



REPUBLIC OF ALBANIA
REGIONAL COMPANY
WATER SUPPLY AND SEWERAGE ENTITY J.S.C. DURRËS

RECORD OF PROCEEDINGS – Contract type - Services

SUBJECT: ON THE ARGUMENTATION AND APPROVAL OF THE TECHNICAL SPECIFICATIONS AND THE QUALIFICATION CRITERIA

(This record of proceedings is for publication purposes, along with the tender documents)

OBJECT OF THE PROCEDURE:

**INVOICE PRINTING AND ENVELOPING SERVICES FOR THE NEEDS OF SHRUKD
CORRESPONDING CODE IN THE COMMON PROCUREMENT VOCABULARY (CPV):**

PRINTING AND RELATED SERVICES / 79800000-2

Limit Fund: 25,097,400.00 ALL (Twenty-five million ninety-seven thousand four hundred ALL without VAT.

The value of the Limit fund in the international currency Euro according to the exchange rate of the Bank of Albania is **255.834,86** (Two hundred fifty-five thousand, eight hundred thirty-four point eighty six.") Euro without VAT.

The official exchange rate according to the Bank of Albania on 02.09.2025 is 98.10

Argumentation: The calculation of the limit fund value has been made in reference to Article 35 of Law No. 162/2020, as well as Article 13 and Article 76 of Decision of the Council of Ministers (DCM) No. 285, dated 19.05.2021, as amended.



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In forecasting the number of invoices for a two-year period from the contract signing date, the following factors have been considered:

- New contracts
- Liabilities
- Assets

By reviewing the trend of printed invoices in 2023–2024, it is observed that the monthly number of invoices fluctuates and is not consistent.

1. According to the forecast, the number of invoices for the two year period (2025-2026) is **3820000** invoices to be printed. This number includes:

- ✓ All monthly invoices, progressively increasing as a result of contract growth.
- ✓ All invoices from activated contracts.
- ✓ Delays in future contract signing due to possible complaints during procurement procedures.

According to Law no. 9901, dated 14.04.2008 “On Commercial Companies”: Law no. 9643 dated 20.11.2006 “On Public Procurement”, as amended; Decision of the Council of Ministers no. 914, dated 29.12.2014 “ On the approval of the public procurement rules”, as amended by Decision no. 797, dated 29.12.2017.

Based on Article 21, point 2 of Law no.162/2020 “On Public Procurement”, Article 2, point 2/c and Article 78, point 2, of DCM no. 285, dated 19.05.2021 “On the approval of the public procurement rules”, the contracting authority/entity SHRUKD J.S.C. has prepared the record of proceedings for the argumentation and approval of the technical specifications and qualification criteria for the abovementioned procedure, with the following content:

I. SPECIFIC QUALIFICATION CRITERIA

1. The candidate/bidder must submit:

- a. *Bid security, as per Annex ...;*
- b. *Summary self-declaration form, as per Annex...*



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Argumentation: The above criteria are based on Articles 76, 82 and 83 of PPL, Article 26, of DCM no. 285, dated 19.05.2021 “On the approval of the public procurement rules”

2. The candidate/bidder must submit:

2.1. Suitability to perform the professional activity (if applicable):

In accordance with the criteria set out in the General Admission/Qualification Criteria 2.2

Argumentation: The above criteria is based on Article 77, point 1/a and 2, of PPL, and Article 41, point 4, of DCM no. 285, dated 19.05.2021 “On the approval of the public procurement rules”, as amended.

(Note: If applicable, indicate the specific legal or sublegal act that sets out the criterion to exercise the relevant professional activity).

2.2. Economic and Financial Capacity:

2.2.1. To demonstrate their financial and economic capacity, economic operators must submit proof of their annual turnover for the financial years 2022, 2023, and 2024, where the turnover for at least one of the years in the requested period must not be less than 40% of the estimated contract value for this procedure.

Argumentation: The above criterion is established based on the estimated contract value for this procedure, as well as in accordance with Article 77, point 3, of PPL, and Article 43, of DCM no. 285, dated 19.05.2021 “On the approval of the public procurement rules”.

The determination of the required value is justified as follows:

Based on Article 43, point 2, letter c) of DCM no. 285, dated 19.05.2021 for MRRPP, the value of the minimum annual turnover required from economic operators can not exceed 40 % of the estimated contract value, in procurement procedures below the low monetary threshold, and in “Consultancy service” procurement procedures.



