



This project is funded by the European Union



TO:
Date:

INVITATION FOR PROVISION OF LOGISTICAL SUPPORT FOR ORGANIZING OF THE
Our ref: _____

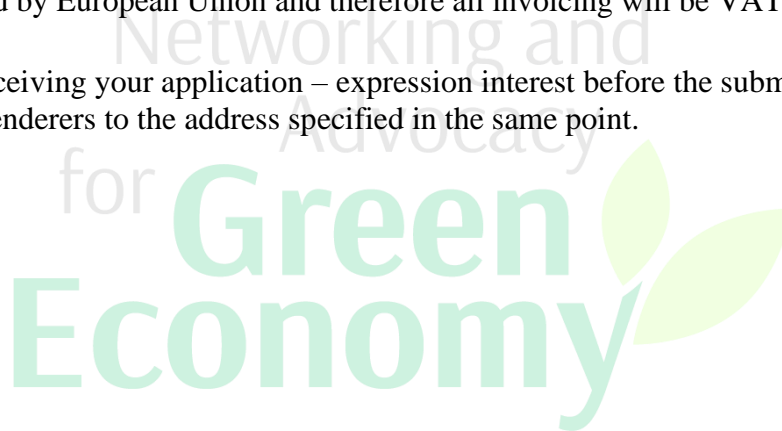
Upon signing the IPA/2018/395-379 agreement on 10.04.2018, of the EU-funded project “Networking and Advocacy for Green Economy” (NAGE), the Network of Organizations for Rural Development of Kosovo as a project partner in cooperation with the rural development networks from North Macedonia (project leader) Albania, Bosnia and Herzegovina, Serbia, Montenegro, all members of the Balkan Rural Development Network are in 3d year of implementation of project activities.

In accordance with the plan, it is envisioned to organize two events of ‘Green Caravan’ activity. This project is financed by European Union and therefore all invoicing will be VAT exempted.

We look forward to receiving your application – expression interest 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

1 Services to be provided :

1.1 Subject of the contract is the service by the Contractor of the following services:

2 Item No	Specifications Required	Quantity
1	Logistical, technical and administrative support for the 2 events-sessions (renting a space with equipments (projector) for 2 days, refreshments (water, coffe) for 30 participants in total	2
2	Assistance on facilitation of the 2 events	2
3	Preparation of the short specific report for the 2 green caravan events	1

The Green Caravan events are planned to be organized:

1st event: 20 September 2021 in Prizren

2nd event: 23 September 2021 in Decan

1.2 The total amount of these services for both Green Caravan events should not exceed the gross amount of 1,500 EUR

2 Currency

Applications/ Offers must be presented in EUR

3 Submission of tenders

Applications shall contain financial proposal, bussines registration documentation and the documents 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 16/09/2021. Offers must include all requested documents, specified below.

Note: The service providers should provide their services having into the consideration rules and governmental measures against pandemic.



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4 Sinature of the contract

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

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

