

Invitation to Bid (ITB)

Physical interventions and furnishing of infrastructure 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 "Abdyl Ramaj" – Suhareka
4. VET school "Mehmet Isai" - Gjilan
5. VET school "Selajdin Mullabazi-Mici" – Rahovec
6. VET school "Arkitekt Sinani" – Mitrovica

In order to prepare the infrastructure of the new career centers in aforementioned municipalities/VET schools, EYE is looking for a local company or consortium to execute the physical interventions and furnishing according to infrastructure plans for six career centers attached to the link:

<https://drive.google.com/drive/folders/1FhqjwqllEh3hJZJ-dh41rr3PXRGBms4R> as ANNEX 1.

The supervision of work execution will be made by an architect engaged by EYE project. The details of required goods and works are annexed in this document.

2. Timetable

	DATE	TIME - CET
Tender announcement via project website https://helvetas.ks.org/eye and portals https://kosovajob.com and https://www.portalpune.com	From 09.09.2022 to 12.09.2022	-
Deadline for written enquiries to kosovo.info@helvetas.org	17.09.2022	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)	19.09.2022	16:00

¹ Any application received after this deadline will not be considered.



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3. Nature of the contract

Goods-Works Contract.

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.

All eligible entities or groupings of such entities (consortia) may apply.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other members) are liable to Helvetas Kosovo, while the leader takes the lead responsibility.

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

05.10.2022.

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

Physical interventions in all 6 career centers must be completed no later than 30.11.2022, while furnishing no later than January 31, 2023.

10. Evaluation of offers

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below. In the case of offers submitted by a consortium, these criteria will be applied to the consortium as a whole. The criteria for evaluation of goods and works 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 or consortium over the past 3 years (2019, 2020 and 2021) must be equal to or exceed € 200,000	PART 1 - ECONOMIC, FINANCIAL AND PROFESSIONAL CAPACITY FORM provided in this document including financial statements or turnover confirmation by the bank for each bidder (if consortium, financial statements, or turnover confirmation by the bank from all consortium parties are needed)
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.	A list of projects according to template in PART 1 - PROFESSIONAL CAPACITY section, accompanied by documentary 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



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Requirements	Documentary evidence
1. Commitment that the company or consortium has operational and professional capacity to fulfil the tasks and deadlines according to the contract.	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 https://drive.google.com/drive/folders/1FhqjwqIIeH3hJZJ-dh41rr3PXRGBms4R

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

Criteria	YES/NO
Technical offer	YES
Commitment that the company or consortium has operational and professional capacity to fulfil the tasks and deadlines according to this contract.	YES
Financial offer	Price
All Items/ services or works specifics	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 into negotiations with all or part of eligible bidders in order 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

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envelope shall be marked as: **Physical interventions and furnishing of infrastructure for new career centers in Podujeva, Kamenica, Suhareka, Gjilan, Rahovec, Mitrovica, Reference No: NT 06-2022 EYE.**

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

1. Eligibility Documents

- Signed Application form

Bidders have to supply signed Application form. The Application form should be accompanied by the following documentation for the bidder (and for each consortium member, if applying as a consortium):

- Full registration certificate
- VAT number
- PART 1 - ECONOMIC, FINANCIAL AND PROFESSIONAL CAPACITY FORM provided in this document including financial statements or turnover confirmation by the bank for each bidder (if consortium, financial statements or turnover confirmation by the bank from all consortium parties are needed).
- A valid proof issued by a competent judicial or administrative authority (not older than 6 month)
- A valid tax administration certificate or a valid agreement signed with the Tax Administration of Kosovo to repay the outstanding debts
- PART 1 - PROFESSIONAL CAPACITY section, accompanied by documentary 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. evidence for at least 3 projects relevant to the thematic fields of this tender (if applying as a consortium, for all consortium members together)

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. The 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

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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 06-2022 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. In exceptional cases, before the period of validity expires, Helvetas Kosovo may ask bidders to extend the period of validity for a specific number of days, which may not exceed 40.

