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# VC 2449 STRENGTHENING DEMOCRATIC CITIZENSHIP EDUCATION IN ALBANIA

TECHNICAL REQUIREMENTS

FURNITURE FOR DEMOCRATIC CULTURAL LABS

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## 1. Introduction

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### 1.1 PURPOSE OF THE DOCUMENT

This document presents the detailed technical requirements for the purchase of Furniture and other items for the implementation of Democratic Cultural Labs (DCLs) under the project “Strengthening Democratic Citizenship Education in Albania”.

### 1.2 LEXICON / GLOSSARY

List all the specific terms and abbreviations used in the document.

TERM	DEFINITION
AQAPUE	Quality Assurance Agency in Pre-University Education
DCL	Democratic Cultural Labs
MoES	Ministry of Education and Sports in Albania
SDCE	Strengthening Democratic Citizenship Education in Albania
SDT	School Development Teams
Sida	Swedish International Development Cooperation Agency
GDPUE	General Directorate of Pre-University Education

## Executive summary

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The Council of Europe is implementing the project [Strengthening Democratic Citizenship Education in Albania](#) (SDCE), funded by the Swedish International Development Cooperation Agency (Sida), to enhance democratic education in Albania. The project is expected to last until May 2026. A key initiative of the project is the establishment of seventeen (17) Democratic Culture Labs (DCLs) in schools in Tirana, Durrës, Kavaja, Divjaka, Vlora, Devoll, Elbasan, Tropoja, Vau i Dejës, Lezha and Shkodra engaged in the project, fostering democratic participation, critical thinking, and active citizenship.

The project aims to integrate democratic values into education, addressing the improvement of civic engagement of young people. It aims to support school democratic governance by providing the possibilities to engage young people in human rights promotion initiatives and enhance democratic processes.

The DCLs are designed to be used as interactive spaces for students during the citizenship class and as well as during initiatives, projects, exhibitions, competitions, and peer learning activities among students.

The Quality Assurance Agency in Pre-University Education (AQAPUE) has drafted the *Guidelines for Teaching Democratic Citizenship Culture* that will be used as a teaching plan for one school year within the DCLs.

With the Ministry of Education and Sports (MoES) approval and validation of the DCLs by the consultant engaged by the Council of Europe, the DCLs will be operational by June 2025.

## 2. Background Information

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### 2.1 PROJECT SCOPE AND OBJECTIVES

The Council of Europe project *Strengthening Democratic Citizenship Education in Albania* helps improve the quality of education in Albania by strengthening the capacity of the education system to develop schoolchildren's competences for democratic culture, in line with national policy objectives and Council of Europe instruments and approaches. The objective of the project is achieved through a series of activities aimed at improving educational policies and practices in three areas: supporting educational policies, promoting democratic governance in schools, and supporting teachers. Within the second component of the project, Democratic Governance of Schools, it supports the pilot schools engaged in the project in designing and implementing democratic governance practices, creating a more inclusive and encouraging teaching environment for all.

As a crucial initiative of the project the Democratic Culture Labs will be established in 17 schools across Albania as agreed with the MoES. The model is expected to be piloted within June 2025. The 17 schools are selected and approved by the MoES based on the fulfilment criteria. Each school has already assigned a specific classroom where the DCLs will be established as well as a coordinating teacher. The DCLs designs and *Guidelines* are finalized and ready for implementation in selected schools.

The implementation of the DCLs aims to leave a visible landmark in the schools participating in the project and this initiative will have an influence in the profile of the schools where the DCLs will be implemented.

DCLs will serve to:

- Implement (model) lessons for the Citizenship subject using interactive, student-centered methods;
- Develop mutual learning activities among the selected schools participating in the project;
- Catalyse various initiatives within and outside schools, focusing on promoting and applying competencies for democratic culture, human rights, and active citizenship.

The DCLs will serve as a dedicated space for activities of the School Development Teams (SDTs), student government, parents' council, peer to peer learning, and delivery of citizenship education classes.

