



**REPUBLIC OF ALBANIA  
PUBLIC PROCUREMENT AGENCY**

**STANDARD PROCEDURE DOCUMENTS**

**"PURCHASE AND DISTRIBUTION OF UNIFORMS AND SHOES OF THE STATE POLICE"**

**RESTRICTED PROCEDURE - GOODS<sup>1</sup>**

**Framework agreement with 1 economic operator, where all conditions are set**

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<sup>1</sup>

In cases of non-observations in this set of documents, the contracting authority shall refer to the provisions of the legislation and public procurement rules in force.

## I. CONTRACT NOTICE

### Section 1. Contracting Authority

#### 1.1 Emri dhe adresa e autoritetit kontraktor

Name: Central Purchasing Agency  
Address: Skanderbeg Square No.3, Ministry of Interior, Tirana, Albania.  
Tel/Fax: ++355 42 256 796  
E-mail: Flutura.Cekrezi@mb.gov.al  
Website: [www.abp.gov.al](http://www.abp.gov.al)  
Responsible person: Mrs. Flutura ÇEKREZI

#### 1.2 Type of contracting authority:

Central Institution	Independent institution
<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local government unit	Other
<input type="checkbox"/>	<input type="checkbox"/>

#### 1.3 Contract under a special agreement between Albanian and another state

Yes ☐ No ☒

### Section 2. Object of the contract

#### 2.1 Reference number of procedure: REF-31606-07-25-2019

#### Type of "Public Contracts for Goods"

Purchase	Rent	Leasing	Hire purchase	A combination thereof
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 2.3 Contract based on Framework Agreement

Yes ☒ No ☐

#### 2.4 Type of Framework Agreement

With one Economic Operator ☒  
With several Economic Operators ☐  
All terms are defined Yes ☒ No ☐

In the Framework Agreement with 1 Economic Operator, when all conditions are specified, provide reasons for selecting this type of Framework Agreement:

- Depending on the nature of this procurement object, for which it is impossible to accurately predict the quantities of goods, according to concrete measures of the police employees that will be needed for supply for a period of at least 4 years.
- Because of the very complex and particular character of the goods and services associated with them, combining several tasks - from evidencing the body size of the police officers, the establishment of an electronic ordering and distribution system, the equipping of employees State Police with points cards, production / confectioning of goods until final product from the police officer - it is necessary that the goods and services subject to procurement are supplied, secured and executed by 1 (one) economic operator.
- Due to the need to meet the needs of the contracting authority DPPSH with a uniform uniform dress from the head to the feet for all police officers (uniforms and shoes), where the model, the materials used, the quality in production, of colors should not be changed not only within an employee's uniform but not even among employees with each other, ie from the production of raw material, the production of yarns and buttons to its construction, must be carried out in a manner uniform. So from the technical and organizational point of view it is necessary to carry out the supply of uniforms only by an economic operator, who must also perform the ordering and distribution through the electronic distribution system of uniforms, to all state police officers across the country , as well as their device with cards, with the same standards, for a period of at least 4 years.

For all of the above, pursuant to point 1 / a) of Article 47 (Types of Framework Agreement) of the Decision of the Council of Ministers no.914 dated 29.12.2014 "Public Procurement Rules" (amended) shall be used the framework agreement with an economic operator, where all conditions are set.

**2.5 Number of economic operators with which the Framework Agreement will conclude: 1 (one)** *(Please define the maximum number of economic operators with whom the Framework Agreement shall be concluded).*

2.6	The terms to be followed in case of reopening of the bidding process and/or potential use of electronic bidding.	
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**2.7 Contracting Authority/Contracting Authorities who will sign the framework agreement: The Framework Agreement will be signed by the Central Purchasing Authority ABP, on behalf of the contracting authority The General Directorate of State Police.**

**2.8 Short description of the framework agreement:**

1. Limit Fund / Expected Value of Contract: **2.800.347.570 (two billion eight hundred million three hundred and forty seven thousand five hundred and seventy) Lekë (without VAT).**
2. In the case where the procurement object consists of several items, **the unit price multiplier is: 21.982.366 Lek (twenty-one million nine hundred and eighty-two thousand three hundred and sixty-six)** (without VAT), **which includes:**
  - Uniforms of uniforms and shoes items: **488.141** (four hundred and eighty eight thousand one hundred and forty one) Lekë (without VAT)

and

  - Unit Price of Electronic Distribution System of uniforms and shoes: **21.494.225** (twenty-one million four hundred and ninety-four thousand two hundred and twenty-five) Leke (without VAT).
3. Funding Source: **State Budget.**

4. The scope of the framework agreement: **"Purchase and distribution of uniforms and shoes of the State Police" for 4 years (2019-2022).**

**2.9 Duration of the contract or time limit for execution:**

**Within 1 April for summer uniforms and within 1 September for winter uniforms. Exceptionally, the time limit for the execution of the first contract to be signed within the Framework Agreement shall be not less than 60 days from the date of the contract.**

**2.9.1. Duration of Framework Agreement**

**Duration in months: 48 months or days: ☐☐☐☐ (from signing of Framework Agreement (not more than (4) years)**  
**Or starting from ☐☐☐☐ (dd/mm/yyyy)**  
**Terminating on ☐☐☐☐ (dd/mm/yyyy)**

**2.10 Location of delivery of the contract/framework agreement object:**

**To each employee of the State Police**

**2.11 Division into LOTS:**

Yes ☐ No ☒

*If yes,*

**2.12 Brief description of the lots**

(Object and limit fund of the LOTS)

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_ etc.

A Bidder can apply for [one lot], [several lots], [all lots]. A separate bid shall be submitted for each lot.

**2.13 Options:**

Number of possible renewals (if any): ☐☐

Or: from ☐☐ to ☐☐

**2.14 The options shall be accepted:**

Yes ☐ No ☒

**2.14.1 Subcontracting will be accepted:**

Yes ☒ No ☐

**In case subcontracting will be allowed**, the percentage of subcontracting allowed shall be specified: 40 % of the value of the contract/ contracts.

**Other notes**

The Contracting Authority, the General Directorate of the State Police allows subcontracting of domestic or foreign operators, who will perform the services up to the 40 % of the value of the contract. The Contracting Authority shall not carry out direct payments to the subcontractor.

The Contracting Authority shall carry out direct payments to the subcontractor:

Yes ☐ No ☒

**Other notes:**

- The economic operator must declare the articles and services it will perform and the name of the subcontractor.
- Subcontractors should also have the technical and human capacities for timely and quality realization of facilities.
- Prior to the conclusion of the contract, the successful bidder must submit to the contracting authority a notarized copy of the subcontracting agreement and proof of the qualifications and technical requirements of the subcontractor, in such a way that the contracting authority may approve the subcontracting. The Bid Evaluation Committee evaluates whether the subcontractor meets the requirements of Article 45 of the PPL as well as possesses the technical qualifications for the part of the work and services it will perform or for the goods to be supplied.
- In case of non-fulfillment by the subcontractor of the required criteria, the contracting authority continues with the conclusion of the contract with the winning economic operator.
- During the execution of the contract, the contracting authority must check whether the contract part, undertaken to be carried out by the subcontractor, is being realized by the latter. If the contracting authority ascertains that the subcontractor is not implementing the contracted part of the contract, he asks the principal contractor to discontinue the subcontracting and proceed with the implementation of the contract.

**2.15. During the process of procurement in the field of Information and Communication Technology (ICT), the standards prepared by the National Agency on Information Society have been used:**

Yes ☒ No ☐

**2.16. During the process of procurement in the field of Information and Communication Technology (ICT), in the event the standards are not applicable, previous consent from National Agency on Information Society has been taken:**

Yes ☒ No ☐

**Section 3. Legal, economic, financial and technical information**

**3.1 Eligibility criteria under Annex 9.**

### 3.2 Bid Security<sup>2</sup>: (applicable in case of procurement procedures above the threshold, if it is required by Contracting Authority).

The Economic Operator submits the Bid Security Form, when required, according to Annex 5.

**The required bid security value is 56.006.952 ALL (fifty-six thousand sixty-nine hundred and fifty-two) (the amount expressed in the words) (the amount expressed in words), in the form of a bank guarantee, by a second-tier banking institution, domestic or foreign.**

In the events of bid delivery for the Lots, the amount of bid security, when required, for each Lot is as follows:

Lot 1 \_\_\_\_\_ ALL

Lot 2 \_\_\_\_\_ ALL

## Section 4 Procedure

### 4.1 Type of procedure: Restricted

Repeated procurement procedure

Yes ☐ No ☒

If it is a re-announced procedure to complete the identification data of the canceled procedure:

a) Reference number in the electronic procurement system of the canceled procurement procedure

b) The procurement object of the canceled procurement procedure \_\_\_\_\_

c) Limit of canceled procurement procedure \_\_\_\_\_

This procedure involves two main stages:

**Phase 1 - Prequalification:** Candidates will submit the required documents to DT. The Contracting Authority will review the documents submitted by the Candidates and will assess whether this documentation meets the qualification requirements set out in the tender documents.

**Phase 2 - Invitation to bid:** The Contracting Authority will send an invitation to bid to the Candidates who have fulfilled the prequalification requirements by inviting them to submit a technical and economic offer. Bids will be reviewed and evaluated by the Contracting Authority to determine the winning bid.

### 4.2 Selection Criteria for the Winner:

A) the lowest price ☐

or

**B) the most economically advantageous tender X**

regarding the importance: **Price / Economic Offer** **0 - 50 points**

**Technical offer** **0 - 50 points**

<sup>2</sup> Bid security is not required in procurement procedures of lower value than the high monetary threshold

- I. **The economic offer assessment** will be based on the unit price only. The maximum points will be awarded to the Bidder which represents the lowest unit price winner (of uniforms items and uniform distribution management system).

*In any case, the economic operators referring to the respective expected quantities should not exceed neither the limit multiplier of uniforms, nor the limit fund of the electronic distribution system of the uniform, nor the expected value of the contract (limit fund of the framework agreement).*

The specific weight of the price criterion and concretely the maximum points that will have this criterion are 50 points. Maximum Points will be awarded to the Bidder who represents the lowest unit price winner (of uniform items and items of the uniform electronic distribution system taken together), and for successive bidders the points will be awarded proportionally in descending order. The way of calculating points for successive bidders will be according to the formula foreseen in the standard tender documents in the section "Guidelines for Economic Operators" section Section 5 "Bid Evaluation - Selection Criteria", Option 2 - More favorable economic Offer.

- II. **The evaluation of the technical bid** shall be based on the weighted points criterion as follows:

**1. Technical capacity: 0 - 15 points in total**

- a) Similar supplies for the production and distribution of garments of the same nature (uniforms, military uniforms, guards, special forces, marinas, etc.) 0-12 points
- b) Similar supplies for the manufacture and distribution of shoes of the same nature (uniform police shoes, military, guard, special force, marine, etc.). 0 - 3 points

*According to the criterion set out in point 1 of section B "Technical offer" of point III "Documentation to be submitted in Phase II, by candidates qualified in Phase I", of Annex 10 of the tender documents.*

The specific weight of this technical criterion and concretely the maximum points that this criterion will have are **15 points**, of which **12 points** will be awarded to the bidder which represents the highest value of similar supplies for the production and distribution of clothing of the same nature and **3 points** shall be awarded to the bidder which represents the highest value of similar supplies for the production and distribution of shoes of the same nature, whereas for successive bidders points shall be awarded proportionally in descending order. The way of calculating points for consecutive bidders will be according to the formula foreseen in the Standard Tender Documents, in the "Guidelines for Economic Operators" section, Section 5 "Bid Evaluation - Selection Criteria" section, Option 2 - More favorable economic Offer.

**2. Human capacities: 0 - 5 points in total**

- a) Workforce number 0 - 1 point
- b) Technical staff of the electronic distribution system 0 - 2 points
- c) Qualifications of the technical staff for the production and distribution of the uniform 0 - 2 points

*According to the criteria set out in points 2, 3 and 4 of section B "Technical Assistance" of point III "Documentation to be presented in Phase II, by candidates qualified in Phase I", of Annex 10 of the tender documents.*

The specific weight of this technical criterion and concretely the maximum points that will have this criterion are **5 points**, of which **1 point** will be awarded to the bidders which represents the highest number of manpower workers engaged in the production and distribution of clothing and footwear; **2 points** will be awarded to the Bidder which

represents the highest number of certified technical staff for the creation, development, installation, maintenance of the electronic distribution system and training for the use of the electronic distribution system; **2 points** will be awarded to the bidders who represent the highest number of qualified technical staff engaged in the production and distribution of uniforms; while for successive bidders points will be awarded proportionally in descending order. The way of calculating points for successive bidders will be according to the formula foreseen in the standard tender documents in the section "Guidelines for Economic Operators" section Section 5 "Bid Evaluation - Selection Criteria", Option 2 - More favorable economic Offer.

- |                                                                             |                              |
|-----------------------------------------------------------------------------|------------------------------|
| <b>3. Electronic Distribution System:</b>                                   | <b>0 - 5 points in total</b> |
| a) Link where an online system demo can be accessed                         | 0 - 3 points                 |
| b) The manual for the use of the uniform distribution system                | 0 - 1 point                  |
| c) Partnership partnership with the technology and instruments manufacturer | 0 - 1 points                 |

*According to the criterion set out in points 5 and 6 of section B "Technical offer" of point III "Documentation to be presented in Phase II, by candidates qualified in Phase I", of Annex 10 of the tender documents.*

The specific weight of this technical criterion and concretely the maximum points that will have this criterion are **5 points**, of which **3 points** will be awarded to the bidders which represents a demo of the uniform distribution system demo, where all the requirements are reflected and resolved functional system of the system defined in the terms of reference and at the same time is simple and understandable for use; **1 point** will be awarded to the bidders who present the manual of the use of the uniform distribution system, explaining in more detail and the use of the electronic distribution system as detailed as possible; **1 point** will be awarded to the bidder who submits the document certifying the Gold-level partnership or equivalent, with the manufacturer of the technologies and instruments used for the production of the electronic system provided (co-operation agreement or partnership contract or any other document proving this relationship ). For successive bidders points will be awarded proportionally in descending order. The way of calculating points for successive bidders will be according to the formula foreseen in the standard tender documents in the section "Guidelines for Economic Operators" section Section 5 "Bid Evaluation - Selection Criteria", Option 2 - More favorable economic Offer.

The central purchasing body has designated as the reason for disqualification of bidders in the second phase, the non-compliance of the manual of use of the electronic distribution system and the link where an online system demo can be accessed along with the necessary credentials (username and consequently) because failure to fulfill this criterion consequently leads to non-performance of the contract as required by the contracting authority in respect of the ordering and delivery of the items, as defined in the technical specifications and terms of reference.

- |                                                      |                               |
|------------------------------------------------------|-------------------------------|
| <b>4. Bidder and freight certifications:</b>         | <b>0 - 10 points in total</b> |
| a) Bidder's Certificates (ISO, OEKO-TEX)             | 0 - 5 points                  |
| b) Goods Certificates (Shoe Conformity Certificates) | 0 - 5 points                  |

*According to the criteria set out in points 7, 8, 9, 10 and 11 of Section B "Technical Assistance" of point III "Documentation to be presented in Phase II, by qualified candidates in Phase I", Annex 10 of tender documents.*

The specific weight of this technical criterion and specifically the maximum points that will have this criterion are **10 points**, of which **5 points** will be awarded to the bidder who submits all the required documentation to prove the bidder's certifications, namely the three types of certifications ISO and 2 types of OEKO-TEX certifications; **5 points** will be awarded to the bidders who submit all the required documentation to prove the goods' certificates, namely the five types of certification relating to the conformity of the shoe. For successive bidders points will be



awarded proportionally in descending order. The way of calculating points for successive bidders will be according to the formula foreseen in the standard tender documents in the section "Guidelines for Economic Operators" section Section 5 "Bid Evaluation - Selection Criteria", Option 2 - More favorable economic Offer.

#### 5. Technical offer:

**0 - 15 points in total**

a) Samples / sample items

0 - 10 points

b) Technical accompanying documents of samples / samples (technical file, truthful statement, manufacturer statement, accompanying shoe tests)

0 - 5 points

*According to the criteria set out in points 12 and 13 of section B "Technical offer" of point III "Documentation to be presented in Phase II, by candidates qualified in Phase I", of Annex 10 of the tender documents.*

The specific weight of this technical criterion and concretely the maximum points that will have this criterion are **15 points**, of which **10 points** will be awarded to the bidder who presents the most requested samples that are qualitatively and aesthetically consistent with technical specifications and **5 points** will be awarded to the bidders who submit the accompanying technical documentation required for the samples, which best represent the technical specifications and are in accordance with them. For successive bidders points will be awarded proportionally in descending order. The way of calculating points for successive bidders will be according to the formula foreseen in the standard tender documents in the section "Guidelines for Economic Operators" section Section 5 "Bid Evaluation - Selection Criteria", Option 2 - More favorable economic Offer.

The central purchasing body has designated as the reason for disqualification of bidders in the second phase, in case of non-submission of the required samples, as their non-delivery makes it impossible to assess the accomplishment of uniforms in accordance with the technical specifications of the bidders, which consequently does not give credibility for the performance of the contract as requested by the contracting authority.

The Contracting Authority shall specify the points for each set of assessment criteria.

#### 4.3 Deadline for submission of bids or expression of interest:

Date: 19/08/2019 Time: 10:00

Venue: [www.app.gov.al](http://www.app.gov.al)

**If the bid is required to be sent electronically, the economic operators should submit their bid electronically through PPA's website, [www.app.gov.al](http://www.app.gov.al)**

#### 4.4 Time limit for opening of bids or expression of interest:

Date: 19/08/2019 Time: 10:00

Venue: [www.app.gov.al](http://www.app.gov.al), Central Purchasing Agency, Ministry of Interior.

**The information on the bids submitted by email shall be communicated to all those Economic operators who have submitted their offers, upon their request.**

#### 4.5 Bid validity period: 180 (given in days)

#### 4.6 Language(s) of bids or expression of interest:

Albanian      **X**      English      **X**  
Other      \_\_\_\_\_

### Section 5 Complementary Information

#### 5.1 Payable documents (*applicable only if the procedure is not developed through electronic means*):

Yes      ☐      No      **X**

*If yes*

Currency      \_\_\_\_\_      Price      \_\_\_\_\_

Such price covers the current costs of copying and distribution of TDs to Economic Operators. The interested Economic Operators are entitled to check the TDs before buying them.

#### 5.2 Additional information (place, office, ways for withdrawal of tender documents)

Date of distribution of this notice:      **26/07/2019**

## Contract Notice to be completed by the Contracting Authority, which will be published in the Bulletin of Public Notifications

### 1. Name and address of the contracting authority

Name: Central Purchasing Agency  
Address: Skanderbeg Square No.3, Ministry of Interior, Tirana, Albania.  
Tel/Fax: ++355 42 256 796  
E-mail: Flutura.Cekrezi@mb.gov.al  
Website: [www.abp.gov.al](http://www.abp.gov.al)  
Responsible person: Mrs. Flutura ÇEKREZI

**2. Type of procurement procedure:** "Restricted Procedure, over the high monetary limit" - Electronic Procurement, through the Framework Agreement, with an economic operator, where all conditions are set, with term of framework agreements 4 (four) years.

**3. Reference number of the procedure:** REF-31606-07-25-2019

**4. Framework Agreement Object:** "Purchase and distribution of uniforms and shoes of the State Police"

**5. Limit Fund / Expected Value of Contract:** **2.800.347.570 (two billion eight hundred million three hundred and forty seven thousand five hundred and seventy) Lekë (without VAT).**

**5.1 In the case where the procurement object consists of several items, the unit price multiplier is: 21.982.366 Lek (twenty-one million nine hundred and eighty-two thousand three hundred and sixty-six) (without VAT), which includes:**

- Uniforms of uniforms and shoes items: **488.141** (four hundred and eighty eight thousand one hundred and forty one) Lekë (without VAT)

and

- Unit Price of Electronic Distribution System of uniforms and shoes: **21.494.225** (twenty-one million four hundred and ninety-four thousand two hundred and twenty-five) Leke (without VAT).

**6. Duration of the contract or time limit for execution:** Within 1 April for summer uniforms and within 1 September for winter uniforms. Exceptionally, the time limit for the execution of the first contract to be signed within the Framework Agreement shall be not less than 60 days from the date of the contract.

**7. Deadline for submission of bids or expression of interest:**

Date: 19/08/2019 Time: 10:00 Venue: [www.app.gov.al](http://www.app.gov.al),

**8. Time limit for opening of bids or expression of interest:**

Date: 19/08/2019 Time: 10:00 Venue: [www.app.gov.al](http://www.app.gov.al), Central Purchasing Agency, Ministry of Interior, Tirana.

## II. GUIDELINES FOR ECONOMIC OPERATORS

### Section 1 Bid Drafting

- 1.1 Candidates / bidders are required to prepare requests / offers in accordance with the requirements set out in these DTs. Requests / Offers that are not prepared in accordance with these DTs will be rejected as inadmissible.
- 1.2 Candidates / bidders are charged with the costs related to the preparation and submission of his / her bid. The Contracting Authority is not responsible for these costs.
- 1.3 For procurement procedures that take place in a written form, the original bid / bid must be printed or written in ink not deleted. All the bids / bids must be linked together and numbered. All request / bid sheets, other than the fixed and printed literature, shall be initially provided or signed by the authorized Person (s). Any change in the request / bid must be legible and signed by the Authorized Persons.
- 1.4 In the case of requests / offers submitted by a merger of economic operators, the offer must be accompanied by the Procurement / Authorization in writing to the Authorized Persons that will represent the merger of economic operators during the procurement procedure.
- 1.5 The economic operator shall be responsible for all documentation submitted as part of the bid. In case of verification of the content of submitted documentation or of self-declarations, when their content does not prove true, the economic operator is in the conditions provided in article 13, point 3, letter (a) of the PPL.

### Section 2. Phase I - Prequalification

- 2.1 The submission of applications for participation must be made within the deadline set out in the Contract Notice.

