



Republika e Kosovës
Republika Kosova - Republic of Kosovo

Qeveria - Vlada – Government

Ministri për Forcën e Sigurisë Ministarstvo za Snaga Bezbednosti Ministry for Security Force

Departamenti i Prokurimit dhe Kontratave
Departamenti za Ugovoreni Nabavke/ Procurement and Contract Department

FRAMEWORK CONTRACT NOTICE

SUPPLIES - SERVICES

According to Article 40 of Law No. 04/L-042 on Public Procurement in Kosovo

Date of the preparation of the Notice: 16.09.2015

Procurement No	21700	15	092	211
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This notice has been prepared in the LANGUAGES:

Albanian



Serbian



English



SECTION I: CONTRACTING AUTHORITY

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

Official name: Ministry for Security Force		
Postal address: barracks “ Adem JASHARI” in Pristina		
Town: <i>Prishtine</i>	Postal code:10000	Country:RKS
Contact point(s): Afrim MAXHUNI		Telephone: <i>038/200-13-500</i>
Email: <i>afrim.maxhuni@rks-gov.net</i>		Fax: "[insert fax number]"
Internet address (if applicable):		"[insert CA web]"

SECTION II: OBJECT OF THE CONTRACT

Yes

No

II.1) DESCRIPTION

II.1.1) Contract title attributed by the contracting authority: "Cleaning services in the internal areas of the KSF barracks"		
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)		
<input type="checkbox"/> Works	<input checked="" type="checkbox"/> Supplies	<input checked="" type="checkbox"/> Services
<input type="checkbox"/> Execution <input type="checkbox"/> Design and execution <input type="checkbox"/> Realisation, by whatever means, of work, corresponding to the requirements	<input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Rental <input checked="" type="checkbox"/> Hire purchase <input checked="" type="checkbox"/> A combination of these	

Main site or location of works _____ _____	Main place of delivery KSF barracks in Prishtina, Mitrovica, Prizren, Ferizaj, Gjilan, Istok, and Pomazetin	Main place of delivery KSF barracks in Prishtina, Mitrovica, Prizren, Ferizaj, Gjilan, Istok, and Pomazetin
II.1.3) The notice involves		
A public contract	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
The establishment of framework agreement	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
II.1.4) Information on framework agreement (if applicable):		
Framework agreement with single operator	<input checked="" type="checkbox"/>	
Execution of the Contract:		
Call offs/Place Orders	<input checked="" type="checkbox"/>	
Duration of framework agreement: in months 24		
II.1.5) Short description of the object of the contract		
cleaning services in the internal areas of the KSF barracks" CA wants to enter into contractual relations with a contractor who will provide services in cleaning the internal areas in all locations - KSF barracks that with the necessary equipment for cleaning (preparations necessary request that given in the tender and adequate equipment also given in this TD's are necessary to carry out these types of services part of the DT.) Cleaning services of interior cleaning will be what will work day (Monday to Friday) from 8 hours in all spaces including offices; instructional classes; different spaces that used for training; sanitary spaces and different stores that are owned by KSF.		
II.1.6) Common Procurement Vocabulary classification (CPV)93		
II.1.7) Variants are accepted	Yes	No <input checked="" type="checkbox"/>
II.1.8) Division into lots	Yes	No <input checked="" type="checkbox"/>
<i>If yes, tenders should be submitted for (tick one box only)</i> <input type="checkbox"/> one or more lots		
II.2) QUANTITY OR SCOPE OF THE CONTRACT		
Total quantity or scope (including all lots and options if applicable)		
II.3) DURATION OF THE CONTRACT OR TIME LIMITS FOR COMPLETION		
Duration in months 24 (from the award of the contract)		

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Performance security required	Yes <input checked="" type="checkbox"/>
1. The cleaning will be carried through all the KSF facilities.	
2. The contract manager will follow up the implementation and the quality of services and also will evaluate the services provided (cleaned surfaces during the month) and on the basis of services delivered and accepted by the managers will be taking payment based on the unit price / m2.	
III.1.2) Legal form to be taken by grouping of economic operators to whom the contract is to be awarded (if applicable)	

The establishment of a legal entity in accordance with the provisions laid down in the tender documents.

