

Tender Dossier

Tender Title:

**Construct Student Center for
RIT Kosovo (A.U.K)**

Reference Number: RITKOSOVOOP01/2023

Publication Date: Monday, July 31, 2023

Submission date by: Monday, August 21, 14:00

Tender requirements:

1. Letter of Invitation
2. Additional company specifications
3. Design Proposal (preferably in 3D)
4. List of purchasing materials/processes
5. Eligibility and Evaluation Criteria
6. Quotation/ Price
7. Timeline of project delivery /Deadlines

1. Letter of Invitation:

Dear Prospective Bidders,

RIT Kosovo (A.U.K.) is pleased to invite you to submit a proposal for the design and renovation of a Student Center at the RIT Kosovo (A.U.K) campus. The purpose of this project is to provide a vibrant and functional space that caters to the diverse needs of our students. The Student Center will cover an area of approximately 70 square meters and will be an essential hub for socializing, studying, engaging in various activities, and is expected to be a well-equipped, comfortable, and visually appealing facility.

Participation in tendering is open to all legal persons participating either individually or in a grouping (consortium) of tenderers which are established 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. The participation is also open to international organizations. Participation of natural persons is directly governed by the specific instruments applicable to the program under which the framework contract is financed.

2. Additional company specifications:

1. Copy of Business Registration Certificate
2. Copy of VAT Certificate
3. An original or certified copy from the tax administration, confirming that bidder has no outstanding tax debts.
4. A brief overview of your Company
5. An overview of the service procedures
6. An overview of other value-added options (to be addressed at the discretion of the vendor).

3. List of materials/processes

Please find below the list of processes and materials required for the construction:

- During the application process, tenders will visit RIT Kosovo (A.U.K.) to conduct measurements and evaluate the designated space to be transformed into a student center. The purpose of evaluation is to identify the best methods that will be employed to successfully complete the project. During this evaluation, the tenderer will conduct measurements and gather necessary information to draft their proposal inclusive of cost estimates and a reliable timeline of implementation.

- Professional and convenient design
- Laminate/vinyl flooring (durable, easy to maintain)
- Sheetrock for walls and ceiling
- Insulation (for a comfortable indoor environment)
- Electrical fixtures and wiring for lighting and power
- Internet cabling for reliable connectivity
- Windows for visibility and natural light
- Transparent door at the entrance of the student center

4. Eligibility and Evaluation Criteria

	Lot 1
Price	90 %
Project Delivery Time	10 %

5. Quotation/Price

The language of the Quotation shall be in English and prices shall be quoted in Euro, inclusive of VAT.

The Quotation shall remain valid for a minimum period of forty (40) calendar days, after the deadline for submission.

All Proposals **MUST** be submitted electronically to procurement@auk.org no later than **14:00 on Monday, August 21, 2023** (Central European Time).

6. Deadlines

Item	Deadline
Evaluation of designated space	August 10th
Reviewing of applications	August 17th
Selection of winning bidder	August 21st
Beginning of construction	August 25th
Project completion	September 20th

7. 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.