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Eco Promotional Stock Products

Request for Quotations

February 2026



Procurement of: *Eco Promotional Stock Products*

Ref No: RFQ 2026_01_Eco Promo Stock

Project: “Clean Water Less Plastic: Pilot Project for “Eco Promo Stock”

Estimated Contract Value: EUR 23,000 (excluding VAT)

Contracting Authority / Purchaser:

Univers Promotions

NIPT: K81324039M

Address: Tirane, Kashar, Qafa e Kasharit, Mbikalimi i Rinasit, Albania

Email: laurent@universpromotions.al

Contact Person: Laurent Haxhiu

Telephone: +355 68 908 3600

Issued on: March 04, 2026

1. Legal Basis

This procurement procedure is conducted in accordance with Annex 4a – Procurement Guidelines for Projects Financed by GIZ and Grant Agreement AL10/2026. All documentation will be retained for a period of ten (10) years and may be subject to audit.

2. General Information

Univers Promotions shpk (hereinafter referred to as the “Purchaser”) invites eligible and qualified Suppliers to submit a quotation for the **supply and delivery of eco promotional stock products**, in accordance with the requirements set forth in this Request for Quotation (RFQ) and its annexes. This RFQ establishes the terms and conditions for the submission, evaluation, and award process.

3. Ethical Standards and Integrity

The Supplier shall observe the highest standards of integrity and transparency. Any form of fraud, corruption, collusion, coercion, misrepresentation, or unethical conduct shall result in immediate disqualification from the procurement process.



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The Purchaser reserves the right to reject any quotation if it determines that the Supplier has engaged in prohibited practices.

4. Eligibility of Suppliers

The Supplier must:

- Be legally registered and authorized to conduct business in accordance with the laws of its country of incorporation;
- Not be under bankruptcy, liquidation, suspension, or similar proceedings;
- Not be subject to sanctions or blacklisting by competent authorities.

Upon request, the Supplier shall provide documentary evidence including:

- Business Registration Certificate
- Tax Registration Certificate
- Relevant licenses (if applicable)
- Samples of each quoted item

5. Conflict of Interest

A Supplier shall not have a conflict of interest. A conflict of interest may arise where the Supplier:

- Directly or indirectly controls or is controlled by another bidding Supplier;
- Shares the same legal representative as another bidding Supplier;
- Has participated in the preparation of the technical specifications;
- Has any relationship that may improperly influence the procurement process.

Suppliers found to have a conflict of interest shall be disqualified.

6. Validity of Quotations

Quotations shall remain valid for 60 (sixty) days after the submission deadline . During this period, the Supplier shall maintain the quoted price and conditions without modification.

7. Price of Quotations

The Supplier shall quote its price in the Supplier's Quotation Form as provided in Annex 2 of this RFQ.

Prices must be submitted excluding VAT, with VAT shown separately for reference.

The quoted price must be in Euro currency

8. Delivery terms

Delivery of products shall be completed within 21 calendar days from the date of issuance of the Purchase Order.



9. Payment terms

Payment shall be made in full after delivery, within **30** calendar days from the date of invoice issuance.

10. Clarifications

Any clarification request regarding this RFQ may be sent in writing to laurent@universpromotions.al. The deadline for submission of requests for clarification is **March 9, 2026** at laurent@universpromotions.al

11. Submission of Quotations

Quotations must be:

- Submitted using the **Supplier Quotation Form (Annex 2 of the RFQ)**
- Sent via email in **scanned, non-editable format** at the email address: laurent@universpromotions.al

The deadline for submission of quotations is: **March 16 2026, COB**. Late submissions will not be considered.

12. Quotations Compliance and Mandatory Submission

The Supplier shall ensure that its quotation and the supplied product are fully compliant with:

- All technical specifications outlined in Annex 1;
- The financial conditions and pricing established in this RFQ;
- The required delivery schedule and deadlines;
- The payment terms and conditions specified herein; and

Failure to comply with any of the above requirements will result in the quotation being deemed non-responsive.

Along with the quotation, the suppliers are required to submit *physical samples of the proposed products*. Samples will be evaluated for quality, durability, eco characteristics and compliance with technical specifications. Failure to submit samples will result in the quotation being deemed non-responsive.

