



## INVITATION TO TENDER

Tirana05/05/2023

**Name:** Albanian Institute of Public Affairs  
**Address:** Street "FrangBardhi", no118, Tirana  
**E-mail:** [director.aipa@umb.edu.al](mailto:director.aipa@umb.edu.al)  
**Submission deadline:** 25/05/2023

### Open call

Engagement of a company to offer website creation and maintenance services within the project *"Support children and youth in vulnerable conditions"*.

### Background

Albanian Institute of Public Affairs - AIPA since January 2023 is implementing the project "Support children and youth in vulnerable conditions", supported by UNDP. The main goal of the project is to identify, develop and promote a community-based alternative service to child and youth in conflict with the law including authors, victims and witnesses, girls and women's living in poverty, in vulnerable conditions, being violated or divorced, in Lezha, Laç and Burrel. In this regard, through this project Albanian Institute of Public Affairs aims at providing primary free legal aid, capacity building and empowering activities, as well as a reintegration program for specific target group, such as children and youth in conflict with the law. For all above the creation of a dedicated website for the project is foreseen to be done, where all the activities organized in the framework of the project will be published.

**Object:** Creation and maintenance of the project *"Support children and youth in vulnerable conditions"* website.

1. This service will be extended throughout the duration of the Project Financing Contract based on the Project Implementation Schedule;
2. **Technical Specifications**
  - a. The contracting subject will engage in the creation and maintenance of the project website.
  - b. The service that will be provided by the subject in the framework of the website creation and maintenance will include:
    - Creation of the website dedicated to the project, containing the following features:
      - Clear view;



- Minimalist style;
  - Limited number of fonts;
  - Well-Formatted Content;
  - Easy to use;
  - Use of certain colours and shapes to attract attention in an elegant way;
  - Use people-based photography;
3. The call will remain open for 20 days.
  4. **Necessary documents for participation:**
    - Offer form according to the attached format;
    - Applicant's CV or similar works or their link;
  5. **Deadline and method of application:**

The complete application, signed and in PDF format, can be submitted by e-mail to the address [director.aipa@umb.edu.al](mailto:director.aipa@umb.edu.al) or through the mail at the office of the Albanian Institute for Public Affairs, at the address: Street "Frang Bardhi" No. 118, Postal Code 1022, Administrative Unit No. 5, Tirana.

The offer must be submitted by the date **25/05/2023 at 16.00**.
  6. The criteria for selecting the winner will be based on: the best value for money.
  7. The offer form is Attached.



### OFFER FORM

\_\_\_/\_\_\_/2023

Bidder's Name: \_\_\_\_\_

Address:

For: **Albanian Institute of Public Affairs, Tirana.**

\* \* \*

Procurement procedure: *Negotiated procedure with the consultation of at least three offers.*

Brief description of the contract: *Creation and maintenance of the website.*

\* \* \*

Referring to the above-mentioned procedure, we declare that:

1. The total price of our offer is \_\_\_\_\_ [\_\_\_\_\_];  
without VAT;
2. The total price of our offer is \_\_\_\_\_ [\_\_\_\_\_];  
with VAT.

Description of works	Unit	Quantity	Price/ Unit without VAT	Price/ total without VAT	Deadline
Website creation and maintenance	Item	1			
<b>Net Price</b>					
<b>VAT</b>					
<b>The total price</b>					

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

Seal