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**FRAMEWORK CONTRACT NOTICE**

***/***

re-tendering

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

**Date of the preparation of the Notice: \_\_23\_\_\_/*\_04\_\_\_\_/\_2015\_\_\_\_\_\_\_***

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| --- | --- | --- | --- | --- |
| **Procurement No** | **209** | **15** | **004** | **111** |

This notice has been prepared in the LANGUAGES:

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| --- | --- | --- | --- | --- | --- |
| Albanian |  | Serbian |  | English |  |

**SECTION I: CONTRACTING AUTHORITY**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Official name**: *Ministry of Labour and Social Welfare* | | | |
| **Postal address**:10.000 Pristine, Republic of Kosovo | | | |
| Town: Pristine | Postal code: 10000 | | Country: *Republic of Kosovo* |
| **Contact point(s)**: *Feti Ibishi, Azemine Reqica* | | Telephone: *03820026031* | |
| Email: *Azemine.reqica@rks-gov.net* | | Fax: | |
| Internet address (*if applicable)*: | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

The contracting authority is purchasing on behalf of other contracting authorities

***If yes,*** specify the identities of all Contracting Authorities entitled to Call-off under the terms of the contractor 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 expendable material for office."Llot-1 | | |
| **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)* | | |
| **Works** | **Supplies** | **Services** |
| Execution  Design and execution  Realisation, by whatever means, of work, corresponding to the requirements | Purchase  Lease  Rental  Hire purchase  A combination of these |  |
| Main site or location of works  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Main place of delivery  By the request in all centres of MLSW | Main place of performance  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **II.1.3) The notice involves**  A public contract   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   The establishment of framework agreement   |  |  |  |  | | --- | --- | --- | --- | | **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:**  **This framework contract will have a duration of not more than 12 months** | | |
| **II.1.5) Short description of the object of the contract:**  The object of Contract is: “Supply with expendable material for office ", by the technical requests of Technical Specification of dossier of this tender (for more refer in Annex 1 of Dossier of this Tender. | | |
| **II.1.6) Common Procurement Vocabulary classification (CPV)** 21000000-3 | | |
| **II.1.7) Variants are accepted**   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  | | | |
| **II.1.8) Division into lots**   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |     ***If yes,*** tenders should be submitted for *(tick one box only)*  one lot only  one or more lots  All lots | | |
| **II.1.9) Information about lots** (*if applicable)*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Lot no | Short description | CPV | Quantity or scope | Additional information | | 1 llot-1 | " Supply with expendable material for office " | 21000000-3 | Supply | Refer in Annex 1 of Dossier of this Tender. | | 2 |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | |

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

|  |
| --- |
| **Total quantity or scope** *(including all lots and options if applicable)*  Kontrata është korniz dhe ka disa lloje të artikujve psh furnizim me material zyrtare, prej 140 artikuj siq jane: **letër 8.000 risa, kuverta fasiklla, lapsa, shpuse, municion, notesa, korektor, heft makinë, binder klips, etje.** |

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

|  |
| --- |
| Duration in months \_12 *or 1 years*\_ (from the award of the contract)  *or*  Starting \_\_\_/\_\_\_/\_2015\_\_\_\_\_ *(dd/mm/yyyy)*  Completion \_\_\_/\_\_\_/\_\_2016\_\_\_\_ *(dd/mm/yyyy)* |

**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****,*  If you were given the contract before you sign the contract, you must deposit a performance guarantee in the amount **of 10%** **of the contract value** for a validity period of 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)  a. **a clear statement** that all members of the group are jointly and severally liable for the content of the group's tender and, if the group is awarded the contract, the performance of the contract;  b**. A statement signed by each of the members,** confirming their participation in the group and that they are not participating singularly and / or in any other group taking part in the same procurement procedure;  c. **A statement signed** by all members of the group authorizing the lead partner to act on behalf of the group; and  d. All members of such group **shall be eligible** and shall provide evidence on their eligibility, as mentioned in paragraph 6.4 of the Tender Data (TDS).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **III.1.3) Other particular conditions to which performance of the contract is subject**   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   ***If yes,*** description of particular conditions  If so, in accordance with Article 95 of the CCP government of the Republic of Kosovo approved the list of goods with common and this list is approved by the Administrative Instruction No. 02/2015, so based on this instruction if the CPA signed a contract for supply official material under this guideline, we like AK warning two months ago would you stop the contract |

