

Request for Quotation

Printing of brochures, leaflets, agendas etc.

Location	Tirane
Type of Contract	Framework agreement (for a period of 1 year with extension possibilities upon satisfactory performance of the contractor)
Reference number	21-04-S4J
Number of potential successful offerors	1 or more bidders
Issue date of the call	23 April 2021
Deadline of sending questions and receiving answers	Subjects interested to apply can send questions at al.info@swisscontact.org until 27 April 2021, 17:00. Answers will be sent to all interested subjects by 28 April 2021, 17:00.
Deadline for submitting full proposals	30 April 2021, 17:00
Language of Quotation	Albanian/English
Estimated starting date	20 May 2021
Period of Validity of Quotes starting from the Submission Date	At least 2 months
Conditions for submitting applications	<p>All offers will be submitted in hard-copy, sealed in a covering envelope which MUST contain the title of the applied call (as per instruction provided in this documents), to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, Tiranë.</p> <p>The application MUST contain all required documentation, otherwise may be automatically eliminated by Swisscontact without a further request for clarification and/or completion..</p>

BACKGROUND

'Skills for Jobs' (S4J) is a project of the [Swiss Agency for Development and Cooperation \(SDC\)](#), implemented by [Swisscontact Albania](#). It is part of the Economic Development Domain of the Swiss Cooperation Strategy for Albania (2018-2021), with specific focus on ***promotion of employment opportunities*** and ***skills development***.

The project focuses on 4 economy sectors with potential for growth and job creation in Albania: Tourism and Hospitality, Information and Communication Technology (ICT), Textile and Construction (with a focus on energy efficiency buildings). During the second phase the project will extend its support to other economy sectors with potential for growth and jobs.

The project is in its second phase, which started in May 2019 and will last until June 2023. During this phase, the project aims at supporting 10,000 students and 6,000 trainees.

'Skills for Jobs' (S4J) is designed with the aim to tackle major Vocational Education and Training (VET) system challenges, such as: low quality and status, insufficient financing, weak labour market orientation, poor private sector engagement and poor performance of graduates in the labour market. The project addresses these challenges by focusing on ensuring systemic change, capacity development and empowerment of key actors. Based on this approach, S4J Phase II supports partner VET providers in Albania in terms of::

- Employers' and partners relations,
- Diversification of VET offer,
- New Ways of Inclusive Learning and Quality,
- Work-Based Learning in cooperation with employers, and
- Organisational Development.

Work-based learning, the use of technology in the classroom, blended and individualized learning, making the VET offer relevant for students, trainings on industry standards and the application of a business mindset in the management of VET institutions are at the core of 'Skills for Jobs' (S4J) implementation.

Seven providers in the five selected regions benefit from the project: the [vocational 'Hamdi Bushati' school in Shkodra](#), the [vocational 'Kolin Gjoka' school in Lezha](#), the [electro-technical 'Gjerqj Canco' school in Tirana](#), the [vocational 'Kristo Isak' school in Berat](#) and the [Commercial school](#), the [industrial 'Pavarësia' school](#) and the [Vocational Training Centre in Vlora](#).

Four other VET providers will join project during the second phase. More public providers will benefit from the initiatives that the project has piloted in partner schools during the first phase.

1. SUBJECT

Under this Request for Quotation, Swisscontact is seeking offers from reputable, well established and experienced service providers, to provide with service for **Printing of brochures, leaflets, agendas etc.**

A Framework Agreement will be concluded between Swisscontact and the successful providers for a period of one year with possible extension upon satisfactory performance of the contractor. Purchases of required goods or services will be made at different times, according to the needs / requirements of the company.

The technical specifications and other requirements are described in Annex 1, attached to this document. Samples of the offered goods should be provided, where required in the technical specifications.

2. DOCUMENTS TO BE SUBMITTED

Applicants are required to have indicated and attached **mandatory** documents:

- *A copy of NUIS and Latest Business Registration Certificate (QKB extract)*
- *Company Profile and Professional Experience:* Describe your company profile and history, and why your company is different from other companies offering the same service. Describe the company experiences, size, structure and qualifications of its staff. Describe the human resources employed by your company or send copies of their CV. Include a list of clients you currently work with and send copies of at least three previous similar service contracts, including information on type of service and financial volume;
- *Financial offer:* In order to be clear with details, prices to be quoted and described in the Annex 1 in this RFQ. Price must be mentioned as unit price in CHF and excluding VAT. Transportation cost of product delivering to Swisscontact office should be included in the price. Information in the price table should be completed properly by filling information through typing (not filling by ink). All pages must be dated, signed by responsible person of the company and stamped.

3. EVALUATION PROCESS

An evaluation panel, consisting of no less than 3 (three) members, will evaluate the applications as per the criteria informed in this tender document. Swisscontact Albania will evaluate the applications received within the two months after the deadline of application.

Proposals that meet the requirements, as stated above, will be evaluated with the following criteria:

- **Technical offer:** **70%**
 - Technical specification/product quality 30%
 - Company Profile and Professional Experience 20%
 - Time of delivery 20%
- **Financial Proposal:** **30%**

Swisscontact reserves the right to cancel a bidding process, accept or reject bids without notifying the reasons to the bidders. It also has the right to ask one or more of the bidding organizations for clarifications regarding the bid.

4. SUBMISSION INSTRUCTION

The deadline of submission is **30 April 2021, 17:00**. Please note that in case your offer will be sent later than the deadline for submission, Swisscontact may decide to disqualify your submission and not consider this eligible for further phases of evaluation.