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 as following:

- The first payment after the completion of the physical interventions in all 6 career centers and signing of the acceptance letter by the representative of the municipality or school, the



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EYE project, and the supervisor no later than 30.11.2022.

- The second payment after the completion of the furnishing for all 6 career centers and signing of the acceptance letter by the representative of the municipality or school, the EYE project, and the supervisor no later than 31.01.2023.

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 re

formulate 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,



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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)

	Name(s) of entity(ies) making this application	Nationality
Leader		
Member 2 ²		
Member 3 ...		

2 CONTACT PERSON (for this application)

Name	
Company	
Address	
Telephone	
e-mail	

3 STATEMENT³

I, the undersigned, the authorized signatory of the above bidder (for consortiums, **every consortium member should sign a separate statement as part of this application**), 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 framework 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.

² Add/delete rows as appropriate

³ Statement should be signed by each member of consortium if the bidder is a consortium.

We are fully aware that, for consortiums, the composition of the consortium cannot be changed in the course of the tender procedure, unless Helvetas Kosovo has given its prior approval in writing. We are also aware that the consortium members have joint and several liabilities towards Helvetas Kosovo concerning participation in the above tender procedure and any contract awarded to us as a result of it.

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

Name	
Signature	
Date	

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PART 1 - ECONOMIC, FINANCIAL AND PROFESSIONAL CAPACITY⁴

1. ECONOMIC AND FINANCIAL CAPACITY

Financial data for the consortium as a whole⁵	2019 €	2020 €	2021 €	Total €
Annual turnover				
Balance sheet ⁶				

Financial data for member of consortium	2019 €	2020 €	2021 €	Total €

Annual turnover				
Balance sheet				

4 Bidders are reminded that the provision of false information in this tender procedure may lead to their exclusion from the tendering process.

5 The leader of the consortium should complete the following table of financial data based on annual accounts and latest projections of the consortium. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly noting that these are estimated figures. Any other clarification or explanation which is judged necessary may also be provided.

6 A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash

7 Each member of the consortium shall complete its own table of financial data based on annual accounts and latest projections, as per the table below. Add this table as appropriate.

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PART 1 - PROFESSIONAL CAPACITY⁸

Ref no	Project 1 title				
Name of legal person	Country	Overall contract value (EUR)	Name of client and phone/e-mail	Project Dates (start/end)	Name of consortium members if any
...
Detailed description of project				and scope of services provided	
...				...	

Ref no	Project 2 title				
Name of legal person	Country	Overall contract value (EUR)	Name of client and phone/e-mail	Project Dates (start/end)	Name of consortium members if any
...
Detailed description of project				and scope of services provided	

...	...
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Ref no	Project 3 title				
Name of legal person	Country	Overall contract value (EUR)	Name of client and phone/e-mail	Project Dates (start/end)	Name of consortium members if any

8 Please fill in the table below to summarize the main projects related to this contract carried out over the past 3 years by the legal person or entities making this application. The number of references to be provided must not exceed 10 for the entire application.

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...
Detailed description of project				and scope of services provided	
...				...	

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PART 2 - TECHNICAL OFFER

DECLARATION UNDER OATH REGARDING OPERATIONAL AND PROFESSIONAL CAPACITY

1 SUBMITTED by (i.e. the identity of the bidder)

	Name(s) of entity(ies) making this application
Leader	
Member 2⁹	

Member 3 ...	
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I, the undersigned, the authorized signatory of the above bidder (for consortiums, **every consortium member should sign this declaration**), hereby declare that we have enough operational and professional capacities to implement activities mentioned in this ITB and its Annexes.

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

	Leader	Member 1	Member 2 ¹⁰
Name			
Signature			
Date			

⁹ Add/delete rows as appropriate

¹⁰ Add/delete columns as appropriate



PART – 3 - ANNEXES

ANNEX 1 - INFRASTRUCTURE PLANS FOR 6 CAREER CENTERS

ANNEX 2 - TABLES FOR FINANCIAL OFFER

Annexes can be found/downloaded in/from this link
<https://drive.google.com/drive/folders/1FhqjwqIIeh3hJZJ-dh41rr3PXRGBms4R>

