

Tirana, 26 August 2026

INVITATION TO TENDER

“Supply and Delivery of an Official Vehicle for the Regional Youth Cooperation Office (RYCO) Head Office in Tirana, Albania”

This is an invitation to tender for the above-referenced supply contract. Please find enclosed the following documents, which constitute the Tender Dossier:

Table of Contents

Content	Page
INVITATION TO TENDER	1
A. Supply Contract Notice	2
B. Instructions to Tenderers	4
C. Draft Supply Contract	7
D. Technical Specifications	10
E. List of Required Documents	12
Annex I - Supply Tender Submission Form	13
Annex II - Tenderer's Statement	14
Annex III - Declaration on Honour on Exclusion Criteria	15
Annex IV - Financial Offer Form	16
Annex V - Technical Offer Form	17

We look forward to receiving your tender, which must be sent no later than the submission deadline at the email address specified in the Instructions to Tenderers.

A: SUPPLY CONTRACT NOTICE

Contract title: "Supply and delivery of an official vehicle for the Regional Youth Cooperation Office (RYCO) Head Office in Tirana Albania".

Contract description: Supply and delivery of one new and unused passenger vehicle to the RYCO Head Office in Tirana, Albania, as further described in the Technical Specifications.

Suspensive clause: This procurement procedure is subject to the formal approval of the financing agreement. If the financing agreement is not approved, the Contracting Authority reserves the right to cancel the procedure. No contract shall be awarded or signed until the financing agreement has been formally approved. Participation in this procurement procedure does not create any entitlement to compensation, reimbursement of costs, or award of a contract in the event that the procedure is cancelled due to the non-fulfilment of this condition.

Maximum available budget: EUR 32,450 (thirty-two thousand four hundred and fifty euros) excluding VAT.

Contracting Authority: Regional Youth Cooperation Office (RYCO).

CONDITIONS OF PARTICIPATION

Eligibility: Participation in this tender procedure is open on equal terms to all legal entities duly registered and authorized to supply vehicles in Albania.

Number of tenders: No more than one tender may be submitted by a tenderer. If a tenderer submits more than one tender, all tenders in which that tenderer participated will be excluded.

Qualification: Upon meeting the selection criteria.

Sub-contracting: Sub-contracting is not allowed.

Grounds for exclusion: Tenderers must submit the signed Declaration on Honour included in this dossier.

PROVISIONAL TIMETABLE

Expected delivery date: The Supplier shall deliver the vehicle within five (5) calendar days from the date of the last signature of the Contract and, in any event, no later than 30 September 2026.

Contract duration: The Contract shall enter into force on the date of the last signature by the Parties and shall remain valid until the completion of all contractual obligations relating to delivery, inspection, acceptance and payment. Warranty obligations survive delivery and acceptance.

SELECTION AND AWARD CRITERIA

Selection criteria

Professional suitability

The tenderer must be a duly registered and authorized legal entity for carrying out the activity subject to this supply procedure in Albania.

Documentary evidence required:

Extract from the Commercial Register.

Technical capacity

The tenderer shall demonstrate that the offered vehicle complies with the minimum technical requirements specified in the Technical Specifications, is available for delivery within the required delivery period, and is covered by the minimum warranty requirements specified in this Tender Dossier.

Documentary evidence required:

- Completed and signed Technical Offer Form, including the technical specifications of the offered vehicle, confirmation of compliance with the minimum requirements set out in the Technical Specifications, confirmation that the offered vehicle is available for delivery within the deadline specified in the Tender Dossier, relevant information on delivery arrangements, information identifying the authorized service centre(s) in Albania that will provide warranty services for the offered vehicle, and any other information the tenderer considers relevant for demonstrating compliance with the Technical Specifications and the requirements of this contract.
- Manufacturer's brochure, catalogue, technical datasheet or other official manufacturer's documentation clearly identifying the offered make, model, version and technical specifications.
- Documentation confirming the manufacturer's warranty offered for the vehicle, including coverage details and any applicable limitations or exclusions.

Award criteria

Lowest price among technically compliant tenderers.

TENDER VALIDITY

60 calendar days from the deadline for submission of tenders.

LEGAL BASIS

- Statute of RYCO
- RYCO Rules and Operational Guidelines on Procurement Procedures.

