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| **Republika e Kosovës**  **C:\Users\ismail.smakiqi\Desktop\New folder\EMBLEMA ME NGJYRE.bmp Republika Kosova-Republic of Kosovo**  ***Qeveria –Vlada-Government***  *Ministria e Punëve të Brendshme-Ministarstvo Unutrasnjih Poslova-Ministry of Internal Affairs*  Akademia e KosovëspërSiguriPublike/Kosovska Academia zaJavnu  Bezbednost/Kosovo Academy for Public Safety |
|  |

**CONTRACT NOTICE**

**SERVICES**

**ACCELARATED TIME LIMITS**

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

**Date of the preparation of the Notice: 06.05.2014**

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| **Procurement No** | **214** | **14** | **13** | **211** |

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)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Official name**: **Kosovo Academy for Public Safety** | | | |
| **Postal address**: **St.” GjergjKastriotiSkenderbeu”n.n.** | | | |
| Town:**Vushtrri** | Postal code:42000 | | Country: Kosovo |
| **Contact point(s)**: **Bekim Dakaj** | | Telephone: **028 590 070 –likal -280** | |
| Email: **prokurimi.aksp@rks-gov.net** | | Fax: | |
| Internet address (*if applicable)*: | | **http://aksp.rks-gov.net/** | |

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| --- | --- | --- | --- |
| 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**

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| --- | --- | --- |
| **II.1.1) Contract title attributed by the contracting authority:**  **Maintenance and cleaning services of disinfection, deratization, desinsection at KAPS** | | |
| **II.1.2) Type of contract and location of works, place of delivery or of performance**  *(Chooseone 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 | **KAPS – Vushtrri** |
| Main site or location of works | Main place of delivery  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Main place of performance :  **KAPS** |
| **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 : 36** | | |
| **II.1.5) Short description of the object of the contract :**  **Maintenance and cleaning services, disinfection, deratization, desinsection at KAPS**  **and cleaning of the interior space and outer space of facilities in order to have a clean room and nice Kosovo Academy for Public Safety.** | | |
| **II.1.6) Common Procurement Vocabulary classification (CPV) :**  **93.00.00.00-8** | | |
| **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)* | | |

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

|  |
| --- |
| **Total quantity or scope** *(including all lots and options if applicable):*  **Maintenance and cleaning services, disinfection, deratization, desinsection at KAPS**  **In total 47,575.17 m2** |

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

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| Duration in months **36 months or 3 years** (from the award of the contract)  *Or*  Starting:\_\_\_/\_\_\_/\_\_\_\_\_\_ *(dd/mm/yyy)*  Completion : \_\_\_/\_\_\_/\_\_\_\_\_\_ *(dd/mm/yyy)* |

**ARTICLE III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

**III.1) CONDITIONS RELATING TO THE CONTRACT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **III.1.1)Required execution security**   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   ***If yes****,* amount of execution security **50,000.00** €  **for 37 months** |
| **III.1.2) Legal form that will be through groups of economic operators to whom will be awarded the contract***(if applicable)*  Establishing a legal entity in accordance with the provisions stipulated in the bidder documents. |
| **III.1.3) Other particular conditions to which is related the contract execution**   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   ***If yes,*** description of particular conditions: |