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The establishment of this qualification criterion serves the Contracting Authority to verify that the successful economic operator possesses all the necessary economic and financial capacities to successfully fulfill the contract.

Taking into account the value of the estimated contract budget for this procurement procedure, the bidding economic operator is required to demonstrate that they have the necessary economic and financial capacities to execute it on time and in accordance with the required technical specifications.

The determination of the years required for submitting the annual turnover certificate has been made in accordance with Law no. 8438, dated 28.12.1998 "On Income Tax", as amended, Instruction of the Minister of Finance No.5, dated 30.01.2006, "On Income Tax", as amended, DCM No. 922 dated 29.12.2014 "On the mandatory submission of tax declarations and other tax documents, exclusively in electronic form", as well as the criteria of Law No. 25/2018 "On Accounting and Financial Statements".

2.2.2 . Economic operators must submit the annual financial statements for the fiscal years 2022, 2023, and 2024, confirmed by the tax administration, where at least in two consecutive balance sheets there is no negative ratio between assets and liabilities.

Argumentation: The above criterion is defined based on Article 77, point 3, of PPL, and Article 43, point 4, of DCM no.285, dated 19.05.2021 "On the approval of the public procurement rules". The determination of the required years for the submission of balance sheets has been made in accordance to the applicable legislation, specifically Article 9 of Law No. 25/2018, "On Accounting and Financial Statements."

The determination of the required years for the submission of balance sheets has been made in accordance to the applicable legislation, specifically, Law no. 8438, dated 28.12.1998 "On Income Tax", as amended, Instruction fo the Minister of Finance no.5, dated 30.01.2006, "On Income Tax", as amended, as well as the criteria of Law No. 25/2018 "On Accounting and Financial Statements". According to Article 29 of Law No. 8438, dated 28.12.1998 "On Income Tax": "Each taxpayer shall prepare the annual declaration of taxable income in the form defined by the Minister of Finance, issued in implementation of this law. Taxpayers shall submit the



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annual declaration to the tax authorities by March 31 of following year, submitting at the same time the accounting balance sheet, along with its annexes, as well as any other data defined in the instruction of the Minister of Finance pursuant to this law.

2.3 Technical and professional capacities:

2.3.1 The economic operator must provide evidence of similar previous services performed within the last three years from the date of the contract notice publication, with a value not less than 40% of the contract's estimated value.

To verify the previous similar experience, economic operators must submit the following evidence:

- a) for previous experience with the public sector, the economic operator must submit certificates issued by a public entity confirming the successful fulfillment of the contract, indicating the contract value, completion deadline, and sales tax invoices issued in accordance with the applicable legislation, showing the dates, amounts, and services rendered.
- b) for previous experience with the private sector, the economic operator must submit sales tax invoices completed according to applicable legislation and declared to the tax authorities, indicating the dates, amounts, and services rendered.

In the case of procurement procedures for 'Consultancy Services,' previous experience with services similar to the object of procurement will be recognized, as well as/or services similar to the relevant fields of expertise that are part of the procurement object.

Argumentation: The above request is established based on Article 77 of Law no. 162, dated 23.12.2020 "On Public Procurement" and on Article 55, point 4/b, of DCM no. 285, dated 19.05.2021 "On the approval of the public procurement rules". This criterion requires economic operators to demonstrate that they possess the necessary experience to execute the contract, therefore, it is required that previous similar services have a value of no less than 20% of the estimated contract value, which falls within the threshold set by the aforementioned article.

2.3.2 The economic operator must submit valid ISO 27001 certificates, valid for the information security system and ISO 9001:2015, whose scope must correspond to the



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subject of this procurement procedure, issued by a conformity assessment body accredited by the national accreditation body or international accreditation organizations recognized by the Republic of Albania.

Argumentation: The above request is based on Article 77, of Law no. 162, dated 23.12.2020 “On Public Procurement”, Article 40, point 5, letter a,) of DCM no.285, dated 19.05.2021 “On the approval of the public procurement rules”.

It is also based on Article 36, of Law no. 162, dated 23.12.2020 “On Public Procurement” and Article 40, point 8, of DCM no. 285, dated 19.05.2021, “On the approval of the public procurement rules”, through this criterion, economic operators are required to demonstrate that they have the capabilities to execute the subject of the procurement.

