

**INVITATION TO**

**TENDER**

Purchase of IT Equipment for CEA

REFERENCE NO: ITT 02/2021



**CONTENT**

[Description of Scope 4](#_Toc57040372)

[Bid Evaluation – Award Criteria 6](#_Toc57040371)

[Annex 1: Terms of Reference / Description of Scope 7](#_Toc57040373)

[Annex 2: Declaration of honour on exclusion criteria and absence of conflict of interest 7](#_Toc57040374)

[Annex 3: Tender Submission Form - Technical Proposal 7](#_Toc57040375)

[Annex 4: Tender Submission Form – Financial Proposal 7](#_Toc57040376)

Annex 5 :[Instructions and Information for tenderers 7](#_Toc57040370)

[Annex 6: Terms and Conditions of the Contract 7](#_Toc57040377)

**INVITATION TO TENDER**

Dir madam/sir,

1. You are invited to submit a bid 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.
2. Your Bid must be received by 17:00 o’clock on 31st August 2021, 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.
3. You are required to complete and return the “Annex 3: Tender Submission Form for Technical Proposal” & “Annex 4: Tender 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.
4. **Contract Title:** Purchase of IT Equipment for CEA

**Reference Number:** ITT 02/2021

**Date of Publication:** 17 August 2021

**Closing Date:** 31 August 2021

**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

1. For additional information about this procurement activity and ToR’s please send your questions to the contact person below:

E-mail: tender@kcsfoundation.org

Closing date for questions: 27th of August 2021

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

Please ensure that you submit your bid 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 organization 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 purpose of the invitation to tender is to select a company who can supply and deliver laptops and monitors to KCSF to ensure optimal working conditions. |
| **3** |  | Brief Description of the Required Services |  | KCSF is inviting companies that can supply and deliver 12 new laptops and 12 new monitors for KCSF staff. |
| **5** |  | List and Description of Expected Outputs to be Delivered |  | * Supply and delivery of 12 laptops as per request * Supply and delivery of 12 monitors as per request |
| **6** |  | Location of work |  | Prishtina |
| **7** |  | Target start date |  | 06 September 2021 |
| **8** |  | Estimated completion date |  | 15 November 2021 |
| **9** |  | Language of Proposal |  | English |
| **10** |  | Currency of Proposal |  | EUR |
| **11** |  | Value Added Tax on Price Proposal |  | must be inclusive of VAT and other applicable indirect taxes  must be exclusive of VAT and other applicable indirect taxes |
| **12** |  | Validity Period of Proposals (Counting for the last day of submission of quotes) |  | 60 days  90 days  120 days  In exceptional circumstances, KCSF may request the tenderers to extend the validity of bids beyond what has been initially indicated in this ITT. The bid shall then confirm the extension in writing, without any modification whatsoever on the bid. |
| **13** |  | Partial Quotes |  | Permitted  Not Permitted |
| **14** |  | Payment Terms |  | |  |  |  | | --- | --- | --- | | Installments | Deliverables | Tentative Time-frame | | one | After delivery of supply |  | |
| **15** |  | Type of Contract to be Signed |  | Framework Services Contract |
| **16** |  | KSCF will award the contract to: |  | One and only one Service Provider  One or more Service Providers, depending on following factors: |
| **17** |  | Annexes to this ITT |  | Annex 1: Terms of Reference  Annex 2: Declaration on honour on exclusion criteria and absence of conflict of interest  Annex 3: Tender Submission Form for Technical Proposal  Annex 4: Tender Submission Form for Financial Proposal  Annex 5: Terms and Conditions for Contracts |
| **18** |  | Deadline for Submission of requests for clarification |  | 3 working days before the deadline |
| **19** |  | Documents to be submitted: |  | Annex 2: Declaration of honour on exclusion criteria and absence of conflict of interest  Annex 3 & 4: Tender Submission Form for Technical and Financial Proposal  Additional Annexes: Copy of registration certificate and Fiscal & Unique Number certificate from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business;  Additional Annexes: Joint Venture/Consortium/Association Information agreement if is permitted. |
| **20** |  | Qualification Requirements: |  | * Declaration of honour on exclusion criteria and absence of conflict of interest * Technical Proposal * Financial Proposal * Eligibility of goods |

**Bid Evaluation – Award Criteria**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CRITERIA**  **1** |  | **Level of Compliance with ITT:**   1. Understanding of all parts of the ITT, 2. Overall Quality & Level of Professionalism, |  | Weighting |  | 10 % |
| **CRITERIA**  **2** |  | **Technical requirements:**   1. Compliance with technical requirements 2. Eligible Goods, |  | Weighting |  | 35% |
| **CRITERIA**  **3** |  | **Service Capability: Warranty and delivery of goods**   1. Warranty period, 2. Delivery timeframe |  | Weighting |  | 15% |
| **CRITERIA**  **4** |  | **Financial Proposal:**   1. Lowest Price (=Lowest price/Proposed price\*30p), 2. Price clarity & Competitive price 10p, |  | Weighting |  | 40% |