B. INSTRUCTIONS TO TENDERERS

When submitting tenders, tenderers must comply with all instructions, forms, Technical Specifications, annexes and draft contract provisions set out in this dossier. Failure to comply may result in rejection of the tender.

Timetable

ACTION	DEADLINE	TIME*
Clarification Request Deadline	7 days before the deadline for submission of tenders	
Clarification Issuance Deadline	3 days before the deadline for submission of tenders	
Tender Submission Deadline	7 September 2026	17:00
Clarifications and Submission Address	procurement@rycowb.org	

* Time shown is in the time zone of the Contracting Authority.

Submission of Tenders

Tenders shall be submitted in English, specifying the contract title in the email subject, and shall include all documents required under Part E. Tenders submitted after the deadline or by any means other than those specified in this dossier will not be considered.

By submitting a tender, the tenderer agrees to receive notifications related to this procedure by electronic means. Notifications shall be deemed received on the date sent to the email address provided in the tender.

Operational language

All written communications, offers, correspondence and documents related to this procedure and the contract must be in English. Supporting documents may be in another language if accompanied by an English translation.

Clarifications

Tenderers may submit clarification requests, indicating the procedure title, to the address provided in the timetable by the stated deadline. RYCO has no obligation to answer requests received after that deadline. Clarifications and amendments of general relevance will be issued consistently to all interested tenderers and published through the same channel as the tender dossier.

Modification or Withdrawal of Tenders

Tenderers may alter or withdraw tenders by electronic notification before the submission deadline. No tender may be altered or withdrawn after that deadline.

Evaluation of tenders

Evaluation shall be carried out in four stages: administrative conformity, qualification assessment, technical compliance and financial evaluation.

Administrative conformity. RYCO will verify timely submission and completion of the required documents and declarations. Tenders not fulfilling material administrative requirements may be rejected.

Qualification assessment. For tenders that meet the administrative requirements, RYCO shall assess the eligibility of the tenderers and their compliance with the selection criteria on the basis of the required documentary evidence. Tenders that do not comply with the eligibility or selection criteria shall be rejected.

Technical compliance. RYCO will verify whether the offered vehicle meets all minimum mandatory requirements set out in the Technical Specifications, based on the completed Technical Offer Form and the supporting documentation submitted with the tender.

Financial evaluation. The financial offers of qualified tenderers shall be evaluated in accordance with the award criterion specified in the Contract Notice. For the purpose of financial evaluation, prices shall be compared exclusive of VAT.

The contract shall be awarded to the qualified tenderer offering the lowest price. The Contracting Authority reserves the right not to award the contract and/or cancel the procurement procedure if the financial offers received exceed the available financial resources.

Abnormally low offers

Where an offer appears abnormally low in relation to the supplies, RYCO may request written clarification. If the explanation does not satisfactorily justify the price, RYCO may reject the tender.

Clarification of tenders

RYCO may request clarification of information on documents already submitted as part of the tender, provided that such clarification does not result in the submission of missing documents, the modification of the tender, or the correction of deficiencies that would render an otherwise non-compliant tender compliant.

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority's legislation on access to documents. The Evaluation Committee's decisions are collective, and its deliberations are held in closed session. Evaluation reports and written records are for official use only and may not be communicated to the tenderers.

Ethics clauses

a. Absence of conflict of interest

The tenderer must not be affected by any conflict of interest or have any equivalent relationship with other tenderers or parties involved in the project. Any attempt to obtain confidential information, enter into unlawful agreements with competitors, or influence the Evaluation Committee or the Contracting Authority during the procurement procedure shall lead to the rejection of the tender.

b. Respect for human rights, environmental legislation and core labour standards

The tenderer and its staff shall comply with applicable human rights, data protection, environmental and labour legislation, including core International Labour Organisation (ILO) standards.

c. Unusual commercial expenses

Tenders may be rejected, or contracts terminated, if the award or execution of the contract gives rise to unusual commercial expenses, including commissions not disclosed in the contract.

d. Breach of obligations, irregularities or fraud

The Contracting Authority reserves the right to suspend or cancel the procurement procedure, or refrain from concluding the contract, where breach of obligations, irregularities or fraud are identified.

e. Anti-corruption and anti-bribery

The tenderer shall comply with all applicable anti-bribery and anti-corruption laws and regulations. The Contracting Authority reserves the right to suspend or cancel the procurement procedure, or terminate the contract, where corrupt practices are identified.

