

**Document Title:** RFQ – Stationary and didactic materials

**RFQ reference number:** ALB-2026-HTL-002

**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:** 21 May 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.

### **Save the Children in Albania National Office**

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## **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:

- Stationary and didactic materials



## CAPABILITY CRITERIA (50 %)

The following criteria are considered very important in the evaluation of this tender

- **Relevant Experience Proven experience in supplying stationery materials, including contracts of similar size and scope to public or private sector clients. (15%)**
- **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.)
- **References & Past Performance:** Positive references and previous project outcomes with similar institutions and similar contracts. (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 %)

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 – Stationary and didactic materials

RFQ reference number: ALB-2026-HTL-002

**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, 22 June 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 28 May 2026 to [info.albania@savethechildren.org](mailto: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)**

NR	Pershkrim	Njesi	Sasi	Cmimi pa TVSh	TVSH	Cmimi total
1	Drm Dosje mek A4 kart.7cm me kuti Blu	cope	1			
2	Ess Kuti arkive mbajtese Boxy	cope	1			
3	Dosje me llastik	cope	1			
4	Qese per dokumenta	pako	1			
5	Dosje 10 zarfa plastike	cope	1			
6	Zarfa A4	cope	1			
7	Zarfa te verdhe A4	cope	1			
8	Bllok shenimesh me vija	cope	1			
9	Fletore 52 flete	cope	1			
10	Fletore me figura vizatimi	cope	1			
11	Fletore muzike B5	cope	1			
12	3a fletore punedore(10fl)	cope	1			
13	Kub shen ngjitje 76x76 , 400f 4ngj	cope	1			
14	Ngjyra set	cope	1			
15	Fila Evidenciator Tratto Video ngjyra te ndryshme	cope	1			
16	Lapustila	cope	1			
17	FILA STIOLAPS'TRATTO1 zexe	cope	1			
18	FILA STIOLAPS'TRATTO1 blu	cope	1			
19	Flamastra me 12 ngjyra bls	cope	1			
20	Lapustila - markera 12 cope ne nje pako -	cope	1			
21	IO BOJRA AKRILIK 250 ML ass	cope	1			
22	Bojra alkoli	cope	1			
23	Plasteline me ngjyra te ndryshme	cope	1			
24	Tempera me ngjyre te blu	cope	1			
25	ARK Bojra akrilike 6 ngj	cope	1			
26	Bojera face painting	cope	1			
27	Pastela me 12 ngjyra	cope	1			
28	Shkumësa me ngjyra	cope	1			
29	Penela	cope	1			
30	Vizore	cope	1			
31	Peteza	cope	1			
32	Kuba shufra druri	cope	1			



33	IO Trupa gjeometrik	cope	1			
34	Korrektor stilo	cope	1			
35	Goma	cope	1			
36	MP Stik i bardhe 21gr	cope	1			
37	Dks shufra silikoni luna 11mmx19cm 24cp	cope	1			
38	Vinovil	cope	1			
39	Skoc	cope	1			
40	Skoc ( I vogel )	cope	1			
41	Fsk ngj shirit i dyanshem sfungjer 24mmx2.5m	cope	1			
42	Dks pistolete silikoni the littlies 60w	cope	1			
43	Stepler	cope	1			
44	Kapese letrash	cope	1			
45	PMP Makine hapese vrimash 10fl akrilike	cope	1			
46	Rimbushese	cope	1			
47	Kapese aktesh nr.4 33 mm	cope	1			
48	Paper clips	cope	1			
49	Kapese akt. Me veshe 32 mm	cope	1			
50	Gërshërë për tekstile	cope	1			
51	Prefese	cope	1			
52	Mbajttese dokumentash	cope	1			
53	Eag Mbajt set kanc 16 aksesore	cope	1			
54	Portapena 11x10cm	cope	1			
55	Tabele e bardhe	cope	1			
56	Tabele magnetike 60x90	cope	1			
57	Tabele tallashi	cope	1			
58	Tabela e drurit ne mur	cope	1			
59	Tabela 90 x 120 cm	cope	1			
60	Leter per flipchart 70x100 me vrima	cope	1			
61	Spango te ndryshme ( lini )	cope	1			
62	Makine llogaritese	cope	1			
63	Bateri AA	cope	1			
64	Bateri AAA	cope	1			
65	Enr Bateri Litium 3V CR2032 Bl.2cp	cope	1			
66	Leter A4 Double A	cope	1			
67	Leter A3	cope	1			



