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# REQUEST FOR QUOTATION (RFQ)

Supply with laptops and PC desktop

REFERENCE NO: [RFQ 03/2022](#)

# CONTENT

- [Description of Scope](#) .....4
- [Bid Evaluation – Award Criteria](#).....6
- [Annex 1: Terms of Reference](#).....7
- [Annex 2: Declaration on honour on exclusion criteria and absence of conflict of interest](#) .....7
- [Annex 3: Quotation Submission Form - Technical Proposal](#).....7
- [Annex 4: Quotation Submission Form – Financial offer](#).....7
- [Annex 5: Instructions and Information for tenderers](#).....7
- [Annex 6: Terms and Conditions of the Contract](#) .....7

# REQUEST FOR QUOTATION

Dir madam/sir,

- I. You are invited to submit a price quotation 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 Quotation must be received by 16:00 o'clock on **8th September 2022** 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: Quotation Submission Form - Technical Proposal" & "Annex 4: Quotation Submission Form - 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:** Supply with laptops and PC desktop  
**Reference Number:** RFQ 03/2022  
**Date of Publication:** 1 September 2022  
**Closing Date:** 8 September 2022  
**Contract Duration:** max 30 days from the date of signing of the contract  
**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: 5 September 2022; 12:00 o'clock (mid-day)

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

Please ensure that you submit your offer 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 that can supply and deliver laptops and PC desktop to KCSF to ensure optimal working conditions.						
3	Brief Description of the Required Services	KCSF is inviting companies that can supply and deliver 5 new laptops and 1 PC desktop for selected KCSF staff.						
4	Objective and Scope	Purchase of work equipment						
5	List and Description of Expected Outputs to be Delivered	KCSF is inviting companies that can supply and deliver 5 new laptops and 1 PC desktop for selected KCSF staff.						
6	Location of work	Prishtina						
7	Expected duration of contract	max 30 days						
8	Target start date	12.09.2022						
9	Estimated completion date	14.10.2022						
10	Language of Proposal	English						
11	Currency of Proposal	EUR						
12	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						
13	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 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.						
14	Partial Quotes	<input checked="" type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted						
15	Payment Terms	<table border="1"> <thead> <tr> <th>Instalments</th> <th>Deliverables</th> <th>Tentative Time-frame</th> </tr> </thead> <tbody> <tr> <td>One</td> <td>After delivery of supplies</td> <td></td> </tr> </tbody> </table>	Instalments	Deliverables	Tentative Time-frame	One	After delivery of supplies	
Instalments	Deliverables	Tentative Time-frame						
One	After delivery of supplies							
16	Type of Contract to be Signed	Service Contract						
17	KSCF will award the contract to:	<input type="checkbox"/> One and only one Service Provider <input checked="" type="checkbox"/> One or more Service Providers, depending on following factors: Price per minimum requirements						

18	Annexes to this RFQ	<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
19	Deadline for Submission of requests for clarification	3 working days before the deadline
20	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 products with characteristics technical details as possible evaluation of the technical specifications offered (when available).
21	Qualification Requirements:	<ul style="list-style-type: none"> <li>- Declaration of honour on exclusion criteria and absence of conflict of interest</li> <li>- Technical Proposal</li> <li>- Financial Proposal</li> <li>- Brochure/catalogue (when available)</li> </ul>

# Bid Evaluation – Award Criteria

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

<b>CRITERIA 1</b>	<b>Level of Compliance with RFQ:</b> <ul style="list-style-type: none"><li>i. Understanding of all parts of the RFQ,</li><li>ii. Overall Quality &amp; Level of Professionalism,</li></ul>	Weighting	10%
<b>CRITERIA 2</b>	<b>Technical requirements:</b> <ul style="list-style-type: none"><li>i. Compliance with technical requirements,</li><li>ii. Type / Brand</li></ul>	Weighting	25%
<b>CRITERIA 3</b>	<b>Service Capability: Warranty and delivery of goods</b> <ul style="list-style-type: none"><li>i. Warranty period,</li><li>ii. Delivery timeframe,</li></ul>	Weighting	30%
<b>CRITERIA 4</b>	<b>Financial Proposal:</b> <ul style="list-style-type: none"><li>i. Lowest Price (=Lowest price/Proposed price*30p),</li><li>ii. Price clarity &amp; Competitive price 5p</li></ul>	Weighting	35%