The establishment of the required certificate mentioned above is based on technical specifications. It is necessary for economic operators to be certified by national/international organizations that guarantee an accepted level of management, as long as their activities have a direct impact on them. These standards apply to various companies, including those engaged in commercial activities, regardless of whether they are manufacturers or importers, their size or complexity, or the field of activity they conduct.

The establishment of ISO 9001 helps us to show the company’s management system, the capability of the economic operators to implement the criteria, and ensures the sustainability of the supplied goods, thus, this standard enables quality management and conformity assessment, as well as environmental management, thereby ensuring that the products are safe, reliable, and of good quality.

Since invoices contain sensitive client data, these must be guaranteed and secured with the ISO 27001 standard. ISO 27001 details the criteria for the creation, implementation, maintenance, and continuous improvement of an Information Security Management System (ISMS) — the goal of which is to help organizations secure the information assets they hold.

The submission of these ISO precisely shows that the economic operators apply management systems in compliance with these standards and increase the performance and reliability regarding the quality and guarantee of the goods supplied by the successful economic operator. The ISO certificates must be issued in the name of the companies, and the object of these certificates must include the procurement object.

2.3.3 The economic operator must have a camera system and access control. This must be confirmed through a self-declaration by the Economic Operator.



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Argumentation: Based on Law No.9887, dated 10.3.2008 on the protection of personal data, amended by Law, No. 48/2012, F.MR. 53, amended by Law, No.120/2014, F.Z 160, updated, since the invoices contain sensitive client data they must be guaranteed and secured with a camera system.

2.3.4 The economic operator must have secure and safeguarded premises for storage and production, secured with security cameras. To fulfill this criterion, the economic operator must submit invoices or customs clearance documents, in which it is stated that the premises are monitored by CCTV security cameras. The economic operator must submit a certificate of ownership or a notarized lease contract of the premises valid for the entire duration of the contract.

Argumentation: Since the invoices contain sensitive client data, they must be guaranteed and secured with a camera system to monitor the persons who have access throughout the entire process of printing, enveloping, and storing.

2.3.5 The economic operator must have a server system for data processing, located in a closed environment monitored by cameras and separated from other premises. This shall be certified through a self-declaration by the Economic Operator.

Argumentation: Based on Law No. 9887, dated 10.3.2008, on the protection of personal data, as amended by Law No. 48/2012, F.MR. 53, and Law No. 120/2014, F.Z 160, updated, and considering that the invoices contain sensitive customer data, such data must be protected and secured with a server system for data processing, located in a closed environment monitored by cameras and separated from other premises, in order to control the individuals who have access throughout the entire process of printing and enveloping.

2.3.6 The economic operator must have a management and monitoring software for the work (printing and enveloping of invoices) and QR code in real time. To prove possession of this software, the operator must present the software license or a manufacturer's or distributor's authorization for the software.

Argumentation: In order to handle and control the large volume of monthly invoice printing within the required deadlines, and considering that the invoices contain sensitive customer data,



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this process must be secured with a management and monitoring software for the work (printing and enveloping of invoices) in real time.

2.3.7 The participating economic operator, for the execution of this contract, must employ a workforce of at least 10 people. To fulfill this criterion, economic operators must self-declare the availability of the minimum number of employees in the summary self-declaration form. The employees must be listed on the payroll for the last 6 (six) months.

Argumentation: Based on point 4 of Article 77 of Law No. 162, dated 23.12.2020 “On Public Procurement” and Article 41, point 4/c, of DCM No. 285, dated 19.05.2021 “On the approval of the public procurement rules”, this criterion requires economic operators to demonstrate that they have the necessary workforce available or that can be made available to the economic operator for the execution of the procurement contract.

The specified number of employees has been calculated as follows:

The collection and processing of data according to the required software, followed by transferring all processed data for printing. These two processes require no fewer than **3 employees**, where one will be responsible for data processing and two will operate the machines that print the invoices. After the printing process, the enveloping process (self-mailing) takes place, which requires **3 employees**—one to load the printed sheets into the machine, and two at the output of the machine to sort according to the compartments. After the enveloping process, there is the box preparation process and the placement of labels by zone and village, which requires at least **2 employees**. Following this process is the closing of the boxes and loading them into the company’s vehicles, with delivery and receipt of invoices, carried out by a responsible person who also performs the counting and delivery of the boxes to the warehouses of SHRUKD sha (where a handover record is prepared). Together with the driver and the responsible person, this totals **10 employees**.

