

TENDER DOCUMENTATION

PART A: INFORMATION FOR TENDERER

This document contains the following parts:

- I. Instructions to the tenderer
- II. Technical specifications / required services
- III. Administrative compliance grid

I. INSTRUCTIONS TO TENDERERS

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- Provision of supplies as indicated in the technical information in the part “services required / technical specifications” of this document.

Deadline for submission of the tenders:

The deadline for submission of tenders **is December 14th, 2025**. Any tender received after this deadline will be automatically rejected.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the:

- **standard tender submission form and technical offer available in Part B of the tender dossier AND**
- **financial offer available in Part C of this tender dossier.**

The tender will be submitted by e-mail. The tenderer will provide a scan of the signed original of the tender. Any tenders not using the prescribed form might be rejected by the contracting authority.

In addition to the offer, the tenderer is required to provide the following supporting documentation (scanned versions):

- Copy of legal registration – QKB
- Proof of authorization to provide the service (authorized service provider)
- Product datasheet
- Declaration on Honor (template attached).
- Bank account details to which the payment shall be made.

The tenders will be submitted via email to procurement@partnersalbania.org, containing the following information:

- Subject of email: Name of the tenderer, Title of the tender the tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority within the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated in the part “Required services/Technical specifications” of this document. In the tenderer’s technical offer, the tenderers will indicate more details on the deliveries, referring to the table below.

3. ADDITIONAL INFORMATION

The award criteria are:

- The lowest price among the offers that meet the technical criteria.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in writing.

The estimated time of response to the tenderers is 7 days from the deadline for submission of tenders.

II. SERVICES REQUIRED / TECHNICAL SPECIFICATIONS	
1. Item Number	2. Specifications Required
1	<p>Desktop Computer (4 units).</p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> - SSD drive 1TB NVMe - Intel Core i7 or AMD Ryzen 7 - RAM 32 GB - Keyboard + Mouse - Windows 11 Pro - Brand Computer
2	<p>Monitor (1 unit)</p> <ul style="list-style-type: none"> - Video conference - 24 " - Brand
	The deadline for submitting the proposal is December 14th, 2025

