

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 **07.10.2026 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 via email at partners@partnersalbania.org the tenderer will provide a scan of 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 scanned supporting documentation:

- **An expression of interest** to provide the required service.
- **Methodology of the service delivery** including understanding of the objectives, scope and requirements of the assignment, proposed training approach and methodology, proposed distribution and indicative agenda of the eight thematic areas across the four workshops, outline of the proposed training manual and supporting materials, work plan and implementation timeline, and proposed team of experts, including roles and responsibilities.
- **Company Profile**
- **CVs of the proposed experts** demonstrating their qualifications, relevant professional experience, experience in similar assignments, and clearly indicating the thematic area(s) for which each expert is proposed.
- **References** for at least **three** similar assignments successfully completed within the last **five years**, including the client’s name, assignment description, implementation period, and contact details.
- 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.
- Proof of legal registration

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

Subject of email: Name of the tenderer, Title of the tender, Reference number: 16318/29.

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.

1. 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.

2. FINANCIAL INFORMATION

Tenderers are reminded that the maximum available value for this tender is a total of **EUR 20,000.00 (excluding VAT)**.

3. 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.

2. SERVICES REQUIRED / TECHNICAL SPECIFICATIONS	
1. Item Number	2. Specifications Required
1	Design and Delivery of a Training Programme on "Enhancing EU Market Readiness of Albanian Innovative Start-ups and MSMEs" under the Challenge Fund, EU4Innovation 2023–2026 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. PA is a member of Partners Global, a network of 19 independent organizations in Europe, the Americas, Africa, and the Middle East, working for peaceful and democratic change. 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. Partners Albania will engage a qualified International Service Provider to design and deliver a structured training programme entitled "Enhancing EU Market Readiness of Albanian Innovative Start-ups and MSMEs." The International Service Provider shall be responsible for the following duties and responsibilities: • Design and develop a structured training programme covering the eight thematic areas specified in these Terms of Reference, including the training methodology, learning objectives, detailed agenda, and distribution and sequencing of the thematic areas across the four onsite training workshops. • Develop a customized training manual/package for each of the eight thematic areas,

1. Item Number	2. Specifications Required
	including relevant EU requirements, standards, market conditions, practical guidance, examples, case studies, exercises, tools, templates, and other supporting content, as appropriate. The manual/package shall include professional graphic design, layout, and formatting and shall be provided in English in both final and editable formats. • Develop training materials and participant handouts for each of the eight thematic areas, including presentations, practical exercises, case studies, tools, templates, and other materials required to support the delivery and practical application of the training. • Deliver four onsite full-day training workshops in Tirana, with five training hours allocated to each workshop and approximately 30–40 participants per training group, using interactive and practical adult-learning methodologies. • Provide qualified experts for the preparation and delivery of the training programme, ensuring that the proposed team collectively provides the expertise required to effectively cover all eight thematic areas. • Prepare and submit one final report summarizing the activities implemented, training sessions delivered, outputs produced, results achieved, lessons learned, and recommendations for future capacity-building activities. The training programme shall cover the following eight thematic areas: • EU accession process and implications for businesses • EU Single Market: regulatory requirements, standards, and compliance relevant to market access, Including EU laws on taxation, IP, consumer rights, and e-commerce, navigating VAT, invoicing, customs, and tariffs for cross-border trade. • Digital business compliance, including GDPR and data protection requirements • EU market entry strategies, export readiness, and internationalisation pathways • Business adaptation and competitiveness in EU markets • Innovation and digital transformation for business growth • EU Green Deal, environmental standards, and sustainable business practices • EU funding ecosystem, partnership development, and networking opportunities. Main deliverables: Training Programme and Agenda covering the eight thematic areas and their distribution across the four onsite workshops. Customized Training Manual, Materials and Handouts covering the eight thematic areas, including presentations, practical exercises, case studies, tools, templates, and supporting materials, with professional graphic design, layout, and formatting. Delivery of Four Onsite Training Workshops in Tirana, with five training hours per workshop and approximately 30–40 participants per group. Final Report summarizing activities implemented, training outcomes, evaluation results, lessons learned, and recommendations. The training shall be delivered exclusively onsite in Tirana and in English.

1. Item Number	2. Specifications Required
	Partners Albania shall cover the venue, participant-related arrangements, and the travel, accommodation, and meals of the proposed experts. These costs shall not be included in the financial offer. The assignment shall be implemented from the date of contract signature and completed by 30 November 2026, within the period October–November 2026.
	Maximum available value: EUR 20,000 excluding VAT. Application deadline: 07.10.2026 at 16:00 hrs. Application documents must be submitted in English via e-mail to partners@partnersalbania.org For detailed requirements, please refer to the Terms of Reference.