68	Fabr Leter me 5 ngj. X 50fl. Soft A4.	cope	1			
69	IO Leter Crespo 60cm x 2m me ngjyra 10 cope	cope	1			
70	Whiteboaed marker	cope	1			
71	Bilbil	cope	1			
72	Io telajo vizatimi 15x15	cope	1			
73	Io telajo vizatimi 15x20	cope	1			
74	Telajo 30x30	cope	1			
75	IO Telajo vizatimi 100x120	cope	1			
76	Alfabeti/shkronjat	cope	1			
77	Numra druri	cope	1			
78	Numrat nga 1 - 20	cope	1			
79	IO Numra levizese 36m+	cope	1			
80	Io set vizatimi dhe pikturimi	cope	1			
81	Fabr 5x20 ngj.te forta 160gr,A4	cope	1			
82	Muline me ngjyra të ndryshme	cope	1			
83	Shirit fjongo 1cm	cope	1			
84	Guraleca	cope	1			
85	Metër shirit, 50 m	cope	1			
86	Metro matëse fleksibël	cope	1			
87	Fije qepëse (bobina)	cope	1			
88	Copë pambuku	cope	1			
89	Copë poliestër	cope	1			
90	Gjergjef druri	cope	1			
91	Gjilpëra të ndryshme	cope	1			
92	Fije për dantelle	cope	1			
93	Fije ari për qëndisje	cope	1			
94	Vrb usb 32gb 3.0 store and go	cope	1			
95	Stepler	cope	1			
96	Stepler clip	cope	1			
97	Lapsa HB me gome	cope	1			
98	Stik i bardhe 21gr	cope	1			
99	Fabr.fl. Kartoni 220gr,50x70cm,e bardhe	cope	1			
100	Prefse lapsash metal	cope	1			
101	"Gershëre e vogël për fëmijë"	cope	1			
102	Vizore me forma gjeometrike	cope	1			
103	Pako me sticker të ndryshme	cope	1			
104	Tollumbace	cope	1			



105	Tempera me ngjyre te zeze . Shishe 1 litershe	cope	1			
106	Pambuk I thjeshte faramcie	cope	1			
107	Hapese vrimash per letra	cope	1			
108	Leter me ngjyra te ndryshme, e bute, e rrudhosur	cope	1			
109	Tripod 100x70 cm	cope	1			
110	Tabele e bardhe me permasa 45*60 cm	cope	1			
111	Dosje me qese plasmasi (Display Book *80 qese plasmasi )	cope	1			
112	Dosje	cope	1			
113	Tabela e drurit ne mur	cope	1			
114	Globo Tabele druri me 2a	cope	1			
115	Portapena plastike katrore	cope	1			
116	Set vizatimi dhe pikturimi	cope	1			
117	Highlighter 6 ngjyra	cope	1			
118	Kanavace Pikturimi 100x100	cope	1			
119	Kanavace Pikturimi 15x15	cope	1			
120	Kanavace Pikturimi 15x20	cope	1			
121	Kanavace Pikturimi 60x70	cope	1			
122	Set penelash 12 cope	cope	1			
123	Dks Numra me ngjyra 50cp Luna	cope	1			
124	Dks hapese me forma te ndryshme, 25 mm	cope	1			
125	Lbz xixa te holla 6 ngj. Per dekor ne kuti 60gr	cope	1			
126	Fila flamastra turbocolor 12 ngj.	cope	1			
127	Gershere e vogel per femije	cope	1			
128	Stilolaps eco me kapak rrotullues blu	cope	1			
129	Stilolaps eco me kapak rrotullues kuge	cope	1			
130	Fleta A 4 me ngjyra (rizma)	cope	1			
131	Fshirese lapsi (goma)	cope	1			
132	Shufer plastike brenda konit (sherben si pengese)	cope	1			
133	Piketa plastike	cope	1			
134	Mouse		1			
135	Leter A 4 e bardhe - 1 kuti me 5 pako letra brenda	kuti	1			