III.1.3) Other particular conditions to which performance of the contract is subject Yes No

1. The cleaning will be carried through all the KSF facilities.
2. The contract manager will follow up the implementation and the quality of services and also will evaluate the services provided (cleaned surfaces during the month) and on the basis of services delivered and accepted by the managers will be taking payment Based on the unit price / m2.
3. In the case of water supply constraints then the economic operator should make provision of the water for cleaning.
4. Through in all bathrooms and other spaces where are located springs have placed shapona apparatus for paper and the hands and must have the necessary material for cleaning and odor (shampoo, toilet paper and hands, and other fragrant) at any time.
5. All materials to be used for cleaning should be the standard.
6. price should be calculated all the costs of hygienic materials and other materials required for cleaning, and services must be conducted in conformity with standards for this type of service.
7. The amount of square meters of space can be increased during the duration of the public framework contract depending on capacity building of facilities to KSF. So the price per unit / m2 will be implemented during the contract.
9. EO which awarded the contract must provide cleaning services within 5 working days of 8 hours without interruption.
8. contracted services and supplies under the contract should be served in all circumstances (emergencies)
9. The probationary period shall be 1 month ago after signing the contract, where the contracting authority will give appreciation for the services offered and if there is any objection to the request for EO made the necessary improvements, if the EO fails to take measures required under terms set by the CA, to improve its services and disability in the same time terminate the contract and make the seizure of the performance security

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Eligibility Requirements:

1. Statement under oath - economic operator must meet the eligibility requirements in accordance with Law no. 04/L-042, Section 65 using the form in Annex 2.
2. A signed statement from the Tax Administration of your establishment, you are not delinquent in the payment of taxes at least until the last quarter before submission of the tender.
3. Certificate of Primary Court - An extract from the "judicial record" or, failing that, an equivalent document issued by a competent judicial or administrative authority of the State of establishment which proved to Section II. DATA SHEET Tender (TDS) of the tender dossier Eligibility of economic operators (see section 6.4 of the tender dossier.
4. The completed tender form, duly stamped and signed.

Documentary evidence:

1. Statement under oath (original).
2. A signed statement from the Tax Administration - original or certified
3. Proof of the Basic Court - Original or certified

III.2.2) Professional Suitability:

1. Business Certificate. -
2. VAT Certificate

3. no fiscal
4. Permission to work in the field of gastronomy-
Documentary evidence:
 1. Copy of certificate of business
 2. Copy of certificate of VAT
 3. A copy of the certificate fiscal number

III.2.3) Economic and financial capacity

1. The financial turnover of 500,000.00 (five million) euros for three years (2012.2013 and 2014)
Documentary evidence:
 - a. Bank reports on financial and economic condition of any licensed bank - the original

III.2.4) Technical and professional capacity

1. OE must provide evidence of the permanent list of employees of your company with the following information: name, surname, age of worker, occupation, experience (years) and position in the company.
2. EO should introduce an assistant manager and a project manager.
3. The economic operator must provide evidence that it has successfully completed projects of similar nature (part of the DT) during the three (3) years (2012, 2013 and 2014) minimum in the amount of € 400,000.00.
4. OE must provide evidence statement of the tools, plant and technical equipment are at your disposal for the project part of this tender (number and exact description / type of equipment, etc.) that owns the company; / photographs, or The rental contract of equipment for the project in question.
5. Economic operator must provide evidence or a picture catalog of offered products with a description name of the manufacturer and country of origin on the composition of the article content part of this tender.

