



Republic of Kosovo

Government

Ministry for the Kosovo Security Forces

CONTRACT NOTICE PUBLIC FRAMEWORK

SUPPLIES

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: 07.04.2016

Procurement No	21700	16	010	111
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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 the Kosovo Security Forces		
Postal address: Building of the Ministry, the number of Office 139 Barracks " Adem Jashari " st. Pristina highway Mitrovica,		
Town: Pristina	Postal code: 10 000	Country: RKS
Contact point(s): Afrim MAXHUNI		Telephone: 038/ 200 13 500
Email: afrim.maxhuni@rks-gov.net		Fax: 038/200 13 501 ose 2
Internet address (if applicable):		http://www.mksf-ks.org/

The contract covers joint procurement

Yes

No

The contract is awarded by Central Procurement Agency

Yes

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 of office material for the needs of KSF and KSF"		
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 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 type="checkbox"/> A combination of these	

Main site or location of works _____	Main place of delivery arracks ' ' Adem Jashari ' ' and object MSF - Pristina	Main place of performance _____
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II.1.3) The notice involves

The establishment of public framework contract

Yes No

II.1.4) Information on framework agreement (if applicable):

Framework agreement with single operator

Framework agreement with several operators

Execution of the Contract:

Call offs/Place Orders

Subsidiary Contracts/Mini-competition

Duration of framework agreement: in months 12

II.1.5) Short description of the object of the contract

“Supply of office material for the needs of KSF and KSF”

II.1.6) Common Procurement Vocabulary classification (CPV) 28

II.1.7) Variants are accepted

Yes No

II.1.8) Division into lots

Yes No

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

one lot only All lots

II.1.9) In case of one or more Lots (if applicable)

The maximum number of Lots that may be awarded to one Economic Operator is:

II.1.10) Information about lots (if applicable)

II.1.11) Estimated contract value:

The estimated value of annual: **225,000.00€**

II.2) QUANTITY OR SCOPE OF THE CONTRACT

Total quantity or scope (including all lots and options if applicable)

Due to the large number of items (300 items) and their diversity we can not put the approximate amount for this tender dossier

The approximate annual amount, which is planned to supply during a fiscal year is given in the DT (annual amount) and this amount can vary + - 30% of contract value basis under administrative guidance No.2 / 2015 framework contracts Article 5 (5.1dhe 5.2).

II.3) DURATION OF THE CONTRACT OR TIME LIMITS FOR COMPLETION

Duration in months : 12 months or days (from the award of the contract)

or

By signing the contract beginning

Completion 12 months from the moment of signing the contract

Deadline for realization of supplies not later than 15 days from the time of receipt of a purchase order

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Performance security required

Yes

No

If yes, amount of performance security 10 % of contract value 25 months

III.1.2) Legal form to be taken by grouping of economic operators to whom the contract is to be awarded (if applicable)

III.1.3) Other particular conditions to which performance of the contract is subject

Yes

No

If yes, description of particular conditions

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Eligibility Requirements:

Requirement 1: Statement under oath – economic operator must meet the eligibility requirements in accordance with Law no. 04 / L-042, Article 65 using the form in Annex 2.

Requirement 2: A certificate signed by the Tax Administration of your establishment, you are not delinquent in the payment of taxes at least until the last quarter before submission of tender.

Requirement 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.

Documentary evidence required:

Evidence 1: Statement under oath must-submitted in original, signed and stamped by the Economic O.

Evidence 2: A certificate signed by the Tax Administration – should only be submitted by the winning bidder, before the publication of the award of the contract-language

Evidence 3: Certificate of Primary Court – should only be submitted by the winning bidder, before the publication of the award of the contract-language

III.2.2) Professional Suitability:

4. Business Registration Certificate

5. Certificate of Registration Requirement VAT

6. Request registration certificate fiscal number

Documentary evidence required:

Evidence 4. Copy of certificate of business registration

Evidence 5. Copy of Certificate of VAT

Evidence 6. A copy of the Certificate with Fiscal number (Copy)

III.2.3) Economic and financial capacity

Request 7. Economic operator must prove to the total revenues together for three years (2013, 2014, 2015) minimum in the amount of € 450,000.00.