136	Leter me ngjyrea te ndryshme A4	Risma	1			
137	Markera permanent zi, kuq, blu, jeshile	pako	1			
138	Bojera dhjami 12 ngjyreshe - Marka Crayola	pako	1			
139	Pastela vaji 8-12 ngjyreshe - Marka Crayola	pako	1			
140	Lapustila - markera 12 cope ne nje pako - Marka Crayola	pako	1			
141	Bojera akrilike me ngjyrat kryesore ( te kuqe, blu, e verdhe, e bardhe, e zeze) 4 shishe nga secila ngjyre .	shishe	1			
142	Pako me sfungjera per larje enesh 10 -12 cope ne nje pako	pako	1			
143	Panela me permasha nga te medha (15 cope) ne mesatare (15 cope) me trashesi 1.5 cm	pako	1			
144	Gota plastike per larje boje	cope	1			
145	Kova te larta dhe shishe per mbajtjen dhe pastrimin e peneleve	cope	1			
146	Tabaka alumini nje perdorimshe per te mbajtur bojerat dhe ujin	cope	1			
147	Kuti plastelinash me 12 ngjyra te ndryshme - Marka Crayola	pako	1			
148	Tullumbace	pako	1			
149	Guraleca	Kg	1			
150	Pako me topa pambuku te medha	pako	1			
151	Pako me shkopinje artizanale (si ato qe perdore orologu) 100 cope ne kuti	kuti	1			
152	Letra mbeshtjellese per dhuratat me modele te ndryshme	cope	1			
153	Fill , fjongo dhe shirita	cope	1			
154	Ngjites I lengshem	shishe	1			
155	Ngjites adeziv me ngjyra te ndryshme jo vetem te bardhe	cope	1			



156	Ngjites shirit per paketim transparent	cope	1			
157	Spango te ndryshme	cope	1			
158	Stepler	cope	1			
159	Hapese vrimash per letra	cope	1			
160	Pako sticker me njyra te ndryshme	pako	1			
161	Kopsa ngjyra me masa te ndryshme	pako	1			
162	Pupla ngjyra te ndryshme	pako	1			
163	Pako bojra uji cilesore - Marka Crayola	pako	1			
164	Dosje te trasha si kuti per vendosje te materialeve	cope	1			
165	Fl. Kartoni 220gr,50x70cm,e bardhe	cope	1			
166	Fl. Kartoni 220gr,50x70cm,lejla	cope	1			
167	Fletore e modeluar per abetare	cope	1			
168	Fletore e modeluar matematike	cope	1			
169	Fletore A5 me 32 fletë vija	cope	1			
170	Fletore A5 me 32 fletë kutia	cope	1			
171	Fletore punedore	cope	1			
172	Fletore vizatimi 24x34, 13flete 110gr.	cope	1			
173	Bojra uji (12ngj me penel)	kuti	1			
174	Boje akrilike 250 ml, e bardhe	shishe	1			
175	Boje akrilike 250 ml, e zeze	shishe	1			
176	Boje arkilike me shkelqim 250 ml, Silver	shishe	1			
177	Boje arkilike me shkelqim 250 ml, Gold	shishe	1			
178	Boje akrilike 250 ml, e e kuqe	shishe	1			
179	Boje akrilike 250 ml, kafe	shishe	1			
180	Pastela me 12 ngjyra vaji	pako	1			
181	Penela Art 577 per boj vaji nr te ndrysh ( 2-16 )	cope	1			
182	Telajo vizatimi 40x40	cope	1			
183	Kavaleta per telajo 172cm	cope	1			
184	Shirit ngj. Transparent 18x36m	cope	1			
185	Shirit ngj dyanshem 20x25m transparent	cope	1			
186	Gershere Zyre 20cm	cope	1			



