

Annex 5 – Qualification and Eligibility Criteria

1. Company name and address / Entry No. in Commercial Register
2. The company is legally registered and allowed to pursue the professional activity necessary to carry out the work subject to this request for proposal. Please provide QKB extract;
3. Commercial details - To demonstrate their financial and economic capacity, economic operators shall submit evidence of their annual turnover for the financial years 2023, 2024, and 2025. The annual turnover for at least one of the years within the required period shall not be less than 286,000 ALL.;
4. Certificate/Confirmation of payment of tax obligations in accordance with the legislation in force;
5. Certificate/Confirmation of payment of social security in accordance with the legislation in force;
6. Certificate confirming the payment of all matured electricity obligations;
7. Number of employees - Please provide an official document that proves the number of staff for the above-specified years, showing that at least 1 (one) staff members have been registered in each of the last three years; Average 2023 Average 2024 Average 2025
Permanent staff. Regarding this requirement, the bidding economic operator shall submit a certificate issued by the Tax Directorate or the Social and Health Insurance Directorate, specifying the number of insured employees for the above-mentioned period, accompanied by the respective E-Sig payroll records for social and health insurance contributions.
8. The economic operator must demonstrate the availability of the following expert, in accordance with the qualification and experience requirements defined in the Terms of Reference:
 - University degree in social sciences, engineering, disaster risk management, communication, public policy, or related fields;
 - Minimum 3 years of relevant professional experience;
 - Proven experience in:
 - Survey design and analyses;
 - Community engagement;
 - Stakeholder consultations;
 - Communication assessments and public awareness activities.
 - The expert shall submit a Technical Methodological Concept (TMC).
 - Knowledge related to:
 - Civil Protection;
 - Disaster Risk Reduction (DRR);
 - Community resilience.

Such knowledge will be considered an asset.

- Experience in communication assessments, public awareness activities, or risk communication is considered an asset.
- Provide at least 1 similar assignment.
- Strong analytical, reporting, and presentation skills.
- Fluency in English and Albanian.
- Flexibility to travel within the country.

The economic operator shall submit the Curriculum Vitae (CV) of the expert, copies of the diploma and relevant qualifications. The economic operator shall also submit a declaration confirming that the proposed expert will be available and engaged throughout the entire duration of the contract implementation.

Furthermore, the economic operator shall demonstrate that the proposed expert has a legal relationship with the company through an employment contract, service contract, cooperation agreement, or another legally recognized form of engagement, and the relevant supporting documentation shall be provided.

9. The economic operator must provide evidence of at least 1 (one) reference projects in the technical field (Experience and similar assignments), implemented in Albania or internationally during the last 3 (three) years, with a cumulative value not less than 286,000 ALL.

Project title and client	Focus/scope of tasks	Region	Period	Order value in EUR

To verify similar previous experience, the economic operators must submit the following evidence: I. For previous experience carried out with the public sector, the economic operator must submit confirmations issued by the public entity for the successful completion of the contract, where the values, completion status of the contract, and respective tax invoices are indicated, completed in accordance with the applicable legislation, stating the dates, amounts, and services performed.

II. For previous experience carried out with the private sector, the economic operator must submit sales tax invoices, completed in accordance with the applicable legislation and declared to the tax authorities, indicating the dates, amounts, and services performed.

For reference purposes, the economic operator shall also complete the above-mentioned table for similar contracts.

10 A declaration stating that the economic operator undertakes to fully implement the procurement object, in accordance with the terms of reference, within 6 (six) months from the date of the contract signing

11. Name of key staff member for backstopping the above project at your company headquarters

Contact person for queries

name:

email:

phone:

We herewith affirm that the above data are true and complete

10. Brief company profile/ organizational structure of the company