By supplementing the Annex "Statement on Guaranteeing the Applicability of Legal Provisions in Labor Relations", the economic operator acknowledges that it has work contracts with each employee and that respects the rights of employees, according to the provisions of the Labor Code (including women's rights pregnant women, newly born women and / or women with breastfeeding, provided for in Articles 104, 105, 105 / a, 106, 108 and 115, and work legislation in its entirety.

Requests submitted after the expiration of the deadline will be returned to the Candidates unopened.

- 2.2 Requests must be submitted to the following address:

\_\_\_\_\_

**When the application is required to be submitted by electronic means, economic operators must submit it to the PPA official website, [www.app.gov.al](http://www.app.gov.al).**

- 2.3 For economic procurement procedures, the economic operators shall submit only the application in a non-transparent, sealed, stamped and signed envelope with the name and address of the Candidate and marked "Request for prequalification in procedure no. \_\_\_\_"

**"DO NOT OPEN, EXCEPT CASES WHEN THE BID EVALUATION COMMITTEE IS PRESENTED. AND NO BEFORE \_\_\_\_\_ (dd / mm / yyyy), hour \_\_\_\_\_".**

**When the application is required to be submitted by electronic means, economic operators must submit it to the PPA official website, [www.app.gov.al](http://www.app.gov.al).**

### **Section 3. Phase II - Submission of Bids**

3.1 Tenders shall be submitted only by candidates to whom the invitation to tender has been sent by the Contracting Authority, in accordance with the model set out in Annex 2.

**When the offer is required to be submitted by electronic means, economic operators must submit it to the PPA official website, [www.app.gov.al](http://www.app.gov.al).**

3.2 The offer must include the following documents:

**Documentation to be presented in Stage II, by qualified candidates in Stage I.**

#### **I. The Economic Offer should include the following documents:**

- 1) Bidding Form completed according to Annex 3 of the TD.
- 2) Declaration of Independent Offering, as Annex 3/1 of the TD.

#### **II. The Technical Offer should include the following documents:**

1. The bidder must submit a certificate issued by the state institution or tax invoices issued with public entities or tax receipts of sale realized with private entities, listing the dates, amounts and quantities of goods supplied, three) years from the date of bid opening for the second phase, with the aim of weighing and assessing points of technical capacity at this stage for similar supplies for the production and **distribution of clothing and footwear of the same nature**. Similar supplies for the production and distribution of clothing and footwear of the same nature, for point evaluation in the second phase, shall be considered uniform clothing, military, military, guard, special forces, marine, etc.
2. The bidder must submit **for the stated number of the workforce**, the declared payable payables confirmed by the Tax Administration according to the legislation in force, of the last 3 months from the date of the opening of the technical bids.
3. The Bidder shall submit **for the principal technical personnel declared** for the execution of the procurement object in connection with the establishment, development, installation, maintenance of the electronic distribution system of the uniform and training for the use of the system, the following documentation:
  - MCSD, OCP or equivalent **certificates** for .NET or JAVA programming or equivalent, **issued by the manufacturers of technologies and instruments used to produce the system** for at least 2 (two) employees who must be graduates of Computer Science, Computing or electronics.
  - Certificate for MVC (model controller) programming for at least **2 (two)** persons who must be graduate for computer, computing or electronics.
  - HTML5 / CSS3 / Javascript WEB programming certification, issued by an internationally recognized certification (for example: Microsoft, Oracle or equivalent) for at least **2 (two)** persons who must be compulsory computer graduate, computing or electronics.
  - Certificates for use of relational databases, issued by an internationally recognized certifier (for example: Microsoft, Oracle or equivalent) for at least **2 (two)** persons who are required to be compulsory for computer, computing or electronics.

- Certificates for Software Testers for at least **1 (one)** person who must be compulsory graduate for computer, computing or scientific electronics.
- Certificates for GMPs or equivalent from an internationally recognized institution that will play the project manager's role for at least **1 (one)** person who is required to be compulsory for computer science, computer science or electronics.

An individual may possess more than one certificate from the above certificates.

4. The bidder must submit to the main technical personnel declared for the execution of the procurement object, with respect to the production and distribution of uniforms (clothing and footwear), documents: CVs, diplomas or evidence of professional skills (if they own) , for:

- textile engineer, at least 1 (one) employee
- chemist, at least 1 (one) employee
- model dresser, at least 1 (one) employee
- shoe modeler, at least 1 (one) employee
- responsible for clothing production, at least 1 (one) employee
- responsible for producing footwear, at least 1 (one) employee
- quality clothing tester, at least 1 (one) employee
- quality shoe attorney, at least 1 (one) employee
- skin and shoe specialist, at least 1 (one) employee
- distribution manager, at least 1 (one) employee

5. The Bidder must provide evidence of the possibility of providing the electronic distribution system of the uniform according to the terms of the system reference set out in Schedule 11 of the Tender Documents.

In order to demonstrate the possibility of providing an electronic distribution system, the bidder must present the **manual of use of the uniform distribution system** where the functional requirements of the system are reflected, accompanied by a **link where a system demo can be accessed the internet**, together with the necessary credentials (username and password), in order to access and evaluate it by the contracting authority.

*Failure to provide a manual for the use of the electronic uniform distribution system and the link where an online system demo can be accessed along with the necessary credentials (username and password) is a condition for disqualification.*

6. The Bidder must submit a document certifying **the Gold-level partnership or equivalent**, with the manufacturer of the technologies and instruments used for the production of the provided electronic system (co-operation agreement or partnership contract or any other document proving this relationship).
7. The bidder must be certified according to international **ISO 22301** (valid) standards for the business continuity management system in the area of the procurement object.
8. The bidder must be certified according to **ISO 27001** (valid) international standards for information security management.
9. The bidder must be certified according to **ISO 20000-1** (valid) international standards for information technology service management.

*Certificates shall be issued by a conformity assessment body accredited by the national accreditation body or international accreditation bodies recognized by the Republic of Albania.*

*In the case of the merger of economic operators, according to article 74 of DCM 914 dated 29.12.2014, each economic operator must submit ISO certificates according to the items of works / goods / services that it will undertake to perform according to the agreement.*

**10.** The Bidder must present the **OEKO-TEX certificate for textiles** and the **LEATHER by OEKO-TEX certificate for the valuable (raw) leather** of the raw material producer. When raw materials are provided by different manufacturers, the certificate or equivalent document must be presented to all manufacturers. In the absence of the OEKO-TEX certification, test reports from accredited laboratories are received, which certify that the raw materials do not have harmful substances for human health and are in compliance with the OEKO-TEX Certified Certification Standards

**11. Conformity certificate** for each shoe model (where required), according to:

- EN ISO 20344-2011 and EN ISO 20347- 2012 O3 HRO HI CI WR FO SRC or equivalent,
- EN ISO 20347- 2012 O2 HRO HIWR SR SR or equivalent,
- EN ISO 20347-2012 model B - O2 CI WR FO SRC or equivalent,
- EN ISO 20347-2012 model A - O2 WH W SR SRC or equivalent,
- EN ISO 20347-2012 O2 WR FO SRC or equivalent.

*Accepted the possibility of presenting SSH / EN standards of conformity to European standards.*

*Certificates shall be issued by a conformity assessment body accredited by the national accreditation body or international accreditation bodies recognized by the Republic of Albania.*

*In the case of the merger of economic operators, according to article 74 of DCM 914 dated 29.12.2014, each economic operator must submit ISO certificates according to the items of works / goods / services that it will undertake to perform according to the agreement.*

Conformity certificates must be accompanied by all the accompanying **tests and with a declaration of authenticity from the entity that has carried out the analysis** for the certification of the article. The statement should include the name of the shoe model, the logo of the entity, contacts (phone, email, website), NIPT, address, surname and signature of the legal representative with the stamp of the entity.

**12. The Bidder must submit:**

- a) The technical file of the textile, leather, shoe, shoe polish, ribbon, plastic, metal used for article production, filed by its manufacturer and equipped with logo, contacts (telephone, email, website) , NIPT, address, surname and signature of the legal representative with the stamp of the respective manufacturing company.
- b) The technical file must also be accompanied by a statement of authenticity from the laboratory where the tests were performed. The laboratory should be accredited according to national/international standards in force.
- c) Declaration by the manufacturer of the accessories for the composition of the materials used and their quality, according to the Technical Specifications, namely: metal buttons (large, small, x-beam), black chest strap, metal stem and patchwork ornaments , plastic stencils, metal straps for straps, decorative cordons for the ceremonial uniform.
- d) Technical sheet of the ready-made product (for grades, marks, stamps) issued by the manufacturer according to the laboratory tests specified in the Technical Specification.

13. The Bidder must submit as part of the Technical Bid **Samples** of some of the items required to be procured, as set out in the following Tables.

Non-submission of samples / samples constitutes a condition for disqualification.

## I. SUITS

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<b>Women's uniform suit</b>	trousers,	42	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> <li>- A written statement from the manufacturer that attests the materials quality of accessories</li> </ul>
		jackets,	42	1 (one)		
		skirts	42	1 (one)		
		hats	54	1 (one)		
2	<b>Men's uniform suit</b>	trousers,	54	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		jackets,	54	1 (one)		
		hats	57	1 (one)		
3	<b>Necktie for the men's and women's uniform suit</b>	Neckties		1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
4	<b>Summer trousers for men</b>	trousers	54	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
5	<b>Summer skirt for women</b>	skirt	42	1 (one)		
6	<b>Summer hat for men and women</b>	Hats for men	57	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Hats for women	54	1 (one)		
7	<b>Women's civil uniform suit</b>	Jackets,	42	1 (one)	2 (two) textile samples with a linear	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Skirts,	42	1 (one)		
		Scarfs,		1 (one)		
8		trousers,	54	1 (one)		



	<b>Men's civil uniform suit</b>	jackets,	54	1 (one)	dimension of 0.5 m each.	
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## II SHIRTS

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<b>Long sleeved light blue shirt for women</b>	shirt	42	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
2	<b>Short sleeved light blue shirt for men</b>	shirt	41	1 (one)		
3	<b>Long sleeved ceremonial shirt for men</b>	shirt	41	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> <li>- A written statement from the manufacturer that attests the materials quality of the cufflinks</li> </ul>
4	<b>Short sleeved shirt for men in the civil service</b>	shirt	42	1 (one)		

## III. ARTICLES WITH RIPSTOP FABRIC

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<b>Tactical suit</b>	Shirt & trousers	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> <li>-A written statement from the manufacturer that attests the materials quality of the plastic badge for the cap.</li> </ul>
2	<b>Sport's cap</b>	cap	M	1 (one)		
3	<b>Tactical shirt with short sleeve</b>	Shirt	M	1 (one)		
4	<b>Tactical pants</b>	Pants for women	44	1 (one)		
		Biker pants for men	52	1 (one)		
5	<b>Tactical shorts</b>	Short pants	44	1 (one)		
		Short pants	52	1 (one)		

## IV. T-SHIRT POLOS AND SWEATERS

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
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1	<b>Long sleeved round neck cotton shirt</b>	Shirt for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
2	<b>Short sleeved round neck cotton shirt</b>	Shirt for women	M	1 (one)		
3	<b>Short sleeved polo shirt for the employees of the State Police</b>	Polo shirt for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
4	<b>Long sleeved polo shirt for the employees of various agencies</b>	Polo shirt for men	M	1 (one)		
		Polo shirt for women	M	1 (one)		
5	<b>Short sleeved polo shirt for the patrol units of the State Police</b>	Polo shirt for men	M	1 (one)		
		Polo shirt for women	M	1 (one)		
6	<b>Short sleeved polo shirt for the Police Beach Patrols</b>	Polo shirt for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Polo shirt for women	M	1 (one)		
7	<b>V-neck knitted sweater</b>	Sweaters for men	M	1 (one)	2 (two) knitted fabric samples measuring 0.5 x 0.5 m, with two types of knit, interlock and rib knit 1:1.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric.</li> <li>- A statement of truth from laboratory</li> </ul>
		Sweaters for women	M	1 (one)		
8	<b>Round neck knitted sweater</b>	Sweaters for men	M	1 (one)		
		Sweaters for women	M	1 (one)		
9	<b>Half-zip knitted sweater</b>	Sweaters for men	M	1 (one)		
		Sweaters for women	M	1 (one)		
10	<b>Wool knit cap</b>	knit	M	1 (one)		

## V. JACKET AND WINTER SUIT

No.	Name	Article	Size	Quantity of samples	The raw material	Accompanied documents
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					of the sample	
1	<b>Short duty jacket</b>	Jackets for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Jackets for women	M	1 (one)		
2	<b>Long duty jacket</b>	Jackets for men	M	1 (one)		
		Jackets for women	M	1 (one)		
3	<b>Biker's suits</b>	Pants for men	54	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> <li>-A written statement from the manufacturer that attests the materials quality of the plastic badge for the cap.</li> </ul>
		Jackets for men	54	1 (one)		
4	<b>General patrol suits</b>	Pants for women	42	1 (one)		
		Jackets for women	42	1 (one)		
5	<b>Winter Sport's cap</b>	cap	M	1 (one)		
6	<b>Biker gloves</b>	Gloves for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Gloves for women	M	1 (one)		
8	<b>High visibility jacket</b>	Jackets for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Jackets for women	M	1 (one)		
9	<b>Raincoat</b>	Raincoat	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory.</li> </ul>

## VI. AKSESORË

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<b>High visibility accessories</b>	Blue vests	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory
		Green vests	M	1 (one)		
		Red vests	M	1 (one)		
		hat covers for men	2	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory
		hat covers for women	2	1 (one)		
		oversleeves	One size	1 (one)		
2	<b>Ceremonial gloves</b>	Gloves for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory
		Gloves for women	M	1 (one)		
3	<b>Leather winter gloves</b>	Gloves for men	M	1 (one)	2 (dy) natural sheepskin samples measuring 30 x 30 cm	- The technical data sheet of the leather - A statement of truth from laboratory
		Gloves for women	M	1 (one)		
4	<b>Tactical vest</b>	Vests	I	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory
5	<b>Life vest</b>	Vests	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory

6	<b>Operational bib</b>	Bibs	I	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory
7	<b>Ceremonial leather belt</b>	Belt	M	1 (one)	2 (two) natural calf leather samples measuring 30 x 30 cm	- The technical data sheet of the leather. - A statement of truth from laboratory -A written statement from the manufacturer that attests the materials quality of the metal components.
8	<b>Tactical belt</b>	Belt	II	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory.
9	<b>Leather belt</b>	Belts for men	M	1 (one)	2 (two) natural calf leather samples measuring 30 x 30 cm	- The technical data sheet of the leather. - A statement of truth from laboratory -A written statement from the manufacturer that attests the materials quality of the metal components.
		Belts for women	M	1 (one)		

## VII. SHOES

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<b>Tactical high-cut summer boots for the employees of the State Police</b>	Boots for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the	- Certification of conformity of the shoe together with the accompanying test results according to EN ISO 20344-2011

					construction of the shoe.	and EN ISO 20347-2012 O3 HRO HI CI WR FO SRC (or equivalent). - Written statement of truth issued by the institution performing the tests
		Boots for women	38	1 (one) pair	2 (two) fabric samples measuring 0.5 m linear from the fabric used for the construction of the shoe.	- The technical data sheet of the leather and soles. - The technical data sheet of the fabric - A written statement of truth issued by the laboratory.
2	<b><i>Tactical high-cut winter boots for the employees of the State Police</i></b>	Boots for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	- Certification of conformity of the shoe together with the accompanying test results according to EN ISO 20344-2011 and EN ISO 20347-2012 O3 HRO HI CI WR FO SRC (or equivalent). - Written statement of truth issued by the institution performing the tests - The technical data sheet of the leather and soles. - A written statement of truth issued by the laboratory.
		Boots for women	38	1 (one) pair		
3	<b><i>Tactical mid-cut summer boots for the special departments</i></b>	Boots for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	- Certification of conformity of the shoe together with the accompanying test results according to EN ISO 20344-2011 and EN ISO 20347-2012 O3 HRO HI CI WR FO SRC (or equivalent). - Written statement of truth issued by the institution performing the tests
		Boots for women	38	1 (one) pair	2 (two) fabric samples measuring 0.5 m linear from the fabric used for the	

					construction of the shoe.	<ul style="list-style-type: none"> <li>- The technical data sheet of the leather and soles.</li> <li>-The technical data sheet of the fabric</li> <li>- A written statement of truth issued by the laboratory.</li> </ul>
4	<b>Tactical shoes for the beach patrol units</b>	shoes for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	<ul style="list-style-type: none"> <li>- Certification of conformity of the shoe together with the accompanying test results according EN ISO 20347-2012, O2 HRO HI WR FO SRC (or equivalent).</li> <li>- Written statement of truth issued by the institution performing the tests</li> <li>- The technical data sheet of the leather and soles.</li> <li>-The technical data sheet of the fabric</li> <li>- A written statement of truth issued by the laboratory.</li> </ul>
		shoes for women	38	1 (one) pair	2 (two) fabric samples measuring 0.5 m linear from the fabric used for the construction of the shoe.	
5	<b>Winter shoes for men and women,</b>	Winter shoes for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	<ul style="list-style-type: none"> <li>-Certification of conformity of the shoe together with the accompanying test results according EN ISO 20347-2012 of the model B - O2 CI WR FO SRC (or equivalent).</li> <li>- Written statement of truth issued by the institution performing the tests</li> <li>- The technical data sheet of the leather and soles.</li> <li>- A written statement of truth issued by the laboratory.</li> </ul>
		Winter shoes for women	38	1 (one) pair		

6	<i>Summer shoes for men,</i>	Shoes for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	<ul style="list-style-type: none"> <li>-Certification of conformity of the shoe together with the accompanying test results according EN ISO 20347-2012, A - O2 WR FO SRC (or equivalent).</li> <li>- Written statement of truth issued by the institution performing the tests</li> <li>- The technical data sheet of the leather and soles.</li> <li>- A written statement of truth issued by the laboratory.</li> </ul>
7	<i>Summer shoes for women</i>	Shoes for women	38	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	<ul style="list-style-type: none"> <li>-Certification of conformity of the shoe together with the accompanying test results according EN ISO 20347-2012, O2 WR FO SRC (or equivalent).</li> <li>- Written statement of truth issued by the institution performing the tests</li> <li>- The technical data sheet of the leather and soles.</li> <li>- A written statement of truth issued by the laboratory.</li> </ul>
8	<i>Ceremonial shoes for men,</i>	Shoes for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	<ul style="list-style-type: none"> <li>- The technical data sheet of the leather and soles</li> <li>- A written statement of truth issued by the laboratory.</li> </ul>
9	<i>Ceremonial shoes for women,</i>	Shoes for women	38	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the	<ul style="list-style-type: none"> <li>-The technical data sheet of the leather, lining, soles and of the rubber protective half sole</li> </ul>



					construction of the shoe.	- A written statement of truth issued by the laboratory.
					2 (two) samples of the lining, measuring 30 x 30 cm from the lining used for the construction of this shoes.	

### VIII. INSIGNIA BADGES AND CORDS

No.	Name	Article	Rank	Quantity of samples	The raw material of the sample	Accompanied documents
1	<i>"Duty shoulder badges for the rank insignia for the State Police"</i>	Duty badges	- First Inspector - Chief commissary - Leader - Police Senior Leader	1 (one) pair for each rank	2 (dy) kampione tekstili me përmasë 0.5 m linear në gjerësinë e tekstit, secili.	-The technical data sheet of the fabric - The technical data sheet of the plastic elements - A statement of truth from laboratory -The technical data sheet of the metal elements. - A statement of truth from laboratory - The technical data sheet of the final product (Duty badges, Chest Badges, Ceremonial Badges)
2	<i>"Chest badges for the rank insignia, identification number badges and name badges"</i>	Chest badges	- Inspector - Vice Commissary - First Leader - Police executive Leader	1 (one) piece for each rank		
		ID number badge		1 (one)		
		Name badge		1 (one)		
3	<i>"Ceremonial shoulder badges for the rank insignia for the State Police"</i>	Ceremonial badges	- Second Inspector - Commissary - First Leader - Police executive Leader	1 (one) pair for each rank		
4	<i>"Sleeve badges for employees of the State Police"</i>	badges of the State Police		1 (one)		- The technical data sheet of the plastic - The technical data sheet of the final product - A statement of truth from laboratory
		badges with the logo of the State Police		1 (one)		

		badges for each department or agency	POLICIA E RENDIT SHQIPONJA FNSH RENEA POLICIA RRUGORE POLICIA KUFITARE	1 (one) piece for each sign		
5	<i>" Decorative cords for the ceremonial uniform"</i>	ceremonial cords for the hat	Leader–Police Executive Leader	1 (one) piece	1 (one) 50 cm long sample from each one of the cords ( according to all the colors and braids)	- The technical data sheet of the cords - A statement of truth from laboratory -A written statement from the manufacturer that attests the materials quality.
		ceremonial cords for the shoulder		1 (one) piece		
		ceremonial cords for the hat	Ceremonial unit and troops in the Local Directorates	1 (one) piece		
		ceremonial cords for the shoulder		1 (one) piece		
		ceremonial cords for the hat	Department of the Public Security Police	1 (one) piece		
		ceremonial cords for the shoulder		1 (one) piece		

### Sample Delivery Method

Each of the above items must be submitted to one sample. The sample should be threaded with the color of the item. Items should be sewn / mounted on all accessories, according to technical specifications. Samples should have embroidered the original factory label where they are manufactured and factory-sealed. Samples should be easily identifiable with the relevant serial number, fixed in the article and stamped by the bidder, according to the ordinal number of the tables above (*ex: VII / 9 - for women's ceremonial shoes for State Police employees*),

e) (Option) Alternative Technical Offer (if provided)

**A Bidder must submit only one bid.**

3.3 Secrecy of the process under section 25 of the PPL.

3.4 For procurement procedures that take place by a written notice, bidders must submit the original bid entered in a non-transparent, sealed, stamped and signed envelope with the name and address of the Bidder and marked: "Offer for the supply of goods \_\_\_\_\_; Nr. \_\_\_\_\_"

**"DO NOT OPEN, EXCEPT CASES WHEN THE BID EVALUATION COMMITTEE HAS BEEN PRESENTED AND NOT BEFORE \_\_\_\_\_ (dd / mm / yy), hour \_\_\_\_\_".**

**When the offer is required to be submitted by electronic means, economic operators must submit the offer electronically on the PPA official website, [www.app.gov.al](http://www.app.gov.al)**

3.5 For procurement procedures that are conducted by a written form, bidders may modify or withdraw their bids, provided that such modification or withdrawal takes place before the deadline for submission of bids. Both modifications and withdrawals must be communicated to the Contracting Authority in writing before the last date for submission of bids. Consequently, the envelope containing the Bidder's statement should be marked respectively: "**MODIFY OFFER**" or "**DELIVERY OFFER**".