187	Set 3 mbajt.koresp.metalike,zeza	cope	1			
188	Portapena metalike rrethore, rrjete e zeze	cope	1			
189	Siam Tabele e Bardhe Flipchart magnetike 70x100(tripod) (mbajtese stilo, fl) lartesi max 180cm	cope	1			
190	Leter per Flipchart 70x100 me vrima	fije	1			
191	Fletore ngjyrosje per femije	cope	1			
192	Tabele e Bardhe Flipchart 70x100(tripod) mbajtese stilo.	COPE	1			
193	Album gjuhesor , matematikor gr,I	COPE	1			
194	Album gjuhesor , matematikor gr,II	COPE	1			
195	Album gjuhesor gr.III	COPE	1			
196	Album matematikor gr.III	COPE	1			
197	Dosje kartoni llastike 450 blu	cope	1			
198	Lapsa me ngjyra (12)	Cope	1			
199	Stilolapsa me kapak rotullues 1mm kuq	Cope	1			
200	Stilolapsa me kapak rotullues 1mm blu	Cope	1			
201	Vizore 30 cm/12 inch bls	Cope	1			
202	Fabr. 5x20 ngj.te forta 160gr,A4	Cope	1			
203	Goma laps (4.7*2.8*0.8)	Cope	1			
204	Prefse lapsash metal	cope	1			
205	Lapsa HB me gome	cope	1			
206	Pastela me 12 ngjyra ( vaji )	cope	1			
207	Plasteline	cope	1			
208	Gershere te vogla	cope	1			
209	MP Stik i bardhe 21 gr	cope	1			
210	Tabele magnetike me shkronja, numra, simbole, 36M+	cope	1			
211	Fletore Bukurshkrimi A5 me 24 flete	cope	1			
212	Fletore shkrimi	cope	1			
213	Fletore vizatimi	cope	1			
214	Trg Fletore punedore	cope	1			
215	Fletore matematike	cope	1			



216	Eag.Kapse akt.me veshe 25mm col.	cope	1			
217	Eag Kapse akt me veshe 32mm col	cope	1			
218	Eag Kapse akt me veshe 41mm col	cope	1			
219	Eag kapse akt me veshe 51mm col	cope	1			
220	Paperclips me ngjyra	cope	1			
221	Ngjites letre l gjere	cope	1			
222	Ndarese me alfabet	cope	1			
223	Ndarese me numra	cope	1			
224	Mbajtese kancelarish tavoline	cope	1			
225	Unaza plastik me ngjyra	cope	1			
226	Ulluk plastik me mngjyra	cope	1			
227	Dosje plastike llastiku	cope	1			
228	Eag.Kapse akt.me veshe 19mm col.	cope	1			
229	Leter fotokopje A3	pako	1			
230	Usb 32 GB	cope	1			
231	Usb 64 GB	cope	1			
232	Tapet per mouse	cope	1			
233	Tastiera	cope	1			
234	Tastiere me Wireless	cope	1			
235	Headphone me dy dalje me mikrofon	cope	1			
236	Headphone me nje dalje	cope	1			
237	Blllok me ngjitje 75x125mm	cope	1			
238	Makine llogaritese	cope	1			
239	Vinovil	cope	1			
240	Badge	cope	1			
241	Esselte hapse vrimash	cope	1			
242	Blllok shenimesh katrore dhe me vija	cope	1			
243	Zarf plastik me buton	cope	1			
244	Stilolapsa me gome	cope	1			
245	Makina qepje 24/6	cope	1			
246	Heqese teli	cope	1			
247	Pineska	cope	1			
248	Ess. Pendaflex me ngjyra	cope	1			
249	Mbajtese dokumentash horizontale	cope	1			



250	Mbajtese celesash	cope	1			
251	Siam Bllok shen.me ngjitje 76x76 neon	cope	1			
252	Tabele tape	cope	1			
253	Pastrues tastjere	cope	1			
254	Lidhese llastiku	cope	1			
255	Fshirese tabele	cope	1			
256	Whiteboard marker	cope	1			
257	Boje per vula, blu, e zeze e kuqe	cope	1			
258	MP Kapese aktesh 33 mm (100)	cope	1			
259	Fila Korrektor me shirit Whity	cope	1			
260	Lapsa HB me gome	cope	1			
261	Siam Thika te mesme	cope	1			
262	Ark. Thika te vogla	cope	1			
263	UNI stilo Jetstream SXN 217 (07)blu	cope	1			
264	Dks Goma Factis per laps	cope	1			
265	Korrektor stilo	cope	1			
266	Stik Cilesor i bardhe 20 gr	cope	1			
267	Msl Dosje mek A4 pl.7.5cm	cope	1			
268	Eag Dosje mek A4 pl.7cm kuqe	cope	1			
269	Verb bateri 1.5v lr/06 alkal aa	cope	1			
270	Verb bateri 1.5v lr/03 alkal aaa	cope	1			
271	Eag Zarfa pl.me vrima A4, PP 40 mic	cope	1			
272	Siam Zarfa 2ane hapura,A4 NT	cope	1			
273	Fila Evidenciator Tratto Video 4 ngj.	cope	1			
274	Msl Dosje mek. A4 pl.5 cm kuqe	cope	1			
275	Dosje me mekanizem A4 blu	cope	1			
276	UNI marker inkview PWB-202 blu	cope	1			
277	UNI marker inkview PWB-202 e zeze	cope	1			
278	UNI marker inkview PWB-202 e kuqe	cope	1			
279	Ark Dosje kapak plast dy vrima blu	cope	1			
280	Ark Dosje kapak plastik 2 vrima jeshile	cope	1			
281	Markin Etiketa 210x148(2 etiket.100fl. A4)	cope	1			



282	Markin Etiketa 210x297(1 etiket.100fl. A4)	cope	1			
283	Markin Etiketa 105x148(4 etiket.100fl. A4)	cope	1			
284	Siam Kub shen ngjitje 76x76 , 400f 4ngj Pastello	cope	1			
285	Fila Evidenciator Tratto Video e verdhe	cope	1			
286	Fila Evidenciator Tratto Video portokalli	cope	1			
287	Fila Evidenciator Tratto Video e kuqe	cope	1			
288	Fila Evidenciator Tratto Video e kaltert	cope	1			
289	Stilolaps tratto e kuqe	cope	1			
290	ARK Vizore 20 cm	cope	1			
291	Shirit ngj. Transparent 18x36m	cope	1			
292	Shirit ngj 50x65 trans	cope	1			
293	MP Kapese aktesh 33 mm (100)	cope	1			
294	Eag Kapese aktesh 33mm (50) me ngjy	cope	1			
295	MP Kapese aktesh 50 mm (100)	cope	1			
296	Siam Prefse lapsi pl. Me 2 fole deposit	cope	1			
297	MP Heqese teli e vogel	cope	1			
298	Siam.Lidhese Ilastiku 100g (150cp)	cope	1			
299	Dvd	cope	1			
300	Cd-r	cope	1			
301	Speaker	cope	1			
302	Keyboard usb adaptor	cope	1			
303	Archive files with lace strip	cope	1			
304	Fletore vizatimi	cope	1			
305	Fletore matematike	cope	1			
306	Paper clips	cope	1			
307	Fletore shkrimi	cope	1			
308	Plastela dhjami	cope	1			
309	3A Pastela me 12 ngjyra ( vaji )	cope	1			
310	Spango	cope	1			
311	Lapsa dhjami	cope	1			
312	Bojera akrelike	cope	1			
313	Tullumbace ( pako 100 cope)	cope	1			
314	Ngjites adeziv	cope	1			



