



This project is funded by the European Union



TO:
Date:

INVITATION TO TENDER FOR PROVISION OF LOGISTICAL SUPPORT FOR ORGANIZING THE TRAINING INCLUDING: ACCOMODATION, REFRESHMENT, LUNCH, RENTING CONFERENCE ROOM FOR TRAINING AND TRANSPORT FOR PARTICIPANTS under grant contract IPA/2018/395-379

Our ref: _____

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 Network of Organizations for Rural Development of Kosovo as a project partner in cooperation with the rural development networks from North Macedonia (project leader) Albania, Bosnia and Herzegovina, Serbia, Montenegro, all members of the Balkan Rural Development Network are in 2nd year of implementation of project activities.

In accordance with the updated project plan, it is envisioned to organize the training on the topic of ‘Financial Management’. For that purpose we are launching this invitation to receive offers for providing logistical and professional support for organizing the training with all needs including accommodation, refreshment, lunch, renting a conference room and transport of participants, as well.

This project is financed by European Union and therefore all invoicing will be VAT exempted.

Please find enclosed the following documents, which constitute the tender dossier:

- A. INSTRUCTIONS TO TENDERERS**
- B. DRAFT CONTRACT INCLUDING ANNEXES**

- Technical Specifications & Technical Offer;
- Budget breakdown;
- Provisional acceptance certificate (for information)

We look forward to receiving your tender before the submission deadline specified in the Instructions to tenderers to the address specified in the same point.

Sincerely,

NORDK Team





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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, refreshment, lunch for participants, renting a conference room for conducting training and transport of the training's participants) in Prizren. The training dates are planned as follow:

Training: 18-19 April 2020 (two nights);

Item No	Specifications Required for all training	Quantity
1	Accommodation (28 single bedrooms for 2 nights with full board)	56
2	Refreshment (coffee breaks, water) for 25 participants + 2 trainers +1 project representative for 2 days of the training	56
3	Rent of the conference room for 2 training days	2
4	Transport for 25 participants from the planned directions to the venue of training (return travel)	50

1.2 Tenderers are not authorised to tender for a variant in addition to the present tender

1.3 The total amount of the services should not exceed the gross amount of 5,125 Eur.

2 N/A

3 Currency

Tenders must be presented in EUR

4 Submission of tenders

Tenders must be submitted electronically at the e-mail nage.kosovo@gmail.com or by hard copy documentation on the address: str. Uck, 21000 Rahovec, Kosovo, until 10.04.2020.

Offers must include all requested documents, specified below in point 5.

5 Content of tenders

All tenders submitted must comply with the requirements in the tender dossier and comprise:

Part 1: Draft contract.

Part 2: Financial offer:

- This financial offer should be presented as per template (Annex 3.3, budget breakdown).



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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.

7 Evaluation of tenders

7.1. Tenders shall be checked for any arithmetical errors in computation and summation. 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 tenderer will be informed in writing or by phone that its tender has been accepted.

The tenderer will be invited to sign the contract.

All other tenderers will be notified about the result of the tender evaluation in written form or by phone.