**When the offer is required to be submitted by electronic means, the bidder may modify the bid at any time before the deadline for submitting the bids without any communication with the contracting authority, as the actions are carried out in his account on the official website of the PPA.**

#### **Section 4 Calculation of Economic Bid**

4.1 The Economic Operator shall complete the Economic Bid Form attached to these DTs, specifying the goods to be supplied, their quantities and their price.

4.2 All prices must be quoted in the Albanian Currency (Lek), including taxes that apply but do not include VAT. If prices are quoted in a foreign currency, then they must be returned to Albanian Lek at the official exchange rate of the Bank of Albania on the date on which the contract notice was sent for publication and must be stored in that course until the expiration of the bid validity period.

4.3 The Bidder shall indicate in the Bid Form the total bid prices of all goods, excluding VAT. Value of VAT, when applied, is added to the given price and represents the total bid value.

4.4 In the case of a framework agreement where all conditions are NOT determined The prices for contracts based on the framework agreement are not fixed; they are subject to change after a Mini-competition between the parties to the framework agreement.

4.5 Bid Security, when required, must be submitted together with the Bid before the deadline for submission of bids. Disagreement with Bid Security Requirements will result in the Bid Refusal.

4.6 Bid Security may be submitted in one of the following forms:

- a) bank guarantees
- b) insurance guarantee

The Bid Security Form must be signed by the Issuer (Bank, Insurance Company, etc.) and must be submitted together with the Bid before the bids are opened, otherwise the Bid will be rejected.

The above documents must be valid throughout the validity period of the bid. In the event that the Security of the offer is in the form of a bank guarantee, the Contracting Authority shall return the relevant insurance to the bidders within 15 days of signing the contract.

#### **4.7 Bid Validity Period**

Bid validity period starts from the moment of bid opening. In any case, at least 5 days before the expiry of the time limit for the bid's validity, the contracting authority may ask the Bidders in writing to extend the validity period up to a certain date. The Bidder may refuse this written request without losing the right to reimbursement of the Bid Security, if any. The Bidder agreeing to extend the Bid Validity Period notifies the Contracting Authority in writing, and submits an extended Bid Security, if any. The offer can not be modified. If the Bidder

fails to respond to a request made by the Contracting Authority regarding the extension of the Bid Validity Period or does not accept the Bid Request or does not provide a Prolonged Bid Security, the Contracting Authority shall, if required, reject the Bid.

#### 4.8 Illegal actions under Article 26 of the PPL.

### Section 5. Bid Evaluation

#### Selection Criteria

##### 5.2 (Option 1) Lowest Qualified Bid Price

The contract will be awarded to the Tenderer who has offered the lowest bid of the Qualified Bid.

##### (Option 2)

##### The most economically advantageous offer.

For the evaluation criteria, the specific weight of each criterion should be clearly defined, ie how many points will each criterion have and how the points will be calculated for successive bidders. All criteria set for bid evaluation should be as objective as possible and expressed in figures. In any case where the criteria are more than one, the price criterion weight shall not be less than 50 points. The maximum score that will receive an offer will be 100.

The formula by which the bidders' points will be calculated in this case is:

$$Po = Pk1 + Pk2 + Pk3 + \dots$$

Where:

Po - are the total points of the estimated bid

Pk1 / Pk2 / Pk3 / ... - are scores for each criterion evaluated

Points for each criterion are calculated according to the formula:

$$Pk1 = \frac{V_{min} k1 \times P_{max} k1}{Ok1}$$

Pk1 \_\_\_\_\_ Points of criterion being evaluated

Vmin k1 The lowest value of the criterion being evaluated

Pmaxk1 Maximum points attributed to the criterion being evaluated

Ok1 Bid Indicator for Criteria to be Estimated

**Explanation:** Only one of the options should be selected as an evaluation criterion. Completing both options makes the procedure invalid

#### 5.3 Correction of errors and parts removed

- 5.3.1 The Contracting Authority shall correct those bidding errors, which are purely of an arithmetical nature, if the error is discovered during the bidding process. The Contracting Authority shall immediately notify the Offeror with a written notice of any such correction and may continue to alter the error, provided that the Bidder has approved such communication. If the Bidder refuses to accept the proposed correction, then the bid shall be refused, without seizure security confiscation, if any.

5.3.2 The errors in the calculation of the price shall be corrected by the Contracting Authority, according to the following examples:

- in the event of a discrepancy between the sums expressed in figures and those in question, the amounts in question shall prevail, unless the amount in question relates to an arithmetical error;
- if there is a discrepancy between the unit price and the total value obtained by multiplying the unit price and the quantity then the unit price will prevail, and consequently the total amount should be corrected if there is an error in a total sum corresponding to the collection or subtotals, then the subtotal will prevail and the total must be corrected. Amounts corrected in this way are binding on the Bidder. If the bidder does not accept them, then his bid will be rejected. Arithmetical bids will be rejected when the absolute amounts of all corrections are more than  $\pm 2\%$  of the value of the offered economic offer.

### 5.3 Anomalously low tenders

5.3.1 If the submitted bid results abnormally low in relation to the goods offered, then the Contracting Authority asks the concerned Bidder to justify the price offered. If the Bidder fails to give an excuse to convince the Contracting Authority, then the latter shall be entitled to reject the Bid.

5.3.2 The offer shall be deemed to be abnormally low as defined in Article 66 of Chapter VII of the RPS. In the case when two or less bids are valid, in accordance with Article 56 of the PPL, bids are evaluated abnormally low when it has reduced more than 25 percent of the accrued limit fund. In the case when three or more bids are valid, in accordance with Article 56 of the PPL, the bids are evaluated abnormally low if their value is less than 85 per cent of the average of the valid bids.

If one or more bids are evaluated as abnormally low, the Bid Evaluation Commission should request clarification from Bidders prior to making a decision on whether or not they qualify, in accordance with Article 56 of the PPL.

In any case, the bidder has the obligation to argue and document with written evidence explanations on the particular item / elements of the bid, in accordance with the requirements of Article 56 of the PPL.

The formula to be applied to qualify for an abnormally low bid, when there are three or more available bids is as follows:

O - Offer

MO - Valuable Bid Average

n - Valuable Bid Number

PA - Possible Disposal

$$MO = O1 + O2 + O3 + \dots On / n$$

$$ZM = 85\% Mo$$

Bid Value Estimated  $< PA$  ....., therefore Offer is Abnormally Low

In the case when the criterion of assessment is selected the most economically advantageous tender, it will be verified if the bids are abnormally low only if the highest ranked bid has the lowest bid.

5.4 Administrative appeal available to Economic Operators under section 63 of the PPL.

## **Section 6 Signature of the Contract**

### **6.1 Notification of the winner**

The Contracting Authority notifies the winning bidder by sending a notice to the winner, as provided in Annex 15. A copy of this notice shall be published in the Public Announcement Bulletin, as required by Article 58 of the PPL.

### **6.2 Contract Security**

**6.2.1** The Contractor Authority requires security for the execution of the contract. The amount of insurance for the execution of the contract will be 10% of the value of the contract. The Contract Security Form, according to Annex 21 of the TD, must be signed and submitted before signing the contract.

**6.2.2** The contract performance security may be submitted in one of the following forms:

- i. Bank guarantee
- ii. security guarantee

**This form is not used by the contracting authorities in the procurement of sectoral contracts.**

### **6.3 Notification of signed contract**

Pursuant to the RRPP, after the signing of the contract, the CA sends a notice to the PPA for publication in the Bulletin of Public Announcements.

**Note:** The contracting authorities should not intervene to make any kind of change in the tender documents from point 1 to point 6.

### III. ANNEXES

The following annexes are an integral part of DT:

- Annex 1: Request Form for Expression of Interest
- Annex 2: Bid Invitation Form
- Annex 3: Bid Form
- Annex 3/1: Statement of Independent Offering
- Annex 4: Bid Invitation Form in the Framework Agreement Case
- Annex 5: Bid Security Form
- Annex 6: Confidential Information Form
- Annex 7: Statement on the fulfillment of Technical Specifications
- Annex 8: Declaration of Conflict of Interest
- Annex 9: Statement on the fulfillment of general criteria
- Annex 9/1: Statement on ensuring the implementation of legal provisions in labor relations
- Annex 10: Certificate for Qualification / Participation Form
- Annex 11: Technical Specifications
- Annex 12: Contracts Schedule in the Framework Agreement
- Annex 13: Quantity and disbursement chart
- Annex 14: Standard Notification for Non-Qualified Candidate / Bidder
- Annex 15: Winning Notice Form
- Annex 16: Successful Economic Operator Notification Form in the Framework Agreement
- Annex 17: General Terms of Contract
- Annex 18: Special Contract Conditions
- Annex 19: Contract Notice signed form
- Annex 20: Signed Contract Notice Form for Publication in the Public Announcement Bulletin
- Annex 21: Contract Security Form
- Annex 22: Complaint Form to the Contracting Authority
- Annex 23: Draft Framework Agreement where Not All Terms Are Specified
- Annex 24: Draft Framework Agreement where all conditions are set
- Annex 25: Annulment Notice Form

## Annex 1

*[Supplement to be filled in by Economic Operator]*

### APPLICATION FORM FOR PARTICIPATION

Bidder Name \_\_\_\_\_

To: *[Name and address of the contracting authority]*

\* \* \*

Procurement Procedure: *[Type of Procedure]*

Short description of the contract: *[object]*

Publication (if applicable): Public Announcement Bulletin *[Date]* *[Number]* /Nr.Reference on the PPA page

\* \* \*

We, the undersigned, submit our request to participate in this procurement procedure *[give details of the scope of the contract as set out in the Tender Documents]*.

**Bidder Representative**

**Bidder's signature**

**Seal**



## Annex 2

[Annex to be filled in by the Contracting Authority]

### BID INVITATION

(Only for candidates selected in the first phase)

[Data]

**To:** [Name and address of the selected Bidder]

**Procurement Procedure:** [type and object of the procedure]

Referring to the aforementioned procedure, we inform you that [name and address of the selected candidate], after assessing your legal, financial, economic and technical capacity, are qualified for the bidding phase of this procedure.

Consequently, you are requested to submit to [this contracting authority]

Name \_\_\_\_\_

Address \_\_\_\_\_

your offer, taking into account that:

**The deadline for submitting bids is:**

Date □□/□□/□□□□ (Dd / mm / yyyy) Time: \_\_\_\_\_

Address: \_\_\_\_\_

**When the offer is required to be submitted by electronic means, economic operators must submit a bid to the PPA official website, [www.app.gov.al](http://www.app.gov.al).**

**The timeline for opening bids is:**

Date □□/□□/□□□□ (Dd / mm / yyyy) Time: \_\_\_\_\_

Address: \_\_\_\_\_

**Information on bids submitted by electronic means shall be communicated to all economic operators submitting bids, upon their request.**

**Language (s) for bid design are:**

Albanian ☐ English ☐  
Other \_\_\_\_\_

**The winner selection criteria are**

**A) Lowest price** ☐

**or**

*"Purchase and distribution of uniforms and shoes of the State Police"*

**B) The most economically advantageous offer** ☐  
(the criteria as presented in the tender documents)

We are awaiting your offer.

[Head of the Contracting Authority]

### Annex 3

[Annex to be filled in by the economic operator]

#### BID SUBMISSION FORM

Name of Bidder \_\_\_\_\_

To: [Name and address of Contracting Authority]

\* \* \*

Procurement procedure: [Type of procedure]

Short description of contract: [object]

Publication (if applicable): Public Notices Bulletin [Date] [Number]/Reference number in PPA's page

\* \* \*

In reference to the above mentioned procedure, We, the undersigned, declare that:

1. The total price of our bid is [currency and bid value]; without VAT;
2. The total price of our bid is [currency and bid value]; with VAT

No.	Description of the Articles	Unit	Quantity	Price / unit
<b>I</b>	<b>Basic Uniform</b>			
1	Long duty jacket (3/4)	Piece		
2	Short duty jacket	Piece		
3	Men's uniform suit (1 jacket, 2 trousers, 2 hats)	Suit		
4	Women's uniform suit (1 jacket, 1 trousers, 1 skirt, 2 hats)	Suit		
5	"V" neck knitted sweater	Piece		
6	Long sleeved light blue shirts for men	Piece		
7	Long sleeved light blue shirts for women	Piece		
8	Necktie uniform suit	Piece		
9	Uniform suit leather belt	Piece		
10	Tactical Belt	Piece		
11	Tactical Vest	Piece		
12	Rain Coat	Piece		
13	Leather winter gloves	Pair		
14	Round neck knitted sweater	Piece		
15	Half zip knitted sweater	Piece		
16	Wool knit cap	Piece		
<b>II</b>	<b>Summer Uniform</b>			
1	Summer trousers for men	Pair		
2	Summer trousers for women	Pair		

3	Summer skirt for women	Piece		
4	Tactical pants for Rapid Reaction Unit "FNSH"	Pair		
5	Short sleeved light blue shirt for men	Piece		
6	Short sleeved light blue shirt for women	Piece		
7	Short sleeved polo shirt for men for State Police employee	Piece		
8	Short sleeved polo shirt for women for State Police employee	Piece		
9	Summer hat for men	Piece		
10	Summer hat for women	Piece		
<b>III</b>	<b>Duty and tactical Uniform</b>			
1	Tactical suit (shirt , pants + 2 sport's cap ).	Suit		
2	Tactical shirt with short sleeves	Pair		
3	Long sleeved round neck cotton shirt	Piece		
4	Short sleeved round neck cotton shirt	Piece		
<b>IV</b>	<b>SPECIAL UNIFORMS</b>			
<b>a.</b>	<b>Summer and winter Road Police Uniform</b>			
1	Biker winter suit (jacket, pants, 2 winter sport's cap)	Suit		
2	General Patrol winter suit (jacket, pants, 2 winter sport's cap)	Suit		
3	Tactical pants	Pair		
4	Short sleeved polo shirt of the patrol units	Piece		
5	High visibility jacket	Piece		
6	High visibility accessories ( hat covers, oversleeves)	Piece		
7	High visibility vest	Piece		
8	Biker winter gloves	Pair		
9	Long sleeved polo shirt	Piece		
<b>b.</b>	<b>Special summer Uniform for Beach Patrol Unit</b>			
1	Short sleeved polo shirt of the Police beach patrol units	Piece		
2	Tactical short pants	Pair		
3	Sport's cap	Piece		
<b>d.</b>	<b>Special uniform for summer and winter for General Patrol</b>			
1	General Patrol winter suit (jacket, pants, 2 winter sport's cap)	Suit		
2	Tactical pants	Pair		
3	Short sleeved polo shirt of the patrol units	Piece		
4	High visibility vest	Piece		
5	Long sleeved polo shirt	Piece		
<b>e.</b>	<b>Special uniform for summer and winter for Biker's Unit SHQIPONJA</b>			
1	Biker winter suit (jacket, pants, 2 winter sport's cap)	Suit		
2	Tactical pants	Pair		
3	Short sleeved polo shirt of the patrol units	Piece		
4	High visibility vest	Piece		
5	Long sleeved polo shirt	Piece		
<b>V</b>	<b>Uniform for watercraft employee</b>			

1	Life vest ( watercraft)	Piece		
<b>VI</b>	<b>Crime Investigation Unit Presentation Uniform</b>			
1	Operational bib for Crime Investigation Unit	Piece		
2	Sport's cap	Piece		
<b>VII</b>	<b>CEREMONIAL UNIFORM</b>			
1	Ceremonial leather belt	Piece		
2	Long sleeved ceremonial shirt for men	Piece		
3	Long sleeved ceremonial shirt for women	Piece		
4	Ceremonial gloves	Piece		
5	Decorative shoulder cord Inspector - Chief Commissary	Piece		
6	Decorative shoulder cord Leader - First Leader	Piece		
7	Decorative shoulder cord Police Senior Leader - Police Executive	Piece		
8	Decorative hat cord Inspector - Chief Commissary	Piece		
9	Decorative hat cord Leader - First Leader	Piece		
10	Decorative hat cord Police Senior Leader - Police Executive	Piece		
<b>VIII</b>	<b>Uniform for the reception offices of State Police</b>			
1	Men's civil uniform suit for reception offices (jacket, trousers)	Suit		
2	Women's civil uniform suit for reception offices (jacket, skirt)	Suit		
3	Scarfs for women	Piece		
4	Long sleeved shirt for men in the civil service	Piece		
5	Long sleeved shirt for women in the civil service	Piece		
6	Short sleeved shirt for men in the civil service	Piece		
7	Short sleeved shirt for women in the civil service	Piece		
<b>IX</b>	<b>Insignia and Badges of State Police</b>			
<b>a.</b>	<b>Duty Shoulder Badges for the rank Insignia</b>			
1	Duty shoulder Badges "Inspector"	Pair		
2	Duty shoulder Badges "Second Inspector"	Pair		
3	Duty shoulder Badges "First Inspector"	Pair		
4	Duty shoulder Badges "Vice Commissary"	Pair		
5	Duty shoulder Badges "Commissary"	Pair		
6	Duty shoulder Badges "Chief Commissary"	Pair		
7	Duty shoulder Badges "Leader"	Pair		
8	Duty shoulder Badges "First Leader"	Pair		
9	Duty shoulder Badges "Police Senior Leader"	Pair		
10	Duty shoulder Badges "Police Executive Leader"	Pair		
<b>b.</b>	<b>Ceremonial Shoulder Badges for the rank Insignia</b>			
1	Ceremonial shoulder Badges "Inspector"	Pair		
2	Ceremonial shoulder Badges "Second Inspector"	Pair		
3	Ceremonial shoulder Badges "First Inspector"	Pair		
4	Ceremonial shoulder Badges "Vice Commissary"	Pair		

5	Ceremonial shoulder Badges "Commissary"	Pair		
6	Ceremonial shoulder Badges "Chief Commissary"	Pair		
7	Ceremonial shoulder Badges "Leader"	Pair		
8	Ceremonial shoulder Badges "First Leader"	Pair		
9	Ceremonial shoulder Badges "Police Senior Leader"	Pair		
10	Ceremonial shoulder Badges "Police Executive Leader"	Pair		
<b>c</b>	<b>Chest Badges for the rank Insignia</b>			
1	Chest Badges "Inspector"	Piece		
2	Chest Badges "Second Inspector"	Piece		
3	Chest Badges "First Inspector"	Piece		
4	Chest Badges "Vice Commissary"	Piece		
5	Chest Badges "Commissary"	Piece		
6	Chest Badges "Chief Commissary"	Piece		
7	Chest Badges "Leader"	Piece		
8	Chest Badges "First Leader"	Piece		
9	Chest Badges "Police Senior Leader"	Piece		
10	Chest Badges "Police Executive Leader"	Piece		
<b>X</b>	<b>Sleeve Badges, Identification Number, Name Badges</b>			
1	The badge of the State Police	Piece		
2	The badge of the Public Order Police	Piece		
3	The badge of the unit "SHQIPONJA"	Piece		
4	The badge of the Road Police	Piece		
5	The badge of the Border and Migration Police	Piece		
6	The badge of the special unit "RENEA"	Piece		
7	The Badge of the Rapid Reaction Unit "FNSH"	Piece		
8	Duty shoulder badges student/cadet	Pair		
9	Chest badges student/cadet	Piece		
10	Name Badge	Piece		
11	Identification number badge	Piece		
12	The Logo of the State Police	Piece		
<b>XI</b>	<b>SHOES</b>			
1	Ceremonial shoes for men	Pair		
2	Ceremonial shoes for women	Pair		
3	Winter shoes for men and women	Pair		
4	Summer shoes for men	Pair		
5	Summer shoes for women	Pair		
6	High - cut tactical winter boots	Pair		
7	Tactical shoes for beach patrol unit	Pair		
8	High - cut tactical summer boots	Pair		

9	Tactical summer mid -cut boots	Pair		
<b>The limit sum of price per unit of uniform (Lek without VAT)</b>				<b>488,141</b>
<b>XII</b>	<b>THE ELECTRONIC DISTRIBUTION SYSTEM OF UNIFORMS</b>			
1	Electronic System ( web, application, programme )	Piece	1	
2	Cards for Police employees	Piece	1	
3	Training	Week	1	
4	Maintenance	Year	1	
<b>The limit sum of price per unit of electronic distribution system (Lek without VAT)</b>				<b>21.494. 225</b>
<b>The limit sum of price per unit, in total (Lek without VAT )</b>				<b>21,982,366</b>

Signature of bidder \_\_\_\_\_

Seal \_\_\_\_\_

Note: The prices shall be given in \_\_\_\_ currency (as required in the tender documents)

*The economic offer assessment will be based on the unit price only.*

*The maximum score will be awarded to the bidder who represents the unit price multiplier (of uniforms and uniform distribution management system).*

*In any case, economic operators should not exceed the price limit multiplier of uniform items, the uniform distribution system, as well as the expected value of the contract (limit fund of the framework agreement), referring to the respective expected quantities.*

## Annex 3/1

[Supplement to be filled in by Economic Operator]

### STATEMENT For Introducing Independent Offers

Of the economic operator participating in the public procurement procedure to be held on: \_\_\_\_\_;  
by the Contracting Authority: \_\_\_\_\_; with the object: \_\_\_\_\_; with limit fund:  
\_\_\_\_\_.

