

## Invitation to Bid (ITB)

### Procurement of technological equipment for new career centers in Podujeva, Kamenica, Suhareka, Gjilan, Rahovec, Mitrovica

Helvetas Kosovo invites interested parties to provide goods and works as described below.

#### 1. Contract description

The overall goal of EYE project is a dynamic and socially inclusive labour market provides more and decent jobs including self-employment for young people in Kosovo. One of EYE's outcomes is improved and socially inclusive career guidance services that will provide early information to youth and facilitate their personal development choices, targeting primarily youth at the level of VET schools. To achieve this goal, EYE is partnering with municipalities of Podujeva, Kamenica, Suhareka, Gjilan, Rahovec, and Mitrovica, to establish Career Centers at the following VET Schools:

1. VET school "Fan S. Noli" – Podujeva
2. VET school "Andrea Durrsaku" – Kamenica
3. VET school "Abdul Ramaj" – Suhareka
4. VET school "Mehmet Isai" - Gjilan
5. VET school "Selajdin Mullabazi-Mici" – Rahovec
6. VET school "Arkitekt Sinani" – Mitrovica

To prepare these new career centers to start their operations, EYE is looking for a local company to equip them with the technological equipment according to the technical specification attached to the link: <https://helvetas-ks.org/eye/en/invitation-to-bid-itb-nt-07-2022-eye/> as ANNEX 1.

The details of required goods and works are annexed in this document.

#### 2. Timetable

	DATE	TIME - CET
Tender announcement via project website <a href="https://helvetas-ks.org/eye">https://helvetas-ks.org/eye</a> , portals <a href="https://kosovajob.com">https://kosovajob.com</a> and <a href="https://www.portalpune.com">https://www.portalpune.com</a> , and newspaper <a href="https://www.koha.net">https://www.koha.net</a>	From 17.09.2022 to 20.09.2022	-
Deadline for written enquiries to <a href="mailto:kosovo.info@helvetas.org">kosovo.info@helvetas.org</a>	26.09.2022	16:00
Last date for Helvetas Kosovo to issue clarifications (clarifications can be found in the same link where the tender dossier was posted in Helvetas website)	30.09.2022	16:00
Deadline for submitting offers <sup>1</sup>	14.10.2022	16:00

<sup>1</sup> Any application received after this deadline will not be considered.

### **3. Nature of the contract**

Purchase order.

### **4. Negotiations**

Helvetas Kosovo reserves the right to enter into negotiations with all or part of eligible bidders in order to amend and/or complete their original offers.

Negotiations may concern the technical, financial, legal and other aspects of the contract.

### **5. Eligibility**

Participation is open to all legal entities, excluding public authorities, registered in the Republic of Kosovo.

### **6. Costs for preparing offers**

No costs incurred by the bidder in preparing and submitting the offers are reimbursable. Such costs fall under the responsibility of the bidder, including the costs incurred during negotiating and interviewing process.

### **7. Sub-contracting**

Sub-contracting services to another legal person is not allowed.

### **8. Provisional commencement date of the contract**

25.10.2022.

### **9. Initial period of execution and possible extension of the contract**

Delivery and installation of the technological equipment for all 6 career centers according to the technical specification in ANNEX 1 must be completed in the period from 01.12.2022 to latest 10.12.2022.

### **10. Evaluation of offers**

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below. The criteria for evaluation of goods will be examined in accordance with the requirements indicated in attachments.

*The entire evaluation procedure is confidential. The Purchasing Panel (PP) decisions are collective, and its deliberations are held in virtual session. The members of the PP are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the bidders nor to any party other than Helvetas Kosovo.*

**10.1 Eligibility criteria**

Requirements	Documentary evidence
1. Application form	Signed PART 1 – APPLICATION PACKAGE provided in this document
2. The bidder is registered in Kosovo	The full Registration certificate
3. VAT number	VAT certificate (for businesses only)
4. The total turnover of the company over the past 3 years (2019, 2020 and 2021) must be equal to or exceed € 100,000	PART 1 - ECONOMIC, FINANCIAL FORM provided in this document including financial statements or turnover confirmation by the bank for each bidder.
5. The bidder has no open case of a dispute, an execution procedure, reorganisation, bankruptcy, or insolvency procedure	A valid proof issued by a competent judicial or administrative authority (not older than 6 month)
6. All taxes paid	A valid tax administration certificate or a valid agreement signed with the Tax Administration of Kosovo to repay the outstanding debts
7. The bidder has carried out over the past three years (2019, 2020 and 2021) at least 3 projects in fields specified in section 1 above.	Evidence either in Albanian or English for at least 3 projects relevant to the requirements of this tender. <i>By documentary evidence, this refers to contracts, references or other documentary evidence issued by a contracting authority. Only documentary evidence found to be relevant for the tender’s thematic fields will be considered.</i>

The bidders that pass the eligibility criteria will be processed for further evaluation.

