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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 |

**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 |

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 |

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

**p 1 /4**

**Publication reference:** 16318/09

| **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** |
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| **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 essential 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.  The expert will support Startup Albania State Agency with legal expertise, to establish internal regulations and procedures, providing guidance on internal and external documentation and setup.  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 30 working days to complete the tasks during the period March – December 2024.  The assignment will be accomplished within **9 months** (from the date of award of contract). | 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 expert contracted should fulfill the duties and responsibilities, as below:  1. Entity Formation and Structure: Assist in the completing of the legal framework of Startup Albania State Agency, by drafting the internal regulations, human resources procedures, and guidelines for resource management.  2. Contract Drafting and Review: Draft, review, and provide legal counsel on contracts including contracts with grantees, agreements, and partnerships to safeguard the Agency's interests and ensure transparent collaborations.  3. Intellectual Property Protection: Guidance on strategies and regulations for protecting intellectual property rights, including trademarks, copyrights, and patents, to secure the Agency's innovations and assets, with a commitment to adherence to data privacy and security regulations. Establish strong data protection protocols to safeguard sensitive information.  4. Legal Risk Management: Identification and mitigation of legal risks associated with the Agency's activities, presenting proactive solutions to prevent potential legal issues.  5. Ad hoc support: Provide ad hoc legal support to the Agency for various legal related issues on needs basis during the implementation of the contract.  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. |  |  |  |  |