Notification of award and contract signature

The successful tenderer shall be notified of the award decision by electronic means. At the same time, the other tenderers shall be informed of the outcome of the procedure and the reasons why their tenders were not selected.

Following notification of the award and expiry of the applicable standstill period, provided that the award decision has not been amended or annulled, the Contracting Authority shall send the contract to the successful tenderer for signature

The successful tenderer shall countersign and return the contract within five (5) calendar days from receipt.

Failure to return the signed contract within this deadline, unless duly justified and accepted by the Contracting Authority, may be considered as a refusal to conclude the contract. In such case, the Contracting Authority reserves the right to withdraw the award decision and either award the contract to the next-ranked tenderer or cancel the procurement procedure.

Cancellation of the tender procedure

The Contracting Authority reserves the right to cancel the tender procedure at any stage and shall inform all tenderers accordingly.

The procedure may be cancelled where:

- no suitable or admissible tender is received;
- there are substantial changes to the technical, operational or financial requirements;
- exceptional circumstances or force majeure prevent the implementation of the contract;

- all acceptable tenders exceed the available budget;
- breach of obligations, irregularities or fraud have affected the procedure;
- the Tender Dossier contains significant errors or deficiencies;
- the award would not comply with the principles of sound financial management, including economy, efficiency and effectiveness;
- Lack of formal approval of the financing agreement required to secure the funds and authorize the expenditure.

The Contracting Authority shall not be liable for any costs or damages incurred by tenderers as a result of the cancellation of the procedure. The publication of this Tender Dossier does not commit the Contracting Authority to award a contract.

Complaints

Tenderers who consider that they have been harmed by an error, irregularity or maladministration in the procurement procedure may submit a complaint electronically to the address specified in the procurement timetable within three (3) working days from notification of the contract award decision. The Contracting Authority shall respond by electronic means within two (2) working days of receipt of the complaint.

C. DRAFT SUPPLY CONTRACT

“Supply and delivery of an official vehicle for the Regional Youth Cooperation Office (RYCO) Head Office in Tirana Albania”

This supply contract (the “Contract”) is concluded by and between:

The Regional Youth Cooperation Office (RYCO), duly established and organised under the applicable legal framework, with registration number L71911452J, having its registered address and Head Office at Rruga "Skenderbej", 8/2/2, Tirana, Albania, legally represented by its Secretary General, Mr. Vladimir Obradović, hereinafter referred to as the "Contracting Authority" or "RYCO",

on the one part,

and

[insert company name], a company incorporated and existing under the laws of Albania, having its registered office at [address], registered under unique registration number [registration number], represented for the purpose of signing this Contract by [full name of legal representative], [position/title], hereinafter referred to as the "Supplier",

on the other part,

Hereinafter referred to individually as a "Party" and collectively as the "Parties".

Article 1 - Subject of the Contract

The Supplier shall supply and deliver one new and unused passenger vehicle in strict conformity with its accepted tender, including the Technical Offer, Financial Offer and supporting documentation submitted as part of the tender, which form an integral part of this Contract.

Article 2 - Entry into Force and Duration

The Contract enters into force on the date of the last signature, provided that the financing agreement is signed, effective and funds are formally committed. The Supplier shall deliver within five (5) calendar days after signature and in any case no later than 30 September 2026. Warranty obligations survive delivery and acceptance.

Article 3 - Rights and Obligations of the Supplier

The Supplier shall deliver the vehicle in strict conformity with its accepted tender. The Supplier shall ensure that the vehicle is new, unused, free from defects, and fully compliant with the specifications and characteristics presented in the accepted tender. The Supplier shall provide all standard and required equipment, certificates, user manuals, warranty documentation, keys, tyres and spare wheel, as well as any other documentation required for delivery, registration, inspection and acceptance of the vehicle. The Supplier shall bear all costs related to delivery and shall promptly inform RYCO of any circumstance that may affect the timely and proper performance of the Contract.

Article 4 - Rights and Obligations of RYCO

RYCO shall coordinate delivery, inspect the vehicle and the accompanying documentation, issue or refuse the acceptance record on justified grounds, and make payment following successful acceptance of the vehicle and receipt of a correct invoice.