I undersigned \_\_\_\_\_, with the capacity of the representative of the economic operator \_\_\_\_\_, in support of Article 1 of Law no. 9643, dated 20.11.2006 "On Public Procurement", as amended and in support of the Law No.9121 / 2003 "On the Protection of Competition", make this statement and I guarantee that the following statements are true and complete in every aspect:

I certify, in the interest of: \_\_\_\_\_ that:  
(Name of the economic operator)

1. I have read and understood the content of this Declaration;
2. I understand that the submitted bid will be disqualified and / or excluded from participation in public procurement if this Statement is found to be incomplete and / or correct in every respect;
3. I am authorized by the Bidder to sign this Statement and to submit an offer in the interest of the Bidder;
4. Any person whose signature appears in the Bid Documentary is authorized by the Bidder to prepare and to sign the Bid in the interest of the Bidder;
5. For the purpose of this declaration and the submitted bid, I understand that the word "competitor" means any other economic operator, other than the Bidder, whether or not it is a merger of economic operators, that:
  - a) submit a bid in response to the Contract Notice and / or the Invitation to Invitation made by the Contracting Authority;
  - b) is a potential bidder who, based on his / her qualifications, abilities or experiences, may submit a Bid in reply, Contract Notice and / or Bid Invitation.
6. The bidder declares that: (click one of the following alternatives):
  - a) The Bidder has prepared his bid independently, without consulting, communicating and without making any agreement or agreement with any other competitor; ☐
  - b) The Bidder has consulted, communicated, has entered into agreements with one or more competitors in connection with this procurement procedure. The bidder states that in the attached documents, the details of this offer include the names of the competitors, the nature and the reasons for the consultation, communication, agreement or engagement (case of merger of economic operators or subcontracting). ☐
7. In particular, without prejudice to paragraphs 6 (a) and 6 (b) above, there has been no consultation, communication, contract or agreement with any competitor in respect of:
  - a) prices;
  - b) (b) the methods, factors or formulas used to calculate the price;



- c) the purpose or the decision to submit or not an offer; or
- d) submission of a bid that does not meet the specifications of the Bid Request.

8. In addition, there has been no consultation, communication, agreement or contract with any competitor regarding the quality, quantity, specifications or specific deliveries of the goods or services which are related to the concerned procurement, except where stated under paragraph above 6. b).

9. Bid conditions have not been made known or disclosed to the other Bidder by any means, either in advance of the date and time of the official opening of the Bids, of the Winning Bid and of the conclusion of the Contract , only if required by law or if specifically stated under paragraph 6.b).

---

(Name and Signature of the Authorized Person for Bidder Representation)

---

(Title by position at work) (Date)

## Annex 4

*[Annex to be filled in by contracting authority under the Framework Agreement during the reopening of mini-bidding process]*

### BID INVITATION

*(write the name of Contracting Authority)*

invites the interested persons to submit their bids in the procedure to supply the following goods:

.....  
.....  
.....

*(provide an accurate description of the contract object and quantity as defined in Tender Documents (TDs)).*

#### Delivery of Goods Location

*(provide a short description)*

The goods shall be delivered within date \_\_\_\_\_

The bid shall be send to

..... *[Provide the accurate address]*

Before

.....

*[Define date and time]*

Eligibility criteria of winner bid \_\_\_\_\_

Form of communication:

By mail ☐

by electronic means (email, fax, etc.) ☐

## Annex 5

*[Letter with Bank/ Insurance Company logo]*

*[Annex to be provided by Economic Operator when requested by Contracting Authority]*

### BID INSURANCE FORM

*[Date]*

To: *[Name and address of Contracting Authority]*

On behalf of: *[Name and address of insured bidder]*

\* \* \*

Procurement procedure *[Type of procedure]*

Short description of contract: *[object]*

Publication (if applicable): Public Notices Bulletin *[Date]* *[Number]*/Reference number in PPA's page

\* \* \*

In reference to the above mentioned procedure,

We prove that *[name of insured bidder]* has deposited in *[name and address of bank/insurance company]* the amount of *[currency and value, in words and numbers]* as a requirement for the bid insurance, submitted by the abovementioned economic operator.

We undertake to transfer to the account of *[name of contracting authority]* the assured amount, within 15 (fifteen) days from your first simple call in writing, without explanations, provided that the call states the failure to meet any of the following criteria:

- The bidder has withdrawn or changed the bid, after or before the bid submission deadline, in case it was stipulated so in the Tender Documents;
- The bidder has refused to sign the procurement contract when required by the contracting authority;
- The bidder has not provided the contract insurance, where the bid is awarded as winning or did not meet any other requirements before the signing of the contract stipulated in the Tender Documents.

Such insurance is valid for the period specified in *[contract notification or bid invitation]*.

[Representative of bank/insurance company]

## Annex 6

*[Annex to be filled in by the Economic Operator, if appropriate]*

### CONFIDENTIAL INFORMATION LIST

(Please enlist below the information you want to be confidential)

Type and nature of information that needs to be confidential	Number of pages and sections of TDs you want to be confidential	The reasons why such information should be confidential	Time limit such information shall be kept confidential

### ATTENTION

For any information that has not been registered as confidential, it shall be taken for granted that the holder of such rights has willingly given consent for the provision of this relevant information and the Contracting Authority bears no responsibility for the publication of such information.

It does not constitute secret commercial information, which should be made public according to the law, related to the violation of the law, or that ought to be published on the basis of good commercial practices and principles of commercial ethics. The dissemination of this information is considered legitimate if this act is intended to protect the public interest.

Bidder Representative

Signature

Seal

## Annex 7

*[Annex to be filled in by the Economic Operator]*

### DECLARATION ON THE FULFILMENT OF TECHNICAL SPECIFICATIONS

Declaration issued by the economic operator participating in the public procurement procedure, to be held on \_\_\_\_\_ by Contracting Authority \_\_\_\_\_ with object \_\_\_\_\_ and limit fund \_\_\_\_\_.

I, the undersigned \_\_\_\_\_, in the quality of \_\_\_\_\_ of legal person \_\_\_\_\_ declare that:

We meet all technical specifications, as stipulated in the tender documents, and we prove it with certificates and documents (if required by the contracting authority), to be submitted together with the Declaration herein.

**Declaration submission date** \_\_\_\_\_

**Bidder's representative**

**Signature**

**Seal**

## Annex 8

*[Annex to be filled in by Economic Operator]*

### **DECLARATION** **On conflict of interest**

Declaration issued by the economic operator participating in the public procurement procedure, to be held on \_\_\_\_\_ by Contracting Authority \_\_\_\_\_ with object \_\_\_\_\_ and limit fund \_\_\_\_\_.

Conflict of interest is a situation of conflict between public duty and private interest of an official, in which he/she has direct or indirect private interests affecting, or that can effect or that it seems that might have effect on the unjust performance of public tasks and duties.

In implementation of Article 21, clause 1, Law no. 9367, date 07.04.2005, the categories of officials as provided under Chapter III, Section II, that are absolutely forbidden to directly or indirectly benefit from the signing contracts between a party and the public institution are:

- President of Republic, Prime Minister, Deputy Prime Minister, Ministers, or Deputy Ministers, Members of Parliament, Judges of Constitutional Court, Judges of High Court, the Head of High State Audit, General Prosecutor, Judges and Prosecutors at the level of the Court of First Instance and Court of Appeals, the Ombudsman, Members of the Central Election Commission, Members of High Council of Justice, General Inspector of the High Inspectorate of Declaration and Audit of Assets and Conflict of Interest, Members of Regulatory Entities (Bank of Albania Supervision Council, including Governor and Deputy Governor; competition; telecommunication; electricity; water supply; insurance; bonds; media authorities), General Secretaries of Central Institutions as well as every public official in any public institution whose position is equivalent to that of the General Director, heads of public administration bodies that are not part of civil service.

The middle-ranked civil servants, under article 31, and officials covered by Article 32 of Chapter III, section 2 of this Law, the prohibition of clause 1 of this article, on grounds of private interests of official, as stipulated herein, shall be applied only if case of contracts within the institution's scope and territory and the institution's jurisdiction, where the official works. This prohibition is applicable also when party to the contract is an institution under the dependency thereof.

When the official is a mayor or deputy mayor of a municipality or commune, or the chairman of a regional council, member of the respective council, or a high management official of a local government unit, the prohibition due to private interests of the official, specified herein, is applicable only in the case of entering into contracts, if any, with the municipality, commune or region where the official exercises such duty. This prohibition is applicable also when party to the contract is a public institution at the dependency of this unit. (Article 21, clause 2, Law No.9367, date 07.4.2005).

The prohibitions provided for under Article 21 clauses 1, 2 of Law no. 9367, date 07.04.2005, with the respective exemptions, are applicable to the same extent also to the persons related with the official, i.e. **spouse, cohabitant, adult children and parents of the official and of the spouse.**

I, the undersigned \_\_\_\_\_, in the quality of representative of legal person \_\_\_\_\_ declare that under my personal responsibility:

I am aware of the requirements and prohibitions provided under Law No. 9367, date 07.04.2005 "On the prevention of conflicts of interest in the exercise of public functions" as amended, and secondary legislation adopted pursuant thereto by the High Inspectorate of Declaration and Audit of Assets, and also the Law no. 9643, date 20.11.2006 "On Public Procurement", as amended.

In compliance thereof, I declare herein that no public official, as defined in **Chapter III, Section II** of the Law no. 9367, date 07.04.2005, and in this declaration, has any private interests, directly or indirectly, with the legal person I represent herein.

Date of declaration submission \_\_\_\_\_

**Name, Surname, Signature**

\_\_\_\_\_

Seal

## Annex 9

[Annex to be filled in by the Economic Operator]

### STATEMENT ON GENERAL CRITERIA FULFILLMENT

Statement of the economic operator participating in the procurement procedure to be held on the date \_\_\_\_\_ by the Contractor Authority \_\_\_\_\_ with object \_\_\_\_\_ with a limit found \_\_\_\_\_.

I signed \_\_\_\_\_ in quality \_\_\_\_\_ of economic operator \_\_\_\_\_ declare under my full responsibility that:

- The economic operator \_\_\_\_\_ is registered in the National Business Center and has in the field of activity the object of the procurement. In case when the bidder is a non-profit organization, they must state that they are registered as a juridical person according to Law No. 8788, dated 07.05.2001 "On Non Profit Organizations".
- The economic operator \_\_\_\_\_ has not been sentenced for any of the criminal offenses provided for in Article 45/1 of the PPL.
- The person/s in quality of ***member of the administrative body, as director or the supervisor, as a shareholder or as a partner, has either representative, decision-making or controlling powers within the economic operator***, as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ etc.  
they are not or have not been convicted by a final court decision for any of the offenses, set forth in article 45/1 of the PPL<sup>3</sup>.
- The economic operator \_\_\_\_\_ has not been convicted by a final court decision, for acts related to professional activity.
- The economic operator \_\_\_\_\_ is not in the process of bankruptcy (active status).
- The economic operator \_\_\_\_\_ has paid all the fees for the taxes payment and social security contributions, according to the legislation in power.

<sup>3</sup> I authorize the Contractor Authority to carry out the relevant verifications regarding the judicial status of the persons declared in this Statement.



**In any case, the contracting authority has the right to carry out the necessary verifications on the authenticity of the information declared by the economic operator as above.**

**Date of statement submission** \_\_\_\_\_

**Bidder's signature** \_\_\_\_\_

**Seal** \_\_\_\_\_

## Annex 9/1

*[Supplement to be filled by Economic Operator]*

### STATEMENT ON GUARANTEE OF APPLICABILITY OF LEGAL PROVISIONS ON LABOR RELATIONS

Statement of Economic Operator participating in the procurement procedure to be held on \_\_\_\_\_ by the Contracting Authority \_\_\_\_\_ subject to \_\_\_\_\_ me limit fund \_\_\_\_\_.

I undersign \_\_\_\_\_ on the quality of \_\_\_\_\_ of the economic operator \_\_\_\_\_, **declare under my full responsibility that:**

- Economic operator \_\_\_\_\_ guarantees the protection of the right to employment and occupation from any form of discrimination as provided for by applicable labor legislation.
- Economic operator \_\_\_\_\_ connects the relevant employment contracts with the employee and guarantees measures in terms of safety and health at work for All and, in particular, for vulnerable groups, based on applicable labor legislation.
- Economic Operator \_\_\_\_\_ In cases when a legal violation has been found, the economic operator has taken the necessary measures to address them within the deadlines set by the ISHPSHSH.

**Date of submission of statement** \_\_\_\_\_

**Bidder Representative**

**Signature**

**Seal**

## Annex 10

*[Annex to be filled in by the Contracting Authority]*

### I. GENERAL APPLICATION / QUALIFICATION CRITERIA

*(to be completed by candidates in Phase I - Prequalification)*

The bidder must state that:

- a) It is registered at the National Business Center and has in the field of activity the object of the procurement. In the case when the Bidder is a non-profit organization, it must state that it is registered as a legal person under Law No. 8788, dated 07.05.2001 "On Non Profit Organizations".
- b) is not in the process of bankruptcy, (active status)
- c) has not been convicted of a criminal offense, in accordance with Article 45/1 of the PPL,
- d) ç) has not been sentenced by a final court decision for acts related to professional activity.
- e) has paid all the fees for the payment of taxes and social security contributions, according to the legislation in force.

**The foreign bidder must also declare that he meets all the requirements listed above by submitting a written pleading.**

If the language used in the procedure is Albanian, then the foreign language documents must be accompanied by a notarized translation into Albanian.

In the case of mergers of economic operators, each member of the group must submit the above-mentioned self-declaration.

**The General Admission Criteria should not be altered by the contracting authorities.**

**These criteria must be met by submitting a written self-declaration to the subject on the day of the Bid Opening, according to Annex 9.**

**In any case, the contracting authority has the right to carry out the necessary verifications on the authenticity of the information declared by the economic operator as above.**

**In addition, if the bid is submitted by a merger of economic operators, the following must be submitted:**

- a. Notarized agreement according to which the unification of economic operators is officially established;
- b. Prokura and posacme.

### II. SPECIFIC QUALIFICATION CRITERIA

*(to be completed by candidates in Phase I - Prequalification)*

1. The candidate must submit:

- a) *Insurance offer, according to Annex 5, in the amount of 56.006.952 ALL.*

- b) *The Declaration on the Conflict of Interest under Annex 8;*
- c) *Statement on the fulfillment of the Technical Specifications, according to Annex 7;*
- d) *ç. Statement on guaranteeing the applicability of legal provisions in labor relations, according to Annex 9/1;*
- e) *Confirmation that confirms the settlement of all matured electricity obligations of the energy contracts that the economic operator is registered in Albania.*
- f) *Application Form for Participation, as per Annex 1.*

2. The candidate must submit:

### **2.1. Legal / Professional Capacity of Economic Operators:**

- a) Type B or C permit (depending on the limit production capacity) issued by the National Business Center for the candidate for activity in the field of shoe production in Albania (Law no.10448, dated 14.07.2011 "On environmental permits", amended).
- b) The candidating candidate must be certified according to the international **ISO 9001** (valid) quality management system standard. The purpose of the company certification should be in the area of the procurement object.
- c) The candidate candidate must be certified according to the international **ISO 14001** (valid) environmental management system standard. The purpose of the company certification should be in the area of the procurement object.
- d) The participating candidate must submit the **OHSAS -18001 or ISO 45001** (valid) Certificate for the Occupational Health and Safety Management System. The purpose of the company certification should be in the area of the procurement object.

*Certificates shall be issued by a conformity assessment body accredited by the national accreditation body or international accreditation bodies recognized by the Republic of Albania.*

*In case of union of economic operators, according to article 74 of DCM-914 dated 29.12.2014, each economic operator must submit ISO certificates according to the items of works / goods / services that it will undertake to perform according to the agreement..*

### **2.2 Economic and financial capacity:**

*(to be completed by candidates in Phase I - Prequalification)*

- a) The candidate must submit copies of annual turnover declarations or receipts from the tax administration for the turnover realized in the last two years from the date of the development of the procedure, the average value of which is not less than 10% of the value of the total limit fund (the expected value of the contracts).
- b) The candidate must submit certified copies of the balance sheets of the last two years (2017, 2018) submitted to the relevant tax authorities.

### **2 Technical capacity:**

*(to be completed by candidates in Phase I - Prequalification)*

- 1. The candidate must present evidence of previous similar supplies carried out during the last 3 (three) years from the date of the development of the procedure, in the value of not less than 10% of the value of the total limit fund (the expected value of the contracts ). These previous supplies, similar, must be certified with the following documentation:

- a) When similar supplies are made with public entities, the candidate must present the certificate issued by the state institution or tax bills where the dates, amounts and quantities of the supplied goods are to be written.
  - b) When similar supplies are made with private entities, the candidate must present the relevant sales tax invoice, listing the dates, amounts and quantities of the supplied goods.
2. The candidate must declare whether he is a producer of uniforms or traders authorized by the manufacturers of uniforms for this procurement object. If the candidate is not a producer of uniforms, the relationship between him and the manufacturer must be verified. The testing document for this procurement object should contain full manufacturer's data such as: web site, e-mail, telephone, necessary for the Contracting Authority in case of verification by itself.
  3. The candidate must submit a declaration of guarantee of the goods required to be procured, as specified in point 4 "Guarantees" of Annex 11 of the tender documents.
  4. The candidate must submit a statement on the assumption of the creation of an electronic uniform distribution system and the distribution of uniform items to police officers through fixed distribution points at each district center and mobile distribution points at each spending unit State Police (40-50 spending units). The candidate must assume that for distribution of uniform items, for Tirana district will offer at least 5 (five) fixed distribution points, while for the other 11 counties will provide at least 1 (one) fixed distribution point for each district center.
  5. The candidate must declare the number of workforce available for the execution of the procurement object (minimum 100 employees), including the list of principal technical personnel for the execution of the procurement object for which the profession should be declared and the tasks they perform, in terms of:
    - a) Creation, development, installation, maintenance of the uniform distribution system and training for the use of the system, with a minimum of 5 (five) persons.
    - b) Production and distribution of uniforms (clothing and footwear), with a minimum of 10 (ten) persons.

**All documents must be original or notarized copies thereof. Cases of non-delivery of a document or fake and incorrect documents are considered as conditions for disqualification.**

*Foreign candidates for the fulfillment of the criteria set out in sections 2.2 "Economic and financial capacity" and 2.3 "Technical capacity" should submit a self-declaration if the required documents or their equivalents are not issued in their country of origin according to the provisions of domestic law.*

*Foreign candidates, who have been enrolled in the member states of the Hague Convention (October 5, 1961), must submit official documents containing the apostille stamp, in accordance with Law No. 9060, dated 8.5.2003 "On the accession of the Republic of Albania to The Convention on the Abolition of the Request for the Legalization of Foreign Official Documents".*

*Foreign candidates, who have enrolled in countries that have not ratified the Hague Convention (October 5, 1961), must submit official documents authenticated at the embassies, consulates or respective offices of the country of origin.*

### **III. Documentation to be presented in Stage II, by qualified candidates in Stage I.**

#### **A. The Economic Offer should include the following documents:**

- 1) Bidding Form completed according to **Annex 3** of the TD.
- 2) Declaration of Independent Offering, as **Annex 3/1** of the TD.

**Cases of non-delivery of economic tender documents (III / A / 1 and 2), or fake and incorrect documents are considered as conditions for disqualification.**

**B. The Technical Offer should include the following documents:**

1. The bidder must present the certificate issued by the state institution or tax receipts, made with public entities, or tax receipts of sale, carried out with private entities, with the dates, amounts and quantities of the goods supplied, 3 (three) years from the date of bid opening for Phase II, with the aim of weighing and assessing points of technical capacity at this stage **for similar supplies for the production and distribution of clothing and footwear of the same nature**. Similar supplies for the production and distribution of clothing and footwear of the same nature will be considered uniform uniforms, police, military, guard, special forces, marine, etc.
2. The bidder must submit **for the stated number of the workforce**, the declared payable payables confirmed by the Tax Administration according to the legislation in force, of the last 3 months from the date of the opening of the technical bids.
3. The Bidders shall submit to the principal technical personnel declared for the execution of the procurement object in respect of the establishment, development, installation, maintenance of the uniform electronic distribution system and training for the use of the system, the following documentation:
  - MCSD, OCP or equivalent certificates for .NET or JAVA programming or equivalent, issued by the manufacturer of technologies and instruments to be used for system production, for at least 2 (two) employees, who must necessarily be graduated for computer science, computing or electronics.
  - Certificates for MVC programming (model controller) for at least 2 (two) persons who are required to be graduates of computer science, computer science or electronics.
  - Certificates for WEB HTML5 / CSS3 / Javascript programming, issued by an internationally recognized certifier (eg Microsoft, Oracle or equivalent) for at least 2 (two) persons who must be compulsory graduates for computer science, computing or electronics.
  - Certificates for the use of relational databases, issued by an internationally recognized certifier (eg Microsoft, Oracle or equivalent) for at least 2 (two) persons who are required to be compulsory for computer science, computer science or electronics.
  - Certificates for Software Testers for at least 1 (one) person who are required to be compulsory for Computer Science, Computing or Electronics.
  - GMP Certificates or equivalent from an internationally recognized institution that will play the role of the project manager for at least 1 (one) person who is required to be compulsory for computer science, computer science or electronics science.

*An individual may possess more than one certificate from the above certifications.*

4. The bidder must submit to the main technical personnel declared for the execution of the procurement object, with regard to the production and distribution of uniforms (clothing and footwear), documents: CVs, diplomas or evidence of professional skills (if they own) , for:
  - textile engineer, at least 1 (one) employee

- chemist, at least 1 (one) employee
- model dresser, at least 1 (one) employee
- shoe modeler, at least 1 (one) employee
- responsible for clothing production, at least 1 (one) employee
- responsible for producing footwear, at least 1 (one) employee
- quality clothing tester, at least 1 (one) employee
- quality shoe attorney, at least 1 (one) employee
- skin and shoe specialist, at least 1 (one) employee
- distribution manager, at least 1 (one) employee

5. The Bidder shall provide evidence of the possibility of providing the uniform distribution system according to the terms of the system reference set out in Schedule 11 of the Tender Documents.

