

## 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: 08/10/2021**

<b>Procurement No</b>	<b>Cik-Con</b>	<b>001</b>	<b>2021</b>	<b>121</b>
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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)

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

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

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

Main site or location of works _____ _____	Main place of delivery  <b>PRIZREN AND GJAKOVA REGION,</b>	Main place of performance _____ _____
<b>II.1.3) The notice involves</b>		
The establishment of public framework contract		<b>No</b>
<b>Execution of the Contract:</b> Call offs/Place Orders		
<b>II.1.5) Short description of the object of the contract</b> SUPPLY WITH IN-KIND RELIEF ITEMS (FOOD AND NON-FOOD ITEMS IN PRISHTINA REGION FOR COVID-19 RESPONSE AFFECTED BENEFICIARIES (538 beneficiaries)		
<b>II.1.6) Common Procurement Vocabulary classification (CPV)</b> <b>15000000-8</b>		
<b>II.1.7) Variants are accepted</b>		<b>No</b>
<b>II.1.8) Division into lots</b> <i>If yes, tenders may be submitted for (tick one lot only)</i>		<b>No</b> <i>one box only)</i>
<b>II.1.11) Estimated contract value: 43,000.00 EUR</b>		

**II.2) QUANTITY OR SCOPE OF THE CONTRACT**

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

Duration in months up to 5 days or (up to) 150 (from the contract signature) <i>or</i> Starting: 26/11/2021 Completion: 30/04/2022
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**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**
**III.1) CONDITIONS RELATING TO THE CONTRACT**

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

**III.2) CONDITIONS FOR PARTICIPATION**

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

**III.3) CONDITIONS SPECIFIC TO SERVICE CONTRACTS**

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

**SECTION IV: PROCEDURE**
**IV.1) TYPE OF PROCEDURE**

*[Click the appropriate and delete the others]*

<b>IV.1.1) Type of Procedure</b>	
<b>Open</b>	
<b>IV.1.2) Limitations on the number of the operators who will be invited to tender (restricted or competitive negotiated procedure)</b>	
<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><b>N/A</b></p>	
<b>IV.1.3) Reduction of number of the operators during the negotiations (competitive negotiated procedure)</b>	
Conduct the negotiations in successive stages in order to reduce the number of the tenders	Yes <b>No</b>
The Contracting Authority will award the contract based on the initial tenders without negotiations	Yes <b>No</b>
<b>IV.1.4) The minimal number of candidates that will be invited to submit the initial tenders is:</b>	<b>N/A</b>

**IV.2) AWARD CRITERIA**

<b>Lowest price</b>
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**IV.3) ADMINISTRATIVE INFORMATION**

<b>IV.3.1) Previous publications concerning the same contract</b>	<b>No</b>
<b>IV.3.2) Conditions for obtaining [tender dossier]</b>	
Time limit for receipt of requests for [tender dossier] date <b>18/10/2021</b>	
<b>Payable documents</b>	Yes <b>No</b>
<b>IV.3.3) Time limit for receipt of [tenders]/[applications]:</b>	
<b>Date: 22/11/2021, time: 16:00, place: Rr. Shën Nënë Tereza Nr. 3/Kisha Katolike, 70000, Ferizaj</b>	

<b>IV.3.4) Time limits is shortened for submission of [tenders] [applications]:</b>	Yes	No
<b>IV.3.5) Is tender security needed:</b>	Yes	No
<b>IV.3.6) Tender validity period:</b> from: 24/11/2021 until: 23/12/2021, 1 month		
<b>IV.3.7) Tender opening meeting:</b>  <i>Date: 24/11/2021    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]*