



SERVICE CONTRACT NOTICE

Contract title: Provision of Technical Support Services to the Municipality of Gjirokastra for the implementation of the project "Active Development of sustainable Mobility Solutions for Enhanced Electric Transport in the Adriatic-Ionian Area", with the Acronym "ADRIAMOVE"

<Location - Municipality of Gjirokastra / Albania >

1. Reference

ADRIAMOVE/2026/IPA-ADRION00322

2. Procedure

Simplified

3. Programme title

1. < (Interreg VI-B) IPA Adriatic Ionian Programme 2021 – 2027 >

4. Financing

< External Expertise and Services / IPA Adriatic Ionian Programme 2021 – 2027 / Subsidy Contract for the implementation of the project with id: IPA-ADRION00322, ADRIAMOVE >

5. Contracting authority

Municipality of Gjirokastra / Albania

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The current contract is related to the provision of services for the following activities and deliverables as per the Approved Application Form for the PP5-Municipality of Gjirokastra. These services concern the following:

1. Technical support for project management, financial management, quality assurance, reporting and coordination activities throughout the implementation period.
2. Organisation and implementation of local training sessions on sustainable and multimodal mobility for relevant stakeholders.
3. Technical support for the development, implementation, monitoring and evaluation of the pilot action and the Multimodal Service Development Plan in Gjirokastra.
4. Organisation and implementation of Living Lab and awareness-raising activities involving citizens, schools, stakeholders and other target groups.
5. Preparation and implementation of communication, dissemination and visibility activities, including media packages, press releases, social media campaigns and promotional materials.
6. Preparation of reports, assessments and supporting documentation contributing to stakeholder engagement, project implementation and the achievement of project objectives.



8. Number and titles of lots

This contract is divided into lots: [yes]

Lot 1: Project Management: 22,000€

√Del.M1- Project Management & Quality Assurance (22,000€)

Lot 2: Event Organisation, Awareness-Raising and Communication Activities: 29,000€

√Del.2.2.4 – Media Package (8,000€)

√Del.1.4.3- Local Training Sessions about Sustainable Mobility (7,000€)

√Del.3.2.1 - Living Lab sessions (4,000€)

√Del.3.2.2 - Awareness Campaign Promotional Materials (10,000€)

Lot 3: Technical activities & studies: 10,000€

√Del.2.2.2 - Multimodal Service Development Plan on tuktuk implementation (5,000€)

√Del.2.3.1 - Local assessment report on the pilot action (5,000€)

9. Maximum budget

[EUR] with VAT (a maximum budget per deliverable is defined in the terms of reference based on the contract):

Lot 1: Project Management: 22,000€

Lot 2: Event Organisation, Awareness-Raising and Communication Activities: 29,000€

Lot 3: Technical activities & studies: 10,000€

CONDITIONS OF PARTICIPATION

10. Legal basis, eligibility and rules of origin

Participation is open to all legal persons (participating either individually or in a grouping – consortium – of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

No restrictions may be made in the number of lots a tenderer can be awarded.

The tenderer may submit a tender for one lot only, several lots or all of the lots, but only one tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

12. Grounds for exclusion



As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.4.2.1. of the practical guide. Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

< 14/09/2026 >

15. Implementation period of the tasks

From the signature date from both parties until 31st August 2027 or until the official end of the project in case of extension.

SELECTION AND AWARD CRITERIA

16. Selection criteria

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must fulfil the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should not be included in the tender form but in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.



The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

LOT1:

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

- the average annual turnover of the tenderer must exceed the 50% of the maximum budget stated in the contract notice; and
- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.

2) Professional capacity of the tenderer (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

- has at least one Permanent Expert with experience in EU Project Management.

3) Technical capacity of tenderer (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last five years preceding the submission deadline.

- The tenderer is specialized in the EU Project Management.
- the tendered has provided at least two similar contracts with EU Project Management.

LOT2:

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

- the average annual turnover of the tenderer must exceed the 50% of the maximum budget stated in the contract notice; and
- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.



2) Professional capacity of the tenderer (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

- has at least one Permanent staff with experience in Event Organization and communication activities in EU projects.

3) Technical capacity of tenderer (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last five years preceding the submission deadline.

- The tenderer is specialized in the Event Organization and communication activities for EU projects.
- the tendered has provided at least two similar contracts with Event Organization and communication activities for EU projects.

LOT3:

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

- the average annual turnover of the tenderer must exceed the 50% of the maximum budget stated in the contract notice; and
- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.

2) Professional capacity of the tenderer (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

- has at least one Permanent Expert with experience in fields relevant to the topics (one or more) of this procurement, and the preparation of technical reports in EU projects.

3) Technical capacity of tenderer (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last five years preceding the submission deadline.

- The tenderer is specialized in relevant fields (one or more) to the topics of this procurement and the preparation of technical reports for EU projects.
- The tendered has provided at least two similar contracts including one or more related to the preparation of technical reports for EU projects.

This means that the service contract the tenderer refers to could have been implemented at any time during the indicated period but it does not necessarily have to be completed during that period, nor



implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to projects partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a candidate has implemented the project in a consortium, the part that the candidate has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the services provided.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for submission of tenders

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB\(Ch.3\):Servicecontracts](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts), under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. Alteration or withdrawal of tenders



Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers.

22. Operational language

All written communications for this tender procedure and contract must be in English.

23. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in [EUR].

If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to [EUR] shall be made in accordance with the InforEuro exchange rate of June 2026 of the applicable InforEuro exchange rate, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.