**11.2 Evaluation criteria of eligible offers**

Criteria for evaluation of the technical offer

Requirements	Documentary evidence
1. Commitment that the company has capacity to provide the listed items in ANNEX 1 as well as meet the deadlines according to this ITB.	Signed PART 2 - Declaration under oath regarding operational and professional capacity, provided in this document

The bidders that pass the technical evaluation (**YES’s** in all technical specifications/items) will be processed for further evaluation.

Criteria for evaluation of the financial offer:

Requirements	Documentary evidence
Financial offer	Signed ANNEX 2 under PART 3 - Table for financial offer provided in the link <a href="https://helvetas-ks.org/eye/en/invitation-to-bid-itb-nt-07-2022-eye/">https://helvetas-ks.org/eye/en/invitation-to-bid-itb-nt-07-2022-eye/</a>

The weighting of the criteria for evaluation of technical and financial offers are as follows:

Criteria	YES/NO
<b>Technical offer</b>	<b>YES</b>
Commitment that the company or consortium has capacity to provide the listed items in ANNEX 1 as well as meet the deadlines according to this ITB.	YES
<b>Financial offer</b>	<b>Price</b>
All Items	Lowest price

Evaluation of the offers will be done based on lowest financial offer price after the bidders passed the eligibility criteria and scored YES in all technical points.

After evaluation of offers, Helvetas Kosovo reserves the right to enter negotiations with all or part of eligible bidders to amend and/or complete their original offers.

Contract will be awarded to the economically most advantageous offer. The economically most advantageous offer is established by achieving technical quality as per this ITB and Annexes with the **lowest price for 6 career centers in total**. Helvetas Kosovo reserves the right to purchase/contract only part of required services or cancel this tender procedure should it not be satisfied with the quality of offers.

## 11. Submission of offers

The offer must contain 1 original envelope clearly marked 'Original', and 3 other envelopes each marked 'Copy'. Offers must be submitted using the standard forms provided by the Helvetas Kosovo (PART 1 and PART 2), in hard copy format only.

All 4 envelopes should be put together in one big envelope (outer parcel). The outer parcel or envelope shall be marked as: **Procurement of technological equipment for new career centers in Podujeva, Kamenica, Suhareka, Gjilan, Rahovec, Mitrovica, Reference No: NT 07-2022 EYE.**

**Each envelope (the original and 3 copies) shall contain:**

### 1. Eligibility Documents

- Signed Application form

Bidders must submit signed Application form. The Application form should be accompanied by the following documentation for the bidder:

- Full registration certificate
- VAT number
- PART 1 - ECONOMIC, FINANCIAL CAPACITY FORM provided in this document including financial statements or turnover confirmation by the bank for each bidder.
- A valid proof issued by a competent judicial or administrative authority (not older than 6 months)
- A valid tax administration certificate or a valid agreement signed with the Tax Administration of Kosovo to repay the outstanding debts.
- Evidence either in Albanian or English for at least 3 projects relevant to the requirements of this tender. By documentary evidence, this refers to contracts, references or other documentary evidence issued by a contracting authority. Only documentary evidence found to be relevant for the tender's thematic fields will be considered.

## **2. Technical offer**

- Signed PART 2 - Declaration under oath regarding operational and professional capacity, provided in this document

## **3. Financial offer**

- Signed ANNEX 2 - Financial Offer Table, provided in the link under PART 3 - ANNEXES

The Financial offer must be presented in Euros. This is a fixed-price contract and prices proposed in this offer should be all inclusive; the supplier/contractor will cover all costs to perform their tasks (e.g. office and field work, transportation, equipment, administrative and secretarial support, etc.). Helvetas Kosovo is exempt from VAT, thus the fees offered should be without VAT. The contractor is responsible for all other taxes and duties in compliance with the legislation of the Republic of Kosovo. This is a fixed-price contract.

Offers must be submitted in English language exclusively to the following address:

NT 07-2022 EYE  
HELVETAS Swiss Intercooperation - Kosovo  
Str. Nazim Gafurri nr.141  
10000 Prishtina  
Republic of Kosovo

Applications submitted after the deadline will not be considered.

## **12 Alteration or withdrawal of applications**

Candidates may alter or withdraw their offers by written notification prior to the deadline for submission of tenders. No offer may be altered after this deadline.

Helvetas Kosovo retains ownership of all offers, which have not been withdrawn. Consequently, bidders do not have the right to have their offers returned to them.

### **13 Validity of offers**

Bidders are bound by their tenders for 30 days after the deadline for submitting offers.

### **14 Signature of the contract(s)**

Within 3 days of receipt of the contract already signed by the Helvetas Kosovo, the selected bidder shall sign and date the contract. Failure of the selected bidder to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, Helvetas Kosovo may award the tender to another bidder or cancel the tender procedure.

### **15 Terms of payments**

Helvetas Kosovo is not a payer of value added tax (VAT). Prices in the application must be submitted, considering all expenses.