In order to demonstrate the possibility of providing an electronic distribution system, the bidder must present the **manual of use of the uniform distribution system** where the functional requirements of the system are reflected, accompanied by **a link where a system demo can be accessed the internet**, together with the necessary credentials (username and password), in order to access and evaluate it by the contracting authority.

*Failure to provide a manual for the use of the electronic uniform distribution system and the link where an online system demo can be accessed along with the necessary credentials (username and password) is a condition for disqualification*

6. The bidder must submit a document certifying the Gold or equivalent partnership relationship with the manufacturer of the technologies and instruments used for the production of the provided electronic system (co-operation agreement or partnership contract or any other document proving this relationship).

7. The bidder must be certified according to international ISO 22301 (valid) standards for the business continuity management system in the area of the procurement object.

8. The bidder must be certified according to ISO 27001 (valid) international standards for information security management.

9. The bidder must be certified according to ISO 20000-1 (valid) international standards for information technology service management.

*Certificates shall be issued by a conformity assessment body accredited by the national accreditation body or international accreditation bodies recognized by the Republic of Albania.*

*In the case of the merger of economic operators, according to article 74 of DCM 914 dated 29.12.2014, each economic operator must submit ISO certificates according to the items of works / goods / services that it will undertake to perform according to the agreement.*

10. The Bidder must present the **OEKO-TEX certificate for textiles and the LEATHER by OEKO-TEX** certificate for the valid (raw) leather of the raw material producer. When raw materials are provided by different manufacturers, the certificate or equivalent document must be presented to all manufacturers. In the absence of OEKO-TEX certification, test reports are received from accredited laboratories, which certify that

the raw materials do not contain substances harmful to human health and are in compliance with the OEKO-TEX certification standards.

11. Conformity certificate for each shoe model (where required), according to:

- EN ISO 20344-2011 and EN ISO 20347- 2012 O3 HRO HI CI WR FO SRC or equivalent,
- EN ISO 20347- 2012 O2 HRO HIWR SR SR or equivalent,
- EN ISO 20347-2012 model B - O2 CI WR FO SRC or equivalent,
- EN ISO 20347-2012 model A - O2 WH W SR SRC or equivalent,
- EN ISO 20347-2012 O2 WR FO SRC or equivalent.

*Accepted the possibility of presenting SSH / EN standards of conformity to European standards.*

*Certificates shall be issued by a conformity assessment body accredited by the national accreditation body or international accreditation bodies recognized by the Republic of Albania.*

*In the case of the merger of economic operators, according to article 74 of DCM 914 dated 29.12.2014, each economic operator must submit ISO certificates according to the items of works / goods / services that it will undertake to perform according to the agreement.*

Conformity certificates must be accompanied by all the **accompanying tests and with a declaration of authenticity** from the entity that has carried out the analysis for the certification of the article. The statement should include the name of the shoe model, the logo of the entity, contacts (phone, email, website), NIPT, address, surname and signature of the legal representative with the stamp of the entity.

12. The Bidder must submit:

- a) Textile, leather, shoe, shoe polish, ribbon, plastic, metal used for article production, filed by its manufacturer and equipped with logo, contacts (telephone, email, website) , NIPT, address, surname and signature of the legal representative with the stamp of the respective manufacturing company.
- b) The technical file must also be accompanied by a statement of authenticity from the laboratory where the tests were performed. The laboratory should be accredited according to national/international standards in force.
- c) Declaration by the manufacturer of the accessories for the composition of the materials used and their quality, according to the Technical Specifications, namely: metal buttons (large, small, twin), black chest strap, metal stem and patchwork ornaments , plastic stencils, metal straps for straps, decorative cordons for the ceremonial uniform.
- d) Technical sheet of the ready-made product (for grades, marks, stamps) issued by the manufacturer according to the laboratory tests specified in the Technical Specification.

13. The Bidder must submit as part of the Technical Bid Samples / Samples of some of the items required to be procured, as set out in the following Tables.

*Non-submission of samples / samples constitutes a condition for disqualification.*

## II. SUITS



No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<i>Women's uniform suit</i>	trousers,	42	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> <li>- A written statement from the manufacturer that attests the materials quality of accessories</li> </ul>
		jackets,	42	1 (one)		
		skirts	42	1 (one)		
		hats	54	1 (one)		
2	<i>Men's uniform suit</i>	trousers,	54	1 (one)		
		jackets,	54	1 (one)		
		hats	57	1 (one)		
3	<i>Necktie for the men's and women's uniform suit</i>	Neckties		1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
4	<i>Summer trousers for men</i>	trousers	54	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
5	<i>Summer skirt for women</i>	skirt	42	1 (one)		
6	<i>Summer hat for men and women</i>	Hats for men	57	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Hats for women	54	1 (one)		
7	<i>Women's civil uniform suit</i>	Jackets,	42	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Skirts,	42	1 (one)		
		Scarfs,		1 (one)		
8	<i>Men's civil uniform suit</i>	trousers,	54	1 (one)		
		jackets,	54	1 (one)		

## II SHIRTS

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<i>Long sleeved light blue shirt for women</i>	shirt	42	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
2	<i>Short sleeved light blue shirt for men</i>	shirt	41	1 (one)		
3	<i>Long sleeved ceremonial shirt for men</i>	shirt	41	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> <li>- A written statement from the manufacturer that attests the materials quality of the cufflinks</li> </ul>
4	<i>Short sleeved shirt for men in the civil service</i>	shirt	42	1 (one)		

#### IX. ARTICLES WITH RIPSTOP FABRIC

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<i>Tactical suit</i>	Shirt & trousers	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> <li>-A written statement from the manufacturer that attests the materials quality of the plastic badge for the cap.</li> </ul>
2	<i>Sport's cap</i>	cap	M	1 (one)		
3	<i>Tactical shirt with short sleeve</i>	Shirt	M	1 (one)		
4	<i>Tactical pants</i>	Pants for women	44	1 (one)		
		Biker pants for men	52	1 (one)		
		Short pants	44	1 (one)		
5	<i>Tactical shorts</i>	Short pants	52	1 (one)		

#### X. T-SHIRT POLOS AND SWEATERS

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<i>Long sleeved round neck cotton shirt</i>	Shirt for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
2	<i>Short sleeved round neck cotton shirt</i>	Shirt for women	M	1 (one)		

3	<i>Short sleeved polo shirt for the employees of the State Police</i>	Polo shirt for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
4	<i>Long sleeved polo shirt for the employees of various agencies</i>	Polo shirt for men	M	1 (one)		
		Polo shirt for women	M	1 (one)		
5	<i>Short sleeved polo shirt for the patrol units of the State Police</i>	Polo shirt for men	M	1 (one)		
		Polo shirt for women	M	1 (one)		
6	<i>Short sleeved polo shirt for the Police Beach Patrols</i>	Polo shirt for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Polo shirt for women	M	1 (one)		
7	<i>V-neck knitted sweater</i>	Sweaters for men	M	1 (one)	2 (two) knitted fabric samples measuring 0.5 x 0.5 m, with two types of knit, interlock and rib knit 1:1.	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric.</li> <li>- A statement of truth from laboratory</li> </ul>
		Sweaters for women	M	1 (one)		
8	<i>Round neck knitted sweater</i>	Sweaters for men	M	1 (one)		
		Sweaters for women	M	1 (one)		
9	<i>Half-zip knitted sweater</i>	Sweaters for men	M	1 (one)		
		Sweaters for women	M	1 (one)		
10	<i>Wool knit cap</i>	knit	M	1 (one)		

## XI. JACKET AND WINTER SUIT

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<i>Short duty jacket</i>	Jackets for men	M	1 (one)	2 (two) textile samples with a linear dimension	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Jackets for women	M	1 (one)		
2	<i>Long duty jacket</i>	Jackets for men	M	1 (one)		
		Jackets for women	M	1 (one)		

					of 0.5 m each	
3	<b>Biker's suits</b>	Pants for men	54	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> <li>- A written statement from the manufacturer that attests the materials quality of the plastic badge for the cap.</li> </ul>
		Jackets for men	54	1 (one)		
4	<b>General patrol suits</b>	Pants for women	42	1 (one)		
		Jackets for women	42	1 (one)		
5	<b>Winter Sport's cap</b>	cap	M	1 (one)		
6	<b>Biker gloves</b>	Gloves for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Gloves for women	M	1 (one)		
8	<b>High visibility jacket</b>	Jackets for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Jackets for women	M	1 (one)		
9	<b>Raincoat</b>	Raincoat	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory.</li> </ul>

## XII. AKSESORË

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<b>High visibility accessories</b>	Blue vests	M	1 (one)	2 (two) textile samples with a linear dimension	<ul style="list-style-type: none"> <li>- The technical data sheet of the fabric</li> <li>- A statement of truth from laboratory</li> </ul>
		Green vests	M	1 (one)		
		Red vests	M	1 (one)		

					of 0.5 m each	
		hat covers for men	2	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory
		hat covers for women	2	1 (one)		
		oversleeves	One size	1 (one)		
2	<b>Ceremonial gloves</b>	Gloves for men	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory
		Gloves for women	M	1 (one)		
3	<b>Leather winter gloves</b>	Gloves for men	M	1 (one)	2 (dy) natural sheepskin samples measuring 30 x 30 cm	- The technical data sheet of the leather - A statement of truth from laboratory
		Gloves for women	M	1 (one)		
4	<b>Tactical vest</b>	Vests	I	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory
5	<b>Life vest</b>	Vests	M	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory
6	<b>Operational bib</b>	Bibs	I	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory

7	<b>Ceremonial leather belt</b>	Belt	M	1 (one)	2 (two) natural calf leather samples measuring 30 x 30 cm	- The technical data sheet of the leather. - A statement of truth from laboratory -A written statement from the manufacturer that attests the materials quality of the metal components.
8	<b>Tactical belt</b>	Belt	II	1 (one)	2 (two) textile samples with a linear dimension of 0.5 m each	- The technical data sheet of the fabric - A statement of truth from laboratory.
9	<b>Leather belt</b>	Belts for men	M	1 (one)	2 (two) natural calf leather samples measuring 30 x 30 cm	- The technical data sheet of the leather. - A statement of truth from laboratory -A written statement from the manufacturer that attests the materials quality of the metal components.
		Belts for women	M	1 (one)		

### XIII. SHOES

No.	Name	Article	Size	Quantity of samples	The raw material of the sample	Accompanied documents
1	<b>Tactical high-cut summer boots for the employees of the State Police</b>	Boots for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	- Certification of conformity of the shoe together with the accompanying test results according to EN ISO 20344-2011 and EN ISO 20347-2012 O3 HRO HI CI WR FO SRC (or equivalent). - Written statement of truth issued by the institution performing the tests
		Boots for women	38	1 (one) pair	2 (two) fabric samples measuring 0.5 m linear from the fabric used for the	

					construction of the shoe.	<ul style="list-style-type: none"> <li>- The technical data sheet of the leather and soles.</li> <li>-The technical data sheet of the fabric</li> <li>- A written statement of truth issued by the laboratory.</li> </ul>
2	<b><i>Tactical high-cut winter boots for the employees of the State Police</i></b>	Boots for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	<ul style="list-style-type: none"> <li>- Certification of conformity of the shoe together with the accompanying test results according to EN ISO 20344-2011 and EN ISO 20347-2012 O3 HRO HI CI WR FO SRC (or equivalent).</li> <li>- Written statement of truth issued by the institution performing the tests</li> <li>- The technical data sheet of the leather and soles.</li> <li>- A written statement of truth issued by the laboratory.</li> </ul>
		Boots for women	38	1 (one) pair		
3	<b><i>Tactical mid-cut summer boots for the special departments</i></b>	Boots for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	<ul style="list-style-type: none"> <li>- Certification of conformity of the shoe together with the accompanying test results according to EN ISO 20344-2011 and EN ISO 20347-2012 O3 HRO HI CI WR FO SRC (or equivalent).</li> <li>- Written statement of truth issued by the institution performing the tests</li> <li>- The technical data sheet of the leather and soles.</li> <li>-The technical data sheet of the fabric</li> <li>- A written statement of truth issued by the laboratory.</li> </ul>
		Boots for women	38	1 (one) pair	2 (two) fabric samples measuring 0.5 m linear from the fabric used for the construction of the shoe.	

4	<b><i>Tactical shoes for the beach patrol units</i></b>	shoes for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	<ul style="list-style-type: none"> <li>- Certification of conformity of the shoe together with the accompanying test results according EN ISO 20347-2012, O2 HRO HI WR FO SRC (or equivalent).</li> <li>- Written statement of truth issued by the institution performing the tests</li> <li>- The technical data sheet of the leather and soles.</li> <li>-The technical data sheet of the fabric</li> <li>- A written statement of truth issued by the laboratory.</li> </ul>
		shoes for women	38	1 (one) pair	2 (two) fabric samples measuring 0.5 m linear from the fabric used for the construction of the shoe.	
5	<b><i>Winter shoes for men and women,</i></b>	Winter shoes for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	<ul style="list-style-type: none"> <li>-Certification of conformity of the shoe together with the accompanying test results according EN ISO 20347-2012 of the model B - O2 CI WR FO SRC (or equivalent).</li> <li>- Written statement of truth issued by the institution performing the tests</li> <li>- The technical data sheet of the leather and soles.</li> <li>- A written statement of truth issued by the laboratory.</li> </ul>
		Winter shoes for women	38	1 (one) pair		
6	<b><i>Summer shoes for men,</i></b>	Shoes for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	<ul style="list-style-type: none"> <li>-Certification of conformity of the shoe together with the accompanying test results according EN ISO 20347-2012, A - O2 WR FO SRC (or equivalent).</li> <li>- Written statement of truth issued by the</li> </ul>



						institution performing the tests - The technical data sheet of the leather and soles. - A written statement of truth issued by the laboratory.
7	<i>Summer shoes for women</i>	Shoes for women	38	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	- Certification of conformity of the shoe together with the accompanying test results according EN ISO 20347-2012, O2 WR FO SRC (or equivalent). - Written statement of truth issued by the institution performing the tests - The technical data sheet of the leather and soles. - A written statement of truth issued by the laboratory.
8	<i>Ceremonial shoes for men,</i>	Shoes for men	42	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe.	- The technical data sheet of the leather and soles - A written statement of truth issued by the laboratory.
9	<i>Ceremonial shoes for women,</i>	Shoes for women	38	1 (one) pair	2 (two) leather samples measuring 30 x 30 cm from the leather used for the construction of the shoe. 2 (two) samples of the lining, measuring 30 x 30 cm from the lining used for the	-The technical data sheet of the leather, lining, soles and of the rubber protective half sole - A written statement of truth issued by the laboratory.

					construction of this shoes.	
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#### XIV. INSIGNIA BADGES AND CORDS

No.	Name	Article	Rank	Quantity of samples	The raw material of the sample	Accompanied documents
1	<i>"Duty shoulder badges for the rank insignia for the State Police"</i>	Duty badges	- First Inspector - Chief commissary - Leader - Police Senior Leader	1 (one) pair for each rank	2 (dy) kampione tekstili me përmasë 0.5 m linear në gjerësinë e tekstit, secili.	-The technical data sheet of the fabric - The technical data sheet of the plastic elements - A statement of truth from laboratory -The technical data sheet of the metal elements. - A statement of truth from laboratory - The technical data sheet of the final product (Duty badges, Chest Badges, Ceremonial Badges)
2	<i>"Chest badges for the rank insignia, identification number badges and name badges"</i>	Chest badges	- Inspector - Vice Commissary - First Leader - Police executive Leader	1 (one) piece for each rank		
		ID number badge		1 (one)		
		Name badge		1 (one)		
3	<i>"Ceremonial shoulder badges for the rank insignia for the State Police"</i>	Ceremonial badges	- Second Inspector - Commissary - First Leader - Police executive Leader	1 (one) pair for each rank		
4	<i>"Sleeve badges for employees of the State Police"</i>	badges of the State Police		1 (one)		- The technical data sheet of the plastic - The technical data sheet of the final product - A statement of truth from laboratory
		badges with the logo of the State Police		1 (one)		
		badges for each department or agency	POLICIA E RENDIT SHQIPONJA FNSH RENEA POLICIA RRUGORE POLICIA KUFITARE	1 (one) piece for each sign		

5	<b>" Decorative cords for the ceremonial uniform"</b>	ceremonial cords for the hat	Leader–Police Executive Leader	1 (one) piece	1 (one) 50 cm long sample from each one of the cords ( according to all the colors and braids)	<ul style="list-style-type: none"> <li>- The technical data sheet of the cords</li> <li>- A statement of truth from laboratory</li> <li>-A written statement from the manufacturer that attests the materials quality.</li> </ul>
		ceremonial cords for the shoulder		1 (one) piece		
		ceremonial cords for the hat	Ceremonial unit and troops in the Local Directorates	1 (one) piece		
		ceremonial cords for the shoulder		1 (one) piece		
		ceremonial cords for the hat	Department of the Public Security Police	1 (one) piece		
		ceremonial cords for the shoulder		1 (one) piece		

### Sample Delivery Method

Each of the above items must be submitted to one sample. The sample should be threaded with the color of the item. Items should be sewn / mounted on all accessories, according to technical specifications. Samples should have embroidered the original factory label where they are manufactured and factory-sealed. Samples should be easily identifiable with the relevant serial number, fixed in the article and stamped by the bidder, according to the ordinal number of the tables above (eg **VII / 9 - for women's ceremonial shoes for State Police employees**) ,

**All documents must be original or notarized copies thereof.**

**Economic operators may submit their bids in Albanian or English.**

*Foreign candidates, for the fulfillment of the criteria set out in Phase Two, must submit a self-declaration if the requested documents or their equivalents are not issued in their country of origin, according to the provisions of domestic law.*

*Foreign candidates, who have been enrolled in the member states of the Hague Convention (October 5, 1961), must submit official documents containing the apostille stamp, in accordance with Law No. 9060, dated 8.5.2003 "On the accession of the Republic of Albania to The Convention on the Abolition of the Request for the Legalization of Foreign Official Documents ".*

*Foreign candidates, who have enrolled in countries that have not ratified the Hague Convention (October 5, 1961), must submit official documents authenticated at the embassies, consulates or respective offices of the country of origin.*

## Annex 11

[Annex to be filled in by Contracting Authority]

### TECHNICAL SPECIFICATIONS

**Description of technical data of goods subject to procurement described** as accurately and in full, creating conditions for fair and open competition between all candidates and bidders. Where possible, technical specifications should be defined in such a way as to be understood by persons with disabilities.

Designs, Technical Specifications and Material Specification are available in:

**Annex no.1 – Suits**

**Annex no.2 – Shirts**

**Annex no.3 - Ripstop**

**Annex no.4 - T-shirts Polos and Sweaters**

**Annex no.5- Jacket and Winter suits**

**Annex no.6 – Accessories**

**Annex no.7 – Shoes**

**Annex no.8 – Insignia, Badges and Cords**

**Annex no.9 – Electronic Distribution system.**

No.	Uniform - Articles	Electronic annex of technical specification of the articles
<b>I</b>	<b>Basic Uniform</b>	
1	Long duty jacket (3/4)	Jacket and Winter Suit
2	Short duty jacket	Jacket and Winter Suit
3	Men's uniform suit (1 jacket, 2 trousers, 2 hats)	Suits
4	Women's uniform suit (1 jacket, 1 trousers, 1 skirt, 2 hats)	Suits
5	"V" neck knitted sweater	T-shirt Polo & Sweaters
6	Long sleeved light blue shirts for men	Shirts
7	Long sleeved light blue shirts for women	Shirts
8	Necktie uniform suit	Suits
9	Uniform suit leather belt	Accessories
10	Tactical Belt	Accessories
11	Tactical Vest	Accessories
12	Rain Coat	Jacket and Winter Suit
13	Leather winter gloves	Accessories
14	Round neck knitted sweater	T-shirt Polo & Sweaters
15	Half zip knitted sweater	T-shirt Polo & Sweaters
16	Wool knit cap	T-shirt Polo & Sweaters
<b>II</b>	<b>Summer Uniform</b>	
1	Summer trousers for men	Suits

2	Summer trousers for women	Suits
3	Summer skirt for women	Suits
4	Tactical pants for Rapid Reaction Unit "FNSH"	Ripstop
5	Short sleeved light blue shirt for men	Shirts
6	Short sleeved light blue shirt for women	Shirts
7	Short sleeved polo shirt for men for State Police employee	T-shirt Polo & Sweaters
8	Short sleeved polo shirt for women for State Police employee	T-shirt Polo & Sweaters
9	Summer hat for men	Suits
10	Summer hat for women	Suits
<b>III</b>	<b>Duty and tactical Uniform</b>	
1	Tactical suit (shirt , pants + 2 sport's cap ).	Ripstop
2	Tactical shirt with short sleeves	Ripstop
3	Long sleeved round neck cotton shirt	T-shirt Polo & Sweaters
4	Short sleeved round neck cotton shirt	T-shirt Polo & Sweaters
<b>IV</b>	<b>SPECIAL UNIFORMS</b>	
<b>a.</b>	<b>Summer and winter Road Police Uniform</b>	
1	Biker winter suit (jacket, pants, 2 winter sport's cap)	Jacket and Winter Suit
2	General Patrol winter suit (jacket, pants, 2 winter sport's cap)	Jacket and Winter Suit
3	Tactical pants	Ripstop
4	Short sleeved polo shirt of the patrol units	T-shirt Polo & Sweaters
5	High visibility jacket	Jacket and Winter Suit
6	High visibility accessories ( hat covers, oversleeves)	Accessories
7	High visibility vest	Accessories
8	Biker winter gloves	Jacket and Winter Suit
9	Long sleeved polo shirt	T-shirt Polo & Sweaters
<b>b.</b>	<b>Special summer Uniform for Beach Patrol Unit</b>	
1	Short sleeved polo shirt of the Police beach patrol units	T-shirt Polo & Sweaters
2	Tactical short pants	Ripstop
3	Sport's cap	Ripstop
<b>d.</b>	<b>Special uniform for summer and winter for General Patrol</b>	
1	General Patrol winter suit (jacket, pants, 2 winter sport's cap)	Jacket and Winter Suit
2	Tactical pants	Ripstop
3	Short sleeved polo shirt of the patrol units	T-shirt Polo & Sweaters
4	High visibility vest	Accessories
5	Long sleeved polo shirt	T-shirt Polo & Sweaters
<b>e.</b>	<b>Special uniform for summer and winter for Biker's Unit SHQIPONJA</b>	
1	Biker winter suit (jacket, pants, 2 winter sport's cap)	Jacket and Winter Suit
2	Tactical pants	Ripstop
3	Short sleeved polo shirt of the patrol units	T-shirt Polo & Sweaters
4	High visibility vest	Accessories
5	Long sleeved polo shirt	T-shirt Polo & Sweaters
<b>V</b>	<b>Uniform for watercraft employee</b>	

