**SUPPLY CONTRACT NOTICE**

**< Procurement of Equipment in the Framework of TCCWB Project >  
< Gjirokastër, Albania >**

**1. Reference**

< TCCWB/101128620/PB7/SUP/01>

**2. Procedure**

Simplified procedure

**3. Programme title**

Erasmus+ CBHE

**4. Financing**

Budget heading – WP 004 – Strenthening infrastructure

**5. Contracting authority**

“Eqrem Cabej” University of Gjirokastër

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Unit-price

**7. Contract description**

These contract consist of the purchase of:

Equipment in the framework of TCCWB Project

**8. Number and titles of lots**

**This contract is not divided into lots.**

**CONDITIONS OF PARTICIPATION**

**9. Legal basis, eligibility and rules of origin**

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a  Member State of the European Union or in a eligible country or territory as defined under Article 8 of Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed. Participation is also open to international organisations.

All supplies under this contract may originate from any country.

**10. Number of tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**11. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.4.2.1. of the practical guide. Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Tenderer included in the lists of EU restrictive measures[[1]](#footnote-1) (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**12. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**13. Provisional commencement date of the contract**

< 6/06/2025 >

**14. Implementation period of the tasks**

< 6/06/2025 – 06/08/2025>

**SELECTION AND AWARD CRITERIA**

**15. Selection criteria**

The following selection criteria will be applied to the tenderers**. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise**. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

1. **Economic and financial capacity of the tenderer (**based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be **the last three financial years for which accounts have been closed.**

The average annual turnover of the tenderer for the last three completed financial years must exceed 10,000 euro

**2)** **Professional capacity of the tenderer (**based on items 4 and 5 of the tender form).

The reference period which will be taken into account will be **the last three years preceding the submission deadline.**

1. has a professional certificate appropriate to this contract, such as supply of nursing equipment.
2. at least 10% of staff have a background in nursing

**3) Technical capacity of tenderer** (based on items 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

a - the tenderer has delivered nursing equipment under a contract with a budget of at least 10,000

Euro in related fields which were implemented during the last 3 years.

This means that the contract the tenderer refers to could have been implemented at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to supply contracts completed within the reference period (although started earlier) or to supply contracts partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a tenderer has implemented the supply contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the supplies provided.

**16. Award criteria**

Price (or, if appropriate after prior approval, the best price-quality ratio which is a combination of quality and price).

**TENDERING**

**17. Deadline for submission of tenders**

The deadline for submission of tenders is 22.05.2025.

**18. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form.**

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

**19. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 10 of the instructions to tenderers.

**Tenders submitted by any other means will not be considered.**

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

**20. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 15 of the instructions to tenderers.

**21. Operational language**

All written communications for this tender procedure and contract must be in English.

**22. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of 23/09/2024which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

**How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority in a sealed envelope:

1. EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to :

Kaltrina Meleqi

Universiteti “Eqrem Cabej”, Gjirokaster

Lagjja “18 Shtatori”, Rruga “Studenti” Nr. 30, Gjirokaster

1. OR **hand delivere**d by the participant in person or by an agent **directly** to the premises of the contracting authority in return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Kaltrina Meleqi

Universiteti “Eqrem Cabej”, Gjirokaster

Lagjja “18 Shtatori”, Rruga “Studenti” Nr. 30, Gjirokaster

Time: 16:00 (local time)

The **contract title** and the **Publication reference** (see item 1 above) must be clearly marked on the envelope containing the tender and must always be mentioned in all subsequent correspondence with the contracting authority.

**Tenders submitted by any other means will not be considered.**

By submitting a tender candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the tender.

**Tender opening session**

Tender opening session 23/05/2025, 10.00 local time, address: Universiteti “Eqrem Cabej”, Gjirokaster, Lagjja “18 Shtatori”, Rruga Studenti, 6001

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1. Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the [*EU Sanctions Map*](https://www.sanctionsmap.eu/#/main). [↑](#footnote-ref-1)