## 2.2 LIST OF SCHOOLS

List of Schools for the Establishment of Laboratories for Democratic Culture

No.	Name of the Educational Institution	General Directorate of Pre-University Education	City	Urban/Rural
1.	Elementary school "Ali Agjah"	<b>Korçë</b>	Elbasan	Urban
2.	Secondary school "Fuat Babani"		Bilisht, Devoll	Rurale
3.	Elementary school « Qamil Guranjaku »		Elbasan	Urban
4.	Secondary school "Sami Frashëri"	<b>Durrës</b>	Tiranë	Urban
5.	Secondary school "Sinan Tafaj"		Tiranë	Urban
6.	Elementary school "Rilindja"		Kavajë	Urban
7.	Elementary school « Çetë »		Kavajë	Rurale
8.	Elementary school "Shaqe Mazreku"		Durrës	Urban
9.	Elementary school «E Kuqe »		Tiranë	Urban
10.	Secondary school « Qemal Stafa »		Tiranë	Urban
11.	Elementary school «Bashkim Fino»		Tiranë	Urban
12.	Secondary school "Oso Kuka"	<b>Lezhë</b>	Shkodër	Urban

13.	Elementary school “Lush Kola”		Bushat, Vau i Dejës	Rurale
14.	Elementary school “Ali Podrimja”		Tropojë	Urban
15.	Elementary school « Kosova »		Lezhë	Urban
16.	Secondary school “Jani Minga”	Fier	Vlorë	Urban
17.	Elementary school «Koli Sako »		Divjakë	Rural

## 2.3 TECHNICAL PROCESSES

The establishment of DCLs represents a transformation of the existing teaching process of the citizenship subject in pre-university education. Typically, the system does not include structured spaces dedicated to fostering democratic culture and promoting interactive, student-centred learning. As part of the "AS IS" process, schools follow traditional methods of teaching, often without specialized furniture and interactive environments to engage students in activities that cultivate democratic values and active citizenship.

The "TO BE" process introduces a comprehensive change through the creation of DCLs. These DCLs are designed to provide an optimal environment for creativity and collaboration. They will include essential furniture such as worktables, chairs, comfortable seating areas, bookshelves, and storage units.

The Council will indicate on each Order Form (see Act of Engagement and Terms of Reference attached) the service required, and the delivery deadline will be indicated on it. The service provider should be responsible to deliver the tasks and arrange the placement of the furniture and other items in the designated spaces as per each Order Form:

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Additionally, please notice that if the furniture is not imported but built and mounted on site, the service provider must present a concrete plan for repair services under the warranty/guarantee terms for each item of furniture, in each location, whether the repair can be conducted on site or if the furniture needs to be transferred to another location for repairs. In case of a transfer, the service provider needs to ensure coverage of the transfer fee, safe transportation methods, as well as the return and reassembly of the furniture. Please include in this plan the necessary working days required for each school.

The provider is advised to establish clear contact points, either locally or regionally, to liaise with the schools. In case of any changes to contact details, timely updates and notifications must be provided to each school.

## 2.4 IDENTIFIED STAKEHOLDERS, USERS, ROLES & RESPONSIBILITIES

Here are outlined the key roles and responsibilities for the service provider delivering furniture and other items to 17 (seventeen) schools across Albania. The service provider is primarily responsible for ensuring, delivering and placement – in case needed assembling of the furniture on site. The Council of

Europe and the MoES are accountable for overseeing the process, ensuring proper execution, and reporting progress. School administrators, school staff, and the MoES are consulted for technical and logistical input, while coordinating teachers, students, and other school staff are kept informed throughout the process.

## **2.5 TIMEFRAME**

The service provider is expected to ensure that the furniture and other items are delivered according to the deadlines specified in each respective order form. For your information, each delivery is planned to include the items that are assessed as needed by the project, with a maximum delivery timeframe of 30 working days as an indicative guideline.

## **3. Technical Requirements**

## **4. Technical Requirements**

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### **4.1 OPERATIONAL ENVIRONMENT STANDARDS**

The operational environment for the Democratic Culture Labs must adhere to the Infrastructure and Equipment standards. The DCLs must be equipped with necessary tools and materials to foster interactive and inclusive learning. This includes worktable, roundtable, seat with shield, bookshelf, static chair etc.

No major deviations are anticipated. However, minor adjustments to accommodate the specific needs of some schools (e.g., adapting spaces to fit available infrastructure or specific requirements) may occur during the implementation phase. These adjustments will remain in alignment with the overall project goals.

