

CONTRACT NOTICE

According to Article 40 of Law No. 04/L-042 on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092

Date of the preparation of the Notice: 11/10/2021

Procurement No	Cik-RC	002	2021	121
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This notice has been prepared in the LANGUAGES: English

SECTION I: CONTRACTING AUTHORITY

I.1) NAME AND ADDRESS OF THE CONTRACTING AUTHORITY (CA)

Official name: <i>Caritas Kosova</i>		
Postal address: Rr./Str. Shën Nënë Tereza Nr. 3/Kisha Katolike		
Town: <i>Ferizaj</i>	Postal code: <i>70000</i>	Country: KOSOVË
Contact point(s): <i>Leke Laci</i>		Telephone: <i>+38349217310</i>
Email: info@caritaskosova.org dhe CC leke.laci@caritaskosova.org		Fax: <i>N/A</i>
Internet address (<i>if applicable</i>):		www.caritaskosova.org ,

The contract covers joint procurement **No**

The contract is awarded by Central Procurement Agency **No**

If yes, specify the identities of all Contracting Authorities entitled to Call-off under the terms of the contract or refer to an Annex.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Contract title attributed by the contracting authority: SUPPLY WITH IN-KIND RELIEF ITEMS (FOOD AND NON-FOOD ITEMS)		
II.1.2) Type of contract and location of works, place of delivery or of performance <i>(Choose one category only - works, supplies or services - which corresponds to the main part of the specific object of your contract)</i>		
	Supplies	
	Purchase	

Main site or location of works _____ _____	Main place of delivery PRISHTINA, PRIZREN, MITROVICA, FERIZAJ and VITIA REGION,	Main place of performance _____ _____
II.1.3) The notice involves		
The establishment of public framework contract		No
Execution of the Contract: Call offs/Place Orders		
II.1.5) Short description of the object of the contract SUPPLY WITH IN-KIND RELIEF ITEMS (FOOD AND NON-FOOD ITEMS IN PRISHTINA REGION FOR COVID-19 RESPONSE AFFECTED BENEFICIAIRES (1000 beneficiaries)		
II.1.6) Common Procurement Vocabulary classification (CPV) 15000000-8		
II.1.7) Variants are accepted		No
II.1.8) Division into lots <i>If yes, tenders may be submitted for (tick one lot only</i>		No <i>one box only)</i>
II.1.11) Estimated contract value: 85,000.00 EUR		

II.2) QUANTITY OR SCOPE OF THE CONTRACT

Total quantity or scope (including all lots and options if applicable) N/A
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II.3) DURATION OF THE CONTRACT OR TIME LIMITS FOR COMPLETION

Duration in months up to 3 or (up to) 90 days (from the contract signature) <i>or</i> Starting: 26/11/2021 Completion: 28/02/2022
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SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION
III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Performance security required	No
III.1.2) Legal form to be taken by grouping of economic operators to whom the contract is to be awarded (if applicable) N/A	
III.1.3) Other particular conditions to which performance of the contract is subject	No

III.2) CONDITIONS FOR PARTICIPATION

<p>III.2.1) Eligibility Requirements:</p> <ol style="list-style-type: none"> 1. Registration of Entity 2. Fiscal Registration Certificate 3. Basic Court Certificate <u>for winner only</u> 4. Tax administration <u>for winner only</u> <p><i>Documentary evidence required</i></p> <ol style="list-style-type: none"> 1. Copy of Registration Certificate 2. Copy of Fiscal Certificate 3. Copy of Basic Court Certificate not older than 3 months 4. Copy of Tax from ATK not older than 3 months
<p>III.2.2) Professional Suitability:</p> <ol style="list-style-type: none"> 1. Copy of CV/HR, engaged in the company, 2. Capacity of the company (transport means, vehicles, warehouse, 3. List of items in stock (lager list) 4. Photos of items subject to contract notice
<p>III.2.3) Economic and financial capacity</p> <ol style="list-style-type: none"> 1. Annual Tax Report (CD) for 2020 <p><i>Documentary evidence required:</i></p> <ol style="list-style-type: none"> 1. Copy of annual tax report for year 2020
<p>III.2.4) Technical and professional capacity</p> <ol style="list-style-type: none"> 1. List of technical capacities of the company (offices/warehouse/vehicles) 2. 3. <p><i>Documentary evidence required</i></p> <ol style="list-style-type: none"> 1. Copy of Vehicle Registration, 2. Pictures of warehouse/suppling company

III.3) CONDITIONS SPECIFIC TO SERVICE CONTRACTS

III.3.1) Execution of services is reserved to a particular profession	No
III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service	Yes No

SECTION IV: PROCEDURE
IV.1) TYPE OF PROCEDURE

[Click the appropriate and delete the others]

IV.1.1) Type of Procedure		
Open		
IV.1.2) Limitations on the number of the operators who will be invited to tender (<i>restricted or competitive negotiated procedure</i>)		
<p>On the basis of the applications received, at most 6 candidates will be invited to submit detailed tenders for this contract. If more than 6 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates shall be re-examined to identify the six best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:</p> <p>N/A</p>		
IV.1.3) Reduction of number of the operators during the negotiations (<i>competitive negotiated procedure</i>)		
Conduct the negotiations in successive stages in order to reduce the number of the tenders	Yes	No
The Contracting Authority will award the contract based on the initial tenders without negotiations	Yes	No
IV.1.4) The minimal number of candidates that will be invited to submit the initial tenders is:		
		N/A

IV.2) AWARD CRITERIA

Lowest price

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) Previous publications concerning the same contract	No
IV.3.2) Conditions for obtaining <i>[tender dossier]</i>	
Time limit for receipt of requests for <i>[tender dossier]</i> date 20/10/2021	
Payable documents	Yes No
IV.3.3) Time limit for receipt of <i>[tenders][applications]:</i>	
Date: 26/11/2021, time: 16:00, place: Rr. Shën Nënë Tereza Nr. 3/Kisha Katolike, 70000, Ferizaj	

IV.3.4) Time limits is shortened for submission of [tenders] [applications]:	Yes	No
IV.3.5) Is tender security needed:	Yes	No
IV.3.6) Tender validity period: from: 27/11/2021 until: 28/12/2021, 1 month		
IV.3.7) Tender opening meeting:		
<i>Date: 27/11/2021 time 14:00 place: Caritas Office, Ferizaj</i>		

SECTION V: COMPLEMENTARY INFORMATION

V.1) COMPLAINTS

Any interested party may file a complaint with the Contracting Authority according to article 108/A of the Law No. No. 04/L-042 on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No. 05/L-092, at the address specified in Section I of this Contract notice.

V.2) ADDITIONAL INFORMATION

Note: Economic operators will be entitled to submit a tender, request to participate and other documents required or permitted to be filed during the conduct of a procurement activity in Albanian, Serbian or English.

Add other information: [such as pre-bid conference, site visit etc]