

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 services 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 **4 September 2026**, at **16:00** hrs. 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 in **1 original**. In case of e-mail submission, 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 scanned versions of the following supporting documentation:**

- An expression of interest to provide the required service.
- **Technical proposal:** A brief description of the proposed approach and methodology for developing the booklet, including the understanding of the assignment, proposed creative and editorial approach, design concept, work plan, timeline, and quality assurance process.
- **Company profile:** An overview of the service provider’s background, areas of expertise, organizational capacity, team composition, and relevant experience in publication design, communication, storytelling, and production of similar materials.
- **Relevant portfolio:** Examples of similar previous assignments, including promotional booklets, publications, brochures, storytelling-based communication materials, or other communication materials demonstrating experience in creative design, editorial development, and visual storytelling. Links to digital publications may also be provided where applicable.
- Signed and scanned statement of exclusivity and availability (template attached);
- Declaration on Honor (template attached).
- Bank account details to which the payment shall be made.
- NUIS certificate.

The tender must be submitted in English and sent via e-mail to the following address: partners@partnersalbania.org.

Subject of email: Name of the tenderer, Title of the tender, Reference number: 16318/28

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by 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. FINANCIAL INFORMATION

Tenderers are reminded that the maximum available value for this tender is a total of **EUR 6,000 (excluding VAT and including withholding tax, if applicable)**.

4. ADDITIONAL INFORMATION

The award criteria are:

- Best value for money, weighting 80% technical quality, 20% price

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

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	"Production of a booklet showcasing the startups supported through Challenge Fund" under Challenge Fund, EU4Innovation 2023-2026 Project Partners Albania for Change and Development (PA) is an Albanian NGO, established in 2001. PA's mission consists of the support of civil society and the facilitation of inter-sector cooperation to strengthen democratic institutions and advance economic development in Albania. Since June 2023, Partners Albania is the Cooperation Partner of SIDA for the implementation of the Challenge Fund, under the framework of the EU4Innovation Phase II, 2023-2026. The Multi Donor Action EU4Innovation Phase II, 2023-2026 is jointly co-financed by the EU, the German Federal Ministry of Economic Cooperation and Development (BMZ), and Sida and implemented by GIZ and Sida. The aim of the Challenge Fund is to improve and diversify financing opportunities for Albanian startups and MSMEs, with innovative solutions (e.g., products, services, business models, processes) and (ii) startups with strong technological content with the potential for global expansion and rapid growth. As part of ongoing efforts to promote the impact and achievements of the Challenge Fund-supported startups, the project will engage a service provider responsible for the complete design, production, and delivery of a digital booklet. The publication will provide an overview of the second phase of the Challenge Fund, highlighting key achievements, results, and contributions, followed by dedicated profiles of each supported startup. Through compelling storytelling and engaging visual presentation, the booklet will highlight the startups' innovative and sustainable business models, entrepreneurial journeys, milestones achieved, challenges overcome, and their contributions to Albania's socio-economic development. The booklet will feature 55 startups supported through the second phase of the Challenge Fund, representing entrepreneurial journeys and innovative solutions from across Albania, including Tirana, Malësia e Madhe, Saranda, Berat, Vlorë, Shkodër, Durrës, Librazhd, Korçë, and other cities. It will highlight startups operating in diverse sectors, including IT and digital solutions, tourism, sustainable agriculture and food processing, green and circular economy, creative industries, health and wellbeing, fintech, education, and other innovative fields, demonstrating the impact of Challenge Fund support on their growth and development. The scope of work shall include, but not be limited to, the following: • Creative concept, editorial approach, and publication design; • Content development and storytelling; • Photography and visual asset management; • Branding, review, and quality assurance;

1. Item Number	2. Specifications Required
	• Final production and delivery. The service provider is expected to submit the following deliverables: • Inception Concept Note • Design Concept and Sample Pages • Draft Booklet • Revised Draft • Final Digital Booklet • Editable Source Files The service provider will work in close cooperation with Partners Albania for Change and Development to which they will directly report the implementation of the task. All outputs, deliverables, and final product developed under this assignment shall be subject to review and approval by the Embassy of Sweden in Tirana. All final products and editable source files developed under this assignment shall remain at the property of the contracting authority. The assignment is expected to be conducted during September 2026 - November 2026. The service provider must be available during the time frame foreseen. The booklet shall be produced in both Albanian and English and comply with the communication and visibility requirements of the Challenge Fund project.
	The deadline for submitting the proposal is 4 September 2026, at 16:00 hrs. For more information on the scope of work, duties and responsibilities, experience and expertise required, etc. please refer to the Terms of Reference.

III. ADMINISTRATIVE COMPLIANCE GRID (to be completed by Contracting Authority)

Contract title:	“Production of a booklet showcasing the startups supported through Challenge Fund” under Challenge Fund, EU4Innovation 2023-2026 project	Tender reference:	16318/28
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