1	Life vest ( watercraft)	Accessories
<b>VI</b>	<b>Crime Investigation Unit Presentation Uniform</b>	
1	Operational bib for Crime Investigation Unit	Accessories
2	Sport's cap	Ripstop
<b>VII</b>	<b>CEREMONIAL UNIFORM</b>	
1	Ceremonial leather belt	Accessories
2	Long sleeved ceremonial shirt for men	Shirts
3	Long sleeved ceremonial shirt for women	Shirts
4	Ceremonial gloves	Accessories
5	Decorative shoulder cord Inspector - Chief Commissary	Insignia Badges & Cords
6	Decorative shoulder cord Leader - First Leader	Insignia Badges & Cords
7	Decorative shoulder cord Police Senior Leader - Police Executive	Insignia Badges & Cords
8	Decorative hat cord Inspector - Chief Commissary	Insignia Badges & Cords
9	Decorative hat cord Leader - First Leader	Insignia Badges & Cords
10	Decorative hat cord Police Senior Leader - Police Executive	Insignia Badges & Cords
<b>VIII</b>	<b>Uniform for the reception offices of State Police</b>	
1	Men's civil uniform suit for reception offices (jacket, trousers)	Suits
2	Women's civil uniform suit for reception offices (jacket, skirt)	Suits
3	Scarfs for women	Suits
4	Long sleeved shirt for men in the civil service	Shirts
5	Long sleeved shirt for women in the civil service	Shirts
6	Short sleeved shirt for men in the civil service	Shirts
7	Short sleeved shirt for women in the civil service	Shirts
<b>IX</b>	<b>Insignia and Badges of State Police</b>	
<b>a.</b>	<b>Duty Shoulder Badges for the rank Insignia</b>	
1	Duty shoulder Badges "Inspector"	Insignia Badges & Cords
2	Duty shoulder Badges "Second Inspector"	Insignia Badges & Cords
3	Duty shoulder Badges "First Inspector"	Insignia Badges & Cords
4	Duty shoulder Badges "Vice Commissary"	Insignia Badges & Cords
5	Duty shoulder Badges "Commissary"	Insignia Badges & Cords
6	Duty shoulder Badges "Chief Commissary"	Insignia Badges & Cords
7	Duty shoulder Badges "Leader"	Insignia Badges & Cords
8	Duty shoulder Badges "First Leader"	Insignia Badges & Cords
9	Duty shoulder Badges "Police Senior Leader"	Insignia Badges & Cords
10	Duty shoulder Badges "Police Executive Leader"	Insignia Badges & Cords
<b>b.</b>	<b>Ceremonial Shoulder Badges for the rank Insignia</b>	
1	Ceremonial shoulder Badges "Inspector"	Insignia Badges & Cords
2	Ceremonial shoulder Badges "Second Inspector"	Insignia Badges & Cords
3	Ceremonial shoulder Badges "First Inspector"	Insignia Badges & Cords
4	Ceremonial shoulder Badges "Vice Commissary"	Insignia Badges & Cords
5	Ceremonial shoulder Badges "Commissary"	Insignia Badges & Cords
6	Ceremonial shoulder Badges "Chief Commissary"	Insignia Badges & Cords
7	Ceremonial shoulder Badges "Leader"	Insignia Badges & Cords

8	Ceremonial shoulder Badges "First Leader"	Insignia Badges & Cords
9	Ceremonial shoulder Badges "Police Senior Leader"	Insignia Badges & Cords
10	Ceremonial shoulder Badges "Police Executive Leader"	Insignia Badges & Cords
<b>c</b>	<b>Chest Badges for the rank Insignia</b>	
1	Chest Badges "Inspector"	Insignia Badges & Cords
2	Chest Badges "Second Inspector"	Insignia Badges & Cords
3	Chest Badges "First Inspector"	Insignia Badges & Cords
4	Chest Badges "Vice Commissary"	Insignia Badges & Cords
5	Chest Badges "Commissary"	Insignia Badges & Cords
6	Chest Badges "Chief Commissary"	Insignia Badges & Cords
7	Chest Badges "Leader"	Insignia Badges & Cords
8	Chest Badges "First Leader"	Insignia Badges & Cords
9	Chest Badges "Police Senior Leader"	Insignia Badges & Cords
10	Chest Badges "Police Executive Leader"	Insignia Badges & Cords
<b>X</b>	<b>Sleeve Badges, Identification Number, Name Badges</b>	
1	The badge of the State Police	Insignia Badges & Cords
2	The badge of the Public Order Police	Insignia Badges & Cords
3	The badge of the unit "SHQIPONJA"	Insignia Badges & Cords
4	The badge of the Road Police	Insignia Badges & Cords
5	The badge of the Border and Migration Police	Insignia Badges & Cords
6	The badge of the special unit "RENEA"	Insignia Badges & Cords
7	The Badge of the Rapid Reaction Unit "FNSH"	Insignia Badges & Cords
8	Duty shoulder badges student/cadet	Insignia Badges & Cords
9	Chest badges student/cadet	Insignia Badges & Cords
10	Name Badge	Insignia Badges & Cords
11	Identification number badge	Insignia Badges & Cords
12	The Logo of the State Police	Insignia Badges & Cords
<b>XI</b>	<b>SHOES</b>	
1	Ceremonial shoes for men	Shoes
2	Ceremonial shoes for women	Shoes
3	Winter shoes for men and women	Shoes
4	Summer shoes for men	Shoes
5	Summer shoes for women	Shoes
6	High - cut tactical winter boots	Shoes
7	Tactical shoes for beach patrol unit	Shoes
8	High - cut tactical summer boots	Shoes
9	Tactical summer mid -cut boots	Shoes

#### Description of Service Application Requirements Related to these:

*"Purchase and distribution of uniforms and shoes of the State Police"*

## 1. The Terms of Reference of the Electronic Distribution System of Uniforms: According to Annex 9 (attached).

### 2. Approval of the production model

The winning economic operator, before commencing production, must submit from two physical models of each item that must comply with all the requirements of the CA. This model will go through an evaluation phase and be approved as the official prototype with which the final product will be compared. Without the approval of the model by the State Police, contracted production should not commence.

### 3. Identification of bodily measures of police officers

The winning economic operator has the responsibility to establish a database of body measures of police officers.

### 4. Kolaudimi

Checking or final inspection of uniforms will be carried out in the storerooms / premises of the economic operator. The contractor must make all the tests and inspections required by the contract provisions. The cost of these tests and inspections must be fully funded by the Contractor within the terms of the contract price.

### 5. Guarantees

The warranty period will be one year for articles that have a term of 1 year and at least 2 years for articles that have a term of use over 2 years. In cases where the item is defective as a result of non-compliance with the technical requirements, the Economic Operator must ensure the complete repair or replacement of the item, free of charge, in accordance with the technical specifications. Delivery of the goods must be accompanied by the declaration of guarantee. The warranty period begins at the time of the checkout.

## WARRANTY

No.	Articles that should meet the warranty of 1 year	Articles that should meet the warranty of 2 years
1	Long sleeved light blue shirts	Long sleeved ceremonial shirt for men
2	Short sleeved light blue shirts	Tactical pants for Rapid Reaction Unit "FNSH"
3	Long sleeved shirt for men and women in the civil service	Tactical suit (shirt+ pants + 2 sport's cap)
4	Short sleeved shirt for men and women in the civil service	Tactical shirt with short sleeves
5	Tactical pants	Summer trousers
6	Short pants	Summer skirt
7	Sport's cap	Necktie uniform suit
8	Men's and women's civil uniform suit for reception offices.	Men's uniform suit (1 jacket, 2 trousers, 2 hats)
9	Short sleeved polo shirt of the Police beach patrol units	Women's uniform suit (1 jacket, 1 trousers, 1 skirt, 2 hats)
10	Short sleeved polo shirt of the patrol units	Summer hat for men and women
11	Long sleeved polo shirt of the patrol units	Long sleeved round neck cotton shirt
12	Life Vest	Short sleeved round neck cotton shirt



13	Summer shoes for men	“V” neck knitted sweater
14	Summer shoes for women	Round neck knitted sweater
15	Tactical shoes for beach patrol unit	Half zip knitted sweater
16	Tactical summer mid -cut boots	Wool knit cap (Rapid Reaction Unit, RENE, Various agencies, north zones,)
17		High visibility accessories ( hat covers, oversleeves)
18		High visibility vest ( green, blue, red)
19		Short sleeved polo shirt for State Police employee
20		Short duty jacket
21		Long duty jacket (3/4)
22		High visibility jacket
23		Rain Coat
24		General Patrol winter suit for Public Order and Road Police (jacket, pants, 2 winter sport's cap)
25		Biker winter suit for Road Police and Shqiponja unit (jacket, pants, 2 winter sport's cap)
26		Biker's Gloves (Road Police and Shqiponja unit)
27		Tactical Vest
28		Ceremonial gloves
29		Operational Bib
30		Tactical Belt
31		Ceremonial Belt
32		Uniform suit leather belt
33		Leather winter gloves
34		Ceremonial Badges of State Police
35		Duty Badges of State Police
36		Chest badges, ID no Badge, name badge
37		Sleeve Badges
38		Decorative cords for hat and shoulder
39		Ceremonial shoes for men
40		Ceremonial shoes for women
41		High - cut tactical summer boots
42		High - cut tactical winter boots
43		Winter shoes for men and women

## 6. Distribution

The winning economic operator will carry out the distribution of uniforms to police officers through fixed distribution points at each district center and mobile distribution points at each spending unit of the State Police (40-50 spending units).

For the district of Tirana, the distribution of uniform items will be carried out by the police officers through at least five (5) fixed distribution points, while for the other 11 districts, at least 1 (one) fixed distribution point for each district center will be realized.

## CAUTION

Technical Specifications shall not have any application or reference to any particular brand or name, patent, drawing or type, specific origin, manufacturer or service undertaking, unless there is an adequate, accurate or understandable

way of describing of the requirements, provided that the words "or equivalent" are necessarily included in these specifications.

## Annex 12

*[Annex to be filled in by the Contracting Authority in the Framework Agreement]*

### PLANNING OF CONTRACTS IN THE FRAMEWORK AGREEMENT

<input type="checkbox"/> Good: Total number of contracts under Framework Agreement _____		
Contract No.	Contract Title	Brief Description of the contract
01	_____	_____
02	_____	_____
03	_____	_____
...	_____	_____

## Annex 13

*(Annex to be filled in by Contracting Authority)*

*(Annex to be filled in by Contracting Authority under Framework Agreement during the reopening of mini-bidding process)*

### QUANTITY AND DELIVERY SCHEDULE

The amount of goods that may be required:

No.	Uniform - Articles	Unit	1st year	2nd year	3rd year	4th year	TOTAL
			Quantity	Quantity	Quantity	Quantity	Quantity
<b>I</b>	<b>Basic Uniform</b>						
1	Long duty jacket (3/4)	Piece	-	500	-	500	1,000
2	Short duty jacket	Piece	-	7,000	-	6,500	13,500
3	Men's uniform suit (1 jacket, 2 trousers, 2 hats)	Suit	-	9,500	-	6,000	15,500
4	Women's uniform suit (1 jacket, 1 trousers, 1 skirt, 2 hats)	Suit	-	1,500	-	1,000	2,500
5	"V" neck knitted sweater	Piece	3,000	-	1,000	3,500	7,500
6	Long sleeved light blue shirts for men	Piece	-	10,000	8,000	10,000	28,000
7	Long sleeved light blue shirts for women	Piece	-	2,000	1,500	1,500	5,000
8	Necktie uniform suit	Piece	-	16,000		4,000	20,000
9	Uniform suit leather belt	Piece	3,000	2,000	-	10,000	15,000
10	Tactical Belt	Piece	3,000	-	3,000	-	6,000
11	Tactical Vest	Piece	3,000	-	1,000	-	4,000
12	Rain Coat	Piece	3,500	-	3,000	-	6,500
13	Leather winter gloves	Pair	2,500	-	6,000	-	8,500
14	Round neck knitted sweater	Piece	2,500	-	2,000	-	4,500
15	Half zip knitted sweater	Piece	2,000	2,000	-	2,000	6,000
16	Wool knit cap	Piece	2,000	-	2,000	-	4,000
<b>II</b>	<b>Summer Uniform</b>						-
1	Summer trousers for men	Pair	-	8,000	10,000	10,000	28,000
2	Summer trousers for women	Pair	-	1,500	1,500	2,000	5,000
3	Summer skirt for women	Piece	-	1,500	1,500	2,000	5,000

4	Tactical pants for Rapid Reaction Unit "FNSH"	Pair	-	1,500	2,000	4,000	7,500
5	Short sleeved light blue shirt for men	Piece	-	15,000	15,000	15,000	45,000
6	Short sleeved light blue shirt for women	Piece	-	3,000	3,000	3,000	9,000
7	Short sleeved polo shirt for men for State Police employee	Piece	-	10,000	10,000	10,000	30,000
8	Short sleeved polo shirt for women for State Police employee	Piece	-	2,000	2,000	2,000	6,000
9	Summer hat for men	Piece	-	4,000	4,000	12,000	20,000
10	Summer hat for women	Piece	-	1,500	1,500	3,000	6,000
<b>III</b>	<b>Duty and tactical Uniform</b>						
1	Tactical suit (shirt , pants + 2 sport's cap ).	Suit	3,500	3,000	3,000	6,000	15,500
2	Tactical shirt with short sleeves	Pair	2,500	6,000	3,000	6,000	17,500
3	Long sleeved round neck cotton shirt	Piece	3,000	15,000	5,000	5,000	28,000
4	Short sleeved round neck cotton shirt	Piece	-	15,000	4,000	15,000	34,000
<b>IV</b>	<b>SPECIAL UNIFORMS</b>						-
<b>a.</b>	<b>Summer and winter Road Police Uniform</b>						-
1	Biker winter suit (jacket, pants, 2 winter sport's cap)	Suit	-	200	-	-	200
2	General Patrol winter suit (jacket, pants, 2 winter sport's cap)	Suit	-	600	-	-	600
3	Tactical pants	Pair	-	1,650	1,490	1,490	4,630
4	Short sleeved polo shirt of the patrol units	Piece	-	1,650	1,490	1,490	4,630
5	High visibility jacket	Piece	-	800	-	700	1,500
6	High visibility accessories ( hat covers, over sleeves)	Piece	1,700	-	-	700	2,400
7	High visibility vest	Piece	1,000		600		1,600
8	Biker winter gloves	Pair	1,100	200	-	1,600	2,900
9	Long sleeved polo shirt	Piece	-	1,650	1,490	1,600	4,740
<b>b.</b>	<b>Special summer Uniform for Beach Patrol Unit</b>						-
1	Short sleeved polo shirt of the Police beach patrol units	Piece	-	310	282	282	874
2	Tactical short pants	Pair	-	310	282	282	874
3	Sport's cap	Piece	-	310	282	282	874
<b>d.</b>	<b>Special uniform for summer and winter for General Patrol</b>						-
1	General Patrol winter suit (jacket, pants, 2 winter sport's cap)	Suit	-	2,080	-	-	2,080
2	Tactical pants	Pair	-	4,200	4,200	2,080	10,480
3	Short sleeved polo shirt of the patrol units	Piece	-	4,200	4,200	2,080	10,480
4	High visibility vest	Piece	2,500	-	-	2,500	5,000

5	Long sleeved polo shirt	Piece	-	4,200	4,200	4,200	12,600
<b>e.</b>	<b>Special uniform for summer and winter for Biker's Unit SHQIPONJA</b>						-
1	Biker winter suit (jacket, pants, 2 winter sport's cap)	Suit	-	332	-	-	332
2	Tactical pants	Pair	-	664	600	600	1,864
3	Short sleeved polo shirt of the patrol units	Piece	-	650	600	600	1,850
4	High visibility vest	Piece	350	-	-	350	700
5	Long sleeved polo shirt	Piece	-	600	600	600	1,800
<b>V</b>	<b>Uniform for watercraft employee</b>						-
1	Life vest (watercraft)	Piece	100	-	100	-	200
<b>VI</b>	<b>Crime Investigation Unit Presentation Uniform</b>						-
1	Operational bib for Crime Investigation Unit	Piece	1,500	-	-	1,750	3,250
2	Sport's cap	Piece	1,500	-	-	1,750	3,250
<b>VII</b>	<b>CEREMONIAL UNIFORM</b>						-
1	Ceremonial leather belt	Piece	250	-	-	100	350
2	Long sleeved ceremonial shirt for men	Piece	6,000	4,000	-	2,000	12,000
3	Long sleeved ceremonial shirt for women	Piece	2,000	1,000	-	1,500	4,500
4	Ceremonial gloves	Piece	600	-	-	200	800
5	Decorative shoulder cord Inspector - Chief Commissary	Piece	-	-	-	200	200
6	Decorative shoulder cord Leader - First Leader	Piece	-	-	-	30	30
7	Decorative shoulder cord Police Senior Leader - Police Executive	Piece	-	-	-	14	14
8	Decorative hat cord Inspector - Chief Commissary	Piece	-	-	-	200	200
9	Decorative hat cord Leader - First Leader	Piece	-	-	-	30	30
10	Decorative hat cord Police Senior Leader - Police Executive	Piece	-	-	-	14	14
<b>VIII</b>	<b>Uniform for the reception offices of State Police</b>						-
1	Men's civil uniform suit for reception offices (jacket, trousers)	Suit	8	7	7	7	29
2	Women's civil uniform suit for reception offices (jacket, skirt)	Suit	70	64	64	64	262
3	Scarfs for women	Piece	140	-	-	-	140
4	Long sleeved shirt for men in the civil service	Piece	25	21	21	21	88
5	Long sleeved shirt for women in the civil service	Piece	210	192	192	192	786

6	Short sleeved shirt for men in the civil service	Piece	65	21	21	21	128
7	Short sleeved shirt for women in the civil service	Piece	210	192	192	192	786
<b>IX</b>	<b>Insignia and Badges of State Police</b>						-
<b>a.</b>	<b>Duty Shoulder Badges for the rank Insignia</b>						-
1	Duty shoulder Badges "Inspector"	Pair	-	-	12,000	-	12,000
2	Duty shoulder Badges "Second Inspector"	Pair	-	-	3,500	-	3,500
3	Duty shoulder Badges "First Inspector"	Pair	-	-	3,000	-	3,000
4	Duty shoulder Badges "Vice Commissary"	Pair	-	-	5,000	-	5,000
5	Duty shoulder Badges "Commissary"	Pair	-	-	1,850	-	1,850
6	Duty shoulder Badges "Chief Commissary"	Pair	-	-	1,500	-	1,500
7	Duty shoulder Badges "Leader"	Pair	-	-	450	-	450
8	Duty shoulder Badges "First Leader"	Pair	-	-	160	-	160
9	Duty shoulder Badges "Police Senior Leader"	Pair	-	-	25	-	25
10	Duty shoulder Badges "Police Executive Leader"	Pair	-	-	6	-	6
<b>b.</b>	<b>Ceremonial Shoulder Badges for the rank Insignia</b>						-
1	Ceremonial shoulder Badges "Inspector"	Pair	-	-	-	300	300
2	Ceremonial shoulder Badges "Second Inspector"	Pair	-	-	-	200	200
3	Ceremonial shoulder Badges "First Inspector"	Pair	-	-	-	200	200
4	Ceremonial shoulder Badges "Vice Commissary"	Pair	-	-	-	100	100
5	Ceremonial shoulder Badges "Commissary"	Pair	-	-	-	100	100
6	Ceremonial shoulder Badges "Chief Commissary"	Pair	-	-	-	100	100
7	Ceremonial shoulder Badges "Leader"	Pair	-	-	-	100	100
8	Ceremonial shoulder Badges "First Leader"	Pair	-	-	-	100	100
9	Ceremonial shoulder Badges "Police Senior Leader"	Pair	-	-	-	20	20
10	Ceremonial shoulder Badges "Police Executive Leader"	Pair	-	-	-	6	6
<b>c</b>	<b>Chest Badges for the rank Insignia</b>						-
1	Chest Badges "Inspector"	Piece	-	-	12,000	900	12,900
2	Chest Badges "Second Inspector"	Piece	-	-	3,500	-	3,500

3	Chest Badges "First Inspector"	Piece	-	-	3,000	-	3,000
4	Chest Badges "Vice Commissary"	Piece	-	-	5,000	250	5,250
5	Chest Badges "Commissary"	Piece	-	-	1,850	-	1,850
6	Chest Badges "Chief Commissary"	Piece	-	-	1,500	-	1,500
7	Chest Badges "Leader"	Piece	-	-	450	-	450
8	Chest Badges "First Leader"	Piece	-	-	160	-	160
9	Chest Badges "Police Senior Leader"	Piece	-	-	25	-	25
10	Chest Badges "Police Executive Leader"	Piece	-	-	6	-	6
<b>X</b>	<b>Sleeve Badges, Identification Number, Name Badges</b>						-
1	The badge of the State Police	Piece	-	-	30,000	900	30,900
2	The badge of the Public Order Police	Piece	-	-	10,000	-	10,000
3	The badge of the unit "SHQIPONJA"	Piece	-	-	1,000	-	1,000
4	The badge of the Road Police	Piece	-	-	2,300	-	2,300
5	The badge of the Border and Migration Police	Piece	-	-	5,000	-	5,000
6	The badge of the special unit "RENEA"	Piece	-	-	500	-	500
7	The Badge of the Rapid Reaction Unit "FNSH"	Piece	-	-	1,600	-	1,600
8	Duty shoulder badges student/cadet	Pair	-	-	600	600	1,200
9	Chest badges student/cadet	Piece	-	-	600	600	1,200
10	Name Badge	Piece	-	-	2,000	-	2,000
11	Identification number badge	Piece	-	-	30,000	900	30,900
12	The Logo of the State Police	Piece	-	-	900	-	900
<b>XI</b>	<b>SHOES</b>						
1	Ceremonial shoes for men	Pair	198	-	198	-	396
2	Ceremonial shoes for women	Pair	22	-	22	-	44
3	Winter shoes for men and women	Pair	9,460	5,000	5,000	8,600	28,060
4	Summer shoes for men	Pair	-	5,000	4,600	4,600	14,200
5	Summer shoes for women	Pair	-	600	600	600	1,800
6	High - cut tactical winter boots	Pair	11,550	1,200	1,200	6,000	19,950
7	Tactical shoes for beach patrol unit	Pair	-	250	250	250	750
8	High - cut tactical summer boots	Pair	1,320	1,100	1,100	1,200	4,720
9	Tactical summer mid -cut boots	Pair	-	2,600	2,600	2,600	7,800

**For electronic distribution system of uniform**

No.	Description of the article	Unit	Expected quantity
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*"Purchase and distribution of uniforms and shoes of the State Police"*

1	Electronic Distribution system ( web, application, programme)	Piece	1
2	Cards for Police employee	Piece	10000
3	Training	Week	4
4	Maintenance	Year	4

**Delivery terms:** Within 1 April for summer uniforms and within 1 September for winter uniforms.

Exceptionally, the time limit for the execution of the first contract to be signed within the Framework Agreement shall be not less than 60 days from the date of the contract.

