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# REQUEST FOR PROPOSALS (RFP)

Feasibility research study and facilitation of internal discussion to identify potential areas of engagement and business models for income generation for KCSF

REFERENCE NO: [RFP 02/2023](#)

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# REQUEST FOR PROPOSALS

Dir madam/sir,

- I. You are invited to submit a proposal by e-mail to the address stated in paragraph 4 for the below procurement activity in accordance with the enclosed Instructions and Information to tenderers.
- II. Your Proposal must be received by 23:59:00 o'clock on **10<sup>th</sup> May 2023**, and shall remain open in the event that the aforementioned final date for submission of this procurement activity is extended. All submitted documents must conform to the requirements outlined in the tender dossier.
- III. You are required to complete and return the "Annex 3: Proposal Submission Form for Technical Proposal" & "Annex 4: Proposal Submission Form for Financial Proposal" together with all appendices listed and requested at Description of Scope / "**Documents to be submitted**" in accordance with the invitation to tender and instructions.
- IV. **Contract Title: Feasibility research study and facilitation of internal discussion to identify potential areas of engagement and business models for income generation for KCSF**  
**Reference Number: RFP 02/2023**  
**Date of Publication: 26.04.2023**  
**Closing Date: 10.05.2023**  
**Contract Duration: 3 months**  
**Contracting Authority: Kosovar Civil Society Foundation (KCSF)**  
**Address: Musa Tolaj, Lam A, Entrance 1, 12nd floor, no. 65-1 Nartel Center, Prishtinë 10000**  
**Email Address for submission of offers: [tender@kcsfoundation.org](mailto:tender@kcsfoundation.org)**
- V. For additional information about this procurement activity and ToR's please send your questions to the contact details below:  
  
E-mail: [tender@kcsfoundation.org](mailto:tender@kcsfoundation.org)  
Closing date for questions: 3<sup>rd</sup> of May 2023

Only successfully tenderers will be contacted nearer the time to arrange suitable time for further information if needed.

Please ensure that you submit your proposal in the manner and by the time described in the Instructions and Information for tenderers.

Yours,

KCSF

# Description of Scope

1	Introduction & Overview	Kosovar Civil Society Foundation (KCSF) is an independent, not-for-profit organisation focused in supporting local civil initiatives leading to a strong civil society movement that will promote a democratic culture and will be responsive to the socio-economic needs of Kosovo, with a strong focus on supporting and contributing to the European Union integration Process.
2	Purpose of the Service	The contractor will conduct the feasibility research study and facilitation of internal discussion to identify potential areas of engagement and business models for income generation for KCSF
3	Brief Description of the Required Services	KCSF expects the selected bidder to propose the methodology for and conduct the Feasibility research study and facilitation of internal discussion to identify potential areas of engagement and business models for income generation for KCSF
4	Objective and Scope	The selected company/team of consultants are expected to propose the methodology for and conduct a feasibility research study to identify whether the identified ideas/areas of engagement for KCSF in income generation are feasible from business perspective, and detail business models that are in line with KCSF values and respond to current market needs and practices with maximum potential for return on investment.
5	List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> <li>1. The Final Report in English (max 25 pages), and its annexes; and</li> <li>2. Working documents (list of contacts that were interviewed/took place in meetings, interviews, focus group discussions, mailing lists, plan of activities, questionnaires, PowerPoint presentations and all other relevant working documents).</li> </ol>
6	Location of work	Pristina (if needed, other locations in Kosovo)
7	Expected duration of contract	3 months
8	Target start date	19 May 2023
9	Estimated completion date	30 July 2023 (final report to be submitted before 30 August 2023)
10	Language of Proposal	English
11	Pre-proposal conference	NA
12	Travels Expected	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required <i>Travel within Kosovo may be required depending on the stakeholder list to be interviewed.</i> <i>All travel costs to be included in the bid.</i>
13	Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
14	Currency of Proposal	EUR

