



Invitation to Tender

Project title: **Empowering Albanian Resilience co-implementing a Multi-Hazard Early Warning System Nationwide (EAR -MHEWS)**
Project N°: **21.2314.9-004.00**
Country: **Albania**

Ladies and Gentlemen,

The National Civil Protection Agency (NCPA) is an Agency within the Ministry of Defense (MoD) of Albania (the Ministry responsible for civil protection and for disaster risk management in country level). NCPA exercises coordinating, technical supervisory, leading, and serves as a controlling national authority in the field of disaster risk reduction and civil protection. The purpose of Civil Protection is to reduce the Risk from Disasters and to implement Civil Defense to guarantee the protection of human life, living things, property, cultural heritage and the environment, through the strengthening of the Civil defense system, by defining the responsibilities of institutions and structures of this system, international cooperation, rights and obligations of citizens and private entities, education, training and inspection.

The project “**Empowering Albanian Resilience co-implementing a Multi-Hazard Early Warning System Nationwide (EAR -MHEWS)**” is implemented by NCPA and their national partners will put in place a fit-for purpose MHEWS that addresses, for the first time, multiple climate hazards in a structured, coordinated and ‘joined up’ manner. The geographical scope of the MHEWS will be national, although, of course, individual hazard-related needs will be geographically differentiated: for instance, flooding is particularly prominent in flood-prone areas of the coastal belt.

This project is an integral part of the Green Climate Fund (GCF) co-financed [Programme for Climate Resilient Urban Development in Albania](#)” – ALBAdapt.

The focus area of the ALBAdapt programme is adaptation. ALBAdapt aims to increase the climate resilience of the Albanian population through generation, coordination and effective use of climate information – supported by a functional National meteorological and hydrological service (NMHS) and National Framework for Climate Services (NFCS) – and a people-centred multi-hazard early warning system (MHEWS), which together constitute a ‘joined-up’ climate information and early warning system (CIEWS).

ALBAdapt has 3 components as follows:

- Component 1 – Weather, hydrological and climate information service
- Component 2 - Multi-hazard early warning systems and early action
- Component 3 – Climate-informed investments decisions

We intend to proceed with the procurement of services for the Expert to Conduct Surveys and Consultations to Assess the Most Effective Communication Channels for Reaching Communities” - Early Warning Project (EAR-MHEWS).



Please see the attached “Terms of Reference (TOR)” (Annex 1) for detailed information. Submission deadline and Labelling of offer

Should you be interested in providing the services in accordance with the attached Terms of Reference, you are kindly invited to submit your bid in one original to NCPA by 03.07.2026 for the service “Expert to Conduct Surveys and Consultations to Assess the Most Effective Communication Channels for Reaching Communities” - early warning project (EAR-MHEWS).

Please address your bid to:
National Civil Protection Agency (NCPA)
Ministry of Defence, Dibra Street, "Skënderbej" Garrison, Building No. 36
Tirana, Albania

If you have any further questions regarding the tender, please only contact info.ear-mhews@akmc.gov.al, at the NCPA Office. Kindly note that questions will only be accepted up to seven (7) days after the publication of the procurement procedure.

Bids are to be submitted using a two-envelope procedure:

- a. Technical Proposal (including all administrative and eligibility documents);
- b. Financial Offer.

Each part must be placed in a separate, sealed envelope. The Technical Proposal must not contain any financial information.

Both envelopes shall then be enclosed in one outer sealed package/envelope, clearly labelled as follows:

- Name of the procurement procedure: Expert to Conduct Surveys and Consultations to Assess the Most Effective Communication Channels for Reaching Communities” - early warning project (EAR-MHEWS).
- Name and address of the bidder
- “Do not open before the official opening session”

Bidding documents

Project title: Empowering Albanian Resilience co-implementing a Multi-Hazard Early Warning System Nationwide (EAR -MHEWS)

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Financial offer for bid

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The envelopes must be submitted to the institution’s protocol office till 03.07.2026 at 16.00, which constitutes the last opportunity for submission.

Content of the offer



All copies of the bid must be submitted in written form.

If you are forming a bidding consortium or association, the bid must show who the members are and how the work is divided between them. Specifically, all members must name the lead member and authorize this member to represent the association and to receive payments on behalf of the other members. The members must also acknowledge joint and several liabilities for performing the contract. A corresponding written authorization must be attached to the bid. The offer shall be submitted in the language of the tender documents.

Offers shall remain valid for 90 (ninety) calendar days from the submission deadline.

The technical offer submitted must contain a detailed technical proposal in accordance with the Terms of Reference.

Content of the price offer

The financial offer must contain the total price for the services (including all applicable costs), in local currency and as specified in Annex 2 (Price Schedule). Please calculate your prices on a gross basis. Bidders must meet the eligibility and qualification requirements as detailed in Annex 5.

The evaluation of the financial offer will be carried out after the opening of the technical offer envelope.

Evaluation of Offer

The evaluation of the bids is scheduled to be completed by 13.07.2026 and will be carried out in two steps:

1. Technical evaluation
2. Financial evaluation

Evaluation criteria:

- Technical: 70%
- Financial: 30%

The technical evaluation shall be carried out in accordance with the criteria and scoring methodology defined in the Terms of Reference and/or relevant annexes of the specific procurement procedure.

Only offers meeting the minimum technical requirements will be considered for financial evaluation.

Following completion of the evaluation process, the Contracting Authority shall issue an intended award decision identifying the bidder ranked first according to the evaluation methodology set out in the tender documents.



Any attempt by a bidder to influence the evaluation process, obtain confidential information, or engage in fraudulent, corrupt, collusive, coercive or obstructive practices shall result in immediate exclusion from the procurement procedure

Commencement of work

Provision of services shall be completed within **6 months** from the date of contract signature.

Complaints and Clarifications

Requests for clarification regarding the tender documents may be submitted by email within seven (7) days from the date of publication.

Any bidder who considers that they have been unfairly treated during the evaluation process may submit a written complaint within five (5) days from the notification of results.

The Contracting Authority will review all requests and complaints and respond in the same form in which they were submitted, namely by email for clarification requests and by official written response for formal complaints.

The contract may be signed after expiry of the complaint deadline or after a final decision on any submitted complaint.

Submission of clarifications or complaints does not suspend the procurement procedure.

Yours sincerely,

The National Civil Protection Agency (NCPA)

Annexes:

1. Terms of Reference (TOR)
2. Price Schedule.
3. Declaration of Conflict of Interest;
4. Exclusion Criteria Declaration;
5. Qualification and Eligibility Criteria