Here below please see mood board design of the democratic cultural labs, three-dimensional images.







## 4.2 FURNITURE AND INFRASTRUCTURE REQUIREMENTS

To support the Democratic Culture Labs, the project requires the provision of the below listed furniture and other items and infrastructure changes. The required items include:

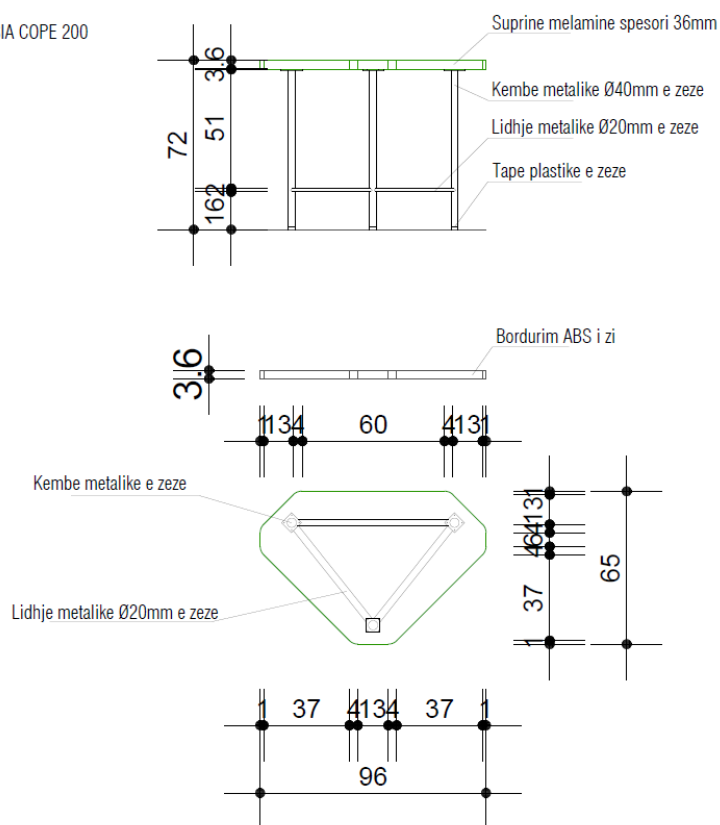
1. Trapezoidal worktable
2. Small round table, diameter 45 cm
3. Large round table, diameter 60 cm
4. Flower vase holder, 45x40x35 cm
5. Seat with shield
6. Chair Support – round shape
7. Bookshelf, 125x80x30 cm
8. Static chair
9. Roller blinds
10. Carpet, width 200 cm
11. Plant “Monstera Pertusum”
12. Plant “Kentia Palm”
13. Transport / Assembling / Placement

