

## INVITATION TO TENDER FOR A PUBLIC CONTRACT OF LIMITED VALUE

### 1. Object of the public contract

This is a public contract of limited value based on Article 92 Law of 17 June 2016 concerning public contracts.

The public contract is for a supply of Label Printer and Labels

The purpose of this public contract is the procurement and delivery of new label printers and labels

The supplier must:

- Clearly specify compatibility between the label printer and the supplied labels, ensuring correct size, material, and printing technology.
- Indicate technical specifications of the label printer, including printing method, resolution, and supported label formats.
- Confirm the warranty period for the label printer (minimum 12 months).
- Specify the expected durability and lifecycle of the labels, including resistance to fading, handling, and environmental conditions where applicable

### 2. Duration of the public contract/delivery period

The delivery of supplies must be performed within a period of 20 calendar days from the day following the date of conclusion of the public contract.

### 3. Contact details of the contracting authority

You are invited to this public contract by:

College of Europe Tirana, Representation Office, Cube no.15, Pyramid Complex in Boulevard 'Deshmoret e Kombit', Tirana with Tax Identification Number (NIPT) M41409452G.

### 4. Evaluation of the tender

The Contracting Authority will determine the most economically advantageous tender taking into account the best value for money. The most economically advantageous regular tender is the one that scores the most points based on the following criteria:

- |   |
|---|
| <b>1</b> <b>80 points: Price</b> (total amount based on probable/exact quantities for the entire duration of the agreement) |
|---|

### Assessment:

The tender with the lowest price will be awarded the maximum points. The remaining tenderers will be awarded points according to the rule of 3: PRICE LOWEST SUBMISSION / PRICE SUBMISSION \* **80** points.

## **2. 20 points: Technical compliance and delivery conditions**

Deliver lead time (shorter delivery preferred) (10 points)  
Warranty period (minimum 12 months) (10 points)

Both subcriteria will be scored proportionately. The shortest delivery time scored the maximum of the points. The longest warranty payment will receive the maximum score of the points; bids with the minimum warranty period of 12 months will receive 0 points.

### **5. Submission of the tender**

The deadline for submission is [26.05.2026] at [13:00].

You can submit your offer via: [procurement.al@coleurope.eu](mailto:procurement.al@coleurope.eu).

Specify: "20260513\_purchase\_Label\_Printers" as the title of your e-mail.

The tender should include the following:

- The fixed unit price/fixed unit prices in letters and in figures (excluding VAT);
- Global price/global prices in letters and figures (excluding VAT);
- The total amount of the offer in letters and in figures (excluding VAT);
- The amount of VAT;
- The total amount of the offer in letters and figures (including VAT);

The tender contains the following documents:

Warranty and after-sale support details.

Tenderers remain bound by their tender, possibly improved by the Contracting Authority, for a period of 30 calendar days from the deadline for receipt.

For further questions, please contact [procurement.al@coleurope.eu](mailto:procurement.al@coleurope.eu)

### **6. Price elements in the quotation**

The supplier is deemed to have included in its prices all costs and charges except value-added tax.

A detailed breakdown of the supplier's quotation is specified in the quotation.

In any case, the Contracting Authority assumes an all-in price.

### **7. Payment**

The order is paid after full and accepted execution of the order

Chapter 2, Section 11 of the RD Execution of 14 January 2013 on payment terms is applicable to this public contract.

The invoice should be in EURO.

Payment shall be made within a payment period of 30 days from the submission of the invoice with the following details:

- Process and invoice identifiers, including the reference of this public contract:  
20260513\_Purchase\_Label\_Printers
- Invoice period;
- Information regarding the Contractor;
- Information regarding the Contracting Authority;
- Information on payee;
- Delivery details;
- Payment instructions;
- Allowance or charge information;
- Invoice line item information;
- Invoice totals;
- VAT breakdown.

# APPENDIX 1: QUOTATION FORM

Reference: "20260513\_purchase\_Label\_Printers\_and\_Labels"

## Public Contract for the 20260428\_Purchase\_Label\_Printers for the College of Europe Tirana Campus

### 1. Supplier Information:

#### **Legal person**

Company name:

Legal form:

Nationality:

Registered office (street and house number, municipality and postal code, country):

Identification number (NIPT):

Website:

Represented by the following signatories:

First name and surname:

Function or capacity:

Phone:

E-mail:

### 2. Eligibility Criteria:

*Legal Status:* The bidder must be legally registered and authorized to conduct business, including holding a valid VAT registration number in Albania. Proof of legal registration and VAT status should be available and may be requested during the evaluation process.

