



SERVICE CONTRACT NOTICE

A. INFORMATION ON SUBMISSION OF THE TENDERS

1. Publication reference:	No.11
2. Project Title:	“Heritage is our Brand”
3. Subject of the contract:	1 Service Provider for the Production of souvenirs dedicated to intangible stories
4. Contracting Authority:	DMO Albania
5. Maximum Budget:	Maximum budget available:
6. Deadline for application:	9th of October 2026 at 16:00

7. Contract description/technical specification

As part of the implementation of the “Heritage is Our Brand” project, a qualified service provider will be engaged for the Production of souvenirs dedicated to intangible stories.

The deliverables that the service provider will cover are:

- Initial concept for the souvenir collection;
- Proposed design and visual identity;
- Production of sample/prototype(s) for review and approval by the project team;
- Production of **500 complete souvenir sets** according to the approved design;
- Delivery of all 500 sets to the location specified by the contracting organization.

8. Selection Criteria

The following selection criteria will be applied to candidates:

Service provider services requirements:

- The service provider must have proven expertise in the design and production of high-quality souvenirs and customized cultural products.
- Experience in souvenir design, production, packaging and branding, including the use of appropriate materials and production techniques.
- Ability to develop and produce souvenirs that reflect intangible cultural heritage stories and concepts, ensuring quality and consistency across the full production.

General professional experience



- The service provider/company must have a strong portfolio showcasing previous souvenir design and production work, preferably related to cultural heritage, tourism or similar projects.
- Should be able to provide references from previous clients demonstrating successful delivery of similar assignments.
- Previous relevant working experience with EU or other donor-funded projects will be an asset.

Specific professional experience

- Previous experience in similar projects and/or development of at least 2 similar assignment.

- **Award criteria**

The best price-quality ratio is established by weighing technical quality against the price on a 80/20 basis.

- **Application procedure**

Offers should include the following documents:

- Proof of relevant experience and qualifications, including CVs, diplomas and/or certificates demonstrating expertise in souvenir design and production;
- Portfolio showcasing previous high-quality souvenir designs and production, including relevant samples where available;
- Financial offer – global price in EUR, including all applicable taxes and costs;
- Service Tender Submission Form, including the Annex: Declaration on Honour on Exclusion Criteria and Selection Criteria;
- Copy of ID Card and NUIS/NIPT Certificate.

Note: All the above-listed documents are mandatory for submission. If any of these documents are not presented, the offers will not be qualified for the evaluation process.

Applications must be submitted within the deadline **9th of October 2026, at 16:00.** in English exclusively to the contracting authority in a sealed envelope.

- Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

DMO Albania
Adress: Rr. Gogo Nushi, Nd 18, shk5, Ap2, Tirana
info@dmoalbania.al
Tel +355 692078552

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

DMO Albania



Adress: Rr. Gogo Nushi, Nd 18, shk5, Ap2, Tirana

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Tel +355 692078552

Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 6 of this document.

- **Evaluation of tenders**

Proposals shall be evaluated on the basis of their compliance, and responsiveness to the Terms of Reference and other provisions of this Request for Proposals.

Their evaluation will be based on the **Best price – Quality ratio** criteria as follows:

A: Quality of Qualification - 80%

B: Financial offer – 20%

- **Evaluation Grid**

A. Qualification Evaluation Criteria		Max Points (80)
A1	The service provider must have proven experience in the design and production of high-quality souvenirs or customized cultural/promotional products.	30
A2	The service provider must have a portfolio showcasing previous souvenir design and production work, preferably related to cultural heritage, tourism or similar projects.	30
A3	The service provider must have previous experience in similar assignments, including production of at least 300 units in a single assignment.	20
B. Financial Proposal Evaluation Criteria		Max Points (20)
B1	The financial proposal is well aligned with the budget line and corresponds to the quality of qualifications.	20

13. Notification of award

The contracting authority will inform all tenderers simultaneously and individually of the award decision.

14. Other

For more information the applicants may consult the Terms of Reference attached to this tender procedure.