



No. 3312 prot.

Saranda, on 14/05/2025

**Saranda Municipality**  
**Rruga "Abedin Dino" nr.11, 9701**  
**Saranda, Albania**

**Our ref:** < 3312 > / 2 LOTS: Lot 1: Project Management, Lot 2: Communication material & events organisation

### **OPEN INVITATION TO TENDER**

**Contract's Title:** Provision of Technical Support Services to the Saranda Municipality for the implementation of the project "Improving EU regions' environmental and socioeconomic resilience to climate change", with the Acronym "CLIMATE"

**Location:** Saranda, Albania

**Total Budget:** EUR with VAT:

**Lot 1: Project Management: 35,000€**

**Lot 2: Communication material & events organisation: 1,500€**

**LOT (s):** 2

**Procedure:** PRAG 2021.1 simplified with open invitation and local publication

#### **Tender Dossier – Request for participation**

The complete tender dossier as per PRAG 2021.1 is available upon request of the interested contractors to our official email address mentioning the REF number of the procurement and providing full details of the tenderers (natural persons/private entities/consortiums) in order to receive the dossier and any updates/clarifications) during the procurement period.

Full tender dossier is based on PRAG 2021.1 and includes:

#### **A. Instructions to tenderers and contract notice**

#### **B. Draft contract agreement and special conditions with annexes:**

I. General conditions for service contracts

II. Terms of reference

III. Organisation and methodology (to be submitted by the tenderer using the template provided)

- IV. Project Team members (including templates for the summary list and their CVs)
- V. Budget (to be submitted by the tenderer as the financial offer using the template provided)
- VI. Forms and other supporting documents

**C. Other information:**

- I. Administrative compliance grid
- II. Evaluation grid

**D. Tender submission form and declaration of honour on exclusion and selection criteria**

For full details of the tendering procedures, please see the **practical guide and its annexes**, which may be downloaded from the following website:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>

We look forward to receiving your tender which has to be sent no later than the deadline set in point 8 of the Instructions to Tenderers (16.6.2025, time 14:00). Please send it to the address and with the requirements given in point 8.

By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means. If you decide not to submit a tender, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

Yours sincerely,

On behalf of the contracting authority

**ELTON DAUTI**

**Vice Mayor of Saranda**