For each case, the quantities required in the first contract will not be more than 50% of the expected quantities of the first year.



## Annex 14

*[Annex to be filled in by the Contracting Authority]*

### STANDARD NOTIFICATION FOR THE DISQUALIFIED BIDDER<sup>4</sup>

[Location and Date]

[Name and address of the Contracting Authority]

[Bidder's address]

Dear Sir/Madam, Mr./Ms. <name of contact>

Thank you for Your participation in the aforementioned public procurement procedure. The procedure is conducted in accordance with Law no. 9643 dated 20.11.2006 "On Public Procurement".

Your bid was carefully evaluated according to the terms and conditions set out in the contract notice and the bidding file. I regret to inform You that you were disqualified because the bid submitted by you was rejected due to the following (s) reason:

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If You think that the Contracting Authority has violated the LPP or RPP during the public procurement procedure, then you have the right to initiate a review procedure as provided for in Chapter VII of the LPP.

Although we could not use Your services in this case, I believe that You will continue to be interested in our procurement initiatives.

With respect

< Name >

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<sup>4</sup> This notice should be used in the case of procurement procedures that take place in a written form

*"Purchase and distribution of uniforms and shoes of the State Police"*

## Annex 15

*[Annex to be filled in by the Contracting Authority]*

### WINNER NOTIFICATION FORM

*[Date]*

To: *[Name and address of the bidder declared winning]*

\* \* \*

Procurement procedure:

Reference Procedure / Lot Reference:

Short description of the contract: *[Quantity or purpose and duration of the contract]*

Previous publications (if applicable): Public Announcement Bulletin *[Date]* *[Number]*

Winner selection criteria: lowest price ☐ most economically advantageous bid ☐

We notify that these bidders have participated in the procedure with the respective values offered:

1. \_\_\_\_\_  
*Company's full name* *VAT Identification Number*

Amount \_\_\_\_\_  
*(in numbers and words)*

2. \_\_\_\_\_  
*Company's full name* *VAT Identification Number*

Amount \_\_\_\_\_  
*(in numbers and words)*

Etc. \_\_\_\_\_

The following bidders have been disqualified:

1. \_\_\_\_\_  
*Company's full name* *VAT Identification Number*

2. \_\_\_\_\_  
*Company's full name* *VAT Identification Number*

Respectively for the following reasons:

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\* \* \*

In reference to the above mentioned procedure, we herein inform *[name and address of the awarded bidder]* that the bid submitted, with a total value of *[the relevant amount expressed in words and figures]* / total points awarded *[\_\_\_\_\_]* identified as successful bid.

Consequently, you are encouraged to submit to *[name and address of the contracting authority and contact reference]* insurance contract, as provided in the Tender Documents within \_\_\_\_\_ days of receipt / publication of this notice.

In case you do not comply with this requirement, or withdraw from signing the contract, your bid security shall be forfeited (if any) and the contract shall be awarded to the next bidder in the final qualification, whose bid is offered with a total value of *[respective value expressed in words and figures]*, as provided in Article 58 of Law 9643 date 20.11.2006 "On Public Procurement", as amended.

Award Notification published on \_\_\_\_\_

Complaint: yes, or no \_\_\_\_\_

(If any) answer received on \_\_\_\_\_

\* \* \*

[Head of Contracting Authority]

## Annex 16

*[Annex to be filled in by Contracting Authority under Framework Agreement]*

### NOTIFICATION FORM OF SUCCESSFUL ECONOMIC OPERATORS IN THE FRAMEWORK AGREEMENT

*[Date]*

To: *[Name and address of successful economic operators]*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\* \* \*

Procurement procedure:

Number of procedure's reference and number of lot's reference:

Short description of contract: *[Quantity, object, duration of contract, etc.]*

Previous publications (if applicable): Public Notices Bulletin *[Date]* *[Number]*

Successful bidder selection criteria: lowest price ☐ most economically advantageous bid ☐

We notify that the following bidders have participated in the procedure with the respective values offered:

1. \_\_\_\_\_  
*Company's full name* *VAT Identification Number*

Amount \_\_\_\_\_  
*(in numbers and words)*

The summary price per unit offered / value \_\_\_\_\_  
*(with numbers and words)*

2. \_\_\_\_\_  
*Company's full name* *VAT Identification Number*

Amount \_\_\_\_\_  
*(in numbers and words)*

The summary price per unit offered / value \_\_\_\_\_  
*(with numbers and words)*

Etc. \_\_\_\_\_

The following economic operators have been disqualified:

1. \_\_\_\_\_

*"Purchase and distribution of uniforms and shoes of the State Police"*

*Company's full name*

*VAT Identification Number*

2. \_\_\_\_\_

\_\_\_\_\_

*Company's full name*

*VAT Identification Number*

Respectively for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* \* \*

In reference to the above mentioned procedure, we herein inform that the following economic operators have been identified as successful:

1. \_\_\_\_\_

\_\_\_\_\_

*Company's full name*

*VAT Identification Number*

Amount \_\_\_\_\_ / Total points received \_\_\_\_\_

*(in numbers and words)*

The summary price per unit offered / value \_\_\_\_\_

*(with numbers and words)*

2. \_\_\_\_\_

\_\_\_\_\_

*Company's full name*

*VAT Identification Number*

Amount \_\_\_\_\_ / Total points received \_\_\_\_\_

*(in numbers and words)*

The summary price per unit offered / value \_\_\_\_\_

*(with numbers and words)*

Etc. \_\_\_\_\_

Consequently, you are invited to appear at *[name and address of the contracting authority and contact reference]*, before \_\_\_\_\_ days from the date of receipt / publication of this notice to conclude the draft agreement.

Classification Notice done in date \_\_\_\_\_

Complaint: yes, or no \_\_\_\_\_

(If any) answer received on \_\_\_\_\_

**[Head of Contracting Authority]**

*"Purchase and distribution of uniforms and shoes of the State Police"*

## Annex 17

### GENERAL CONDITIONS Goods - Restricted Tender

#### Article 1: Purpose

- 1.1 These general terms and conditions of the contract (CCK) shall apply to the purchase of goods procured under a restricted procedure.
- 1.2 The Law on Public Procurement in the Republic of Albania provides that the provisions of the Albanian Civil Code shall apply to public procurement contracts. Certain provisions of the Civil Code have been reiterated in the CCK in order to increase the transparency of the terms of the contract. However, citing some of the provisions here does not deny in any way the implementation of other provisions of the Civil Code of this contract.
- 1.3 Similarly, some provisions of the Law on Public Procurement have been reiterated in the CCK in order to increase the transparency of the law regulating public procurement. However, citing some of the provisions here does not deny in any way the implementation of other provisions of the Law on Public Procurement on the rights, duties and obligations of the parties.
- 1.4 KPC shall apply to the extent that they do not set aside the terms or provisions set out in other parts of the contract.
- 1.5 The terms of the contract also include the Special Contract Conditions (KVK). In the event of a conflict between the CCP and the CSC, the SCC will prevail over the KPC.

#### Article 2: Definitions

- 2.1 "Contract" means a written agreement concluded between the Contracting Authority and the Contractor consisting of Tender Documents including KPC and CSC, all attachments and completed forms and all other documents included in the reference to each document.
- 2.2 "Contract Price" means the price paid to the Contractor under the Contract for the full and accurate enforcement of its contingent liabilities.
- 2.3 "Incoterms" means international trade terms that constitute the terms of the interpretation of commercial terms that determine the distribution of functions, costs, and risks associated with the transfer of Goods from the Contractor to the Contracting Authority.
- 2.4 "Disbursement" means all activities and actions that enable the taking of Goods at the place of distribution as specified in the contract such as packaging, transportation, insurance, tariffs, customs procedures, loading and unloading, installation, collection, merging, and overseeing all this activity.
- 2.5 "Contracting Authority" means the Contracting Authority that is a party to this Contract and according to the provisions of this Contract buys Goods. This term, wherever it is used, has the same meaning as defined in the law.
- 2.6 "Contractor" means a natural or legal person who is a party to this Contract and according to the provisions of this Contract supplies the Goods.

2.7 "party (s)" means the contract signatories.

2.8 "Goods" means raw materials, products, machinery and equipment, rigid, liquid or gaseous objects.

2.9 "Related Services" means ancillary or unforeseeable supplies of Goods, such as transportation, installation, maintenance, training, support services or similar obligations related to the supply of Goods.

2.10 "Contract object" means all Goods and Services that the Contractor will provide under the terms of the contract.

2.11 "Technical Standards" means the specifications approved by a specific standardization body for continuous or repeated application. Such standards are used as rules, regulation or definition of characteristics to ensure that processed materials and services are responsive to the purpose.

### **Article 3: Drafting of Contract**

3.1 The award notification shall serve as a basis for the drafting of contract between the parties, which shall be signed within the term stated in the Tender Documents.

3.2 The existence of contract is confirmed by the signing of a contract document incorporating all agreements between the parties.

### **Article 4: Corrupted Practices, Conflict of Interest and Inspection of Records**

4.1 The Contracting Authority can petition to the court to declare the nullity of contract if it ascertains that the Contractor has committed acts of corruption. Corruptive actions include actions described in Article 26 of the Law on Public Procurement.

4.2 The Contractor shall not be associated (present or past) with a consultant or any other entity that has participated in the preparation of tender documents for this procurement.

4.3 The Contractor shall permit the Contracting Authority to inspect the accounts and records related to the implementation of the contract or to have them audited by inspectors appointed by the Contracting Authority.

### **Article 5: Confidential Information**

5.1 Contractor and the Contracting Authority must keep confidential all documents, data and other information provided by the other party to the contract.

5.2 Contractor may provide subcontractors such documents, data or other information it receives from the Contracting Authority to the extent required for the subcontractor to perform its work under the contract. In such case, the Contractor shall include in its contract with the sub-Contractor a provision that provides for confidentiality as stated in Section 5.1 above.

### **Article 6: Intellectual Property**

- 6.1 Except as otherwise provided in the contract, all intellectual property rights provided by the Contractor in performing the contract shall belong to the contractor who may use his discretion.
- 6.2 Except otherwise provided in the contract, the Contractor, after completion of the contract, the contracting authority shall submit all reports and data such as maps, diagrams, drawings, specifications, plans, statistics, calculations and supporting records or materials acquired, or prepared by the Contractor in performing the contract. Contractor may retain copies of such documents and data, but shall not be used for purposes related to the contract without prior written approval of the Contracting Authority.
- 6.3 The Contractor shall provide the Contracting Authority from liability for infringement of intellectual property rights that may arise from the production or distribution of goods under the contract.
- 6.4 In the event of any claim or suit against the Contracting Authority in connection with any violation of intellectual property rights caused by the implementation of the contract or the use of goods supplied under the contract, the Contractor shall provide the Contracting Authority all evidence and information in the possession Contractor pertaining to such suit or claim.

#### **Article 7: Origin of Goods**

- 7.1 There is no restriction on the nationality of the origin of goods other than those which may have been set out in any United Nations General Assembly Resolution.
- 7.2 The contractor may be required to verify the origin of the goods.
- 7.3 For verification purposes, "origin" means the place where goods are extracted or produced. Goods are produced when, through the processing, processing, or sufficient assembly of components, results in a new product known in trade that is quite different in the basic characteristics or in the purpose or use of its components.
- 7.4 The origin of the goods differs from the nationality of the Contractor or the subcontractor who provides the goods.

#### **Article 8: Purpose of Supply and Suitability of Goods with Specifications**

- 8.1 The Contractor must deliver the Goods in accordance with the quality, quantity and type specified in the contract, and placed and packaged in the manner prescribed in the contract.
- 8.2 Goods are not in compliance with the contract if they are not suitable for the special use provided for in the contract. Where it is not possible to determine such a thing, it is said that the Goods are not in accordance with the contract if they are not suitable for use for which usually other items of the same type are.
- 8.3 If the sale is made on the basis of a model or sample, the seller (Contractor) must deliver items of the same quality as the model or sample.

#### **Article 9: Compatibility of Goods with Technical Standards**

- 9.1 Goods supplied under the contract must conform to the codes and technical standards provided for in the technical specifications. If, during the execution of the contract, there are changes in the relevant codes or in the Technical Standards, these changes will only apply after approval by the Contracting Authority.



- 9.2 Except where provided for by any other provision of the contract, where no relevant Technical Standard is specified in the Technical Specifications, the Goods shall conform to International Technical Standards. If there are no International Technical Standards, the Goods must conform to the relevant Albanian Technical Standards.
- 9.3 The Contractor is not responsible for any errors in the design, data, drawing or any other aspect of the technical specifications provided by the Contracting Authority, except where the error was very apparent so that the Contractor should have noticed it and should have warned the Contracting Authority about it.
- 9.4 The Seller (Contractor) is not responsible for defects in Goods for which the Contracting Authority was aware at the time of the conclusion of the contract or was unaware because of its fault, unless the defects relate to the specified goods quality under the contract or representation of the vendor's advertising (the Contractor).

#### **Article 10: Spare Parts**

- 10.1 If it is foreseen in the contract, the Contractor shall include with the Goods delivered, a quantity of spare parts, in accordance with the technical specifications and any relevant provision of the contract.
- 10.2 Except as otherwise provided, the exchange parts shall be delivered together with the Goods.
- 10.3 The Contractor shall guarantee the availability of spare parts for a period specified in his offer and equal to the useful life of the Goods.
- 10.4 In the event that discontinuance of the production of spare parts is decided, the Contractor shall notify the Contracting Authority within an enough/reasonable time to allow it to procure sufficient quantities for subsequent use.
- 10.5 Upon termination of production of spare parts, the Contractor shall deliver to the Contracting Authority, if he so requests, any production, tool, design of spare parts used in the manufacture and maintenance of the Goods.

#### **Article 11: Packaging**

- 11.1 The Contractor shall deliver the Goods placed and packed in the manner specified in the Contract.
- 11.2 Except where provided for by any other article of the contract, it may be said that the Goods have not been placed and packaged in accordance with the contract if they are not placed and packaged in the same manner as is usually done for things of the same type or, the usual way is not available, in a manner that is appropriate for the storage and protection of the Goods.

#### **Article 12: Tests and Inspections**

- 12.1 The Contractor must make all the tests and inspections required by the contract provisions. The cost of these tests and inspections must be fully funded by the Contractor within the terms of the contract price.
- 12.2 At his own expense, the Contracting Authority has the right to pursue tests and/or inspections.
- 12.3 The Contracting Authority may also require the Contractor to undertake additional tests or inspections unforeseen in the contract but deemed necessary to verify that the Goods conform to the specifications and terms of the contract. The contracting authority will be responsible for the cost of these tests. Further, if

these tests prohibit the progress of the Contractor's work, the Contracting Authority will agree to change the delivery graph.

- 12.4 The Contracting Authority shall refuse any Goods that does not pass the testing and/or inspection or is not in conformity with the technical specifications and conditions required in the performance of the contract.
- 12.5 The execution of the tests or the inspection of the Goods does not relieve the Contractor of any other warranties or obligations under the contract.

### **Article 13: Terms of Delivery**

- 13.1 The Contractor is obliged to perform all the activities and actions of submission except when the Contractor is specifically excluded from such activity or action by any provision of the contract. If an Incoterm is used to describe the obligations of the parties, the term will have the meaning given to it by the latest edition of Incoterms published by the International Chamber of Commerce.
- 13.2 The place of delivery of the Goods will be as specified in the contract.
- 13.3 The Delivery Time of the Goods and the date of completion of the Services related thereto shall be as specified in the Contract.
- 13.4 Delivery of Goods must be done during working hours unless this requirement contradicts any provision of the contract.
- 13.5 The Contractor is obliged to notify the Contracting Authority within a reasonable time period for submitting the Goods prior to their arrival.

### **Article 14: Transportation of Goods**

- 14.1 The Contractor is obliged to provide the loading and transportation of the Goods as required, in order to meet the deadlines and terms of delivery specified in the contract.
- 14.2 If the Contracting Authority is obliged to receive the Goods by any means of transport or transport agency, the Contractor shall provide a reasonable prior notice of the transport and submit to the Contracting Authority all necessary documents for obtaining the Goods.
- 14.3 If the seller [the Contractor] is obliged to deliver the goods to the transport vehicle in a place specified in the contract, the loss risk passes to the Contracting Authority only when the goods are delivered to the transport vehicle at the specified location. The fact that the seller [the Contractor] is authorized to keep the representative documents of the goods does not affect the passage of the risk.

### **Article 15: Insurance**

- 15.1 Except as otherwise provided in the contract, the Contractor shall ensure that the Goods to be delivered under the Contract are fully insured against loss or damage during transport, storage or delivery.

### **Article 16: Verification and Receipt of Goods**

- 16.1 Prior to the receipt, the Contracting Authority has the right to verify, inspect and test the Goods. These actions must be carried out immediately after delivery of the Goods. The Contractor has the right to participate in this process and to examine the relevant reports prepared by the Contracting Authority or its agents.

- 16.2 The Contracting Authority accepts or rejects the Goods immediately after delivery by notifying in writing to the Contractor of its decision to accept or refuse the Goods.

#### **Article 17: Guarantees**

- 17.1 The Contractor warrants that the Goods are new, unused and of the latest models and incorporate recent upgrades in the design and materials, unless otherwise provided in the contract.
- 17.2 The Seller (the Contractor) is responsible for any defect or discrepancy that exists at the time the risk passes to the Contracting Authority, even when the defect occurs after that moment.
- 17.3 The Seller (the Contractor) is responsible for the discrepancy that is verified after the moment shown in the preceding paragraph and arising from non-performance of any obligation, including the guarantee that the Goods must be appropriate for their ordinary and specific use for a specified period time, or that they will preserve certain qualities and characteristics.
- 17.4 Except as otherwise provided in the contract or the law, the Contracting Authority loses its right to object to the defects of the item if it does not denounce them to the seller (the Contractor), specifying their nature within ten days from their discovery.
- 17.5 The Contracting Authority shall provide the Contractor with all the necessary means to inspect these defects.
- 17.6 Upon receipt of this notice, the Contractor shall promptly repair or replace defective Goods or parts thereof free of charge to the Contracting Authority.
- 17.7 If, upon receipt of the notice, the Contractor fails to correct the defect within a reasonable period, the Contracting Authority may take action for the necessary adjustment, at the Contractor's expense.
- 17.8 In any case, the Contracting Authority shall lose the right to object to the defects of the item if it fails to exercise its right within two years from the date when the items have been delivered to it, unless that period is inconsistent with the duration of contract guaranty.
- 17.9 Seller (Contractor) cannot use the rules provided here if the defects relate to facts known to him or which could not have been unknown to him and which have not been disclosed to the Contracting Authority.

#### **Article 18: Contract Price**

- 18.1 The contract price is the price given in the Contractor's bid and accepted by the Contracting Authority.
- 18.2 Except as otherwise provided in the contract, the contract price includes the costs and charges, including customs duties and charges related to the delivery of the Goods, transport, security, installation, testing, loading, download, instructions, manuals and documents in the language specified and necessary for the use, repair, maintenance and repair of the Goods. The value of taxes and fees should be determined according to the relevant legislation, in force 28 days before the opening of the bids.

#### **Article 19: Payment Deadlines**

- 19.1 The contract price, including any advance payment, must be paid in time as specified in the contract.

- 19.2 Unless otherwise provided by another provision of the contract, payment must be made in Albanian currency. The exchange rate of different currencies shall be the rate of the Bank of Albania fixed on the day of dispatch for publication of the contract notice.
- 19.3 Unless otherwise provided by another provision of the contract, the Contractor's request for payment shall be made in writing to the Contracting Authority. For each request, the Contractor shall submit an original and one copy together with a list of items describing the goods delivered and services rendered.
- 19.4 Unless otherwise provided by another provision of the contract, payment for goods shall be made within 30 calendar days from the day the goods are received or the date of receipt of the request for payment whichever is later.
- 19.5 Payment date shall be the day that the funds are debited from the account of the Contracting Authority.

#### **Article 20: Payment Delay**

- 20.1 In case of verification of delays in making payments by the Contracting Authority, although the Contractor has fulfilled all its obligations in accordance with the terms of the contract, the arrears and the relevant interest charges shall be made in accordance with the provisions of Law no. 48/2014 "On late payments in contractual and commercial liabilities".

