



REPUBLIKA E SHQIPËRISË  
MINISTRIA E MBROJTJES

06.05.2022

Ministry of Defence, Street of Dibra,  
Garrison Scanderbeg, no. 3, Tirana,  
Albania

**Our ref: IPA ITMNEAL/TBR-MOD/SRV/04**

**OPEN INVITATION TO TENDER FOR “Development and Translation of the Multilanguage Glossary on Forest Fires and Flood”, IPA ITMNEAL/TBR-MOD/SRV/04, Tirana - Project TO BE READY, Interreg IPA CBC Italy-Albania-Montenegro 2014-2020.**

Dear Sir/Madame,

I am pleased to inform you that any Private Body with legal form is invited to take part in the open local procedure for the above contract. The complete tender dossier attached to this letter includes:

- A. Instructions to tenderers, with contract notice**
- B. Draft contract agreement and special conditions with annexes:**
  - I. General conditions for service contracts
  - II. Terms of reference
  - III. Organisation and methodology (to be submitted by the tenderer using the template provided)
  - IV. Budget (to be submitted by the tenderer as the financial offer using the template provided)
  - V. Forms and other supporting documents
- C. Other information:**
  - I. Administrative compliance grid
  - II. Evaluation grid
- D. Tender submission form and declaration of honour on exclusion and selection criteria**

For full details of the tendering procedures, please see the **practical guide and its annexes**, which may be downloaded from the following website: <http://ec.europa.eu/europeaid/prag/document.do>

We look forward to receiving your tender which has to be sent no later than the deadline set in point 8 of the Instructions to Tenderers. Please send it to the address and with the requirements given in point 8.

The tender must comprise of a Technical offer and a Financial offer, which must be submitted in separate envelopes.

Interested applicants are invited to submit their application in a sealed envelope indicating:

1. the address for submitting tenders indicated above;
2. the reference code of the tender procedure;
3. the words ‘Not to be opened before the tender-opening session’ and equivalent phrase in Albanian “*Mos të hapet përpara fazës së hapjes së ofertave të tenderit*” and
4. the name of the tenderer.

At the following address:

**Ministry of Defence,**

**Street of Dibra,**

**Garrison Scanderbeg, no. 3,**

**Tirana, Albania**

The deadline for the submission of the applications is **04.06.2022**. Only applications received prior to this deadline will be considered. For more information and duration of the assignment please referred to the TORs (Terms of Reference attached here) and the full tender dossier.

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

Yours sincerely,

**SECRETARY GENERAL**

**Adrian Kamenica**