Article 5 - Contract Price and Payment Terms

The total contract price is EUR [amount] exclusive of VAT. Applicable VAT is EUR [amount], and the total inclusive of VAT is EUR [amount]. The price is fixed and includes delivery and all costs necessary for contractual performance. Payment shall be made in EUR within thirty (30) calendar days after signed acceptance and receipt of a correct invoice and complete documentation.

RYCO shall execute payments in EUR to the bank account designated by the Supplier and set out below:

Bank details	Information
Bank account holder name	[insert designation of the bank account holder]
Bank name	[insert designation of the bank]
Bank address	[insert address of the bank]
IBAN/Account number	[insert IBAN/account number]
SWIFT/BIC	[insert SWIFT/BIC code]
Currency	EUR

Article 6 - Delivery, Inspection and Acceptance

Delivery shall take place at premises designated by RYCO in Tirana. RYCO shall verify the VIN, identity, model and trim, production year, mileage, exterior and interior condition, mandatory equipment, tyres, spare wheel, keys, certificates, manuals and warranty. Delivery is complete only after successful inspection and signature of an acceptance record. RYCO may reject a non-conforming vehicle and require correction or replacement without extra cost.

Article 7 - Warranty and Authorized Service

The Supplier shall provide a manufacturer warranty of at least four (4) years or 120,000 km, whichever occurs first, and ensure the availability of an authorized service network in Albania. Warranty documentation shall identify coverage, exclusions, service process and authorized facilities. Warranty obligations survive delivery and acceptance.

The Supplier shall ensure that any defect covered by the manufacturer's warranty is repaired without cost to RYCO within a reasonable period. Where the defect cannot reasonably be repaired, or where the same material defect repeatedly occurs, the Supplier shall, subject to the applicable warranty terms, arrange for the replacement of the affected component or take other appropriate corrective measures at no additional cost to RYCO.

Article 8 - Transfer of Title and Risk

The Supplier shall remain responsible for the vehicle until it has been delivered, inspected, and accepted by RYCO through the signature of the acceptance record.

Article 9 - Amendment of the Contract

Any amendment to this Contract shall be made in writing and signed by both Parties.

Amendments may be introduced where justified by objective circumstances, including changes in applicable legislation, or other duly justified grounds that do not alter the subject matter, scope of the Contract, contract price, duration, or other essential conditions of this Contract in a manner that would substantially affect the outcome of the procurement procedure on the basis of which this Contract was awarded.

Any amendment shall comply with the applicable procurement rules in force at the time of the amendment.

Article 10 - Delay, Non-conformity and Termination

RYCO may require prompt corrective action or replacement for non-conformity. RYCO may terminate for failure to deliver, serious or repeated breach, fraud, corruption or serious irregularity after written notice and an opportunity for observations.

Article 11 - Taxes and Statutory Obligations

The Supplier is responsible for applicable taxes and statutory obligations arising from performance. VAT shall be stated and treated separately in accordance with the contract and applicable law.

Article 12 - Assignment and Subcontracting

The Supplier shall not assign, transfer, or subcontract this Contract, in whole or in part.

Any attempt to assign, transfer, or subcontract this Contract shall constitute grounds for termination of the Contract.

Article 13 - Status and Use of RYCO Name

Nothing in this Contract shall be construed as a waiver of the privileges and immunities enjoyed by RYCO as an intergovernmental organization.

The Supplier shall not use the name, logo, or other identifying marks of RYCO without the prior written approval of RYCO.

Article 14 - Force Majeure

Neither Party is liable for delay or failure caused by a force majeure event beyond reasonable control that could not reasonably have been foreseen or avoided. The affected Party shall notify the other without undue delay and mitigate the effects.

Article 15 - Contract Management and Communication

Implementation shall be coordinated by the RYCO Contract Manager and the Supplier focal point stated below. All communications shall be in writing and in English. The Parties shall promptly notify changes to representatives or contact details.

RYCO	Supplier
Contract Manager	Focal Point
Name: [insert name]	Name: [insert name]
Email: [insert email address]	Email: [insert email address]
Phone Number: [insert phone number]	Phone Number: [insert phone number]

Article 16 - Applicable Law and Dispute Settlement

The Contract shall be governed by the laws of Albania. Disputes shall first be addressed amicably. If no settlement is reached within thirty (30) calendar days, either Party may refer the dispute to the competent court in Albania.