#### **Article 21: Amendment of Laws and Regulations**

- 21.1 If after the date of signing the contract, any law, regulation, ordinance, order or procedure having the effect of law in Albania is enacted, promulgated or amended that affects the conditions, including the date of delivery, or contract price, terms or contract price shall be adjusted to the extent that the Supplier is affected in the performance of his obligations under the contract.

#### **Article 22: Force Majeure**

- 22.1 Contractor is not liable for loss of contract insurance, liquidated damages or termination of contract on grounds of default if and to the extent that its delay in performance or other failure to implement its obligations under the contract is the result of an event of Force Majeure.
- 22.2 For the purposes of this article "Force Majeure" means an event beyond the control of the Contractor on the fault or negligence and unpredictable. Such events may include, but are not limited to the actions of the Contracting Authority either in its sovereign capacity or, war or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and embargoes.
- 22.3 If any occurrence of Force Majeure, the Contractor shall promptly notify the Contracting Authority. Unless the Contracting Authority gives different directives, the Contractor shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

#### **Article 23: Delay in Performance and Extensions of Term**

- 23.1 Except as otherwise provided, the Contractor shall commence performance of the contract immediately after signing it.

- 23.2 Unless the Contracting Authority agrees to contract extension, the Contracting Authority is entitled to liquidate damages for delay in performance if the Contractor fails to perform any of the Goods within the period specified in the contract implementation.
- 23.3 Contracting Authority may deduct the amount of liquidated damages to be paid by the amount of the payment to the Contractor. In such case the Contractor shall notify in writing the Contractor of the amount and reason for the deduction.
- 23.4 Contracting Authority shall agree to an extension of term in case of Force Majeure.
- 23.5 The Contracting Authority may agree to an extension of term in other circumstances if it is in the public interest to do so. If the Contractor encounters conditions that impede the term, the Contractor shall promptly notify the Contracting Authority in writing of the delay, the cause and the proposed date of delivery or completion. The Contracting Authority shall evaluate the request. If the Contracting Authority agrees to the delay, the extension shall come into force with a written amendment to the contract signed by the Contracting Authority and the Contractor.

#### **Article 24: Liquidation of Damages for Late Delivery**

- 24.1 Liquidated damages for late delivery will be calculated with the following daily fees:
- a) For contracts with implementation period of no more than 6 months, the daily rate shall be 4/1000 of the corresponding value not been implemented yet by the total contract price, but this value shall be calculated more than 25% of the contract price.
  - b) For contracts with implementation period of no more than 12 months, the daily rate shall be 2/1000 of the corresponding value not been implemented yet by the total contract price, but this value shall be calculated more than 25% of the contract price.
  - c) For contracts with a period of performance of more than 12 months, the daily rate shall be 1/1000 of the corresponding value not been implemented by the total contract price, but this value shall be calculated more than 25% of the contract price.

#### **Article 25: Negotiation and Amendments**

- 25.1 The parties shall not negotiate changes or amendments to any element of the contract that shall change the conditions that underlie the selection of the Contractor.
- 25.2 No amendment or other variation of the contract shall be valid unless it is in writing, it is dated, it is expressly referring to the contract and it is signed by an authorized representative of the Contractor and the Contracting Authority.
- 25.3 Any withdraw from the rights, powers or remedies that may be made under the contract must be in writing, dated and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent which it is issued.

#### **Article 26: Order Modification**

- 26.1 The Contracting Authority reserves the right to order additional goods or services up to a size that does not exceed 20% of the total contract price. Any extra request must be made in a manner consistent with the rules and procedures stipulated in the Law on Public Procurement.

#### **Article 27: Termination for Default**

- 27.1 The Contracting Authority may terminate the contract in whole or in part, if:
- Contractor fails to delivery of the Goods within the period specified in the contract or within any extension granted; or,
  - Contractor fails to perform any other obligation of the contract.
- 27.2 The Contracting Authority shall give written notice of termination for default and grant the Contractor 15 days to cure the default unless the termination is for corrupt or illegal actions, in which case the termination shall be immediate.

#### **Article 28: Termination for Insolvency**

- 28.1 The Contracting Authority may terminate the contract at any time if the Contractor becomes bankrupt or insolvent.
- 28.2 The Contracting Authority shall give written notice of termination.

#### **Article 29: Termination for reasons of Public Interest**

- 29.1 The Contracting Authority may terminate the contract at any time if it determines that this action must be taken to best serve the public interest.
- 29.2 The Contracting Authority shall provide the Contractor written notice of termination.
- 29.3 The Contracting Authority shall pay the Contractor for all goods accepted and services related to them and performed before the termination and shall pay the Contractor for damages incurred for partially completed Goods and performed Services in connection with them. In calculating the amount of damages, the Contractor shall be required to take all necessary actions to minimize the damage.

#### **Article 30: Subcontracting**

- 30.1 . A subcontract shall be valid only if it is in the form of a written agreement by which the contractor entrusts performance of a part of his contractual obligations to a third party.
- 30.2 The Contractor shall not subcontract without prior written approval of the Contracting Authority and not more than 40% of the contract value. The Contractor shall notify the Contracting Authority of the contract to be sub-elements and documentation that proves the ability of sub-contractor. Contracting Authority shall notify the Contractor of its decision within 5 days of receiving the notification, stating the reasons whether it approves it or not.
- 30.3 Each subcontractor has the right to participate in public procurement under the Law on Public Procurement. Authority may direct payment to the subcontractor to supply goods to be.
- 30.4 The contractor remains fully responsible for the implementation of the contract irrespective of the subcontractor's behavior.

#### **Article 31: Transfer of Rights**

- 31.1 The Contractor shall not transfer, in whole or in part, its obligations under the contract except with the prior consent of the Contracting Authority.

## **Article 32: Contract Insurance**

- 32.1 Before signing the contract, the contractor shall provide to the Contracting Authority contract insurance in the amount and form required.
- 32.2 The amount of contract insurance shall be payable to the Contracting Authority as compensation for any loss resulting from the Contractor's failure to fulfil its obligations under the contract.
- 32.3 The contract insurance guarantee shall be returned to the Contractor not later than 30 days after the date of receipt of the Goods. However, five (5) percent of the deposit will be held until satisfactory fulfillment of the contract obligations.

## **Article 33: Legal Basis**

- 33.1 The contract shall be regulated and interpreted according to the Albanians in the applicable legislation.

## **Article 34: Resolution of Disputes**

- 34.1 The Contracting Authority and the Contractor shall make every effort to resolve any disagreement or dispute arising between them under or in connection with this agreement by direct negotiation.
- 34.2 If the parties fail to resolve the dispute or conflict, problems shall be considered through contract dispute resolution and legal procedures in force under the legislation of the Republic of Albania.

## **Article 35: Representation of Parties**

- 35.1 Each party shall appoint in writing a person or organizational position that shall be responsible, on behalf of the party, for making statements and party representation in matters related to the execution of the contract.
- 35.2 Each party shall notify the other of any change in the appointment of representatives of the party. If a party fails to give notice must assume any losses caused by the failure to give adequate notice.
- 35.3 Parties may appoint additional persons or organizational units to represent the party in the specific actions or activities, in which case the written notice must be given and must determine the extent of the representative's authority.

## **Article 36: Notifications**

- 36.1 Any notice given by one party to the other under this contract shall be made in writing to the address specified in the contract.
- 36.2 A notice shall be effective as soon as delivered.

## **Article 37: Calculation of deadlines**

- 37.1 All references to days shall be calendar days.

## Annex 18

*[Appendix to be filled in by the Contracting Authority]*

### **SPECIAL CONDITIONS** **Goods - Restricted Procedure**

The special terms of the Contract are drawn up in accordance with the concrete object of the contract. If there is any discrepancy between the CCP and the SCC, the special terms of the contract shall prevail.

#### **Article 1: Definitions**

- 1.1 Contracting Authority is \_\_\_\_\_
- 1.2 Contractor is \_\_\_\_\_

#### **Article 2: Contract Insurance**

- 2.1 Contract Insurance in the amount of *(10% of the offer's values)* shall be provided by the Contractor to insure the execution of its obligations under the contract.
- 2.2 Insurance shall be issued or returned immediately to the Contractor according the following form:

\_\_\_\_\_  
\_\_\_\_\_

#### **Article 3: Start of Implementation**

- 3.1 Implementation of the contract shall commence on \_\_\_\_\_. If the date is not set, the application shall begin on the date the Contractor signs the contract form.

#### **Article 4: Inspections and Tests**

- 4.1 Inspections and tests prior to the receipt of the Goods shall be made: \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **Article 5: Terms of Delivery**

- 5.1 The date (s) and place (s) of the Delivery of the Goods shall be made according to the Schedule of Contract provided for in this Contract.
- 5.2 The Contractor must notify the Contracting Authority \_\_\_\_\_ days before each delivery of the Goods.
- 5.3 Delivery notification must be made in writing, fax, mail, e-mail, etc., at: \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_



- 5.4 If the Contracting Authority receives Goods from a third party, the submission notice shall include the list of documents required for the receipt of the Goods and indicate where and when the documents will be provided to the Contracting Authority.
- 5.5 If the Contracting Authority receives the Goods from a third party, the Contractor shall submit all the necessary documents for obtaining the Goods to: \_\_\_\_\_

#### **Article 6: Terms of Payment**

- 6.1 Payment of Goods shall be made within \_\_\_\_\_ days from the date of receipt of the Goods or from the date of receipt of the written request of payment, no matter how late it may be. If not specified, the time period will be 30 days.
- 6.2 The payment currency will be \_\_\_\_\_. If left unspecified, payment will be made with Albanian currency.

#### **Article 7. Advance Payment**

- 7.1 The percentage of the advance payment shall be \_\_\_\_\_. If not specified, the Contractor shall receive advance payments.
- 7.2 If it a payment is due, the advance shall be paid within \_\_\_\_\_ days from receipt of contract insurance.
- 7.3 If the advance payment is given, the amount shall be removed from the payment to be given to the Contractor under the following formula: \_\_\_\_\_

#### **Article 8. Services related to them**

- 8.1 The following special conditions shall apply to the payment of related services \_\_\_\_\_

#### **Article 9. Contract guarantee deduction**

- 9.1 If a periodic reduction of the contract guarantee is foreseen, it is performed as follows \_\_\_\_\_

If not completed, the guarantee remains unchanged.

## Annex 19

[Annex to be filled in by the Contracting Authority]

### PUBLICATION FORM OF THE NOTIFICATION OF SIGNED CONTRACT

#### Section 1 Contracting Authority

##### 1.1 Name and address of the contracting authority

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel/Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Webpage \_\_\_\_\_

##### 1.2 Type of contracting authority:

Central Institution	Independent Institution
<input type="checkbox"/>	<input type="checkbox"/>
Local Government Unit	Other
<input type="checkbox"/>	<input type="checkbox"/>

#### Section 2. Object of Contract

2.1 Number of reference of procedure/lot \_\_\_\_\_

##### 2.2 Type of "Public Contracts for Goods"

Purchase	Rent	Leasing	Hire purchase	A combination thereof
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

##### 2.3 Contract based in the Framework Agreement

Yes ☐ No ☐

If yes, type of Framework Agreement

With 1 Economic Operator ☐

With several Economic Operators ☐

All terms are defined Yes ☐ No ☐

##### 2.4 Short description of the contract

*"Purchase and distribution of uniforms and shoes of the State Police"*

- 1 Limit Fund \_\_\_\_\_
2. Source of Funding \_\_\_\_\_
3. Object of the contract / framework agreement \_\_\_\_\_

**2.5 Duration of the contract or time limit for execution:**

Duration in months  or days

Or

Starting from  to

**2.6 Division into LOTS:**

Yes ☐ No ☐

If Yes, number of LOTS:

**2.7 Options:**

Number of possible renewals (if any):

or: from  to

**2.8 Subcontracting:**

Yes ☐ No ☐

**Section 3. Procedure**

**3.1 Type of procedure: Open**

**3.2 Criteria for the selection of winners:**

A) Lowest price ☐

or

B) Most economically advantageous bid ☐

In terms of significance: Price  points ☐

Etc.  points

**3.3 Number of bids submitted:**

Number of regular bids:

**3.4. For procurement in the Information and Communication Technology (ICT), the standards drafted by National Agency on Information Society have been used:**

Yes ☐ No ☐

**3.5. For procurement in the Information and Communication Technology (ICT), in the event the standards are not applicable, previous consent from National Agency on Information Society has been taken:**

Yes ☐ No ☐

#### Section 4 Contract Information

**4.1** Number of Contract: \_\_\_\_\_ Date of Contract   /   /

#### **4.2** Name and address of the contractor

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Webpage \_\_\_\_\_

#### **4.2.1** Name and address of the subcontractor (s)

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Webpage \_\_\_\_\_

#### **4.3** Total final amount of contract *(including lots, options and subcontracting)*:

Amount \_\_\_\_\_ *(without VAT)* Currency \_\_\_\_\_

Amount \_\_\_\_\_ *(with VAT)* Currency \_\_\_\_\_

#### **4.3.1** Total amount of **subcontracting**: \_\_\_\_\_

Amount \_\_\_\_\_ *(without VAT)* Currency \_\_\_\_\_

Amount \_\_\_\_\_ *(with VAT)* Currency \_\_\_\_\_

#### **4.4** Additional Information

\_\_\_\_\_  
Date of dispatch of this notice   /   /

## Annex 20

[Annex to be filled in by the Contracting Authority for publication in the Public Notice Bulletin]

### 1. Name and address of contracting authority

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel/Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Webpage \_\_\_\_\_

2. Type of procedure: \_\_\_\_\_

3. Object of the contract / framework agreement \_\_\_\_\_

4. Number of reference of procedure/lot \_\_\_\_\_

5. Fund limit \_\_\_\_\_

6. Total final value of contract (including lots, options and subcontracting):

Amount \_\_\_\_\_ (with VAT) Currency \_\_\_\_\_

Amount of subcontracting \_\_\_\_\_ (with VAT) Currency \_\_\_\_\_

7. Date of contract signature \_\_\_\_\_

### 7. Name and address of contractor/subcontractor

Name \_\_\_\_\_  
Address \_\_\_\_\_  
VAT Identification Number \_\_\_\_\_

## Annex 21

*[Letter with Bank/Insurance Company logo]*

*[Annex to be presented by the Economic Operator]*

### CONTRACT INSURANCE FORM

*[Date]*

To: *[name and address of the contracting authority]*

On behalf of: *[name and address of the insured bidder]*

\* \* \*

Procurement procedure: *[type of procedure]*

Short description of the contract: *[object]*

Publication (if applicable): Public Notice Bulletin *[Date]* *[Number]*

\* \* \*

In reference to the above mentioned procedure, and provided that *[name of the winning bidder]* has been awarded the contract,

We certify that *[name of the winning bidder]* has made a deposit to the *[name and address of the bank/insurance company]* in the amount of *[currency and amount expressed in words and figures]* as a condition for the execution of contract to be signed with *[name of contracting authority]*

We undertake to transfer to the account of *[name of contracting authority]* the insured amount, within 15 (fifteen) days from your simple written first, without asking explanations, provided that the request mentions the non-fulfilment of conditions the contract.

This insurance is valid until the full execution of the contract.

*[Representative of the bank/insurance company]*

## Annex 22

### COMPLAINT FORM TO THE CONTRACTING AUTHORITY

Complaint to: Contracting Authority ☐

#### Section I. Identification of Complainer

*The complainer may be a bidder or potential bidder (e.g. individual, partnership, association, joint venture).*

Complainer full name (please type)

Address

City

State

Postal/Zip Code

Telephone number (including area code)

Fax number (including area code)

E-mail

Name and title of the official authorized to issue the complaint (please type)

Signature of the authorized official

Date (year/month/day)

#### Section II. Information on Procedure

##### 1. ID number

*Fill in the number of contract in the contract notice or in the tender documents, including **the type of procedure used** for the procurement in question (e.g., Request for Proposals (RP) Open Procedure (OP) Restricted procedure (RP), Proceedings Negotiated (PN), Consulting Services (CS), Design competition (DC).*

**2. Contracting Authority**

*The name of the contracting authority administering the procurement process.*

---

**3. Estimated Value of the Procurement**

*Calculation of contract value (amount expressed in numbers and in words)*

---

**4. Object of Contract**

*Brief Description of works/goods/services purchased.*

---

**5. Deadline for submission of Bid**

*The deadline for submission of bids.*

---

Date (year/month/day)

**6. Date of Contract Award**

---

Date (year/month/day) if applicable

**Section III. Description of complaint**

**1. Complaint Legal Basis**

*(write here the law infringement, based on decisions, actions, documents, etc.)*

---



## 2. Detailed Statement of Facts and Arguments

*Give a detailed statement of facts and arguments that support your complaint. For any reasons, specify the date on which you became aware of the facts related to the reasons for appeal. Indicate the relevant sections of the tender documents, if applicable. Use additional pages if necessary.*

## 3. List of Annexes

*For a complaint to be considered filed, it must be complete. Attach a readable copy of all documents relating to your complaint and a list of all these documents. Documents should normally include **any notice published, all tender documents with all amendments, annexes, and your proposal**. Determine which information is confidential, if any. Explain why the information is either a version of the relevant documents with confidential parts removed and a summary of the content.*

---

Send the completed form procurement complaint, all necessary attachments and additional copies, to **the Contracting Authority**

Note: For complaints to the Public Procurement Commission You shall refer to the complaint form issued by the institution.

**No. Fax:**

**E-mail:**

**Signature and seal of the applicant**

## Annex 23

### **DRAFT FRAMEWORK AGREEMENT (DEFINING ALL TERMS) FOR WORK/GOODS/SERVICES)**

[Use of this draft agreement is binding on all contracting authorities using the framework agreement)

No \_\_

#### **DATE:**

This contract is concluded on [date] between [name and address of the Contracting Authority], hereinafter referred to as the “Contracting Authority” and [name and address of Contractor] represented by [representative], hereinafter referred to as “Contractor”.

Contractor, through his bid, on [date] agrees to supply goods, as specified in the terms set out in:

- This contract
- Bid Declaration Form submitted by the Bidder
- Technical Specifications
- Bid Price Form

All these documents attached are an integral part of this Contract.

#### **Article 1 Object**

- 1.1 The scope of the framework agreement is to define terms, including prices per unit and rules for the delivery of goods/services/works below.

[General description]

- 1.2 The framework agreement shall be implemented with dispatch of invitations to tender to economic operators participating to the agreement. E.g. whenever the Contracting Authority involved in this agreement, shall purchase items under this contract, must send “invitation to tender” to the contractor, specifying the list of items to supply their respective quantities.
- 1.3 Amounts foreseen are only a quantity orientation and do NOT condition the Contracting Authority to acquire them. The Contracting Authority has the right to buy less or more quantity than those indicated.
- 1.4 The Contractor shall not be entitled to compensation and shall not be allowed to make changes to the unit price, for instance in case the contracting authority decides to purchase fewer or more quantities than those specified and/or in case the contracting authority decides not to purchase any of these quantities for some items.
- 1.5 Duration of the framework agreement:

\_\_\_\_\_

#### **Article 2 Price**

- 2.1 Prices per unit of work/goods/services are shown in the Bid Price Form.
- 2.2 Unit prices shall be fixed and not subject to change for orders placed on this framework agreement.

### Signatures and Dates

For the Contractor		For the Contracting Authority	
<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date:</b>	
<b>Seal:</b>		<b>Seal:</b>	

## Annex 24

### DRAFT FRAMEWORK AGREEMENT

#### (NOT ALL TERMS DEFINED) FOR WORK/GOODS/SERVICES

Name of Contracting Authority,

And

**Name of Contractor**

Agree as follows:

**Sign this framework agreement for supply of:** <put title> with identification number: < put  
*Procurement number* >

#### Article 1 Object

1.1 The scope of this framework agreement is to set the rules for contracts which shall be connected through mini –bidding process only between economic operators who are party to this framework agreement.

1.2 This framework agreement is not a contract in itself, but sets conditions for contracts which will be signed based on it.

1.3 Contractor is only one of the parties of the framework agreement.

#### Article 2 Obligations of Parties

2.1 The Contracting Authority, as a party of this agreement, shall send a “Bid Invitation” whenever there is a need for work/goods/services.

2.2 The Contractor is obliged to submit an offer whenever required by the Contracting Authority.

#### Article 3 Contracts implementing the framework agreement

3.1 Contracts shall be signed only after the mini –bidding process.

#### Article 4 Mini –bidding process

4.1 The mini competition process shall be conducted with all economic operators, party to the framework agreement, whenever there will be the need for work/goods/services for the Contracting Authorities.

4.2 Contracting Authority shall re-open competition under the same conditions or other conditions set in the invitation to bid, as defined in the tender documents.

4.3 Whenever there is a need for work/good/service, the Contracting Authority must prepare a bid invitation and send it to all economic operators who are part of the framework agreement. Bid evaluation shall be done according to the criteria specified in the Bid Invitation.

## Article 5 Duration of the framework agreement

---

### Signatures and dates

For the Contractor		For the Contracting Authority	
Name:		Name:	
Position:		Position:	
Signature:		Signature:	
Date:		Date:	
Seal:		Seal:	

## Annex 25

[Annex to be filled in by the Contracting Authority]

### CANCELLATION NOTIFICATION FORM

#### 1. Name and address of the contracting authority

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Webpage \_\_\_\_\_

1. Type of procedure: \_\_\_\_\_

2. Reference Number: \_\_\_\_\_

3. Contract Object \_\_\_\_\_

4. Limit Fund \_\_\_\_\_

5. Cancellation reasons:

Based on Law no. 9643, dated 20.11.2006 "On Public Procurement" as amended, Article 24, point 1:

a) ;

b) ;

c) ;

d) ;

e) ;

f) ;

Etc. \_\_\_\_\_

#### 6. Additional Information

\_\_\_\_\_

\_\_\_\_\_

Date of dispatch of this notice \_\_\_\_\_