13. Opening of Quotations

Quotations will be opened by the Purchaser's representatives immediately after the deadline for the submission of Quotations.

14. Evaluation of Quotations

The quotations will be evaluated to determine substantial responsiveness of the technical proposal. The Purchaser will evaluate quotations based on:



A. Technical compliance including:

- Compliance with Technical Specifications;
- Delivery timeline;
- Sustainability credentials.

B. Financial offer

The Contract shall be awarded to the Supplier whose quotation is fully compliant with all the requirements of the requested product, as set forth in Annex 1 and this RFQ, and who offers the most advantageous price.

An award notice including the name of the winning company, contract value and award date will be Communicated by mail from Univers Promotions.

15. Bid Protest Period

Any Supplier who wishes to challenge the decision regarding the award of the Contract must submit a written notice of objection to the Purchaser within five (5) calendar days from the date of formal notification of the contract award. The notice shall clearly state the grounds for the objection and include all relevant supporting documentation. The Purchaser shall review and respond to such objections in a timely manner in accordance with applicable internal procedures and governing regulations.

16. Right to Cancel

The Purchaser reserves the right to accept or reject any quotation and/or cancel the procurement process at any stage without awarding a contract and without incurring any liability.

17. Data Protection

Personal data will be processed solely for the purpose of managing this procurement procedure in accordance with applicable legislation.

18. Documents related to this RFQ

- ANNEX 1:** Technical Specifications and Quantities of Products
- ANNEX 2:** Supplier Quotation Form
- ANNEX 3:** GIZ General Purchase Conditions



ANNEX 1: Technical Specifications and Quantities of Products

No	Name of Product	Illustrative Photo of the Product	Certificates	Description	Quantity
1	Fan		ECO-Friendly	Folding fan with wooden handle, ideal for warm summer days. Size: 42 x 3 x 22,5 cm Material: paper, wood. Natural/black colour.	1000
2	Pen		ECO-Friendly	Paper pen made from recycled paper with blue-writing refill. Size: 14,3 x ø 1 cm Material: paper. Natural/black colour.	550
3	Pen		ECO-Friendly	Plastic ballpen with bamboo coating, silver applications, blue-writing refill, and extravagant clip. Size: 14,4 x ø 1,2 cm Material: bamboo, metal. Wood/silver colour.	200
4	Notebook		ECO	A5 notebook with a cover made of recycled PU and 160 lined pages made of recycled paper. Size: 14,5 x 1,4 x 21,1 cm Material: leatherette, paper. Royal blue colour.	1000
5	Notebook		ECO	A5 notebook with a cover made of recycled PU and 160 lined pages made of recycled paper. Size: 14,5 x 1,4 x 21,1 cm Material: leatherette, paper. Red colour.	1000



6	Notebook		ECO	A5 notebook with a cover made of recycled PU and 160 lined pages made of recycled paper. Size: 14,5 x 1,4 x 21,1 cm Material: leatherette, paper. Purple colour.	200
7	Notebook		ECO-Frendly	Trendy and ecological: note pad in panel format with cover made of real bamboo and 140 lined pages made of unbleached recycling paper, includes a blue-writing pushbutton ball pen made of bamboo. Size: 14,5 × 18 × 1,7 cm Material: bamboo, paper. Natural bamboo colour.	200
8	Umbrella		Automatik, Eco Frendly,RPET	Automatic, windproof Umbrella with metal shaft, conopy made of recycled PET bottles and curved wooden handle. Size: ø 105 × 88 cm Material: RPET, wood. Black colour.	100
9	Umbrella		Automatik, Eco Frendly,RPET	Automatic, windproof Umbrella with metal shaft, conopy made of recycled PET bottles and curved wooden handle. Size: ø 105 × 88 cm Material: RPET, wood. Royal blue colour.	300
11	Umbrella		Automatik, Eco Frendly,RPET	Automatic, windproof Umbrella with metal shaft, conopy made of recycled PET bottles and curved wooden handle. Size: ø 105 × 88 cm Material: RPET, wood. White colour.	100
12	Umbrella		Automatik, Eco Frendly, RPET	Automatic, windproof Umbrella with metal shaft, conopy made of recycled PET bottles and curved wooden handle. Size: ø 105 × 88 cm Material: RPET, wood. Navy blue colour.	100