15	Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
16	Bid Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required				
17	Financial Standing	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required				
18	Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, KCSF may request the tenderers to extend the validity of proposals beyond what has been initially indicated in this ITT. The proposal shall then confirm the extension in writing, without any modification whatsoever on the proposal.</p>				
19	Partial Quotes	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted				
20	Payment Terms	<table border="1"> <thead> <tr> <th>Instalments</th> <th>Deliverables (tentative)</th> </tr> </thead> <tbody> <tr> <td>3</td> <td> 1<sup>st</sup> instalment - approval of methodology  2<sup>nd</sup> instalment – submission and approval of 1<sup>st</sup> draft of the report  3<sup>rd</sup> instalment – final presentation and final report </td> </tr> </tbody> </table>	Instalments	Deliverables (tentative)	3	1 <sup>st</sup> instalment - approval of methodology 2 <sup>nd</sup> instalment – submission and approval of 1 <sup>st</sup> draft of the report 3 <sup>rd</sup> instalment – final presentation and final report
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21	Type of Contract to be Signed	Service Contract				
22	Maximum budget for this assignment:	5,400 EUR (excluding workshop costs, to be covered by KCSF)				
23	KSCF will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on following factors:				
24	Annexes to this RFP	<input checked="" type="checkbox"/> Annex 1: Terms of Reference <input checked="" type="checkbox"/> Annex 2: Declaration of honour on exclusion criteria and absence of conflict of interest <input checked="" type="checkbox"/> Annex 3: Proposal Submission Form for Technical Proposal <input checked="" type="checkbox"/> Annex 4: Proposal Submission Form for Financial Proposal				
25	Deadline for Submission of requests for clarification	4 working days before the deadline (3 <sup>rd</sup> of May 2023)				
26	Documents to be submitted:	<input checked="" type="checkbox"/> Annex 2: Declaration of honour on exclusion criteria and absence of conflict of interest <input checked="" type="checkbox"/> Annex 3: Proposal Submission Form for Technical Proposal <input checked="" type="checkbox"/> Annex 4: Proposal Submission Form for Financial Proposal Additional Annexes: <input checked="" type="checkbox"/> Copy of registration certificate and Fiscal & Unique Number certificate or Passport/ID card (if the bidder is a physical entity/individual consultant) <input checked="" type="checkbox"/> CVs of proposed experts for the assignment, as per the qualification requirements in the ToR and a summary of relevant experience				
27	Qualification Requirements:	<ul style="list-style-type: none"> <li>- General professional experience and specific experience related to services required at ToR</li> </ul>				

# Bid Evaluation – Award Criteria

While price is an important factor, KCSF will evaluate proposals on the following criteria:

<b>CRITERIA 1</b>	<p><b>Level of Compliance with RFP:</b></p> <ul style="list-style-type: none"> <li>i. Understanding of all parts of the RFP (5 points)</li> <li>ii. Overall Quality &amp; Level of Professionalism (5 points)</li> </ul>	Weighting	10%
<b>CRITERIA 2</b>	<p><b>Technical Approach and Proposed Methodology:</b></p> <ul style="list-style-type: none"> <li>i. Are the proposed methodology, working approach and structure of the report, well defined and do they correspond adequately to the ToR? (25 points),</li> <li>ii. Is the implementation plan effective and realistic? (10 points)</li> </ul>	Weighting	35%
<b>CRITERIA 3</b>	<p><b>Experience and Team Qualification:</b></p> <ul style="list-style-type: none"> <li>i. Organizational structure and backstopping (5 points),</li> <li>ii. General professional experience: general experience and size of the company/organization/consultant experience (5 points),</li> <li>iii. Relevant experience (7 points)</li> <li>iv. Qualifications and skills of the key team (7 points)</li> <li>v. Previous experience with or knowledge of work of KCSF and/or similar organizations/interventions (6 points)</li> </ul>	Weighting	30%
<b>CRITERIA 4</b>	<p><b>Quality Control:</b></p> <ul style="list-style-type: none"> <li>i. Quality control system and approach (5 points)</li> </ul>	Weighting	5%
<b>CRITERIA 5</b>	<p><b>Financial Proposal:</b></p> <ul style="list-style-type: none"> <li>i. Lowest Price (=Lowest competitive price/Proposed price*15 points),</li> <li>ii. Price clarity (5 points)</li> <li>iii. Competitive price (Yes/No)</li> <li>iv. Availability of budget (Yes/No)</li> </ul>	Weighting	20%