



This project is funded by
the European Union



INVITATION FOR OFFERS - PROVISION OF ACCOMODATION, REFRESHMENT FOR TRAINING under grant contract IPA/2018/395-379

Ref: IPA 2018/ 395379

Upon signing the IPA/2018/395-379 agreement on 10.04.2018, of the EU-funded project “Networking and Advocacy for Green Economy” (NAGE), the Rural Development Network of Republic of Macedonia, as coordinator, in cooperation with the rural development networks from Croatia, Albania, Bosnia and Herzegovina, Serbia, Montenegro and Kosovo, all members of the Balkan Rural Development Network have started the process of implementation of project activities.

In accordance with the project Work plan, it is envisioned to organize national training on 29th of January 2019.

For that purpose we are publishing an invitation for offer for accommodation, refreshment for conducting the trainings. This project is financed by European Union and therefore all invoicing will be VAT exempted.

We look forward to receive the offers before the submission deadline specified in the Instructions to tenderers to the address specified in the same point.

Yours sincerely,

NORDK



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A. INSTRUCTIONS TO TENDERERS

1 Services to be provided

1.1 Subject of the contract is the service by the Contractor of the following services (accommodation, refreshments (lunch, coffee breaks water) and conference room for training) in Prizren and the implementation period is 2 days. The training dates are planned as below:

28-29 January 2019 (two days)

Item No	Specifications Required for all training	Quantity
1	Accommodation (25 persons x 1 night)	25
2	Refreshments < lunch, coffee breaks, water > (25 persons x 2 days)	25
3	Conference room (25 persons x 2 days)	1

2 Origin

N/A

3 Currency

Offers must be presented in EUR

4 Submission of tenders

Documents have to be submitted electronically (nordk.kosovo@gmail.com) or personally as hard copy documentation with closed envelopes at the office: Str. Xhelal Hajda-Toni, 21000 Rahovec, Kosovo*, before 11th of January 2019, 16:00 hrs.

Questions regarding the Invitation for Offers, can be addressed on: nordk.kosovo@gmail.com ; phone no. 044 778 111 – every working day 08:00 – 16:00.

The office address for documentation is: Str. Xhelal Hajda-Toni, 21000 Rahovec, Kosovo*,



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5 Content of tenders

All tenders submitted must comply with the requirements.

Financial Offers, Business Certification, must be integral part of application.

6 Taxes and other charges

Unit and overall prices must be quoted for delivery to the place of destination, excluding VAT, from which they are exempt. More specific information is available at the web-page of the Secretariat for European Affairs: <http://www.sep.gov.mk/Default.aspx?ContentID=218>

7 Evaluation of tenders

7.1. Offers shall be checked for any arithmetical errors in computation and summation.

7.2 It will be checked also whether the proposed price is within the available budget.

7.3 Award criteria

The award criterion will be the price, additional services and hotel location.

The contract will be awarded to the most compliant tenderer.

8 Signature of the contract

The successful applicant/service provider will be informed through phone or in written form that its offer has been accepted. The service provider will be invited to sign the contract.