

INVITATION TO OFFER

Name and address of the Contracting Authority

Name Foundation Regional Development Agency (SME), Korçe
Address St “Konferenca e Pezës”, Pall. 1, Korça, Albania
Tel/Fax +355 822 42626 Mobile: 0682034464
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Foundation Regional Development Agency (SME), Korçe, in the framework of the project funded by UNDEF (The United Nations Democracy Fund), project number: **UDF-17-774-ALB “Tracking Campaign Promises in Albania”**, will organize the low value procurement procedure for: **6. General operating and other direct costs:**

6a. Stationaries (pens, block notes, folders, paper, copy of the budget)

6b. Office supplies and stationaries (paper, toner, paper, spare parts for equipment).

Date of announcing the winning offer is 02.05.2019.

You are invited to submit your offer for this procurement procedure with the following service specifications **within April, 24th, 2019, at 16:00:**

- **6a. Stationaries (pens, block notes, folders, paper, copy of the budget)**
- **6b. Office supplies and stationaries (paper, toner, paper, spare parts for equipment).**

The offer and supporting documents can be sent by mail or hand delivered in the following address: Fondacioni ARZH Korçë, Lagja 7, Rr. Konferenca e Pezës, Korçë, Shqipëri.

The documents should be delivered in one original copy and one photocopy each enclosed in envelopes indicating respectively “Original Copy” or “Photocopy”. Both envelopes should be put in one larger envelope bearing the sender’s address and the statement “To be opened by the Commission during the selection procedure only”.

1. Funcional Requirements

Foundation Regional Development Agency (SME), Korçe requests a service provider for stationaries.

Let us list below the functional requirements for stationaries.

General conditions:

- Cardboard folders.
- A4 paper Double A
- Printer toner (color and black for Canon, Kyocera, Toshiba and HP printers and photocopies).
- Pens (blue ball point).
- Note blocks (lined).
- Spare parts for equipment (printer and photocopies).

2. Procurement value

The amount dedicated to the service is \$6.400

Deadline for delivering the service will be until the end of the project period.

The bidder should enter full information on the contact person in the offer form.