Article 17 - Contract Documents

The following documents shall form an integral part of the Contract:

1. This Contract;
2. Any subsequent amendments to the Contract duly agreed and signed by the Parties;
3. The Tender Dossier, including the Technical Specifications;
4. The accepted Technical Offer;
5. The accepted Financial Offer;
6. Warranty documentation;
7. Any other document expressly identified as forming part of the Contract

The documents forming part of the Contract shall be read together and construed as a single instrument.

Article 18 - Final Provisions

The Supplier acknowledges that the Contract was awarded on the basis of its tender. Submitted declarations and commitments remain valid during implementation. The Contract is executed in English in two originals, one for RYCO and one for the Supplier.

For the Contracting Authority	For the Supplier
Regional Youth Cooperation Office	[insert company name]
Secretary General	[insert title]
Vladimir Obradović	[insert representative]
Signature: _____	Signature: _____
Date: _____	Date: _____

D. TECHNICAL SPECIFICATIONS

Contract title	"Supply and delivery of an official vehicle for the Regional Youth Cooperation Office (RYCO) Head Office in Tirana Albania".
Delivery location	RYCO premises, Rruga "Skënderbej" 8/2/2, Tirana, Albania
Quantity	One (1) vehicle
Required delivery	Within five calendar days after contract signature and in any case no later than 30 September 2026
Contracting Authority	Regional Youth Cooperation Office (RYCO)
Website	RYCO

1. General Requirements

1. Vehicle category: Passenger vehicle
2. Condition: New, unused vehicle
3. Availability: In stock and available for immediate delivery
4. Production year: 2025 or newer
5. Body type: Five-door sedan, with a minimum luggage-compartment capacity of 550 litres with the rear seats in use.
6. Number of doors: Minimum 5
7. Number of seats: Minimum 5
8. Exterior color: Grey (Metallic)
9. Mileage upon delivery: Maximum 50 km

2. Engine and Performance

1. Fuel type: Turbo diesel
2. Engine power: Minimum 110 kW (150 HP)
3. Emission standard: Euro 6 or newer
4. Transmission: Automatic transmission
5. Fuel tank capacity: Minimum 60 litres

3. Safety Features

The vehicle shall be equipped with at least:

1. Front airbags for driver and passenger
2. Side airbags
3. Curtain airbags
4. ABS and an electronic stability control system, such as ESC, ESP or equivalent manufacturer terminology.
5. Tyre Pressure Monitoring System (TPMS)
6. Forward collision warning system
7. Emergency braking assistance
8. Lane keeping assistance system
9. Adaptive cruise control
10. Front and rear parking sensors
11. Rear-view camera
12. Safety belts for all seats

4. Comfort and Equipment

The vehicle shall include at least:

1. Automatic climate control with minimum either dual or three zones

2. Navigation system
3. Bluetooth connectivity
4. Voice recognition functionality
5. Multifunction steering wheel
6. Heated front seats
7. Electrically adjustable front seats
8. Driver seat memory function
9. Keyless entry and engine start system
10. Rain sensor
11. Automatic headlight activation
12. Electrically adjustable, heated and folding exterior mirrors
13. On-board computer
14. Front and rear electric windows

5. Lighting

The vehicle shall be equipped with:

1. LED headlights
2. LED rear lights
3. Automatic headlight control

6. Wheels and Tires

1. Alloy wheels
2. One spare wheel
3. Four mounted tyres suitable for the season

7. Warranty and Service

Manufacturer warranty of minimum four (4) years or 120,000 km, whichever occurs first.

Availability of an authorized service network in Albania.

User manuals and warranty documentation shall be provided in English.

Warranty documentation shall clearly indicate the warranty period, scope of coverage, and any applicable limitations or exclusions.

8. Delivery and Acceptance

1. Delivery location: Tirana, Albania Rruga "Skënderbej" 8/2/2, Tirana, Albania
2. The offered vehicle must be in stock and available for immediate delivery at the time of submission of the offer.
3. Delivery shall take place within five (5) calendar days following signature of the Contract and, in all cases, no later than 30 September 2026.
4. The bidder shall confirm compliance with the required delivery deadline in its offer.
5. The vehicle shall be delivered with all standard equipment, warranty documentation, certificates of conformity, user manuals, and spare wheel.
6. At delivery, the Contracting Authority shall inspect the vehicle and verify its identity, mileage, condition, equipment, documentation, tyres, keys, and conformity with the accepted technical offer. Delivery shall be considered complete only after successful inspection and signature of an acceptance record by the Contracting Authority.