*Exclusion Situations:* The bidder must declare that it is not in any exclusion situations such as being bankrupt, being convicted of a criminal offense affecting their professional conduct, or having guilty verdicts for fraud, corruption, involvement in a criminal organization, or any other illegal activity detrimental to the EU's financial interests.

*Compliance with National and EU Regulations:* Bidders must comply with all applicable national and EU regulations concerning the provision of the services or supplies required

### 3- Economic Proposal Grid

No.	Description	Type	Unit	Unit price excl. VAT	Quantity*	Total amount excluding VAT
1	<p><b>Desktop label printer</b>  Direct thermal / Thermal transfer  203 dpi or 300 dpi  Up to 152 mm/sec  104 mm  991 mm  Roll-fed labels, tags, receipts  Adjustable reflective and transmissive sensors  32-bit RISC processor  512 MB Flash / 256 MB SDRAM  USB 2.0, USB Host, Ethernet, Bluetooth Low Energy, Wi-Fi (optional)  LED status indicators and control buttons  ZPL II, EPL 2, XML  Optional automatic cutter  External power adapter  4.4°C to 41°C  Approx. 267 x 202 x 189 mm</p> <p>Logistics, retail, healthcare, barcode labeling</p> <p>Approx. 2.5 kg</p>	Supply of goods	Piece		3	
2	<p><b>Label Type: Direct Thermal (DT)</b>  Material: Top-Coated Paper  Adhesive: Permanent  Label Size: 51 mm (Width) × 25 mm (Height)  Core Size: 25 mm (1 inch)  Color: White  Perforation: Not Applicable  Roll Quantity: 2,580 labels per roll  Label Configuration: Single label per format  Printing Technology: Direct Thermal (no ribbon required)  Packaging: 12 rolls per case</p>	Supply of goods	Case		3	

3	<p><b>Label Type: Direct Thermal (DT)</b>  Material: Paper, Uncoated  Adhesive: Permanent  Label Size: 77 mm (Width) × 51 mm (Height)  Core Size: 25 mm (1 inch)  Color: White  Perforation: As specified by product (Perforation)  Roll Quantity: 1,370 labels per roll  Label Configuration: Single label per format  Printing Technology: Direct Thermal (no ribbon required)  Packaging: 12 rolls per case</p>	Supply of goods	Case	2	
4	<p>HDMI Splitter (1 Input / 4 Outputs)  HDMI 2.0 compliant  Supports up to 4K (3840×2160) @ 60Hz  Backward compatible with 1080p / 720p  HDCP 2.2 &amp; HDCP 1.4 support  1× HDMI input  4× HDMI outputs  Simultaneous mirrored output on all ports  Supports RGB and YCbCr color formats  Supports Dolby Digital, DTS, LPCM audio  Active signal amplification (powered)  Near-zero latency  LED power and signal indicators  External power adapter included  Plug &amp; Play (no driver required)  Metal or high-grade plastic housing  Operating temperature: 0°C to 40°C  Compatible with TVs, monitors, projectors  Use cases: conferencing, digital signage, classrooms, control rooms</p>	Supply of goods	Piece	3	

5	Barcode Reader Handheld 2D imager scanner Reads 1D and 2D barcodes Supports printed and mobile screen barcodes Omnidirectional scanning Scan rate up to 305 scans per second Standard scan range (up to ~36 cm, barcode-dependent) Interface options: USB, RS-232, Keyboard Wedge Plug & Play, auto-host detection Compatible with Windows, Linux, Android LED indicators and audible beeper Ergonomic lightweight design Durable housing, drop resistant up to 1.5 m Operating temperature: 0°C to 50°C Power via USB (no external power required)	Supply of goods	Piece	3		
8	Delivery of the goods	Delivery	N/A			
					Total amount without VAT	
					VAT amount	
					Total amount with VAT	

In case the tenderer only applies to one lot, please delete the other lot

°: unit prices are quoted to 2 decimal places

\* PQ = probable quantity

4. Declaration:

- I/We hereby declare that all information provided is true and accurate, and that we meet all the eligibility criteria set out in this tender.

- I/We declare that we are not in any exclusion situation and are financially stable to execute the requirements of this contract.

Signature:

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First name and surname:

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Function:

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