**CALL FOR EXPRESSION OF INTEREST**

**IGAF 01.2019**

**Branding and design agency**

**CONTRACTING AUTHORITY**: CELIM NGO

**SERVICE**: CREATION OF A PROMOTIONAL SET FOR INFO POINTS OF THE PROTECTED AREAS OF VJOSA-NARTA AND BREDHI I HOTOVES

**FUNDING**: AICS (ITALIAN AGENCY FOR THE COOPERATION FOR DEVELOPMENT)

**ALLOCATED BUDGET**: 11.000 EURO (ALL TAXES INCLUDED), treatable out of a detailed offer and budget.

**TIME FRAME**: The period for the completion of the creation and production of a promotional of a gifts and giveaways set for Info Points of Protected Areas of Vjosa-Narta and Bredhi I Hotoves, covered by ACAP Project advertised and sold together is a maximum of 3 (three) months, from the date the contract is signed.

**BRIEF DESCRIPTION OF THE PROJECT**: NGO “CELIM” in partnership with NAPA (National Agency for the Protected Areas)are responsible for the implementation of ACAP Project Community Actions of Protected Areas, in accordance to one of the main objectives of the project for the start of the IGAs (Income Generating Activities) in the PAs of Vlora, Përmet and Beratand the empowerment of Info Points to promote the *Sustainable financing for Protected Areas*. The project is financed by Italian Agency for Development Cooperation AICS (ref.AID – 011521) and this call aim is to invite **local design studios** to present projects for a unique set of Protected Areas branded products like:

pen; pencils; a5 notebooks; drawstring bags; mugs; paper bags; stress balls; umbrella; water bottles. Other innovative and appeal gadgets may be proposed by the Applicant. Innovative ideas are welcomed and positively evaluated. Preferably made by recycled materials.

**PROCUREMENT PROCEDURE**:

1.Call for Expression of interest to select one interested design studio based on its capacity and past experiences in similar assignments.

All documents submitted will be considered and evaluated carefully by the members of an Evaluation Commission established by the Contracting Authority and the selection will be based on the qualification and technical criteria listed below.

2. The Evaluation Commission will evaluate the technical and financial offers presented based on the Terms of Reference provided by the Contracting Authority.

**QUALIFICATION CRITERIA**

The selected service provider must be:

- A design studio and/or a person/business provider of the same service/products;

- established in Albania.

Technical and operational skills

- least 5 years-experience and background in multi-disciplinary branding, design and production of promotional sets;

- linkage and collaboration with international operators.

- capability to produce promotional materials with writings in Albanian and English languages and preferably made with recycled materials;

- capability to distribute such promotional materials;

 - prominent competences of the key personnel of the design studio;

In the Expression of Interest, it is required to describe in detail all previous experiences and professional assignments successfully completed by specifying for each of them.

**REQUIRED DOCUMENTS**:

A. Annex A - Declaration of honor on the exclusion criteria and absence of conflict of interest (in Albanian and in English),

B. Copy of the Business Registration Certificate (or equivalent);

C. Copies of the last two years certified balance sheets;

D. Description on previous experiences in field, describing the data and information required in Technical and Operational Skills (exclusively in English), signed by the Legal Representative.

E. Financial Offer (the quotation) (exclusively in English).

**DEADLINE TO EXPRESS INTEREST**

The deadline to deliver the Expressions of Interest is 7 (seven) calendar days from the publication date of the CEI, before 17:00 local time.

**DOCUMENT SUBMISSION**

The Expression of Interest must be submitted in electronic format at the following address: acap.tenders@celim.it