



**QENDRA PËR ZHVILLIM KOMUNITAR
"SOT PER TE ARDHMEN"**

L.17, Rr. Rinia Durrsake, skolina 5, ish-Kënetë, Durrës
Rr. Elbasanit, P.Abau, H2, k6, ap. 13, Tirane
Sheshi Terbuni, Sh5, Puke
tel: Fax: +355 230 2410
info@cdc-tff.org
ëëë.cdc-tff.org

REQUEST FOR PROPOSAL

For provision of catering for parenting program in Durres

29.09.2020

Project: "JETMIR"

Introduction

Community Development Center "Today for the Future" (CDC-TFF) is a leading organization in Albania for mobilization and empowerment of marginalized communities. Driven by the organization vision "Today for the Future", and using innovative tools and wide-range inclusion, CDC "Today for the Future" has created successful approaches of gender empowerment; voluntarism; activism; environment protection; employment mediation; community services, involvement and mobilization. CDC "Today for the Future" is focused in economic, social, cultural empowerment of women, youth, men and minorities of marginalized communities all over Albania, in close partnership with central and local government, national and international agencies and civil society sector. In region, the organization is a key actor in vocational educational training and employment mediation

1.1 Invitation

Your company is invited to participate in and submit a RFP (Request for Proposal) response **for provision of catering for parenting program in Durres**. CDC-TFF is inviting potential suppliers, which are all strong and highly regarded within the industry. CDC-TFF is seeking suppliers that can offer the most cost efficient solution with a high quality of performance and sustainability.

2. Project Background

The provision of catering is required in the frame of parenting program of JETMIR Project supported by World Vision Albania and implemented by CDC-TFF in Durres. The Jetmir project responds to the needs and aims at improving the situation of minors (including those in risk/conflict with the law) by combining educational, capacity building on social norms and values and services in community through an all-inclusive intervention of three layers of restoration among minors, parents and teachers, social groups and community.

The parenting program is focused in working individually with the minors, working in bilateral child-parent sessions and in tripartite meetings child-parent-teacher. **There will be 12 sessions with groups of 25-26 persons, 4 sessions with groups of 13 persons, 16 sessions with 29 persons during the period October 2019- March 2021.**

RFP Timetable

Milestone	Date
RFP Published	29.09.2020
Question for Clarification	05.10.2020
Supplier RFP Submissions Due	07.10.2020
Supplier(s) Selection	09.10.2020



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2.3 CDC-TFF Contacts

Suppliers will submit any inquiries, responses of intent to bid, clarification requests and submissions related to this RFP to the following contact: info@cdc-tff.org, manjola.stefani@cdc-tff.org

3. Technical Specification

To provide food packages (catering) for 32 training/counselling sessions during the period October 2020 – March 2021 with the following description:

1. 12 sessions with groups of 25-26 persons (children/teachers),
2. 4 sessions with groups of 13 persons (adults)
3. 16 sessions with groups of 29 persons (mix, minors and adults)

All the sessions will be organized approx. 1 – 2 sessions / week during the period October 2020-March 2021.

The food should be packed (packing, boxing or cartage, cutlery included, glasses, napkins) and delivered to the training location (transport included) on the scheduled time by CDC-TFF.

The supplier should prepare three different catering menus for the proposed food package / of the same price.

The catering package may include for example sandwiches, cakes, fruits, juices etc. Alcoholic beverages are prohibited. **Examples of food and beverage products:** Salad, fried vegetables, pies, pizzas, sandwiches, quesadillas, risotto, meat, cakes, desert, fruits, water and juice (specification of gr., and ml, incl)

Menu 1:

Menu 2:

Menu 3:

In the beginning of week, the CDC-TFF will communicate the date and time for each session. The food should be fresh, prepare on time with carefulness and according to safety and health provisions. It should be delivered on the required place and time. Each package of goods shipped must contain a purchase order, number and content of packages. A copy of bill of lading, invoice, etc. shall be sent to CDC-TFF at the end of month for the delivery package.

The food package per person should not exceed 5 euros.

Documentation can be submitted electronically to manjola.stefani@cdc-tff.org, info@cdc-tff.org, or handled at CDC-TFF office in Tirana: Address Rr.Elbasanit, P.Abau, H2, K6, Ap 13 Tirana, Albania no later than **07.10.2020**

Documentation list:

- Offer and description of 3 catering menus/at the same price
- Copy of business registration, Company Profile or any other official documents
- NIPT

The subject of email/envelope should be clearly state: **"Catering provision Durres"**.



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Evaluation Criteria Include, but are not limited to:

- Quality, reputation and performance of providing this service
- Demonstrated excellence in service, support and extended warranties
- Competitive pricing with demonstrated capacity to deliver the item/services required
- Ability to deliver the requested according to the agreed-upon timeframe

5. Format of the offer

Offer: For provision of catering for parenting program in Durres

Menu 1

Food package include:

No.	Food/beverage	Description	Price (VAT)
1.			
2.			
Total price per food package: <i>(packing, boxing or cartage, cutlery included)</i>			

Menu 2

Food package include:

No.	Food/beverage	Description	Price (VAT)
1.			
2.			
Total price per food package: <i>(packing, boxing or cartage, cutlery included)</i>			

Menu 3

Food package include:

No.	Food/beverage	Description	Price (VAT)
1.			
2.			
Total price per food package: <i>(packing, boxing or cartage, cutlery included)</i>			

Price per food package is: _____ ALL/Eur (VAT included).

Provision for 32 sessions (25-26, 13, 29 persons in different sessions) during period October 2020 – March 2021 (appr. 1 – 2 times per week)

The supplier delivers the food packages as per RFP technical specifications, respecting the safety and health provisions, on the required place and time indicated by CDC-TFF as per purchase orders.

A copy of invoice will be sent to CDC-TFF at the end of each month for services during the month.

For the supplier _____ Date: _____

Representative: _____

Supplier: _____

Nipt: _____

Address: _____