____
Position: _____
Signature: _____
Date: ___ / ___ / ____

Company Stamp: _____

ANNEX C – SCI ANTI-FRAUD & INTEGRITY DECLARATION

Supplier Information

Legal Name of Organisation: _____
Registration Number (NIPT/QKB or equivalent): _____
Address: _____
Contact Person: _____
Email: _____
Phone: _____

Integrity Declaration

We confirm that:
We will maintain high standards of integrity throughout the procurement process
We have not engaged in fraud, corruption, collusion, coercion, or any unethical practice
We will not attempt to improperly influence the outcome of this procurement

Anti-Fraud Declaration

We confirm that:
We have not offered, given, requested, or accepted any bribe or inducement
We have not entered into any agreement with other bidders to distort competition
We have not concealed or misrepresented any information relevant to this RFQ

Sanctions & Compliance

We confirm that:
Our organisation is not listed on any UN, EU, UK, or national sanctions list
We comply with applicable anti-money laundering and counter-terrorism financing laws
We agree to cooperate with any SCI audit or investigation if required

Declaration

We understand that:
Any false declaration may result in disqualification or contract termination
Save the Children may verify all information provided
We accept the Save the Children Supplier Code of Conduct

Signature

Name: _____

Position: _____

Signature: _____

Date: ___ / ___ / ____

Company Stamp: _____

ANNEX D – SCI SAFEGUARDING & PSEA DECLARATION

Safeguarding Commitment

We confirm that:

- We fully support Save the Children’s safeguarding commitments
- We uphold zero tolerance for abuse, neglect, or exploitation
- We ensure all staff understand and comply with safeguarding principles

Prevention of Sexual Exploitation and Abuse (PSEA)

We confirm that:

- We strictly prohibit any form of sexual exploitation or abuse
- No staff, subcontractor, or representative will engage in exploitative behaviour
- Any safeguarding concern will be reported immediately to Save the Children

Reporting Obligations

We agree that:

- All safeguarding concerns will be reported without delay
- We will fully cooperate with any investigation or safeguarding review
- Failure to comply may result in contract termination and further action

Ethical Conduct

We confirm that:

- We will ensure respectful and professional conduct at all times
- We will promote a safe environment for all beneficiaries and stakeholders
- We accept monitoring and compliance checks by Save the Children

Declaration

We understand that:

- Breach of safeguarding obligations may result in termination of contract
- Save the Children may verify compliance at any time
- All information provided must be accurate and truthful

Signature

Name: _____

Position: _____

Signature: _____

Date: ___ / ___ / ____

Company Stamp: _____