**Here below please see in detail the dimensions and shapes of the furniture.**

## 1. Trapezoidal

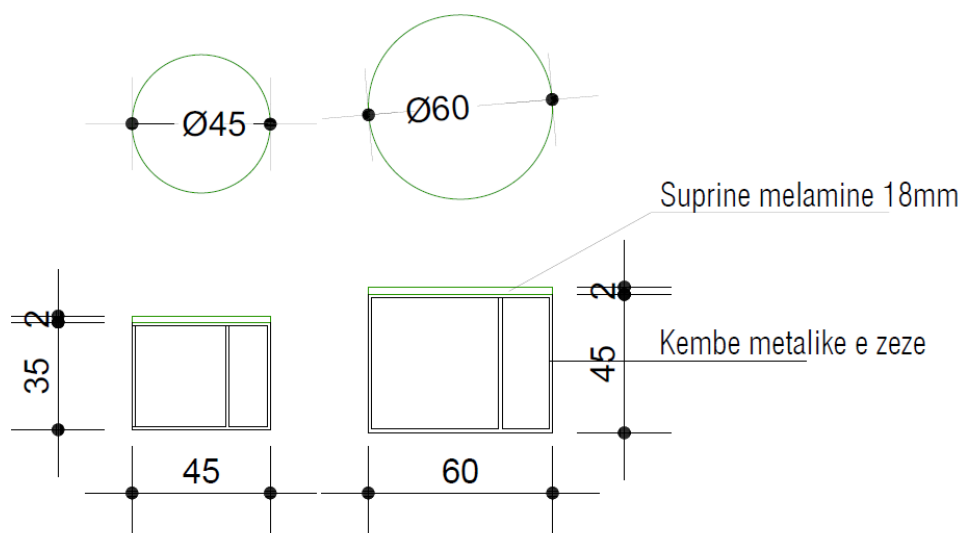
### TAVOLINE PUNE

TAVOLINE PUNE SASIA COPE 200  
A402 COPE 85  
D123 COPE 70  
D109 COPE 45



2&3. Small round table, diameter 45 cm and Large round table, diameter 60 cm

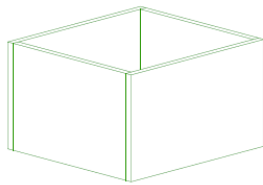
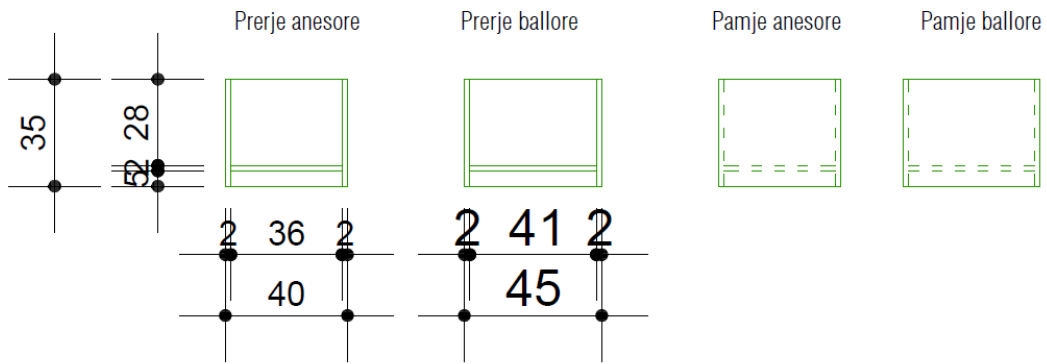
## Tavolina te vogla