This is a fixed-price contract. The payment will be made via bank account transfer to the winner of the tender in EUR within a maximum of 30 working days from the date of acceptance of delivered goods (signed the acceptance letter by the representative of the municipality/or school and EYE project). Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract

### **16 Terms of cooperation**

In the case of a contracting, the parties will have to perform according to the established time and in accordance with Helvetas Kosovo – Service provider contract. Helvetas Kosovo has the right to increase or decrease the number of ordered items. Helvetas Kosovo has the right to choose a supplier/ implementer on the given offer according to its own discretion. Helvetas Kosovo has the right to reformulate the Invitation to Bid (ITB) to its own discretion, if any additional items are needed. In case of failure or non-compliance with contractual obligations, Helvetas Kosovo has a unilateral right to terminate the contract without incurring any legal obligation.

The Applicant must be familiar with all instructions, forms and requirements mentioned in the ITB documents. The responsibility for the submission of the offer in accordance to these requirements lies entirely with the Applicant.

Helvetas Kosovo signs a contract with the winning bidder. The contract will come into force upon signature by both parties.

### **17 Ethics clauses/Corruptive practices**

Bidders making false declarations may be subject to financial penalties representing 10% of the total value of the purchase order/contract being awarded. This rate may be increased to 20% in the event

of a repeated offence.

Any attempt by a company/organisation to obtain confidential information, enter into unlawful agreements with competitors or influence the PP or the Helvetas Kosovo during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of its offer and may result in penalties as described above.

Companies must not be affected by any conflict of interest with other bidders or parties involved in the project. Helvetas Kosovo reserves the right to suspend or cancel the ITB procedure and/or contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

Companies will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified, or commissions paid to a company which has every appearance of being a front company/organisation.

Contractors found to have paid unusual commercial expenses related to this project are liable, depending on the seriousness of the facts observed, to have their contracts terminated and/or be penalised.

The Helvetas Kosovo reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities, or fraud. If substantial errors, irregularities, or fraud are discovered after the award of the contract, the Helvetas Kosovo may refrain from concluding the contract and/or terminate the contract.

### **18 Operational language**

All written communications for this tender procedure and contract must be in English.

### **19 Additional information**

The conclusion of the tender and the award of any contract are subject to the availability of funds.

Helvetas Kosovo reserves the right to annul this tender procedure at any time, without any liability on its side.

**PART 1 – APPLICATION PACKAGE**
**APPLICATION FORM**
**1 SUBMITTED by (i.e. the identity of the bidder)**

<b>Name(s) of entity(ies) making this application</b>	
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**2 CONTACT PERSON (for this application)**

<b>Name</b>	
<b>Company</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>e-mail</b>	

**3 STATEMENT**

I, the undersigned, the authorized signatory of the above bidder, hereby declare that we have examined the tender dossier for the contract referred to above. We hereby accept its provisions in their entirety, without reservation or restriction.

We agree to become one of the parties of the contract and to submit an offer whenever requested by the Helvetas Kosovo in accordance with the terms of the tender dossier and the conditions laid down, without reservation or restriction.

We are making this application for this tender in our own right. We confirm that we are not tendering for the same contract in any other form.

We will inform Helvetas Kosovo immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded and/or managed by Helvetas Kosovo and that penalties may be applied as specified in the tender dossier.

We note that the Helvetas Kosovo is not bound to proceed with this tender and that it reserves the right to award only part of the contract and that it will incur no liability towards us should it do so.

Signed on behalf of the bidder

<b>Name</b>		<b>Signature</b>		<b>Date</b>	
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**PART 1 - ECONOMIC, FINANCIAL CAPACITY<sup>2</sup>****1. ECONOMIC AND FINANCIAL CAPACITY**

<b>Financial data</b>	<b>2019</b> €	<b>2020</b> €	<b>2021</b> €	<b>Total</b> €
Annual turnover				

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<sup>2</sup> Bidders are reminded that the provision of false information in this tender procedure may lead to their exclusion from the tendering process.

**PART 2 - TECHNICAL OFFER****DECLARATION UNDER OATH REGARDING OPERATIONAL AND PROFESSIONAL CAPACITY****1 SUBMITTED by (i.e. the identity of the bidder)**

<b>Name(s) of entity(ies) making this application</b>

I, the undersigned, the authorized signatory of the above bidder, hereby declare that we have enough operational and professional capacities to provide the items listed in ANNEX 1 and implement activities mentioned in this ITB.

I commit and confirm that all activities mentioned in this ITB, and its Annexes will be implemented within the provided timeframe.

Signed on behalf of the bidder

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

**PART – 3 - ANNEXES**

ANNEX 1 - TECHNICAL SPECIFICATION

ANNEX 2 - TABLES FOR FINANCIAL OFFER

Annexes can be found/downloaded in/from this link <https://helvetas-ks.org/eye/en/invitation-to-bid-itb-nt-07-2022-eye/>