E. LIST OF REQUIRED DOCUMENTS

1. **Supply Tender Submission Form** according to Annex I.
2. **Tenderer's Statement** according to Annex II.
3. **Declaration on Honour on Exclusion Criteria** according to Annex III.
4. **Financial Offer Form** according to Annex IV.
5. **Completed and signed Technical Offer Form** according to Annex V including the technical specifications of the offered vehicle, confirmation of compliance with the minimum requirements set out in the Technical Specifications, confirmation that the offered vehicle is available for delivery within the deadline specified in the Tender Dossier, relevant information on delivery arrangements, details of the authorized service centre(s) in Albania that will provide warranty services for the offered vehicle, and any other information the tenderer considers relevant for the performance of the Contract.
6. **Extract from the Commercial Register.**
7. **Manufacturer brochure, catalogue, certificate of conformity specification**, or other traceable technical documentation identifying the offered model, version and trim.
8. **Documentation confirming the manufacturer's warranty offered for the vehicle**, including coverage details and any applicable limitations or exclusions.

The required forms are to be completed, signed and stamped by the tenderers.

Detailed instructions for the submission of tender documents are provided in the instructions to tenderers.

Note: Tenderers are reminded that the provision of false information in this tender procedure may lead to the rejection of their tender. In any case the Contracting Authority has the right to investigate and request further evidence from the Economic Operator if it has reasonable ground to doubt the accuracy of such information.

ANNEX I**SUPPLY TENDER SUBMISSION FORM**

Contract title: "Supply and delivery of an official vehicle for the Regional Youth Cooperation Office (RYCO) Head Office in Tirana Albania"

To: Regional Youth Cooperation Office (RYCO)

All information in this submission must relate to the legal entity submitting the tender.

1. SUBMITTED BY:

Insert: Full official name of the tenderer	
State the official legal form of the tenderer	
State name of the legal representative of the tenderer	
State position and title of the legal representative	
State full official address of the tenderer	

2. CONTACT PERSON (for this tender)

Name	
Address	
Telephone	
email	

Name of the legal representative	
Signature and stamp	
Date	

ANNEX II

TENDERER'S STATEMENT

The undersigned, hereby declares that:

1. The tenderer has examined and accepts the contents of the Tender Dossier without reservation.
2. The tenderer offers to supply and deliver the vehicle in accordance with the Technical Specifications and all conditions in the dossier.
3. The information and supporting documentation provided as part of the Tender Submission, including the Technical Offer, are complete, accurate, and truthful in all material respects.
4. The tender shall remain valid for sixty calendar days from the submission deadline.
5. The offered vehicle is new, unused, in stock and available for delivery within the required deadline.
6. If selected, the tenderer will countersign and return the Contract within five calendar days from receipt.
7. The tenderer accepts the suspensive clause and understands that no contract may be awarded or signed before financing agreement is formally confirmed.
8. The tenderer has no conflict of interest and did not participate in preparing the procurement documents.
9. The tenderer will immediately inform RYCO of any change affecting these declarations.
10. The tenderer confirms that the offered vehicle complies with the warranty requirements set out in the Technical Specifications and that the applicable warranty documentation will be provided upon delivery
11. The tenderer accepts that any unsupported, inaccurate, false or misleading information may result in rejection of the tender, exclusion from the procedure, or termination of the Contract, as applicable.

Name of the representative	
Signature and stamp	
Date	

ANNEX III

DECLARATION ON HONOUR ON EXCLUSION CRITERIA

The undersigned declares that the tenderer is not in any of the following exclusion situations:

- bankruptcy, insolvency, liquidation, arrangement with creditors, suspended business or analogous proceedings;
- final finding of breach of tax or social-security obligations;
- grave professional misconduct, misrepresentation, anti-competitive agreement, intellectual-property violation, improper influence or attempt to obtain confidential information;
- final conviction for fraud, corruption, criminal organization, money laundering, terrorist offences, child labour or trafficking;
- significant or persistent deficiencies in performance of a prior contract;
- creation of an entity in another jurisdiction to circumvent mandatory fiscal, social or legal obligations;
- misrepresentation or failure to supply information required by RYCO;

Name of the representative	
Signature and stamp	
Date	

ANNEX IV

FINANCIAL OFFER FORM

Contract title: "Supply and delivery of an official vehicle for the Regional Youth Cooperation Office (RYCO) Head Office in Tirana Albania"

Description	Amount in figures and words stated in euro
Total price for one vehicle, delivery and all required equipment, exclusive of VAT	
Applicable VAT rate and amount (if any)	
Total contract price inclusive of VAT	

For financial evaluation, prices will be compared exclusive of VAT. The total price shall include delivery to the designated address, all required equipment, documentation, warranty and all other costs necessary to fulfil the Contract.