**III.2) CONDITIONS FOR PARTICIPATION**

|  |
| --- |
| **III.2.1) Eligibility Requirements:**  1. Request 1. Economic Operator must meet the requirements specified in Article 65 of Law  Public Procurement (LPP), Law No. 04 \ L-42. LPP can be downloaded from http://krpp.rksgov.net.  **Documentary evidence required:**  Evidence 1. A written declaration under Oath, signed by the bidder using the specified form in the tender dossier.  Proof regarding eligibility requirements shall be requested by the bidder to whom the contracting authority intends to award the contract. These documents must be submitted by the bidder before awarding the contract. Failure to submit such documents, its tender will be rejected.  Evidence of the successful bidder  Documents that will be required as proof of fulfilling the eligibility for prior requirements to contract award is the following:  a. The situation referred to in Article 65, paragraph 3, sub-paragraph 3.1, 3.3, 3.4, 3.5 and 3.6 f paragraph 4, sub-paragraph 4.1, 4.2, and 4.4, the certificate issued by competent judicial or administrative authorities of the country of establishment of bidder.  b. The certificate issued by the Tax Administration of country of the establishment, the economic operator is not delinquent (breaker) in payment of taxes at least until the last three months of the year before the publication of Contract Notice.  In relation to other provisions laid down in Article 65 as well as when releasing documents and certificates referred to above is not obtainable for objective reasons, or when the documents do not cover all cases for which evidence has been produced, a declaration under oath by the bidder may be accepted as sufficient evidence. |
| **III.2.2) Professional Suitability:**  Request 1. Registration as economic operator in professional, commercial and / or register  of enterprises in the country of establishment;  Request 2. Registration of VAT;  Request 3. Registration Number Fiscal  **Documentary evidence required:**  Evidence 1. A document issued by the relevant authority in the place of establishment of  economic operator to whom the census recorded the economic operator in the country (copy of  business certificate);  Evidence 2. A copy of the certificate of VAT;  Evidence 3. A copy of the certificate of fiscal number. |
| **III.2.3) Economic and financial capacity:** N/A  **III.2.4)** Technical and professional capacity:   1. The Economic Operator must provide evidence that has successfully completed at least 2 (two) contracts of similar nature in 3 (three) years.   **Documentary evidence required:**  The Economic Operator must fulfil a list of supplies to 3 (three) years, specifying: the products involved, contract amount, date and recipient. |
|  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   **III.3.1) Execution of services is reserved to a particular profession**  ***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** |  |
| **Restricted** |  |
| **Negotiated** | Justification for the choice of negotiated procedure  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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**  *or*  **The most economically advantageous tender in terms of:** | | | |
| **Sub-criteria** | **Weighting in %** | **Sub-criteria** | **Weighting in %** |
| 1) |  | 5) |  |
| 2) |  | 6) |  |
| 3) |  | 7) |  |
| 4) |  | 8) |  |

**IV.3) ADMINISTRATIVE INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IV.3.1) Previous publications concerning the same contract**   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   ***If yes,***  Prior Indicative Notice: \_\_\_\_\_\_**18.02.2015**\_\_\_\_\_\_\_  Other publications (*if applicable): \_N/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **IV.3.2) Conditions for obtaining *[tender dossier][prequalification documents]***  Time limit for receipt of requests for *[tender dossier] [prequalification documents]*: date \_\_**18\_/05\_/\_2015 time 12:00** |
| |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   **Payable documents**  ***If yes****,* price \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Terms and method of payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **IV.3.3) Time limit for receipt of*****[tenders][applications]:***  ***date******\_18\_\_/\_05\_\_/2015\_\_******time*** *14:00* ***place*** *The Office of Procurement- MLSW* |
| **IV.3.4) Time limits is shortened for submission of *[tenders] [applications]:*** yes  no  ***If yes****,* provide justification \_\_\_Noting that the current contract expires on the date 29/04/2015, and how this has been the tender open for 40 days, and the fact that we made the announcement Lot -2 for dhanje contract, consider that the period of 24 days is sufficient, although none of bids received the first time are not worth the contract has tejkalur medium value |
| **IV.3.5)** Is tender security needed:   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   The value of the tender security **Supply with expendable material for office** "  is **4.000.00** EUR for 1 parts, Validity of tender security in days 120 days or 4 months from the final date for submission of tenders.  ***If yes****,* the value of tender security \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Validity of tender security in days \_\_\_\_\_\_ *or* months \_\_\_\_\_\_\_\_\_\_\_ |
| **IV.3.6) Tender validity period:** Until: 90 days or 3 months from the final date for submission of tenders |
| **IV.3.7) Tenderopening meeting:**  ***date******\_18\_\_/\_05\_\_/\_2015\_******time******14:30******place*** *The Office of Procurement- MLSW* |

**SECTION V: COMPLEMENTARY INFORMATION**

**V.1) COMPLAINTS**

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| **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 near the object of Arts Faculty | | |
| Town: Pristine | | Postal code:10000 Republic of Kosovo |
| Electronic address *(if applicable)*: www.oshp-ks.info | | |
| **Contact person**: Ardian Behra | E-mail:oshp@ks-gov.net | |
| Telephone:+38138213378 | Fax:+38138213378 | |

**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*: |