

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
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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 - “Promotion, banner, roll-up, invitations”**.

Date of announcing the winning offer is 06.01.2020.

You are invited to submit your offer for this procurement procedure with the following service specifications **within December 23rd, 2019, at 16:00:**

- **Printing promotional materials, banner, roll-up, invitations.**

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 printing promotional materials, banner, roll-up, invitations.

Let us list below the functional requirements for printing promotional materials, banner, roll-up, invitations.

General conditions:

- All fonts must be embedded.
- CMYK (cyan, magenta, yellow and black) full color printing.
- Materials and images should be in high resolution at least 300 DPI.
- Portrait orientation in a vertical and horizontal shape.
- Matte paper with high quality color reproduction without the reflective shine.

2. Procurement value

The amount dedicated to the service is \$13.200

3. Other requirements

- RDA has full rights on the printing of promotional materials, banner, roll-up, invitations.
- It should contain no mistakes as based on international standards.
- Operating language will be Albanian only

4. Criteria for qualification of expert:

The expert, who is ranked the first before being announced winner, should have the following criteria:

- Experience in graphic design, printing, etc. no less than 2 years.

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.