SHENIM  
TAVOLINA TE VOGLA SASIA COPE 114  
TAVOLINE D.60 H.45 COPE 57 A402  
TAVOLINE D.45 H.35 COPE 57 D109

4. Flower vase holder, 45x40x35 cm

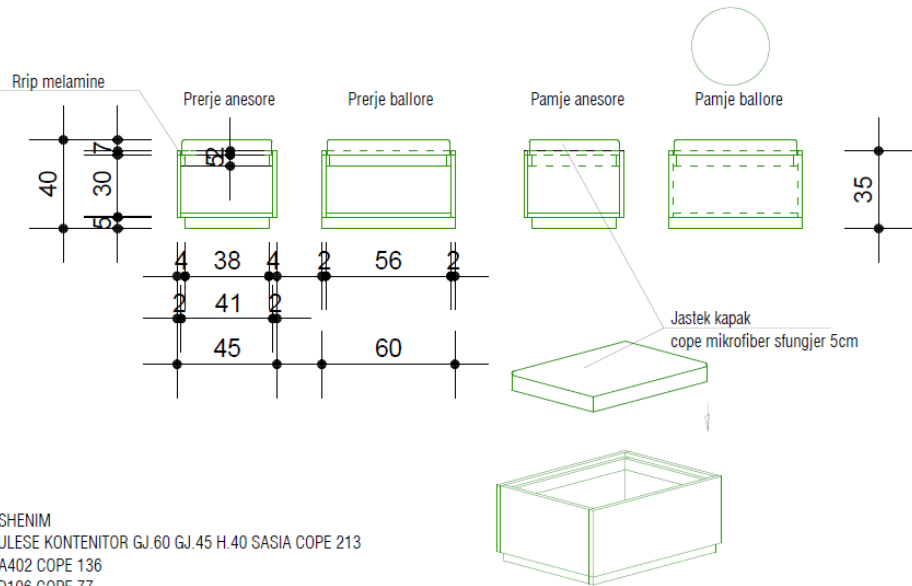
## Mbajtese vazo lule



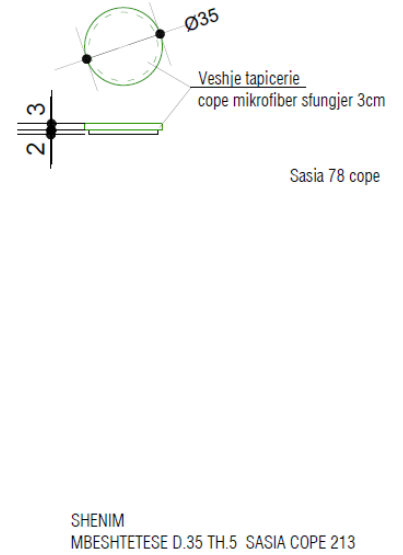
SHENIM  
MBAJTESE VAZO  
GJ.45 GJ.40 H.35 D123 COPE 62

## 5. Seat with shield

### ULESE KONTENITOR

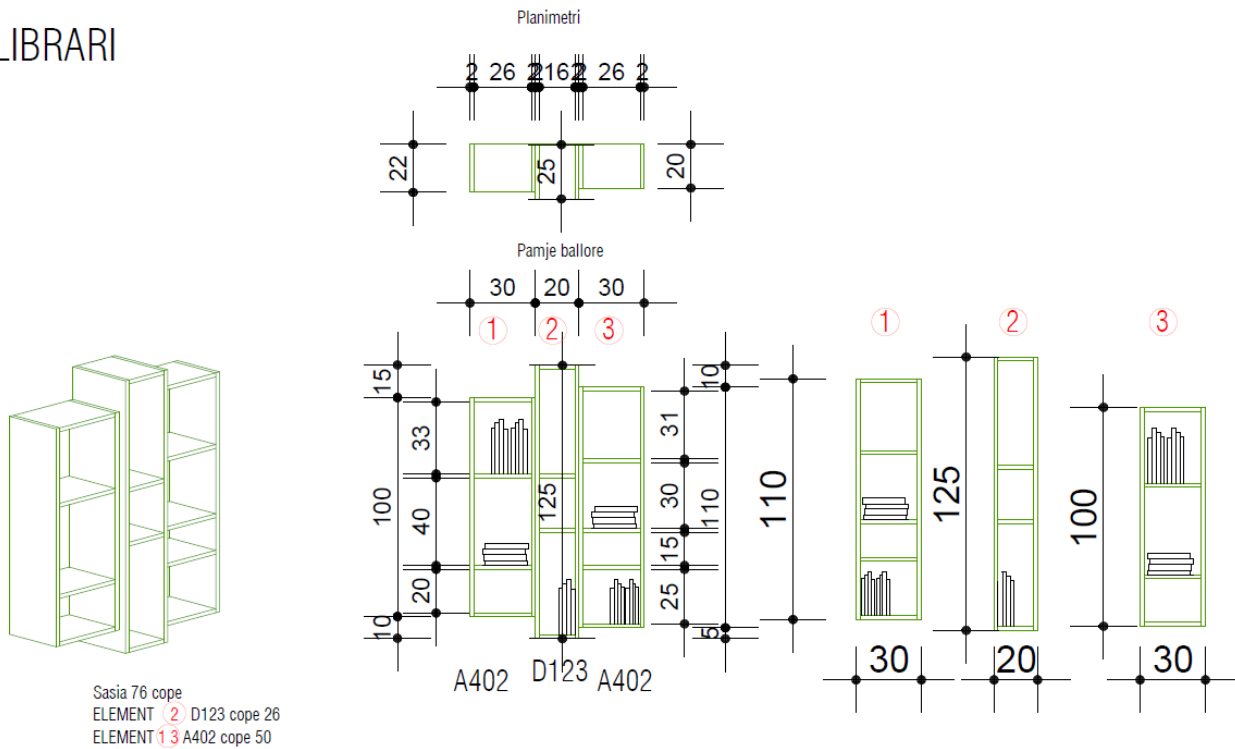


### MBESHTETESE MURI



## 6. Bookshelf, 125x80x30 cm

### LIBRARI





Monstera pertusum



Kentia palm

#### Infrastructure Changes Required

Selected schools have allocated a physical space of at least 35 m<sup>2</sup> for the Labs.

The selected service provider should include in the offer:

- the transportation/delivery of the furniture to each school located in different cities in Albania, and,
- assembling and/ or placing all the furniture as per each design in each school. The detailed design of each school will be delivered to the awarded bidder.

