



**Republic of Kosovo**  
**Government**  
**Ministry for the Kosovo Security Forces**  
**CONTRACT NOTICE PUBLIC FRAMEWORK**  
**Services**  
**Re-tender**

*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: 04.10.2016**

<b>Procurement No</b>	<b>21700</b>	<b>16</b>	<b>061</b>	<b>211</b>
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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)**

<b>Official name:</b> Ministry for the Kosovo Security Forces		
<b>Postal address:</b> Building of the Ministry, the number of Office 139 Barracks " Adem Jashari " st. Pristina highway Mitrovica,		
Town: <i>Pristina</i>	Postal code: <i>10 000</i>	Country: <b>RKS</b>
<b>Contact point(s):</b> Afrim MAXHUNI		Telephone: 038/ 200 13 500
Email: <i>afrim.maxhuni@rks-gov.net</i>		Fax: 038/200 13 501 ose 2
Internet address ( <i>if applicable</i> ):		<i>http://www.mksf-ks.org/</i>

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**

<b>II.1.1) Contract title attributed by the contracting authority:</b> <b>Re-tender "Services of cleaning and fabric covers for the needs of KSF"</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>		
<input type="checkbox"/> <b>Works</b>	<input type="checkbox"/> <b>Supplies</b>	<input checked="" type="checkbox"/> <b>Services</b>
<input type="checkbox"/> Execution <input type="checkbox"/> Design and execution <input type="checkbox"/> Realisation, by whatever means, of work, corresponding to the requirements	<input type="checkbox"/> Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Rental <input type="checkbox"/> Hire purchase <input type="checkbox"/> A combination of these	



The contract will enter into force from the moment of signing of thanks and will last 36 months or years 3 and the beginning of the services will begin to realize within max 3 hours after the call, and cleaning services must be carried max within 48 hours each business day (the hënë- Friday), starting at 7:30 until 16:00 and the needs of disabled and other days including festive days.

**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 for 36 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

- 1. The Contractor shall provide the bags (for placing clothes) request that given in the tender.*
- 2. The sacks should be personal for each member and can not have more than 5 kg of dry clothes after washing.*
- 3. Laminating racks and must be provided by the economic operator without any additional obligation*
- 4. OE need to make moldings and clothing collection at the following locations: (Prishtina, Ferizaj, Gjilan, Pomozatin Mitrovica, Istok and Prizren), and must also return in the same locations after cleaning.*
- 5. The Contractor shall make admission submitting articles for cleaning at the request of the Contracting Authority for cleaning attached list of items required by the list that I submit the contract manager or persons authorized by the contract manager.*
- 6. The Contractor shall ensure that after washing and ironing, to complete according to figures so that each member agrees to their clothes.*
- 7. Clothes-washing and cleaning cloths, must be submitted as described in the table. (Piece, pair)*
- 8. Implementation of the contract will determine the precise details, contract managers under lokacioneve- Barracks in cooperation with the Contractor*
- 9. According to the plan, cleaning of clothes members of the KSF will be done once a week, once a week Bedding, blankets and once in 3 months .The others as needed.*
- 10. OE should buy all the clothes lost or damaged as a result of not careful cleaning by OE*
- 11. Regions-locations for laundry and moldings will be divided into regions according to the agreement with the managers of kontrast, for objective reasons, on certain days, in order to become the light of their collection by the contractor and their distribution after cleaning the place of receipt.*
- 12. We price Economic operator must calculate all the costs that have to do with the performance of the contract including the transportation of clothes and moldings from barracks and vice versa.*
- 13. Contractor shall be aware of the importance of hygiene that these products part of this tender.*
- 14. AK can perform inspections at the premises of the contractor during the execution of the contract in order to verify the quality of services for products that are part of this tender.*

**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**

**Requirement 1.** The economic operator must provide evidence that annual turnover during the last three years (2013.2014 and 2015) has been in value, together for three years, but not less than. 200,000.00 €

**Documentary evidence:**

1. Report or evidence relevant reports from one or more banks on economic and financial capacity by any licensed bank - the original

### **III.2.4) Technical and professional capacity**

**Request 1:** Economic Operator must prove it has successfully completed during the last three years, 2013, 2014 and 2015, the nature of similar contracts with min volume of 150,000.00 €

**Request 2.** Economic Operator must provide min 10 employees.

**Request 3.** OE must provide the tools, plant and technical equipment are at your disposal for the project part of this tender (number and exact description / type of vehicle as well as other devices) that owns the company; / registration card with files, bill of purchase or rental contracts of the equipment for the project in question, for min:

- Min 3 pcs transportation vehicles (must be insulated with special material and linoleum divided into two parts: one for clean clothes and one for the cleanness clothes).
- List of equipment and spaces where will be cleaning clothes and moldings (normal cleaning, dry cleaning and drying clothes).