**III.2) CONDITIONS FOR PARTICIPATION**

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| **III.2.1) Eligibility Requirements:**   1. **A written statement under oath, signed by the bidder using the form in Annex 2.** 2. **A certificate signed by tax administration** of the location of the bidder establishment of Economic operator that the economic operator in question is not in delay in relation to the tax payments at least up to the last quarter (3 months) of the year before the tender submission. 3. **In Situation referred to in paragraph 6.2 [a, c, d, e and f] and section 6.3 [a, b, d], the certificate issued by a competent judicial or administrative authorities of the location of tender establishment.** 4. Each bidder shall quote for any given position in the **PRICE DESCRIPTION** form. failing to act in this way will result in rejection of your bid.   ***Documentary required evidence***   1. **Declaration under oath signed by the bidder by using the form specified in the tender dossier - (Original).** 2. A certificate by tax administration 3. Certificate by Basic Court 4. Bid File (Bid **Form**) completed, signed and stamped properly.   Documents (according to 2, 3) must be submitted by the bidder who is thought to be awarded by a contract, before the publication of the contract award. Failure in submission of such documents, their bid will be rejected and CA will continue with the bidder listed in second place. |
| **III.2.2) Professional Suitability:**  1. Registration on professional records of MTI – Business registration certificate  2.VAT Certificate  3.Fiscal number certificate  ***Documentary required evidence:***  Business registration certificate (Copy)  2.VAT Certificate (Copy)  3.Fiscal number certificate (Copy)  **Requirements for each group member if the bidder is a group of economic operator:**  If a tender is submitted by a group of economic operators, the group is required to appoint one of the members of the group, as operator for the contact and, along with his tender, to submit the original signed original of agreement for the establishment of such a group in accordance with Article 71 PPL 04/L042.  If a tender is submitted by a group of economic operators, each team member is required to prove or confirm in accordance with Article 67 of this Law that is not excluded from participating in procurement activities under Article 65 of this Law. Any requirement imposed by a contracting authority in accordance with Articles 66, 68 and 69 of the PPL no. 04/L042 will only apply to the group as a whole and not to individual members of the group. |
| **III.2.3) Economic and financial capacity :**   * Banking turnover for the last three years (2011,2012,2013), that the company in question has made a turnover in the amount of 1,000,000.00 € (One Million Euro) - Originals   **Documentary required evidence:**   * Financial report or detailed evidence from a bank regarding financial turnover and contracts payments made for last three years (2011,2012,2013), that the company has made a turnover in the amount of 1,000,000.00€ (One Million Euros ) – ORIGINAL |
| **III.2.4) Technical and professional capacity**   1. The list of machinery , technical tools and necessary equipments for cleaning and maintenance of the buildings, tools and equipment for cleaning of inside and outside spaces, fixing of parks, grass cutting. Tools and equipment’s specifications that the general cleaning company possesses for the buildings and KAPS areas accompanied with a catalogue, picture and other documents of proving ownership. 2. List of company contracts in this field realised in the last three years (2011, 2012, 2013) minimum three contracts and references 3. A list of current structural employees (In a form of organizational chart ) of minimum 25 workers who will be involved in the realization of carrying out of maintenance-cleaning tasks associated with employment contracts, and payment of contributions in KTA for the year 2013 (Q4) and (Q1) for the year 2014. 4. CA retains the right to verify the required documents. 5. The list of items that provides hygienic material supply must be of high quality and with the ISO 9001 certificate. (CA retains the right to verify the quality of the items required by the National Institute of Public Health - the cost of such inspections shall be paid by EO)   **Documentary required evidence*:***   1. The list of the technical equipments for these services (cleaning and maintenance), equipments and tools for the cleaning of inside and outside spaces, parks setting up, grass cutting etc. (Specifications of the tools and equipments that the company possesses for the general cleaning of the buildings and KAPS spaces) proved by a catalogue, picture, and other documenting proofs 2. Contract and reference – minimum of 3 (three)– ( Notarized copy) 3. A list of current employees min. 25 employees - (original signed and sealed) as evidence: employment contract - (Copy), payment of contributions in KTA (Q1) for 2014 and (Q4) for 2013 - (Copy) 4. Written declaration from EO for all the proofs presented on the tender file because CA has the right to verify and in case of any change from the one that was presented in the tender dossier will be eliminated – ( Originally signed and stamped) 5. The list of items that provides hygienic material supply must be of high quality – (original, signed and sealed) and to be proved with the ISO 9001 certificate.  * **It is required a proof of relevant insurance policy or pre contract issued by a licensed insurance company with reputation for insuring employees and third parties to accidents at work and during work-related activities and services of this contract - (for winning company).**   **If the tender is submitted by a group of economic operators, all members of this group should have their right in accordance with the provisions of Articles 6.4 and 7.1. All group members must provide the evidence required in accordance with Articles 6.4 and 7.2 of the tender dossier** |

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

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| --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | **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**

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| *Tick the appropriate box and delete the other*  **Lowest price in general** |

**IV.3) ADMINISTRATIVE INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IV.3.1) Previous publications concerning the same contract**   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   ***If yes,***  Prior Indicative Notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other publications (*if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **IV.3.2) Conditions for obtaining *[tender dossier][prequalification documents]***  **Time limit for receipt of requests for additional / explanatory information is on the date: 05/23/2014 Deadline to return answers is: 05.23.2014**  **In this day, on Friday. 05/23/2014, at 10:00 is organized the so-called visit at the scene KAPS facilities). The visit is not mandatory by KAPS , Procurement Office No.12, Vushtri** |
| |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   **Payable documents**  ***If yes****,* price :  Terms and method of payment: |
| **IV.3.3) Time limit for receipt of*[tenders][applications]:***  ***date*** *:* **29.05.2014*time****:* **14:00*place*** *:***Procurement Office** |
| **IV.3.4) Time limits is shortened for submission of *[tenders] [applications]:***Yes No  ***If yes****,* provide justification: **with the aim of normal operation, KAPS must have as soon as possible the EO, since for a few months we are requesting approval from PPRC for the extension of the contract.** |
| **IV.3.5)** Is tender security needed:   |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   ***If yes****,* the value of tender security **: 20,000.00 €**  Validity of tender security in days :**120** days *or* **4** months \_\_\_\_\_\_\_\_\_\_\_ |
| **IV.3.6) Tender validity period:** Until: date: \_\_\_/\_\_\_/\_\_\_\_\_\_ days : **90 days** or **3 (three)** months |
| **IV.3.7)Tender opening meeting:**  ***Date:*29.05.2014***;***time***:* **14:30 *place :* Office of procurement** |

**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**: GaribaldiStr, | | |
| Town: Prishtina | | Postal code:10000 |
| Electronic address *(if applicable)*:http://oshp.rks-gov.net/ | | |
| **Contact person**: | E-mail: | |
| Telephone:+38138 213 378 | Fax:+38138 213 378 | |

**V.2) ADDITIONAL INFORMATION**

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| **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 language.**  *Add other information*:*N/A* |