Documentary evidence

1. A tabular overview of the staff: name, surname, age of worker, occupation, experience (years) and position in the company at least 80 workers. It must be submitted in original, signed and stamped by the Economic Operator.
2. To present evidence of managerial staff
 - a written decision on the appointment of a project manager and a project assistant mëngjrit. stamped and signed by the original EO
 - Evidence of managerial staff: CV, copies of employment contracts or contracts before the original name of the project in question.
3. Schedule to successfully complete the contract specifying all the main services and supplies to the EO signed and completed in three (3) years (2012, 2013 and 2014) minimum in the amount of € 400,000.00.
 - Evidence to be attached to the successful conclusion of contracts
 - a, When supply and service is made to a public authority in Kosovo or elsewhere, evidence must be submitted certificates of acceptance or references (the reference to be stated value services and supplies) issued by such authority.
Note: No contract shall not be counted unless it is attached references for the performance of services and supplies admissions or technical reports.
 - b, When the service and delivery was made to a private buyer, it must be submitted certificates of acceptance or references (the reference to be stated value services and supplies) issued by such purchaser. no contract shall not be counted unless it is attached references for the performance of services or technical acceptance reports

4. Lista of tools, plant and technical equipment which is required .duhet be submitted in original, signed and stamped by the Economic Operator or agreement on renting the equipment on behalf of the project with the validity of the term of this contract signed and sealed from both sides in the original.

Evidence:

CLEANING EQUIPMENT heavy (min from a piece)

- carpet cleaning machine
- machines for cleaning and polishing of all types of floor
- machine for cleaning and drying of glass
- machine for cleaning ceramic tiles by means of steam

List of equipment, materials and tools to be used for carrying out the daily (min from a piece)

- INDUSTRIAL VACUUM VACUUM
- carpet washing machines
- drag cleaning OFFICES
- cleaning trolleys XHOGER
- different sizes SCALE FOR CLEANING

5. Katalogu or photographer description of the products offered by the manufacturer's name and country of origin of the article content on the composition of this tender Original or copy.

III.3) CONDITIONS SPECIFIC TO SERVICE CONTRACTS

III.3.1) Execution of services is reserved to a particular profession Yes No

If yes, reference to the relevant law, regulation or administrative provision

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

IV.1.1) Type of Procedure

Open

IV.1.2) Limitations on the number of the operators who will be invited to tender (*restricted or negotiated procedure*)

IV.1.3) Reduction of number of the operators during the negotiations (*negotiated procedure*)

Conduct the negotiations in successive stages Yes No

IV.2) AWARD CRITERIA

Tick the appropriate box and delete the other

Lowest price

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) Previous publications concerning the same contract Yes No

If yes,

Prior Indicative Notice: _____

Other publications (*if applicable*): _____

IV.3.2) Conditions for obtaining [tender dossier][prequalification documents]

The deadline for receipt of requests for withdrawal of writing the tender dossier to the wet dated

12.10.2015 16:00 to this email address: afrim.maxhuni @ rks-gov.net

Payable documents Yes No

If yes, price

Terms and method of payment: _____

IV.3.3) Time limit for receipt of

date 14.10.2015 time 14:00 place MKSF

IV.3.4) Time limits is shortened for submission of [tenders] [applications]: yes

Deadlines for submission of tenders is shortened since the existing contract expires at the end of November of this fiscal year and considering the importance of this project and try week earlier that need

long enough to be evaluated and examined are obliged to shortening the time we limit for submission of tenders in order to the time we planned to enter in mardhën are contracted leaves. Deadline for submission of tenders is given for 25 days.

IV.3.5) Is tender security needed:
If yes, the value of tender security _____ **Yes** **No**
10,000.00, lasting 120 days from the date of receipt of bids

IV.3.6) Tender validity period: Until: date: 90 days or months 3

IV.3.7) Tender opening meeting:
date 14.10.2015 time 14:30 place MKSF

SECTION V: COMPLEMENTARY INFORMATION

V.1) COMPLAINTS

Any interested party may file a complaint with the Procurement Review Body, according to the provisions of Title IX of Law No. 04/L-042, Law on Public Procurement in Kosovo.

V.1.1) ADDRESS OF THE PROCUREMENT REVIEW BODY (PRB)

Official name: Public Procurement Body	
Address of the PRB: Str, Garibaldi	
Town: Prishtina	Postal code:
Electronic address (<i>if applicable</i>):	
Contact person:	E-mail:
Telephone:	Fax:

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: