

Request for Proposal

Vehicle operation leasing service / Daily Car Rental Service

Location	Tirana
Type of Contract	Service Contract
Services Requested	This call is organized into two distinct LOTs: <ul style="list-style-type: none"> LOT 1: Vehicle operation leasing service-SUV Electric LOT 2: Daily Car Rental Service
Reference number	25-16-S4J
Procurement Process	Request for Proposals One step process - only full proposals will be considered
Number of potential successful offeror	One per LOT or one for both LOTs. Applicants may apply for one LOT or both LOTs.
Issue date of the call	22 August 2025
Deadline for submitting full proposals	05 September 2025, EOB
Deadline of sending questions and receiving answers	Subjects interested to apply can send questions at al.info@swisscontact.org by 29 August 2025, EOB. Answers will be sent to all interested subjects by 01 September 2025, EOB.
Estimated starting date	10 September 2025
Estimated timeframe	10 Sep 2025 – 30 June 2027 (with extension possibility)
Eligibility	Registered companies with at least 2 years of similar services experience.
Validity of Quotation	Minimum 1 month
Language of Quotation	English
Where to send applications	All applications will be submitted in hard-copy, sealed in a covering envelope, to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, Tiranë by the deadline above mentioned. The outside of the envelope must clearly note the <u>Request for Proposal reference number and title: 25-16-S4J - Vehicle operation leasing service-SUV electric</u> for Lot 1 and <u>Request for Proposal reference number and title: 25-16-S4 - Daily Car Rental Service</u> for Lot 2. All documents should be duly filled, signed and stamped.

1. BACKGROUND AND PROJECT DESCRIPTION

Swisscontact is an independent, non-profit Swiss foundation dedicated to promoting economic, social, and environmental development. Swisscontact's development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. A key focus is to strengthen the skills of individuals and foster the competitiveness of companies.

Skills for Jobs (S4J) is a project mandated by the Swiss Agency for Development and Cooperation (SDC) and implemented by Swisscontact Albania. It is part of the Economic Development Domain of the Swiss Cooperation Strategy for Albania (2022-2025), with specific focus on promotion of employment opportunities and skills development.

The overarching goal of S4J is to contribute to an improved inclusive Albanian Vocational Education and Training (VET) system and increased competitiveness of the Albanian economy, by facilitating access to gainful employment and income for young women and men from diverse backgrounds, as VET providers transition into multifunctional centres. The project actively promotes modern teaching and learning practices through fostering work-based and blended learning, leveraging digitalization as an instrument. S4J supports VET institutions in strengthening their internal processes and management, while also collaborating with industries and national authorities to update and diversify the VET offer, ensuring they align with labor market needs.

The project is in its third phase, S4J 3, which started in July 2023 and will last until June 2027. During this phase, the project aims to create training and employment opportunities for up to 29,400 Albanian women and men, including youth and special needs groups. S4J will facilitate the horizontal transfer of key innovation objects/processes previously promoted in the project's previous two phases, expanding their reach to other VET providers and companies, through capacitated and empowered transfer agents. This phase will focus on further consolidating and documenting these innovations to facilitate scaling, transfer, and institutionalization within the VET system, both in the public and private sector.

To achieve its objectives, the project has two primary areas of intervention:

Component 1: Access to quality VET offer

Services and interventions in this component focus on strengthening VET providers by: promoting modernization of VET and integrating digital solutions in the vocational teaching process; improving planning, internal monitoring, and other quality development processes; strengthening the development unit (DU) and improving its service provision capacities; and, designing and developing models for continuous professional development (CPD) of VET staff.

Component 2: Private sector engagement in VET

Services and interventions in this component focus on consolidating and improving the participation of the private sector in the governance, design and delivery of VET programmes in partnership with VET providers by: strengthening the cooperation between VET providers and companies; promoting and consolidating regional networks of companies and supporting Business Membership Organizations (BMOs) to engage in skills development; increasing capacities of companies and VET providers to design and deliver quality apprenticeships and in-company work-based learning; capacitating companies to contribute to the identification of skills needs, design and delivery of new professional qualifications and curricula.

Component 3: Dual VET

Interventions in this component focus on establishing a Dual VET system in Albania, supporting the Dual VET initiative launched by the Government of Albania in 2024. Since 2016, S4J has been promoting the dualization of VET in Albania and has quickly adapted to support its implementation. S4J will continue to assist the Albanian government in implementing this transformative initiative through a hands-on approach, including developing a comprehensive regulatory framework, supporting the development of Dual VET qualifications, providing direct support to VET providers, and collaborating with private sector partners to deliver these programs.

2. SUBJECT

Under this Request for Proposal, Swisscontact Albania is looking for suitably qualified and experienced companies to provide vehicle operation services under two separate Lots, both covering the contract period September 2025 – June 2027, with the possibility of extension until June 2028, subject to satisfactory performance:

- **LOT 1 – Vehicle Operation Leasing Service (SUV Electric):**

Operational leasing services for one SUV fully electric vehicle, including insurance, maintenance, and purchase of charging infrastructure, to ensure reliable and environmentally friendly mobility for project operations.

- **LOT 2 – Daily Car Rental Service:**

On-demand daily rental services to cover intermittent mobility needs, ensuring flexible and cost-efficient access to vehicles for short-term assignments, with clear service standards (insurance, roadside assistance, replacement, and mileage conditions).

Swisscontact invites interested candidates to bid for one or both Lots, according to the specifications and requirements defined in this call.

3. ELIGIBILITY

This Request for Proposal is open for registered companies with **at least 2 years** of similar services experience.

4. TECHNICAL REQUIREMENTS

LOT 1 – Vehicle Operation Leasing Service (SUV Electric)

The interested applicant must submit the technical proposal as per required table template in Annex 1 of this call.

If you are successful in terms of fulfilling the above required specification and providing best/lowest price, a technical team will visit your location to confirm availability and to conduct an inspection of your vehicles so as to determine the final physical quality, quantity and mechanical fitness of the vehicle to ensure that they meet the required standards.

LOT 2 – Daily Car Rental Service:

The interested applicant must submit the technical proposal as per required table template in Annex 2 of this call.

Ordering & communication

- Requests will be placed by email/phone by authorized Swisscontact staff.
- The provider shall share a single point of contact and a backup.
- All communications that affect fairness/transparency must be documented in writing and shared as per the RfP rules.

Fuel policy

- Full-to-Full preferred. If another policy is offered, state it clearly and any related fees.

Delivery and Pickup

We invite bidders to quote for both delivery and pick at the service providers premises and our premises: Swisscontact, RR. Skenderbej, Villa 49, Tirana.

Invoicing & payment

- Billing cycle: Once per month, consolidating all rentals in that month (vehicle IDs, dates, pick-up/return times, unit rates, extras).

5. FINANCIAL PROPOSAL

The Financial Proposal should be submitted in CHF currency, VAT excluded. The applicant must submit the financial proposal as per required table template in Annex 3 - for LOT 1 and Annex 4 – for LOT 2 of this call. The evaluation process of this bid may last one month. So, make sure that the financial proposal be valid one month from the date of submission.

6. DOCUMENTS TO BE SUBMITTED

Applicants are required to have indicated and attached documents:

LOT 1 – Vehicle Operation Leasing Service (SUV Electric)

1. Registration to Albanian Authorities document:

- **License and QKB extract:** The bidder must submit a copy of the activity license and extract of the company registration from the relevant bodies.
- **NUIS:** The bidder must submit a copy of the NUIS.

2. Technical proposal

- **Personnel:** The applicant must declare that he has the necessary and qualified staff to provide the necessary support throughout the contract period.
- **Company Profile and Professional Experience:** Describe the company experiences, size and structure, two client references.
- **List of electric charging stations:** Bidders are requested to provide information on available electric charging options across Albania (public stations or partner networks), indicating their locations and accessibility. This information will be used to assess the feasibility and practicality of operating the proposed vehicle on a daily basis.
- **Technical proposal:** The applicant must submit the technical proposal as per requirements specified above and provided forms in Annex 1.

3. Financial proposal

The applicant must submit the financial proposal as per provided forms in Annex 3.

S4J VAT 0% registration in process: Swisscontact/Skills for Jobs is in the process of registering with the Regional Directorate of Taxes for VAT tax rate zero percent (0%) for services and goods provided to the project – estimated to be completed within August 2025. Please present your financial offer based on the recognition at 0% rate will be applied for VAT and the total amount shall comprise VAT if applicable.

LOT 2 – Daily Car Rental Service:

1. Registration to Albanian Authorities document:

- **License and QKB extract:** The bidder must submit a copy of the activity license and extract of the company registration from the relevant bodies.
- **NUIS:** The bidder must submit a copy of the NUIS.

2. Technical proposal

- **Personnel:** The applicant must declare that he has the necessary and qualified staff to provide the necessary support throughout the contract period.
- **Company Profile and Professional Experience:** Describe the company experiences, size and structure, two client references.
- **Fleet list:** Proposed models (and “similar” equivalents), year, safety features, gearbox, fuel type, typical mileage.
- **Technical proposal:** The applicant must submit the technical proposal as per requirements specified above and provided forms in Annex 2.