315	Zarfa A3	cope	1			
316	Zarfa te vegjel per poste	cope	1			
317	Zarfa A4	cope	1			
318	Siam Dosje konfer me kapak mbj.stilo e xhep, blu	cope	1			
319	Dvd	cope	1			
320	Cd-r	cope	1			
321	Tapet per mausin	cope	1			
322	Zarfa Sacboll 18x26	cope	1			
323	Zarfa me sacboll 30x44	cope	1			
324	Bls Zarfa Strip 23x33 100gr avana	cope	1			
325	Achieve files holder	cope	1			
326	Extension cable 6x with key	cope	1			
327	Eag.Dosje me 80 zarfa plastik me kuti	cope	1			
328	Siam Mbajtese celesi plast	cope	1			
329	Siam.Lidhese llastiku 100g	pako	1			
330	MP Ulluk pl. Lidhje 12mm blu	cope	1			
331	Siam Tabele me tape 60x90 korniz druri	cope	1			
332	Siam Ulluk pl. Lidhje	cope	1			
333	Mbajt kanc 6 nd.(21.3x14.2x14.1cm)druri	cope	1			
334	MP Mbajtese Set kanc. MF0804	cope	1			
335	Kosha plas për letra 27x29cm 11 lt blu	cope	1			
336	Set 2 mbajt.koresp.metalike zeze	pako	1			
337	Set 3 mbajt.koresp.metalike,zeza	pako	1			
338	Mbajtese dokumentash horizontale	cope	1			
339	Fila Flamastra turbomaxi 5mm 24 ngj.	pako	1			
340	Fila Flamastra Turbocolor 2.8mm 24 ngj.	pako	1			
341	Siam Kub shen ngjitje 76x76 , 400f 4ngj Pastello	pako	1			
342	Siam Bllok shen.me ngjitje 76x127 pastel	cope	1			
343	Ndarese letre 50x12mm, 4 ngj. Nga 40fl	pako	1			
344	Zarf plastik me buton	cope	1			



345	Tela makine 24/6	pako	1			
346	Noki Makine qepje,(24/6), 25 fl pinc	cope	1			
347	Siam Mbajttese celesi plast	cope	1			
348	Ess. Pendaflex 390-V e verdhe	cope	1			
349	MP Magnet 30 mm, 6 cope bls	pako*6	1			
350	HP T.Crtg LJ P3015 k	cope	1			
351	Flw.Mb.dok.Vert.e kuqe	cope	1			
352	Siam Baxho horiz.11x8 me kordon	cope	1			
353	Ess Kuti arkive mbajttese Boxy (L 54 x H 26 x D36.5 cm)	cope	1			
354	Siam Mouse pad 24*19 blu	cope	1			
355	Dosje konfer	cope	1			
356	Siam Kapak A4 transp.per lidhje blu	cope	1			
357	Siam Kapak A4 transp.lidhje gjelbert	cope	1			
358	Drm Dosje kartoni llastike 450 blu	cope	1			
359	Ess.Ndarese me 6 ngjyra,kart.	cope	1			
360	Drm Dosje kartoni llastike 450 kuqe	cope	1			
361	Transport to Gjirokaster	cope	1			
362	Transport to Elbasan	cope	1			
363	Transport to Korca	cope	1			
364	Transport to Burrel	cope	1			
365	Transport to Durres	cope	1			
366	Transport to Cerrik	cope	1			
367	Transport to Shkoder	cope	1			
368	Transport to Vlore	cope	1			
369	Transport to Klos	cope	1			
370	Transport to Peshkopi	cope	1			
371	Transport to Fier	cope	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: \_\_\_\_\_

