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

<table>
<thead>
<tr>
<th>Procurement No</th>
<th>Cik-RC</th>
<th>002</th>
<th>2021</th>
<th>121</th>
</tr>
</thead>
</table>

This notice has been prepared in the LANGUAGES: English

SECTION I: CONTRACTING AUTHORITY

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

<table>
<thead>
<tr>
<th>Official name: Caritas Kosova</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address: Rr./Str. Shën Nënë Tereza Nr. 3/Kisha Katolike</td>
</tr>
<tr>
<td>Town: Ferizaj</td>
</tr>
<tr>
<td>Contact point(s): Leke Laci</td>
</tr>
<tr>
<td>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></td>
</tr>
<tr>
<td>Internet address (if applicable): <a href="http://www.caritaskosova.org">www.caritaskosova.org</a>.</td>
</tr>
</tbody>
</table>

The contract covers joint procurement

The contract is awarded by Central Procurement Agency

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
(Choose one category only - works, supplies or services - which corresponds to the main part of the specific object of your contract)

| Supplies |
| Purchase |
Main site or location of works | Main place of delivery | Main place of performance |
--------------------------------|------------------------|--------------------------|
______________________________| PRISHTINA, PRIZREN, MITROVICA, FERIZAJ and VITIA REGION, | ____________________________ |

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 BENEFICIARIES (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

*If yes, tenders may be submitted for (tick one box only)* |

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 |

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) |

*or*

Starting: 26/11/2021
Completion: 28/02/2022
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

#### III.2.1 Eligibility Requirements:
1. Registration of Entity
2. Fiscal Registration Certificate
3. Basic Court Certificate *for winner only*
4. Tax administration *for winner only*

*Documentary evidence required*:
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

#### III.2.2 Professional Suitability:
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

#### III.2.3) Economic and financial capacity
1. Annual Tax Report (CD) for 2020

*Documentary evidence required:
1. Copy of annual tax report for year 2020

#### III.2.4) Technical and professional capacity
1. List of technical capacities of the company (offices/warehouse/vehicles)
2. 
3. 

*Documentary evidence required*
1. Copy of Vehicle Registration,
2. Pictures of warehouse/suppling company
III.3) CONDITIONS SPECIFIC TO SERVICE CONTRACTS

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

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

[Click the appropriate and delete the others]

<table>
<thead>
<tr>
<th>IV.1.1</th>
<th>Type of Procedure</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV.1.2</td>
<td>Limitations on the number of the operators who will be invited to tender (restricted or competitive negotiated procedure)</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>IV.1.3</th>
<th>Reduction of number of the operators during the negotiations (competitive negotiated procedure)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>IV.1.4</td>
<td>The minimal number of candidates that will be invited to submit the initial tenders is:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

IV.2) AWARD CRITERIA

Lowest price

IV.3) ADMINISTRATIVE INFORMATION

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

Date: 27/11/2021  time 14:00  place: Caritas Office, Ferizaj

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]