All applications will be submitted in hard-copy, sealed in a covering envelope, to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, Tiranë by the deadline above mentioned. The outside of the envelope must clearly note the Award by Invitation reference number and title: 21-04-S4J - Printing of brochures, leaflets, agendas etc. All documents should be duly filled, signed and stamped.

The application **MUST** contain all required documentation, otherwise may be automatically eliminated by Swisscontact without a further request for clarification and/or completion.

5. COMMUNICATION WITH THE BIDDERS

Any communication between SC-ALB and the bidders that might compromise the transparency and fairness of the bidding process must be avoided. Communication has to be documented in writing. The interested applicants can send their questions to al.info@swisscontact.org by *27 April 2021, 17:00*. The deadline for submitting responses will be *28 April, 17:00*. Responses to requests for clarification by one bidder must be shared with all bidders in through uploading in the website.

Annex 1: Technical specifications and Financial Offer

No.	Technical specification	Unit	Number of unit	Price/unit in ALL (VAT excluded)	Delivery time after receiving the order	Comments from Swisscontact	Comments from offerors
1. Brochures (up to 50 pages)							
1.1	Format A4, printing both sides, internal paper 100gr, cover 200gr, with colour, Mat	pcs	50			Samples to be provided (even other sizes)	
			100				
			200				
			500				
			1,000				
			2,000				
1.2	Format A4, printing both sides, internal paper 100gr, cover 200gr, with colour, Lustre	pcs	50				
			100				
			200				
			500				
			1,000				
			2,000				
1.3	Format A5, printing both sides, internal paper 100gr, cover 200gr, with colour, Mat	pcs	50				
			100				
			200				
			500				
			1,000				
			2,000				
1.4	Format A5, printing both sides, internal paper 100gr, cover 200gr, with colour, Lustre	pcs	50				
			100				
			200				
			500				
			1,000				
			2,000				

2. Leaflet								
2.1	Format A3, bifold, printing both sides, 200gr/250gr, colour	pcs	50			Samples to be provided (even other sizes)		
			100					
			200					
			1000					
			2000					
2.2	Format A3, trifold, printing both sides, 200gr/250gr, colour	pcs	50					
			100					
			200					
			1000					
			2000					
2.3	Format A4, bifold, printing both sides, 200gr/250gr, colour	pcs	50					
			100					
			200					
			1000					
			2000					
2.4	Format A4, trifold, printing both sides, 200gr/250gr, colour	pcs	100					
			200					
			500					
			1000					
			2000					
2.5	School leaflets, 54 x 18cm, trifold, printing both sides, 150gr, colour	pcs	100					
			200					
			500					
			1000					
			2000					
			5000					
3. Flyers								
3.1	Format A5, both sides, 150gr, Matt, colour	pcs	100			Samples to be provided (even		
			200					

			500			other sizes) Samples to be provided (even other sizes)	
			1,000				
			2,000				
			5,000				
3.2	Format A4, both sides, 150gr, Matt, colour	pcs	100				
			200				
			500				
			1,000				
			2,000				
			5,000				
3.3	Format 10x21cm, both sides, 150gr, Matt, colour	pcs	100				
			200				
			500				
			1,000				
			2,000				
			5,000				
4. Certificate							
4.1	Format A4, 300gr, printing one side, lustre, colour	pcs	20				
			50				
			100				
			200				
5. Notebook with logo, up to 50 pages							
5.1	Format A4, internal paper 80 gr, cover paper 200gr, 1-2 logos with colours in every page	pcs	100			Sample to be provided	
			300				
			500				
			1000				
			2000				
5.2	Format A5, internal	pcs	100				

	paper 80 gr, cover paper 200gr, 1-2 logos with colours in every page		300				
			500				
			1000				
			2000				
6. Invitations letter							
6.1	Format 10x21cm, both sides, 300gr/m2, mat	pcs	100 - 200			Samples to be provided (even other sizes)	
			Mbi 200				
6.2	Format A4, both sides, 300gr/m2, mat		100 - 200				
			Mbi 200				
6.3	Format A5, both sides, 300gr/m2, mat		100 - 200				
			Mbi 200				
6.4	Format A6, both sides, 300gr/m2, mat		100 - 200				
			Mbi 200				
7. Folders							
7.1	A4, 300 gr/m2 matt, 42x32 cm, laminated and with pocket	pcs	100			Samples to be provided	
			300				
			500				
			1000				
			2000				
8. Business cards							
8.1	Format 8.5 x 5.5 cm, both sides, 350 gr/m2, matt, White Velvet (15 - 20 designs)	pcs	50 (per design)			Samples to be provided	
			100 (per design)				
			200 (per design)				
9. Envelopes with logo							
9.1	Format A4, 115 gr/m2	pcs	100 - 200				

9.2	Format A5, 115 gr/m2		100 - 200				
9.3	Format DL, 115 gr/m2		100 - 200				
9.4	Format DL with transparent window, 115 gr/m2		100 - 200				
10. Greeting cards							
10.1	Format 15x10.5 cm, 300gr, colour	pcs	100				
			200				
			500				
			1000				
			2000				
11. Printing of agenda							
11.1	Agenda with logo (word document, up to 10 pages), A4, both sides, 80gr, cover 200-300gr, Mat	pcs	50				
			100				
			200				
			300				
			500				

Note: Please add more lines/columns if needed

Company name: _____

Name and Surname of authorized person: _____

Title of authorized person: _____

Email address and mobile number: _____

Data: _____

Authorized to sign on behalf of _____

[Company name]

Company seal