



Procurement Notice

Ref. Code: External Evaluation of EU funded project “Sub-granting scheme for grass-root CSOs advocacy initiatives in Kosovo”

In submitting their tenders, tenderers must respect all instructions, Terms of Reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

1. Services to be provided

The services required by the Kosovar Civil Society Foundation (KCSF) are described in the Terms of Reference (ToR). These TORs will become an integral part of the contract between KCSF and the service provider.

2. Procedure

Open procedure. This tender is open to business operators and/or non-governmental organisations.

3. Tender Dossier

The tender dossier is composed of two parts, the technical offer and financial offer.

3.1 Technical offer

The Technical offer must include the following documents:

- (1) **Expression of Interest:**
 - Company Profile including relevant references, in particular similar reference with EU funded projects.
 - The CVs of two (2) key experts proposed in this tender.
- (2) **Evaluation plan and methodology** (will become an integral part of the contract between KCSF and the service provider).

3.2 Financial offer

The financial offer must be presented in global-price version. The global price must not be broken down in any way. The maximum budget available for this contract, is **EUR 4,000.00**. KCSF reserves the right to negotiate the offer if necessary. Payments under this contract will be made in Euro. These funds are exempt from Tax on Added Value (VAT).

4. Period during which tenders are binding

Tenderers are bound by their tenders for 90 days after the deadline for the submission of tenders.

5. Period of Implementation

The beginning of implementation should not exceed the period of five (5) working days after signing of contract by the involved parties. The period of implementation for the services provided is during March and April, 2018.

6. Additional information before the deadline for submission of tenders

The tender dossier should be clear enough to avoid tenderers invited to tender from having to request additional information during the procedure. If KCSF, either on its own initiative or in response to the request of a tenderer, provides additional information on the tender dossier, it must send such information in writing to all other tenderers at the same time.

Any question you may have on the preparation the tender can be sent via e-mail at tender@kcsfoundation.org not later than 05 March 2018, before 16:00 hrs.

Any prospective tenderers seeking to arrange individual meetings with KCSF personnel concerning this contract during the tender period shall be excluded from the tender procedure. No information meetings or site visits are foreseen.

7. Submission of tenders

All tender material must be in **English**. Tenders must be submitted in such way that they are **received** before **16:00 CET on the 12 of March, 2018**. Any tender received after this deadline will not be considered.

Tenders must include the requested documents in clause 3 above and be submitted exclusively to KCSF offices (by hand delivery):

**KCSF
Fazli Greiçevci 55
10000 Prishtina,
Kosovo**

8. Evaluation of tenders

8.1 Evaluation of technical and financial offers

KCSF will complete the administrative compliance check of the received tenders. Financial offers will be opened and evaluated following the evaluation of the technical offers. Tenders exceeding the maximum budget available for the contract will be eliminated. **The best value for money is established by weighing technical quality against price on an 80/20 basis.**

8.2 Confidentiality

The entire evaluation procedure is confidential. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only and may be not communicated neither to the tenderers nor to any party other than KCSF management.

9. Notification of award

The successful tenderer will be informed in writing that its tender has been accepted. Before the KCSF signs the contract with the successful tenderer, it will meet with key experts to discuss and define Evaluation Plan and Methodology. KCSF reserves the right to propose minor changes to the evaluation methodology and the structure of the evaluation report.

If the successful tenderer fails to provide the requested documentary proof or evidence for their legal entity within 15 calendar days following the notification of award or if the successful tenderer is found to have provided false information, the award will be considered null and void. In such a case, the KCSF may award the tender to another tenderer or cancel the tender procedure. Please be advised that KCSF will not cover any costs incurred during the tender process.

The other tenderers will be informed that their tenders were not accepted, by written email.

10. Signature of the contract(s)

Within 2 days of receipt of the contract already signed by KCSF, the selected tenderer shall sign and date the contract and return it to KCSF.