Documentary evidence :

7. Evidence relevant statement or statements from one or more banks on economic and financial capacity by any licensed bank – should be submitted in original

III.2.4) Technical and professional capacity

8. Demand economic operator must provide evidence that it has successfully completed supply of material for office, part of this tender during the three (3) years (2013, 2014, 2015) in the minimum amount of € 335,000.00.

Requirement 9: In case the bidder is not the manufacturer of the items offered, the tenderer must submit a paper Form Authorization of manufacturer or dealer for the sale of part of this tender letter.

10. The request must prove that EO is ISO standards for quality of paper of this tender.

11. OE requirements must testify catalog or files with a detailed description of the technical specifications of the products of this tender for supply issued by the manufacturer.

Documentary evidence

Evidence 8.

Economic operator must provide the list of contracts signed and executed during the last three years, 2013, 2014 and 2015, in the original, signed and stamped by the Economic Operator, evidenced by references in copies signed and sealed by the relevant authorities, to supplies realized, at least in the amount of € 335,000.00 .to which should indicate the number of procurement or contract, the value of the contract, the date of signing the contract, the nature of service and place of performance of supplies

a. When supply is made to a public authority in Kosovo or elsewhere, evidence must be submitted acceptance certificate or references (references to be stated value of supplies) issued by such authority.

b. When the delivery was made to a private buyer, it must be submitted to the acceptance certificate or references (references to be stated value of supplies) issued by such purchaser.

No contract shall not be counted unless it is attached references for procurement or admissions technical reports supplies.

Evidence 9: Authorization from the manufacturer or dealer for sale of paper with the name of the project, procurement number and the time duration for certain duration of the contract (contract duration 12 months) – original or certified copy of the original.

Evidence 10. Quality Certificates ISO paper issued by prodhuesi.- Copy

Evidence 11. For all items offered by the technical specification in the tender, offered as evidence or file catalog with a detailed description of the technical specifications of products with the name of the manufacturer and signed and stamped by the economic operator bidders – Original

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	
<input checked="" type="checkbox"/> Open	
<input type="checkbox"/> Restricted	
<input type="checkbox"/> Competitive Negotiated	
<input type="checkbox"/> Price Quotation	
IV.1.2) Limitations on the number of the operators who will be invited to tender (restricted or competitive negotiated procedure)	
<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>	
IV.1.3) Reduction of number of the operators during the negotiations (competitive negotiated procedure)	
Conduct the negotiations in successive stages in order to reduce the number of the tenders	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Contracting Authority will award the contract based on the initial tenders without negotiations	Yes <input type="checkbox"/> No <input type="checkbox"/>
IV.1.4) The minimal number of candidates that will be invited to submit the initial tenders is:	

IV.2) AWARD CRITERIA

<input checked="" type="checkbox"/> Responsive tender with the lowest price
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IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) Previous publications concerning the same contract	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>If yes, Prior Indicative Notice: _____ Other publications (if applicable): _____</p>	
IV.3.2) Conditions for obtaining tender dossier	
<p>Deadline for receiving the tender dossier to the date 17/05/2016, at 15: 00h.</p> <p>Applications for participation in a procurement activity leading to the award of a public contract may be submitted electronically,</p>	
Payable documents	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>If yes, price _____ Terms and method of payment: _____</p>	
IV.3.3) Time limit for receipt of tenders	
<p>Date 19.05.2016 Time 13: 00h Place Buildings of the Ministry, the number of Office 139 Barracks " Adem Jashari " st. Pristina highway Mitrovica, Pristina RKS</p>	
IV.3.4) Time limits is shortened for submission of [tenders] [applications]:	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
<p>If yes, provide justification</p>	

IV.3.5) Is tender security needed:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, the value of tender security		
5,000.00 with a duration of 120 days from the date of receipt of bids		
IV.3.6) Tender validity period: days 90 or months 3		
IV.3.7) Tender opening meeting: Date 19.05.2016 Time 13: 30h Place Buildings of the Ministry, the number of Office 139 Barracks " Adem Jashari " st. Pristina highway Mitrovica, Pristina RKS		

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.

In case of discrepancies between dominant languages Albanian language

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