

R E P U B L I K A E S H Q I P Ë R I S Ë

**MINISTRIA E MBROJTJES**

**NATIONAL CIVIL PROTECTION AGENCY**

**Letter of invitation to tender**

No. \_\_\_\_\_\_\_\_ Prot.Tirana, on 24.08.2023

National Civil Protection Agency, Street Skenderbej, near dhe embassys block, building 6/1/1, Tirana, Albania

**Our ref.:** ***IPA ITMNEAL/TBR-NCPA/MOD/Ser/07(WP-T1, activity “The development of a Platform”)***

**Subject: Invitation to tender for "Specialist service for the development of a platform within the Project TO BE READY - The flOod and Big firE foREst, prediction, forecAst anD emergencY management”**

Dear Madam/Sir,

I am pleased to inform you that you are invited to take part in the local open procedure for the above service contract. The complete tender dossier includes:

1. Instructions to tenderers, Contract notice
2. Draft contract and special conditions, including annexes

* Draft contract
* Special conditions
* Annex I: general conditions
* Annex II + III: technical specifications + technical offer (to be tailored to the specific project)
* Annex IV: budget breakdown (model financial offer)
* Annex V: forms

1. Further information

* Administrative compliance grid
* Evaluation grid

1. Tender form for a service contract and Declaration on honour on exclusion and selection criteria (annex A14a)

For full information about procurement procedures please consult the practical guide and its annexes, which can be downloaded from the following web page: <http://ec.europa.eu/europeaid/prag/document.do>

We look forward to receiving your tender and the accompanying tender guarantee which has to be submitted no later than the submission deadline mentioned in the Contract Notice.

By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Interested candidates 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:

**Agjencia Kombëtare e Mbrojtjes Civile,**

**Rruga Skënderbej, pranë bllokut të Ambasadave, godina 6/1/1**

**Tiranë, Shqipëri**

The deadline for the submission of the applications is **29.09.2023, 10:30 hr**. Only applications received prior to this deadline will be considered.  For more information and duration of the assignment please referred to the full tender dossier (attached here) .

Yours sincerely**,**

**Haki ÇAKO**

Director General