3. Financial proposal

The applicant must submit the financial proposal as per provided forms in Annex 4.

S4J VAT 0% registration in process: Swisscontact/Skills for Jobs is in the process of registering with the Regional Directorate of Taxes for VAT tax rate zero percent (0%) for services and goods provided to the project – estimated to be completed within August 2025. Please present your financial offer based on the recognition at 0% rate will be applied for VAT and the total amount shall comprise VAT if applicable.

The documents should be signed and sealed and delivered through mail. Cases of non-delivery of one of required document or fake and incorrect documents are considered as conditions for disqualification.

7. COMMUNICATION WITH THE BIDDERS:

Any communication between SC-ALB and the bidders that might compromise the transparency and fairness of the bidding process must be avoided. Communication has to be documented in writing. The interested applicants can send their questions to al.info@swisscontact.org by 29 August 2025, EOB. The deadline for submitting responses will be 01 September 2025, EOB. Responses to requests for clarification by one bidder must be shared with all bidders in BCC mode of email or the response to be uploaded in the website.

8. SUBMISSION INSTRUCTION:

The deadline of submission is **05 September 2025, EOB**. Please note that in case your offer will be sent later than the deadline for submission, Swisscontact may decide to disqualify your submission and not consider this eligible for further phases of evaluation. Please note that this is valid regardless of whether your submission has been sent physically or electronically as the deadline for submission will be the same.

All applications will be submitted in hard-copy, sealed in a covering envelope, to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, Tiranë by the deadline above mentioned. The outside of the envelope must clearly note the Request for Proposal reference number and title: 25-16-S4J - Vehicle operation leasing service / Daily Car Rental Service. All documents should be duly filled, signed and stamped.

9. EVALUATION OF RFP

An evaluation panel, consisting of no less than 3 (three) members, will evaluate the applications as per the criteria informed in this tender document. Swisscontact Albania will evaluate the applications received within the two months after the deadline of application.

LOT 1 – VEHICLE OPERATION LEASING SERVICE (SUV ELECTRIC)

The offers related to LOT 1 will be evaluated according the the folowing conditions:

Criteria	Evaluation phase	Weight
Registration documentation: Bidders need to present requested documents to be submitted with the bids in order to be qualified for technical evaluation.	Eligibility Evaluation	
Fulfill of Minimum Requested Specifications	Technical & Capability Evaluation	30%
Other Leasing service		5%
Company Profile and Professional Experience		15%
List of electric charging stations all over the country		20%
Price Competitiveness	Financial Evaluation	30%

LOT 2 – Daily Car Rental Service:

The offers related to LOT 2 will be evaluated according the the folowing conditions:

Criteria	Evaluation phase	Weight
Registration documentation: Bidders need to present requested documents to be submitted with the bids in order to be qualified for technical evaluation.	Eligibility Evaluation	
Fulfill of Minimum Requested Specifications	Technical & Capability Evaluation	40%
Fleet list		10%
Company Profile and Professional Experience		20%
Price Competitiveness	Financial Evaluation	30%

Swisscontact reserves the right to cancel a bidding process, accept or reject bids without notifying the reasons to the bidders. It also has the right to ask one or more of the bidding organizations to resubmit and/or revise its bid.

Annex 1: Technical offer-checklist – LOT 1: Vehicle Operation Leasing Service (SUV Electric)

Please tick Yes/No for each requirement and provide proof where required. If response is No, provide comments accordingly.

Vehicle Type Required	Minimum Requested Specifications		Details	Yes/ No	Comment if No
SUV	Type:	Electric 100%	1 Vehicle 7/24		
	WLPT Range/ Autonomy:	600+			
	Transmission type:	2 x 4			
	Seat:	4+1			
	Air bag for driver and driver’s passenger				
	ABS				
	Autonomous emergency braking				
	Electronic Stability Control (ESP)				
	Adaptive Cruise Control				
	Automated Air conditioning				
	Front/Rear Parking assistant				
	Rear View Camera				
	Lane Keeping System Lane Assist				
	Road Sign Information (TSR)				
	Speed Limiter (ASLD)				
	All electric windows				
	Power steering:	Electric			
	Gearbox type:	Automatic			
	Bateria	87 kW			
	Color (preferred):	Magnetic / Black / Blue / gray / white			
	Year of manufacture:	2025			
	Kilometers on odometer not to exceed (km) on delivery:	300 km			
	Purchase of an Electric Charging Station at Swisscontact office	One			
	Purchase of a Portable Electric Charger	One			
	Same day replacement of the vehicle with a similar category of car, during car service or in case of damage				
	Tires	New tires, four seasons to be replaced every			

		40,000 km			
	Full casco Insurance with zero deductible				
	Warranty service	The car leasing company should follow the services to be performed through the insurance company			
	Matriculation fee				
	*Other leasing service	*Please add information / details if other leasing service options will be offered)			

Please ensure to confirm that rented vehicle will have below accessories and documents on board. This will be confirmed and checked at the receipt of the vehicle, during the contract, as well as in the case of the potential renewal of the contract.