Note: This entire process must be completed within 72 hours from the moment the material is received, because each customer must receive their invoice at their premises. The individuals who will participate in this process will be designated in a written record signed by both parties. In the printing and enveloping process, the quality of the printing and enveloping, the execution time, and most importantly, the confidentiality of the information contained in these invoices are of great importance.



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2.3.8 The participating economic operator, for the execution of the contract, must possess the following tools and equipment:

- 3 (three) digital machines (2 for normal production and 1 as a backup in case of malfunction). At least 2 of the machines must be in color. The possession of the machines must be proven with a purchase invoice or customs clearance document or any other form of ownership recognized by the Civil Code of the Republic of Albania. Even in the case of rental from another company, a valid rental contract must be presented, attached to the purchase invoice or any other form of ownership recognized by the Civil Code of the Republic of Albania.
- The operator must present the technical datasheet of the machines, showing that the machines have a capacity of no less than 1,041 double-sided A4 sheets printed per hour.

To meet this criterion, economic operators must self-declare the tools and equipment they have in the summary self-declaration form.

The criterion is considered fulfilled upon completion of the form according to Annex 8 of the Tender Documentation. The documents requested above shall be submitted, in original copies or notarized copies, before the announcement of the winner and the start of the appeal deadlines, or if clarifications are requested by the contracting authority.

Argumentation: Based on point 4, Article 77, of Law no. 162, dated 23.12.2020 “On Public Procurement” and Article 41, point 4/ç, of Council of Ministers Decision no. 285, dated 19.05.2021 “On the approval of the public procurement rules,” this criterion requires that economic operators demonstrate that they have available, or can make available, the technical means and equipment necessary to fulfill the contract and execute the subject of the procurement.

The economic operator must possess 3 digital machines (2 for normal production and 1 as a backup in case of malfunction) to handle the large volume of printing all monthly invoices within the required deadlines.

2.4 Other Special Qualification Criteria

2.4.1 The economic operator must submit 10 (ten) invoices according to all the technical specifications required in the tender dossier, on the date and time specified as the deadline for submission and opening of the bids.



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Argumentation: The above criterion is established based on Articles 36 and 77 of Law No. 162, dated 23.12.2020 “On Public Procurement” and Article 40, points 6/a and 8 of Council of Ministers Decision No. 285, dated 19.05.2021, “On the Approval of Public Procurement Rules.”

The submission of the requested samples is directly related to the verification of the compliance of the technical specifications of the products offered by the participating economic operators with those required by the contracting authority in the tender documents.

The contracting authority has the right, based on the public procurement legislation and the subordinate acts issued in its implementation, to request samples of the goods subject to procurement for the purpose of verifying their compliance with the technical specifications. These samples are selected for items that have considerable quantities and are the most demanded.

The purpose established by the legislator for the submission of samples is to give the contracting authority, which is responsible for procuring public funds, the opportunity to carry out verifications (examination, inspection, testing) of the samples submitted by the economic operator, to ensure that these comply with the contracting authority’s criteria as reflected in the technical specifications of the procurement procedure.

II. Argumentation of Technical Specifications

Note: Define the technical specifications for the services subject to procurement, to be included in the terms of reference, in accordance with the provisions of Article 4, point 38/b and Article 36 of the Public Procurement Law (PPL), as well as Article 41, point 1 of Council of Ministers Decision No. 285, dated 19.05.2021, “On the approval of the public procurement rules,” by justifying each functional or performance criterion, and/or each required standard, where every reference must be accompanied by the words “or its equivalent.”

Note: In the technical specifications, if the contract object is not justified, no specific brand, source, or special process characterizing the products or services offered by a particular economic operator should be mentioned, nor any trademark, patent, type, origin, or specific production, with the purpose of favoring or excluding certain enterprises or products. Such references are allowed only in exceptional cases where there is no sufficiently precise or understandable way to describe the contract object, according to point 3 of Article 36 of the Public Procurement Law (PPL). Such references must be accompanied by the words “or equivalent.”



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TECHNICAL SPECIFICATIONS

Printing the invoice and folding it in “Selfmailer” format

Format: A4

Paper: LaserBond 90gsm

The invoice must be enveloped in a “selfmailer” style with perforation and folded in a “C” shape.

Color:

The preprinted paper (main logo on both sides of the invoice as well as advertisement on the back) should be in color along with the other data. The paper design may change every three (3) months.

