

## Tender Dossier

Tender Title:

### **Request for Services–Designing and Furnishing Three Lab Areas at the RIT Kosovo (A.U.K) Campus**

Reference Number: **RITKOSOVOSP07/2023**

Publication Date: 07.14.2023

Submission date by: August 7, 2023 by 11:59PM Central European Time)

Tender requirements:

1. Letter of Invitation
2. Required Bidder Information
3. List of needed services/specifications
4. Eligibility and Evaluation Criteria
5. Quotation/ Price
6. Application and Submission Guidelines
7. Submission Guidelines
8. Equal Opportunity

### **1. Letter of Invitation:**

RIT Kosovo (A.U.K) has been awarded a grant by American Schools and Hospitals Abroad (ASHA)/USAID to equip and functionalize state-of-the-art American STEM laboratories at RIT Kosovo (A.U.K). As part of this historic endeavor, RIT Kosovo (A.U.K) is now seeking professional A&E design services to produce modern and creative STEM laboratory designs for three Laboratory Areas inside the main building at the RIT Kosovo (A.U.K) College in Prishtina, Kosovo.

Participation in tendering is open to all legal persons participating either individually or in a grouping (consortium) of tenderers which are established in Kosovo, USA, in a Member State of the European Union, in an official candidate country, or a country that is a beneficiary of the Instrument for Pre-Accession Assistance, in a Member State of the European Economic Area, a country of the Western Balkans region or a contributing third State.

## 2. Required Bidder Information:

1. Copy of Business Registration Certificate.
2. Copy of VAT Certificate.
3. An original or certified copy of the court statement of the bidder's eligibility.
4. A verified copy that the bidder is not delinquent in debt.
5. A brief overview of your Company.
6. A detailed timeline for receiving orders and delivering units to RIT Kosovo.
7. An overview of all possibly support, warranty, and other service options available.
8. An overview of the service procedures.

## 3. List of Needed Services/Specifications

The destination of these services are two classroom/lobby areas located inside the main building of the RIT Kosovo (A.U.K) campus.

1. **1st Location:** Large Area on the 2nd Floor, to be designed into two (divided) lab areas:
  - 1.1 Lab Area for Electrical Engineering/Environment/Renewable Energy and
  - 1.2 Lab Area for AI Technology Laboratory*Approximate total area:  $8.7M \times 15.4M = 134M^2$*
2. **2nd Location:** 4th Floor Laboratory Classroom, to be designed into:
  - Lab Area for Physics, Chemistry, and Biology academic programs*Approximate total area:  $12M \times 5.5M = 66M^2$*

**In total there are three Lab Areas to be designed and furnished.**

For each of the three areas, the Offeror should include:

1. Design innovative, creative, and fitting professional laboratory spaces for higher education.
2. Provide new chairs and desks to accommodate 24-30 students in each lab area, along with a professor's desk.

3. Provide tall wooden cabinets with glass doors for storage of laboratory equipment and/or classroom tools.
4. Provide sinks and water faucets for the STEM lab in the 2nd location.
5. Implement contemporary classroom lighting, and one A/C Unit in each Lab Area.
6. Incorporate additional styling design/artistic touches as welcomed.
7. Deliver a turnkey state, ensuring all necessary elements for full finalization/functionalization of the three lab areas are included.

#### 4. Eligibility and Evaluation Criteria

	Lot 1
The <b>furniture</b> proposed by bidder is of high quality, as evidenced by materials used, warranty, and/or unit cost;	55%
The STEM laboratory <b>designs</b> proposed by bidder are smart, creative, innovative, modern, and tailored for higher education institutions	30%
Ability to provide timely services	15%

#### 5. Quotation/ Price

The total budget for this RFS is **\$35,576.52USD (VAT Free)**, and it is all inclusive of every single cost and expense envisaged for this RFS. The exchange rate in EUR for the USD amount above will be determined at a later date. **The Offeror is required to visit the RIT Kosovo (A.U.K) campus to take measurements of the three designated areas for interior design.** Further details about the breakdown of the total budget can be acquired during the Offerors visit to RIT Kosovo (A.U.K) campus prior to submitting their bid. This total budget is inclusive of the Offeror's cost of design services (Offeror's fee), of the furniture and lighting, and of every other task/activity and operation until the full functionalization of the 3 Lab Areas.

All parties interested in submitting offers for Services, please email [bgojani@auk.org](mailto:bgojani@auk.org) to schedule your visit to RIT Kosovo (A.U.K), first. In addition, the Offeror can consult with the RIT Kosovo (A.U.K) Sponsor Program Coordinator ([bgojani@auk.org](mailto:bgojani@auk.org)) for any questions they may have about styling or any other characteristics that will help the offeror to optimize their services.

The provision of these services will commence only upon the receipt of the designated project funding by RIT Kosovo (A.U.K).

#### 6. Application and Submission Guidelines:

To be considered for this project, please prepare and share (by email) the following information:

1. Organizational Structure (organogram), gender composition of total staff.
2. Designs of the Laboratory Areas along with brief narrative justification where appropriate.

3. Project Timeline: Present a detailed timeline with key milestones and deliverables; time sensitive timelines will have an advantage.
4. Cost Breakdown: Provide a comprehensive breakdown of costs, including a breakdown of the Offeror's fee, furniture types (x quantity), lighting, and any additional expenses.
5. All documents must be submitted by email in the PDF format (Cost Breakdown can be in Excel format), to [bgojani@auk.org](mailto:bgojani@auk.org)

## **7. Submission Deadline:**

Proposals must be submitted electronically to [bgojani@auk.org](mailto:bgojani@auk.org) no later than August 7, 2023 by 11:59PM Central European Time). Winning candidate must be able to begin work no later than August 14, 2023.

## **8. Equal Opportunity**

RIT Kosovo (A.U.K) College values the unique perspectives and contributions that diverse businesses bring to our projects. We strongly encourage applications from businesses owned by women – especially from non-majority communities, as part of our commitment to fostering diversity, inclusivity, and equal opportunities.

### **Disclaimers:**

1. RIT Kosovo (A.U.K) reserves the right to reject any or all proposals received without providing any explanation.
2. The selected Offeror will be required to enter into a formal agreement with RIT Kosovo (A.U.K) College, outlining the terms and conditions for the delivery of the project.
3. Any intellectual property rights resulting from the project will belong to RIT Kosovo (A.U.K) College.
4. RIT Kosovo (A.U.K) College will not be responsible for any costs incurred by Offerors during the proposal preparation phase. All such costs must be covered by the Offeror.
5. All proposals should remain valid for a period of six weeks from the proposal submission deadline.