**Request 4..** EO must provide evidence list with pictures of the type of detergent and softener for cleaning which must be ISO standards, which will be used to clean clothes

**Documentary evidence**

**Evidence 1.** List of contracts of the same nature realized in the last 3 years (2013.2014 and 2015) must be submitted in original, signed and stamped by the Economic Operator.

evidence:

- References by listing contracts presented for similar services, which should indicate the value, date, nature of projects / or service activities and shall specify the reference if the services are performed at the request of the CA, during the last three years we value min of 150,000.00 Euro.

- If the services are rendered to private companies must prove to the bank statement - bank statements (or receipts from the bank) must be presented in original from any licensed bank

**Warning:**

- No contract shall not be counted unless it is attached references or technical acceptance successful to perform the requested services to the nature of this tender.

**Evidence 2.** List of staff your company with the following information: name, surname, age of worker, occupation, experience (years) and position in the company, must be submitted in original, signed and stamped by the Economic Operator.

**Evidence 3:** Evidence statement of the tools, plant and technical equipment are at your disposal for the project part of this tender in the first part. (The exact number and description / type of vehicle as well as other devices) that owns the company; / registration card with photo, purchase invoice or contract rental of equipment for the project in question.

**Evidence 4:** Evidence product list and photos with technical content description. It must be submitted in original, signed and stamped by the Economic Operator.

### 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

<b>IV.1.1) Type of Procedure</b>	
<input checked="" type="checkbox"/> <b>Open</b>	
<input type="checkbox"/> <b>Restricted</b>	
<input type="checkbox"/> <b>Competitive Negotiated</b>	
<input type="checkbox"/> <b>Price Quotation</b>	

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

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:

**IV.1.3) Reduction of number of the operators during the negotiations** (*competitive negotiated procedure*) N/A

Yes  No

**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"/> <b>Responsive tender with the lowest price</b>
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### IV.3) ADMINISTRATIVE INFORMATION

<b>IV.3.1) Previous publications concerning the same contract</b> <span style="float: right;">Yes <input checked="" type="checkbox"/></span> <i>Contract Notice: 03/09/2016</i> <i>Cancellation of the contract notice: 20/09/2016</i>
<b>IV.3.2) Conditions for obtaining <i>tender dossier</i></b>  Deadline for receiving the tender dossier to the date 26/10/2016, at 15: 00h.  Applications for participation in a procurement activity leading to the award of a public contract may be submitted electronically, <b>Payable documents</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  <i>If yes, price</i> _____ Terms and method of payment: _____
<b>IV.3.3) Time limit for receipt of <i>tenders</i></b>  Date 27.10.2016 Time 13: 00h Place Buildings of the Ministry, the number of Office 139 Barracks " Adem Jashari " st. Pristina highway Mitrovica, Pristina RKS
<b>IV.3.4) Time limits is shortened for submission of [<i>tenders</i>] [<i>applications</i>]:</b> <input checked="" type="checkbox"/> yes  Deadline for submission of tenders is shortened since the same procurement activity is being re-tendered. The contract in question expired on 18.08.2016, and from that period have remained without necessary services which are amongst the imperative for development activities and to maintain the required level of hygiene lit spaces to KSF members and personal clothing (cleaning uniform) than theirs.
<b>IV.3.5) Is tender security needed:</b> <span style="float: right;">Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/></span>  <i>If yes, the value of tender security</i> <b>2000.00€</b> with a duration of 120 days from the date of receipt .
<b>IV.3.6) Tender validity period:</b> days 120 or months 4
<b>IV.3.7) Tender opening meeting:</b> Date 27.10.2016 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]*