13	Cotton Bag		ECO-Friendly	Eco-friendly cotton bag with long handles, in different colours and a particularly strong grammage of 140g/m ² . Size: 38 × 0,3 × 42 cm Material: cotton. Black colour.	1000
14	Cotton Bag		ECO-Friendly	Eco-friendly cotton bag with long handles, in different colours and a particularly strong grammage of 140g/m ² . Size: 38 × 0,3 × 42 cm Material: cotton. Royal blue colour.	1000
15	Cotton Bag		ECO-Friendly	Natural-coloured cotton bag (140g/m ²) with two long handles. Size: 37 × 0,2 × 41 cm Material: cotton. Natural colour.	10200
16	Cotton Bag		ECO-Friendly	Natural-coloured cotton bag (140g/m ²) with two short handles. Size: 38 × 0,3 × 41 cm Material: cotton. Natural colour.	1000
17	Cotton Bag		ECO-Friendly	Organic cotton shopping bag with two long handles and high quality cotton (220g/m ²), GOTS certified. Size: 38 × 0,2 × 42 Material: organic cotton. Natural colour.	1000
18	Cotton Bag		ECO	Gymbag made of 210D recycled polyester with 2 side cords as carrying straps. There are countless possible uses, e.g. as a gym bag or laundry bag. Size: 32 x 0,3 x 43 cm Material: RPET. Royal blue colour.	500



ANNEX 2: Supplier Quotation Form

From:	<i>[Insert Supplier’s name]</i>
Supplier’s Representative:	<i>[Insert name of Supplier’s Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Supplier’s address]</i>
Email:	<i>[Insert Supplier’s email address]</i>

To:	<i>[Insert Purchaser’s name]</i>
Employer’s Representative:	<i>[Insert name of Purchaser’s Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Employer’s address, including email]</i>
RFQ Ref No.:	
Date of Quotation:	

Dear *[insert name of Supplier’s Representative]*:

SUBMISSION OF QUOTATION

1. Conformity and No Reservations

In response to the above named RFQ, we offer to provide the products as per this Quotation and in conformity with the RFQ. We confirm that we have examined and have no reservations to the RFQ.

2. Eligibility

We meet the eligibility requirements and have no conflict of interest, in accordance with the Request for Quotations.

3. Offered Technical Specifications

We offer to provide the following products as per this Quotation:

No	Name of Product	Certificates	Description
1	Fan		
2	Pen		
3	Pen		
4	Notebook		
5	Notebook		
6	Notebook		
7	Notebook		
8	Umbrella		
9	Umbrella		
11	Umbrella		
12	Umbrella		



13	Cotton Bag		
14	Cotton Bag		
15	Cotton Bag		
16	Cotton Bag		
17	Cotton Bag		
18	Cotton Bag		

4. Quotation Price

The total price of our offer is *[Insert amount in numbers and words]* VAT excluded.
See below detailed price for each product offered

No	Name of Product	Quantity	Unit price (EUR)	Amount (EUR)
1	Fan	1000		
2	Pen	550		
3	Pen	200		
4	Notebook	1000		
5	Notebook	1000		
6	Notebook	200		
7	Notebook	200		
8	Umbrella	100		
9	Umbrella	300		
11	Umbrella	100		
12	Umbrella	100		
13	Cotton Bag	1000		
14	Cotton Bag	1000		
15	Cotton Bag	10200		
16	Cotton Bag	1000		
17	Cotton Bag	1000		
18	Cotton Bag	500		
TOTAL (EUR)				

5. Quotation Validity

Our Quotation shall be valid until the date specified in the RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

6. Fraud and Corruption

We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

On behalf of the Supplier:

Name _____



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Title _____

Signature _____

Date _____

ANNEX 3 – GIZ General Purchase Conditions



[giz_2023_en_general_purchase_condition.pdf](#)