

Request for Quotation for Printing Materials, Stationaries for Realizing Art Crafts

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). **(10%)**

Sustainability (10 %)

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

Financial offer (40%)

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 Monday, May 11th 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	Pershkrimi I Produkteve	Njesia	Sasia	Cmimi pa Tvsh	TVSH	Cmimi Total
1	Leter ngjyra te ndryshme A4	cope	40			
2	Pastela vaji 8-12 ngjyreshe - Marka Crayola	cope	40			
3	Lapustila - markera 12 cope ne nje pako	cope	30			
4	Tempera me ngjyre te kuqe. Shishe 1 litershe	cope	10			
5	Leter A 4 e bardhe - 1 kuti me 5 pako letra brenda	cope	20			
6	Tempera me ngjyre te blu. Shishe 1 litershe	cope	10			
7	Tempera me ngjyre te bardhe. Shishe 1 litershe	cope	10			
8	Tempera me ngjyre te verdhe. Shishe 1 litershe	cope	10			
9	Tempera me ngjyre te zeze. Shishe 1 litershe	cope	10			
10	Penela me permasa nga te medha ne mesatare	cope	60			
11	Kanavac permase e vogel	cope	10			
12	Kanavac mesatare	cope	10			
13	Ballons	cope	50			

14	Ngjites shirit per paketim transparent	cope	20			
15	Gershere	cope	50			
16	Pupla ngjyra te ndryshme	cope	50			
17	Ngjites I lengshem	cope	50			
18	pjata plastike	cope	100			
19	Karton me ngjyra 50x70 (40 Blu, 40 e kuqe,40 dhe jeshile)	cope	40			
20	Tullumbace me ngjyra (Te kuqe, blu dhe jeshile)	cope	30			

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