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| TENDER DOCUMENTATION  |

**PART B: DOCUMENTS TO BE COMPLETED BY TENDERER – TECHNICAL OFFER**

This document contains the following parts:

1. Tender submission form
2. Tenderer's declaration
3. Technical offer

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| 1. TENDER SUBMISSION FORM
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**1 SUBMITTED by (i.e. the identity of the Tenderer)**

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| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this application** | **Nationality**  |
| **Leader**  |  |  |

**2 CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer, hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our Technical offer, and our Financial offer:

* Technical offer as per standard format provided in the tender dossier (Part B)
* Financial offer as per standard format provided in the tender dossier (Part C)

Signed on behalf of the Tenderer

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| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

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| 1. TENDER'S DECLARATION
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FORMAT FOR THE DECLARATION

To be submitted on the headed notepaper of the legal entity concerned

<Date>

<Name and address of the contracting authority >

Your ref: < reference >

TENDERER’S DECLARATION

Dear Sir/Madam

In response to your letter of invitation for the above contract we, < name(s) of legal entity or entities>, hereby declare that we:

• are submitting this tender [on an individual basis]\* [ as member of the consortium led by < name of the leader> [ourselves ]]\* for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as a member, leader, in a consortium or as an individual candidate);

• have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other tenderers or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this tender;

• [have attached a current list of the enterprises in the same group or network as ourselves] [are not part of a group or network]\* and have only included data in the tender form concerning the resources and experience of [our legal entity] [our legal entity and the entities for which we attach a written undertaking]\*;

• will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;

• fully recognise and accept that if the declarations or information provided prove to be false, we may be subject to rejection from this procedure;

• are aware that, for the purposes of safeguarding the donor’s financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that our tender and the experts may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in another donors’ financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative>

<Name and position of authorised representative>

 [\* Delete as applicable]

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| 1. TECHNICAL OFFER
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**Contract title: “Engagement of 1 (one) National Finance Expert to support the Startup Albania State Agency”**

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**Publication reference:** 16318/10

| **1.****Item Number** | **2.****Services required** | **3.****Description / indication of services to be provided** | **4.****Indicated time frame** | **4.** **Inputs to be provided** | **5.****Evaluation Committee’s notes**  |
| --- | --- | --- | --- | --- | --- |
| **1** | One of the objectives of the Challenge Fund is to provide support to the Minister of State for Entrepreneurship and Business Climate and Startup Albania State Agency. As part of the assistance, a dedicated expertise will be provided, particularly in the initial setup of Startup Albania State Agency and during the preparation and evaluation of calls for grants. The expertise extends to the development of key acts and manuals essential for the effective functioning of the Startup Albania State Agency. The ad hoc assistance is needed to ensure the support’ aim progresses smoothly and achieves its long-term goal of transferring knowledge and experience within Albanian institutions.Founded in December 2023, Startup Albania State Agency stands as a prominent player in advancing the growth of startups in the country. Positioned at the forefront of the Albanian startup ecosystem, the Agency is dedicated to fostering innovation, supporting entrepreneurial ventures, and contributing to the overall economic development of the country. | To be completed by the tenderer.  | To be completed by the tenderer  | To be completed by the tenderer, if applicable (for example experts, experiences etc.) | Evaluation committee remarks |

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|  | The main objective of these Terms of Reference is to contract 1 (one) National Finance Expert to support Startup Albania State Agency with financial expertise, to establish internal regulations and procedures, providing guidance on internal and external documentation and setup. The finance support is essential for ensuring the Agency's operations adhere to regulatory requirements and government best practices. At the start of the assignment, the expert will conduct a kick-off meeting with the Agency staff to understand needs and objectives, clarify expectations, and any specific requirements for the assignment. Periodic meetings will be organized with the Agency’ staff during the implementation of the contract.The expert will be committed for a total of 25 working days to complete the the tasks during the period March – December 2024. The assignment will be accomplished within **9 months** (from the date of award of contract). |  |  |  |  |
|  | The expert contracted should fulfil the duties and responsibilities, as below:1. Financial Setup: Assist in the development of a comprehensive financial plan for Startup Albania State Agency, for the budget period of 2024, and preliminary projections covering the period of PBA 2025 – 2026. 2. Budget Oversight: Supervise the development and management of the Agency's budget, ensuring alignment with strategic objectives. Advice and build expertise in implementing budgetary controls, monitor financial performance against established benchmarks, and formulate internal guidelines for procurement, treasury functions, and ongoing reporting to the Ministry of Finance and relevant institutions. 3. Risk Management: Identify financial risks and devise strategies for mitigating these risks. Implement risk management practices to safeguard the financial well-being of the Agency and generate relevant documents in accordance with the requirements for implementing the allocated budget. 4. Support for the Grant scheme 2024: Provide technical assistance to the secretariat of Startup Albania State Agency with regards to evaluation of the applications.Prepare disbursement procedure for the startup winners of the 2024 call and provide assistance in budget implementation of the grantees the 2024 call.5. Government Compliance: Ensure adherence to all financial regulations and tax requirements. Liaise with regulatory bodies to address any issues related to financial compliance.As part of these duties and responsibilities, the expert is expected to provide technical assistance and, thematic mentoring to the staff of Startup Albania State Agency. |  |  |  |  |