02 | Part A – Information to Tenderers

Procurement Instructions and Evaluation Rules

Tender reference: EU4M-II/P3/2026 | Issue date: 11 November 2026

1. Contracting authority and purpose

Shoqata NALAS – Dega Shqipëri (NALAS Albania Branch), implementing activities under the EU4Municipalities II project, invites offers for the supply of IT equipment specified in the Technical Specifications (Part C).

2. Scope and lots

The procurement is organized as a single supply package covering all equipment categories and quantities in Part C (Technical Specifications). Offers shall cover every required item; partial offers will not be evaluated.

3. Minimum requirements

All goods must be brand new, unused, genuine, supplied in original manufacturer packaging and meet the minimum functional and performance specifications. Technically equivalent or superior solutions are acceptable when demonstrated with verifiable documentation.

4. Tender submission

Tenderers shall submit Document B (Offer form) completed and signed; exact make, model and part number for each product; a completed requirement-by-requirement compliance matrix; manufacturer datasheets or verifiable equivalent evidence; VAT-separated price schedule; warranty terms; delivery commitment; and company legal registration details.

Tenders must be sent to the contracting authority **before 24 November 2026 at 16:30.**

In the case of submission by post or courier service, the offer must be sent to: *NALAS – Dega Shqiperi, Donika kastrioti St, Pallati teknoproject, H 1, kati 4, Tirana, Albania.* The submission evidence shall be constituted by the postmark or the date of the deposit slip/dispatch (before 24 November/16:30). Compliance with the submission deadline shall be determined by the official postmark or the dated dispatch receipt issued by the postal or courier service.

In the case of submission by hand delivery, by the tenderer in person or by an agent **directly** to the premises of the contracting authority at: *NALAS – Dega Shqiperi, Donika kastrioti St, Pallati teknoproject, H 1, kati 4, Tirana, Albania.* The submission evidence shall be the **signed and dated delivery receipt**. Opening hours: Monday-Friday 08:30-16:30.

In the case of submission by electronic mail, the offer shall be sent to: *info@nalas.eu*.

5. Language and pricing

Offers shall be submitted **in English**, with **prices quoted in EUR**. Tenderers shall indicate the unit prices and total **prices excluding VAT**, as well as the applicable VAT rate and amount, where relevant. Prices shall include all costs associated with the complete delivery of the equipment, including packaging, transportation, accessories, cables, adapters and any other necessary charges.

For financial evaluation purposes, offers shall be compared on the basis of their total price excluding VAT, including all associated delivery costs.

The VAT treatment applicable to the contract shall be determined in accordance with the project-specific VAT exemption arrangements described in Section 15.

6. Deadline and clarification

The deadline, submission channel and clarification contact are those specified in the invitation. Clarifications must be requested in writing by the stated date; material clarifications shall be communicated consistently to all invited tenderers.

7. Offer validity

Offers shall remain valid for 30 calendar days after the submission deadline.

8. Delivery and acceptance

The supplier shall deliver all items to the NALAS Albania Branch office at *Rruga Donika Kastrioti/Ukraina e Lirë, Pallati Tekno-Projekt, H.1, K.4, Ap.3/1, Tiranë,* within 7 calendar days after contract signature. NALAS shall verify quantities, model identities, physical condition, included accessories and compliance before signing an acceptance note. Nonconforming products must be replaced at supplier expense.

9. Warranty

Laptops and monitors require minimum 36-month warranty; wireless keyboard/mouse sets require minimum 12-month warranty. Warranty coverage shall include manufacturing defects and hardware failures, with a supplier point of contact in Albania and repair/replacement arrangements.

10. Technical and financial evaluation

First, NALAS will assess eligibility, completeness and mandatory technical compliance on a pass/fail basis. Only technically compliant offers proceed to financial comparison. The proposed award basis is the lowest evaluated total price for the full package, compared consistently on an inclusive-of delivery-cost basis. Clarifications cannot be used to materially change an offer.

11. Contract award and payment

Contract signature is subject to completion of the applicable procurement approvals and checks. Payment shall be performed following complete delivery, successful acceptance and receipt of a valid invoice, by bank transfer in accordance with the final contract. Payment will be made as per the invoice, without VAT, as

supplies for the EU4M-SIMPACT project are VAT exempted as per the Albanian legislation (Refer to section on VAT exclusion).

12. Integrity and conflict of interest

Tenderers shall declare that they are eligible to contract, have no undisclosed conflict of interest, have not engaged in fraud, bribery, collusion or misrepresentation and will cooperate with applicable project audit and verification requirements.

13. Modification of terms and reservation of rights

NALAS reserves the right to amend, supplement or clarify the tender dossier at any time before the submission deadline. Any such modifications shall be communicated/published. Where necessary, NALAS may extend the submission deadline to allow tenderers sufficient time to take the modifications into account.

NALAS may request clarifications and waive minor administrative irregularities, provided that such actions do not materially alter a tender or compromise transparency, fairness and equal treatment of tenderers.

NALAS reserves the right to accept or reject any tender, reject all tenders, suspend or cancel the tender procedure at any stage prior to contract award, without incurring any obligation to award a contract.

14. Notification of award

NALAS will inform all tenderers individually of the result of their application. NALAS reserves the right to limit such feedback to relevant evaluation findings.

15. VAT exclusion

The EU4M-SIMPACT project, implemented by Shoqata NALAS – Dega Shqipëri, benefits from the VAT treatment provided under Article 63/1, paragraph 2, letter b), of the Instruction of the Minister of Finance No. 6, dated 30.01.2015, "On Value Added Tax in the Republic of Albania", as amended". Under the EU4M-SIMPACT project, NALAS Albania holds Certificate 7A (Certificate of Registration of the Project/Contract for Supply Treatment as Export Regime (Certifikatë Regjistrimi të Projektit/Kontratës për efekt të trajtimit si furnizim i përngjashëm me Eksportet)), which provides the basis for applying the relevant VAT treatment to eligible project purchases.

Accordingly, for supplies covered by this arrangement, the successful tenderer shall issue the invoice in accordance with the applicable VAT legislation and the documentation provided by NALAS. The amount payable by NALAS shall be the agreed contract price **excluding VAT**.