Name of the representative	
Signature and stamp	
Date	

ANNEX V

TECHNICAL OFFER FORM

The Tenderer shall complete all sections of the Technical Offer Form and provide the information requested for each minimum requirement. For every requirement, the Tenderer must clearly indicate the specification offered and provide a reference to the relevant supporting evidence (e.g., technical datasheets, brochures, manufacturer documentation, certificates, or other verifiable documents part of the tender submission). Where indicated in the Technical Offer Form, the Tenderer shall also provide any additional information requested. Tenderers are encouraged to include any further relevant details that support or clarify their compliance with the requirements. Failure to provide the required information, references, and supporting evidence may result in the offer being considered non-compliant.

1. OFFERED VEHICLE

Manufacturer	
Model, version and trim	
Production year	
Country of origin	
VIN, if available	
Vehicle currently in stock	☐ Yes ☐ No
Committed delivery date	

2. OFFERED TECHNICAL SPECIFICATIONS

No.	Minimum Mandatory requirement	Offered specification	Evidence reference
1	Vehicle category: passenger vehicle		
2	Condition: new and unused		
3	In stock and available for immediate delivery		
4	Production year: 2025 or newer		
5	Body type: five-door sedan, minimum luggage compartment 550 litres with rear seats in use		
6	Minimum five doors and five seats		
7	Exterior colour: grey metallic		
8	Mileage upon delivery: maximum 50 km		

No.	Minimum Mandatory requirement	Offered specification	Evidence reference
9	Fuel type: turbo diesel		
10	Engine power: minimum 110 kW (150 HP)		
11	Emission standard: Euro 6 or newer		
12	Automatic transmission		
13	Fuel tank capacity: minimum 60 litres		
14	Front airbags for driver and passenger		
15	Side airbags and curtain airbags		
16	ABS and electronic stability control system, such as ESC, ESP or equivalent manufacturer terminology		
17	Tyre Pressure Monitoring System		
18	Forward collision warning		
19	Emergency braking assistance		
20	Lane keeping assistance		
21	Adaptive cruise control		
22	Front and rear parking sensors		
23	Rear-view camera		
24	Safety belts for all seats		
25	Automatic climate control with minimum either dual or three zones		
26	Navigation system		
27	Bluetooth connectivity and voice recognition		

No.	Minimum Mandatory requirement	Offered specification	Evidence reference
28	Multifunction steering wheel		
29	Heated front seats		
30	Electrically adjustable front seats		
31	Driver-seat memory function		
32	Keyless entry and engine start		
33	Rain sensor and automatic headlight activation		
34	Electrically adjustable, heated and folding exterior mirrors		
35	On-board computer		
36	Front and rear electric windows		
37	LED headlights		
38	LED rear lights		
39	Automatic headlight control		
40	Alloy wheels		
41	One spare wheel		
42	Four mounted tyres suitable for the season		
43	Manufacturer warranty of minimum four years or 120,000 km, whichever occurs first		
44	Authorized service network available in Albania		
45	User manuals and warranty documentation in English		
46	Delivery to premises designated by RYCO in Tirana		

No.	Minimum Mandatory requirement	Offered specification	Evidence reference
47	Vehicle must be in stock at tender submission		
48	Delivery within five calendar days after signature and no later than 30 September 2026		
49	Delivery includes standard and required equipment, warranty documents, certificates of conformity, user manuals, spare wheel, tyres and keys		
50	Acceptance only after inspection and signed acceptance record		

3. WARRANTY AND DELIVERY ARRANGEMENTS*

***Tenderers may use this section to provide any additional information, explanations or clarifications relevant to the vehicle offered, including information on delivery arrangements, warranty conditions, authorized service centre(s), or any other information supporting compliance with the Technical Specifications.**

Name of the representative	
Signature and stamp	
Date	