#### **4.3 BUSINESS CONTINUITY PLAN (DISASTER RECOVERY)**

Please refer to the Act of Engagement, *Article 7 - Case of force majeure*.

#### **4.4 SYSTEM DOCUMENTATION**

The system documentation/specification should be referred to upon providing your financial offer, as per each item listed below.

Specifications (Functional and Technical)

1. Trapezoidal worktable - Melamine material with 1 mm PVC edge banding and painted iron legs
2. Small round table, diameter 45 cm - Melamine material with 1 mm PVC edge banding and painted iron legs

3. Large round table, diameter 60 cm - Melamine material with 1 mm PVC edge banding and painted iron legs
4. Flower vase holder, 45x40x35 cm - Melamine material with 1 mm PVC edging
5. Seat with shield - Melamine material with 1 mm PVC edging, upholstered with polyester fabric and sponge padding
6. Chair Support – round shape - Melamine material with polyester fabric and sponge padding
7. Bookshelf, 125x80x30 cm - Melamine material with 1 mm PVC edge banding
8. Static chair
9. Roller blinds
10. Carpet, width 200 cm
11. Plant “Monstera Pertusum”
12. Plant “Kentia Palm”

#### 4.5 CONSTRAINTS

- Upon the signature of the Act of Engagement, the timeline for the transfer and placement of the furniture and other items is 30 working days.
- The threshold for the implementation of the 17 DCLs is 117,996 euros and this amount must cover all the necessary Furniture and other Items and Transfer costs, which could restrict the purchase of high-end equipment or additional services.
- The budget for the implementation of the 17 DCLs is limited thus the project might not purchase all the items and services listed in the article 3.4 and we may negotiate with the bidders.

#### 4.6 RISKS

Here below, the risk identification and assessment table.

1=Low to 4=High

Category	RISK	Impact	Probability	Overall gravity	Proximity	Current Mitigation	Assigned to
What type of risk this is?	RISK TITLE in capitals followed by the risk description (Risk is a specific situation in the future, which is undesirable, can be avoided or mitigated and is measurable)	Severity of the risk occurring (from 1=Low to 4=High)	Likelihood of the risk occurring (from 1=Low to 4=High)	Overall rating reflects the combination of Probability and Impact	When is the risk likely to occur (in X months)	Specific measures in place to counter the risk	The person appointed to keep an eye on the risk
Delivery	<b>EQUIPMENT DELIVERY ON SITE:</b> Due to the weight of the furniture and other items there	3	3	3	1-2 months	Engage a professional delivery company, the same company that	Project Logistics Coordinator



	is a risk of delays or improper handling during delivery.					will build the furniture will be preferred. Ensure proper communication with the CoE and schools for scheduling tracking, delivering and placing.	
Assembling/Placing	<b>ASSEMBLING OF THE FURNITURE AND OTHER ITEMS:</b> Risk of improper assembling/placing if not handled by carpenter. Students or school staff should not perform any assembling and/or placing of the furniture and other items.	4	2	3	1 month	Service Provider required to perform professional assembling / placing as part of their service.	The Service Provider
Damage/Repair	<b>FURNITURE AND OTHER ITEMS HANDLING AND REPAIR:</b> Risk of damage during transport, repair, or replacement/re-assembling, as well as delays in returning equipment to its original location.	3	3	3	Ongoing	Establish a process to ensure a secure transportation and repair services, if it would be necessary for the items to be moved in another location. Include clear guidelines for handling damaged items and ensure its proper return to the	The Service Provider as per the guarantee.

						respective school.	
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## 5. Regulatory requirements

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### 5.1 AUDIT REQUIREMENTS

Refer to article *B, Declaration of Agreement and Signature* of the Act of Engagement.

## 6. Sign Off Agreement

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### **This chapter will be excluded from a Call for Tender document**

Before any further work can be undertaken in relation to the requirements outlined in this document, the relevant Business and staff **MUST** sign off below as having reviewed and agreed this document as appropriate.

This is to certify that:

- The requirements outlined in this document reflect the needs of the business as at the date of signing.
- It is understood that any change to these requirements at a future date will have a likely impact on cost and timescales.

All relevant E-Mails relating to the sign off must be attached.

Name	Role	Date	Signature

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[End of document]