

Albanian Network for Rural Development

Rr. Qemal Stafa, Pazari i ri, pallati n74, kati 2.

Tiranë, Shqipëri

info@anrd.al | [www.anrd.al](http://www.anrd.al)

Tirana, May 25, 2024

## **BID REQUEST**

Subject: *You are requested to submit an offer to participate in the open tender procedure “Bid Request”* *with* *the subject* ***“Offer for Procurement of Equipment for Medicinal Herb Processing”*** *for the non-governmental organization Albanian Network for Rural Development in the frame of the project ‘Support the economic and social empowerment of rural women in the municipalities of Elbasan, Gramsh and Kolonjë’.*

You are invited to submit your offer in sealed envelopes with the subject line***“Offer for Procurement of Equipment for Medicinal Herb Processing”***  **to our office by 24 June by 17:00.**

**Submission of Bid and Documentation: “At the address in a sealed envelope” addressed to: ANRD, Rr. Qemal Stafa, Pazari i ri, pallati n74, kati 2, Tirana.**

The Albanian Network for Rural Development is a non-governmental organization that aims to contribute to the sustainable development of rural communities in Albania. Established in 2015, ANRD is a membership organization consisting of thirty-four full-fledged member organizations with long and consolidated experience in various rural development topics across Albania. As part of its effort aiming at economic empowerment of women in rural areas, ANRD is interested to procure equipment for medicinal herb processing benefiting a local women group involved in the medicinal herb value chain.

#### **Description of service required:**

**ANRD is interested in contracting a company specializing in “Equipment and Appliance Retail” for the delivery of the following equipment:**

1. One Mill: for herb milling and powdering.
2. One Low-Temperature Treatment Chamber to free herbs from insects.
3. One Semi-Automatic Weighing Filling Machine for Small Bag Powder.

**Main criteria**

1. Entity’s location: Albania.
2. Must be registered at the National Business Center and have an Active Status.
3. Be an Entity with its activity scope that includes “Equipment and Appliance Retail”.

#### **Delivery Requirements**

1. The bidder is required to deliver the goods no later than 30 days after the contract signature. If the equipment is readily available in stock, delivery should occur immediately after placing the purchase order. In cases where the equipment is not available in stock, ANRD allows for a delivery period of up to one month after the contract signature.
2. The delivery location for the equipment is: Sport 2, Gramsh, Albania.
3. The packing of the equipment should adhere to industry standards to ensure safety during transportation and handling.
4. The bidder is responsible for installing the equipment and ensuring they are operational at the specified delivery location.
5. No training for operations and maintenance is required from the bidder. However, the bidder must provide a User's Manual with the equipment to guide the users in operating and maintaining the equipment properly.
6. The minimum warranty period of the equipment is 1 year, with a maximum of 3 years.This warranty should cover all defects and issues that might arise during the normal operation of the equipment.
7. The vendor must offer after-sales service and local service support according to the established agreement and warranty terms.

All interested entities who meet the criteria and conditions are invited to submit their proposal in sealed envelopes.

**The required documentation and the Offer must be submitted in a sealed envelope addressed to: ANRD, Rr. Qemal Stafa, Pazari i ri, pallati n74, kati 2, Tirana.**

**Bids must be received before the deadline of the 24 June 2024 at 17:00 local time. Late bids will be rejected and will not be evaluated.**

**Content of Tenders**

All bids submitted must comply with the requirements and comprise the following:

1. ***“Administrative and technical bid for the Procedure of Offer for Procurement of Equipment for Medicinal Herb Processing”*** consisting of:
2. Information on the bidder’s legal form.
3. Extract on the bidder’s history issued by the National Registration Center.
4. Certificate of Active Status (issued by e-Albania).
5. Declaration on the bid’s validity for 90 days.
6. ANRD Code of Conduct **ANNEX 3** (singed and stamped).
7. Technical specifications form of the requested service by the bidder and delivery scedule **(ANNEX 1).**
8. Catalogue of the offered equipment and its technical data.
9. Warranty terms and conditions.
10. ***“Economic Offer for the Procedure of Offer for Procurement of Equipment for Medicinal Herb Processing”*** consisting of:
    * 1. The bidder's financial proposal **(ANNEX 2)**

* *The unit price in the financial proposal should specify that VAT is included.*
* *Prices must include all payable taxes, transportation to Gramsh and putting in operation.*
* *The proposed prices must be valid for the entire duration of the contract.*

**The currency of the bid is ALL.**

**INSTRUCTIONS TO TENDERS**

**The bid and all correspondence and documents related to the bid exchanged by the bidder and the ANRD must be written in English.**

**The bidders will bear all costs associated with the preparation and submission of the offer.**

**Cases of non-delivery of a document or fake and incorrect documents are considered as conditions for disqualification.**

**Period of bids’ validity**

Bids must remain valid for a period of **90 days** after the deadline for submission of bids indicated above. Any tender valid for a shorter period will be rejected.

**Questions and Clarifications**

**Interested entities may submit questions in writing up to 3 days before the deadline for submission of bids.** ANRD must reply to all questions latest 2 days before the deadline for receipt of offers; the questions will be accepted only per e-mail and should be sent to the following: [info@anrd.al](mailto:info@anrd.al)

Any answer to the questions that will be made by the entities that participate in the tender will be notified to all the participants in the tender. Responses will be sent only per e-mail; therefore, the tenderers wanting to get a copy of the responses are invited to communicate their valid e-mail address to: [info@anrd.al](mailto:info@idmalbania.org)

The subject of any inquiry email must be (***Procurement of Equipment for Medicinal Herb Processing***) if any inquiry email received without the above subject, it will not be answered.

**Opening of the offers**

**The bids will be opened within one week after the tender submission deadline** by the evaluation committee to check whether the bids are complete, and documents are duly signed.

No information relating to the examination, clarification, evaluation and comparison of bids, or recommendations concerning the award of the contract can be disclosed.

In the interests of transparency and equal treatment and without being able to modify their

tenders, tenderers may be required, at the solely written request of the evaluation committee, to provide clarifications within 12 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting the performance of the contract or distorting competition.

**Examination of the administrative conformity of bids**

The committee will check that bids comply with the essential requirements of the tender. If a tender does not comply with the Bid Request, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

Decisions to the effect that a tender is not technically compliant must be duly justified in the Evaluation minutes.

**Technical Evaluation**

After analyzing the bids deemed to comply in administrative terms, the evaluation committee will check the technical compliance of each tender, **classifying it as technically compliant or non-compliant.**

Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

**Economic Evaluation**

**Offers classified as technically compliant shall be evaluated for their prices.** The evaluation commette shall verify the submitted bids whether they contain arithmetical errors and correct them.

Amounts corrected will be binding on the tenderer. If the bidder does not accept them, his offer will be rejected.

**Criteria for award**

The evaluation committee will select **the most economically favorable bid based on price, satisfying the administrative and technical criteria.**

The contract will be awarded to the lowest bidder, whose Offer is economically more favorable.

**TECHNICAL SPECIFICATIONS REQUIRED**

**Technical Specifications for Goods:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Minimum technical requirements** | **Unit** | **Quantity** |
| 1 | **Mill: for herb milling and powdering**  1. **Non-heating milling**: Use sharp blades or knives to cut the material cleanly without heating it.  2. **Material cushioning**: The mill must be able to grind dry plant material with a moisture content not exceeding 14% without fibrillating it.  3. **Size range**: It should be able to grind material from 0.2 mm up to 2 cm, starting from material initially 20-30 cm long.  4. **Hourly capacity**: The capacity should be between 10 and 50 kg per hour of incoming material.  5. **Fine dust suction system**: It must be suitable for the application of a suction system for fine dust generated during milling.  Technical specifications:  Use of sharp blades or knives to cut the material.  Ability to adjust the grind size.  Ability to integrate a dust suction system.  Hygienic design for easy cleaning and maintenance. | 1 | 1 |
| 2 | **Low-Temperature Treatment Chamber to free herbs from insects.**  1. **Insulated chamber**: The chamber must be insulated and sealed to maintain the internal temperature.  2. **Capacity**: 20 – 30 kg of dried product per 24 hours.  3. **Refrigeration unit**: An appropriately sized refrigeration unit to achieve temperatures of -25°C in approximately 180 minutes.  4. **Wall materials**: Walls can be made of plastic or metal with hygienic and anti-frost surfaces.  5. **Shelves**: Shelves made of metal mesh or plastic, capable of supporting herbs weight  Technical specifications:  Temperature control system.  Door with access hatches.  Solid and sturdy construction.  Safety system to ensure product integrity. | 1 | 1 |
| 3 | **Semi-Automatic Weighing Filling Machine for Small Bag Powder**  Equipment material: stainless steel  Voltage: 220V  Hopper capacity: minimum of 5kg  Filling Range: 2 gr – 99 gr  Filling Speed: 10-25 times/min, 600-1000 bags/hour (Depending on materials and different weight size.)  Filling Accuracy: ±0-0.2g (Depending on material) | 1 | 1 |

**Additional feature (if yes, please specify)**

**ENTER YOUR OFFER!**