No	The vehicle must come with following accessories & other documents
1	First aid kit
2	Fire extinguisher
3	Jack
4	Car fluorescent vest safety
5	Spare tire or tire repair set
6	Warning triangle
7	Vehicle Maintenance Logbook

Signature / Acknowledgment	
Company Name:	
Name and Surname of representative:	
Email adress and mobile number:	
Date:	
Signature:	
Company seal:	

Annex 2: Technical offer-checklist – LOT 2: Daily Car Rental Service

Please tick Yes/No for each requirement and provide proof where required. If response is No, provide comments accordingly.

Requirement	Minimum / Expectation	Details	Yes/No	Comment if No
Vehicle class*	B-segment (Peugeot 208 / Citroën C3 / Opel Corsa or similar)			
Transmission	Automatic			
Seats	4+1			
Year	2022+ (or ≤60,000 km at handover)			
Safety	Airbags (front), ABS, ESC; parking sensors/camera			
Comfort	A/C, power windows, Bluetooth/USB			
Assistance	24/7 roadside assistance			
Insurance	Full casco Insurance with zero deductible			
Mileage	≥150 km/day included; extra-km fee stated			
Replacement	Same-day replacement in Tirana; ≤24h outside			
Fuel policy	Full-to-Full (preferred) or other (state)			
Cleanliness	Clean delivery; cleaning fee policy stated			
Docs in car	Insurance papers, accident steps, contact numbers			

* If the exact preferred models are unavailable, bidders **must** propose **similar** vehicles in the same segment with equal or better safety and comfort features.

Please ensure to confirm that rented vehicle will have below accessories and documents on board. This will be confirmed and checked at the receipt of the vehicle, during the contract, as well as in the case of the potential renewal of the contract.

No	The vehicle must come with following accessories & other documents
1	First aid kit
2	Fire extinguisher
3	Jack
4	Car fluorescent vest safety
5	Spare tire or tire repair set
6	Warning triangle
7	Vehicle Maintenance Logbook

Signature / Acknowledgment	
Company Name:	
Name and Surname of representative:	
Email adress and mobile number:	
Date:	
Signature:	
Company seal:	

Annex 3 - Financial offer – LOT 1: Vehicle Operation Leasing Service (SUV Electric)

Please provide with the financial offer as per following:

Vehicle Type	Qty	Monthly Rate (CHF)	VAT	Total Monthly rate (VAT excluded)
SUV electric vehicle	1			

Service	Qty	Value (CHF)	VAT	Total value (VAT excluded)
Purchase of an Electric Charging Station for Swisscontact office	1			
Purchase of a Portable Electric Charger	1			

Please confirm that your price will remain fix for the whole period of the contract.

Signature / Acknowledgment	
Company Name:	
Name and Surname of representative:	
Email adress and mobile number:	
Date:	
Signature:	
Company seal:	

Annex 4 - Financial offer – LOT 2: Daily Car Rental Service

Please provide with the financial offer as per following:

Month	Vehicle	Daily rate (CHF), VAT excluded	VAT (CHF)	Delivery & pick-up fee (Tirana), VAT excluded	VAT (CHF)
January	Peugeot 208 /Citroen CE /Opel Corsa /or similar				
February	Peugeot 208 /Citroen CE /Opel Corsa /or similar				
March	Peugeot 208 /Citroen CE /Opel Corsa /or similar				
April	Peugeot 208 /Citroen CE /Opel Corsa /or similar				
May	Peugeot 208 /Citroen CE /Opel Corsa /or similar				
June	Peugeot 208 /Citroen CE /Opel Corsa /or similar				
July	Peugeot 208 /Citroen CE /Opel Corsa /or similar				
August	Peugeot 208 /Citroen CE /Opel Corsa /or similar				
September	Peugeot 208 /Citroen CE /Opel Corsa /or similar				
October	Peugeot 208 /Citroen CE /Opel Corsa /or similar				
November	Peugeot 208 /Citroen CE /Opel Corsa /or similar				
December	Peugeot 208 /Citroen CE /Opel Corsa /or similar				

Signature / Acknowledgment

Company Name:	
Name and Surname of representative:	
Email adress and mobile number:	
Date:	
Signature:	
Company seal:	