Also, the debit amount and its accompanying text, as well as the word “Debitor” (Debtor), must be printed in red (for debtor clients).

Other invoice data should be printed in black.

The invoice must have two perforation lines along its length to open the envelope, as well as corresponding instructions for opening the envelope.

Side edges must be glued. Horizontal perforation at the indicated line.

Each invoice, on the back side edge, must have the serial number of the batch of sheets, the zone, and the numerator for the zone.

Attached is also a simulation of how the invoice (debtor) should look.

SERVICES AND EXECUTION SCHEDULE

SHRUKD sh.a will send the file for the pre-printed paper image 30 days before the start of the next printing cycle. This image may change every month.

Within 2 days from the moment of receiving this data, the operator must complete the printing and enveloping service.

The operator must deliver the invoices to the four Operational Units of SHRUKD, namely the Operational Unit in Durrës, the Operational Unit in Kavajë, the Operational Unit in Krujë, and the one in Rrogozhinë.

The delivery period is 24 months from the date of signing the contract.



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LOGO UK ME RAJONIN PËRKATËS
Me përmasë sa kufiri

Shoqëria Rajonale Ujësjellës-Kanalizime "SH" e
ADJ
Lloji i punës: 0000000000
TEL: 068 555 555 / 068 555 555
WWW: www.ukdurres.al
EMAIL: info@ukdurres.al



FATURË TATIMORE SHITJE
MUAJI VITI (dd.mm.yyyy)

EMËR MBIEMËR

Adresa: RR. "LOREM IPSUM", PALL. LOREM IPSUM,
SHK. SHK.2 KT.9, AP. AP.2091
4 / F2 / Familjare

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Nr.	Përshkrimi	Njësia e Matjes	Sasia	Orëmi për njësi pa TVSH	Vlefëta pa TVSH	Vlefëta e TVSH	Vlefëta me TVSH
1	2	3	4	5	6=4x5	7=6x20%	8=6+7
1	Shërbimi i furnizimit me ujë	0	0	0	0	0	0
2	Shërbimi i Kanalizimeve	0	0	0	0	0	0
3	Tarifë shërbimi	0	0	0	0	0	0
					0	0	0

Nr.	Përshkrimi i Taksave Vendore	Njësia e Matjes	Sasia	Orëmi për njësi pa TVSH	Vlefëta pa TVSH	Vlefëta e TVSH	Vlefëta me TVSH
4	Tarifë pestrimit	0	0	0	0	0	0
5	Taksë e përkohshme për infrastrukturën ansimore	0	0	0	0	0	0
6	Taksë mbi ndertimin	0	0	0	0	0	0
7	Detyrim nga Akt-Marrëveshja	0	0	0	0	0	0

KOMPENSIM

TOTALI PËR TË PAGUAR (LEKË) (fatura duhet paguar deri më datë dd.mm.yyyy)

NOTIMI: Të drejtuar abonent, detyrimet në principat të pajisjeve nga ana tjetër janë 0.00 LEKË.
Detyrimi i kompensimit deri në datën e fakturimit është 0.00 LEKË. Fatura duhet të paguhet deri më datë 28.09.2022

0.00

0.00

LOGO UK ME RAJONIN PËRKATËS
Me përmasë sa kufiri

EMËR MBIEMËR

Adresa: RR. "LOREM IPSUM", PALL. LOREM IPSUM, SHK. SHK.0 KT.0, AP. AP.000

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MUJ VITI (dd.mm.yyyy)

VLEFTA PA TVSH	000
VLEFTA E TVSH	000
VLEFTA E TAKSAVE VENDORE	000
KOMPENSIM / SUBVENÇION	000
DETYRIM NGA AKT-MARRËVESHTJA	000
KAMATË	000
TOTALI PËR TË PAGUAR	000



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PËR TË HAPUR ZAHËN,
JU LUTEM GRËSHITËK MUA ME NDIHËRRIE



PËR TË HAPUR ZAHËN,
JU LUTEM GRËSHITËK MUA ME NDIHËRRIE

RAJONI Durrës
UJËSJELLËS
KANALIZIME



UJËSJELLËS
KANALIZIME
RAJONI Durrës

Shoqëria Rajonale Ujësjellës Kanalizime Durrës Sh.A | Rruga "Dalip Peza" L.17 | Tel/Fax: 062 238 329 | AL 2001 Durrës