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REQUEST FOR PROPOSALS (re- advertisement)

Audio, Video, Multimedia
Presentation Equipment, Supplies and
Service

REFERENCE NO: [RFP 05/2022](#)

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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 **28.07.2022** COB 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:** Audio, Video, Multimedia Presentation Equipment, Supplies and Service
Reference Number: RFP 05/2022
Date of Publication: 04/07/2022
Date of re-advertisement: 19/07/2022
Closing Date: 14/07/2022
Extended deadline: 28/07/2022
Contracting Authority: Kosovar Civil Society Foundation (KCSF)
Address: Musa Tolaj, Lam A, 17th floor, no. B.01-106, B1 - Nartel Center, Prishtinë 10000
Email Address for submission of offers: 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
Closing date for questions: 25.07.2022

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 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 Audio, Video, Multimedia Equipment & Related Services
3	Brief Description of the Required Services	KCSF is inviting companies that can supply 3 LOT of products/service as listed below
5	List and Description of Expected Outputs to be Delivered	Supply LOT as per proposal: LOT 1: Audio Equipment: Wi-Fi Microphones (One Kit with two mics), Audio recorder LOT 2: Computer- Laptop LOT 3: Photographic Equipment: Digital Camera, SLR/DSLR, Camera Tripod, Camera Battery, SD Card Category, Lights (2 if possible)
6	Location of work	Prishtina
8	Target start date	08.08.2022
9	Estimated completion date	12.08.2022
10	Language of Proposal	English
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
18	Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, KCSF may request the tenderers to extend the validity of proposals beyond what has been initially indicated in this RFP. The proposal shall then confirm the extension in writing, without any modification whatsoever on the proposal.

19	Partial Quotes	<input checked="" type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted						
20	Payment Terms	<table border="1" data-bbox="860 241 1510 378"> <thead> <tr> <th data-bbox="860 241 1055 304">Instalments</th> <th data-bbox="1055 241 1291 304">Deliverables</th> <th data-bbox="1291 241 1510 304">Tentative Time-frame</th> </tr> </thead> <tbody> <tr> <td data-bbox="860 304 1055 378">one</td> <td data-bbox="1055 304 1291 378">After delivery of supply</td> <td data-bbox="1291 304 1510 378">18.08.2022</td> </tr> </tbody> </table>	Instalments	Deliverables	Tentative Time-frame	one	After delivery of supply	18.08.2022
Instalments	Deliverables	Tentative Time-frame						
one	After delivery of supply	18.08.2022						
21	Type of Contract to be Signed	Service Contract						
23	KSCF will award the contract to:	<input type="checkbox"/> One and only one Service Provider <input checked="" type="checkbox"/> One or more Supplier 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 <input checked="" type="checkbox"/> Annex 5: Terms and Conditions for Contracts						
25	Deadline for Submission of requests for clarification	3 working days before the deadline						
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 & 4: Proposal Submission Form for Technical and Financial Proposal <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> brochure/catalogue of proposed Audio, Video, Multimedia Equipment & Related Services						
27	Qualification Requirements:	<ul style="list-style-type: none"> - Declaration of honour on exclusion criteria and absence of conflict of interest - Technical Proposal - Financial Proposal - Eligibility of goods - Brochure/catalogue of proposed Audio, Video, Multimedia Equipment & Related Services 						

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 RFP: i. Understanding of all parts of the RFP, ii. Proposals submitted in accordance with the Instructions	Weighting	10%
CRITERIA 2	Technical data sheet: i. Type / Brand, ii. Performance, iii. Other features:	Weighting	40%
CRITERIA 3	Delivering requirements and Warranty: i. Timeframe and availability, ii. Warranty period	Weighting	10%
CRITERIA 4	Financial Proposal: i. Lowest Price (=Lowest price/Proposed price*35p), ii. Price clarity & Competitive price 5p,	Weighting	40%