

Tender Dossier

Tender Title:

**Removal of Emergency stairs object and Construction of metal
Emergency stairs for RIT Kosovo (A.U.K)**

Reference Number: **RITKOSOVOOP03/2023**

Publication Date: September 20, 2023

Submission date by: Monday, October 2, 14:00

Tender requirements:

1. Letter of Invitation
2. Additional company specifications
3. Design proposal / purchasing materials/processes
4. Eligibility and Evaluation Criteria
5. Quotation/ Price
6. 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 Removal of Emergency stairs object and Construction of new Emergency stairs made of metal.

The purpose of this project is to remove the existing object which is not properly connected to the main building and replace it (most likely a different place) with a metal construction one. Participants in the tender are welcome to visit the site upon appointment to get a clear overview of the tender requirements. Please find below pictures of the existing metal constructed staircase in a different part of the building new stairs should be based on and object needing removal.



New Staircase (model sample based on existing stairs in different place)



Old staircase object for removal

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:

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

3. Design proposal / purchasing materials/processes.

Project completion will be divided into two parts: Part 1, Building new metal emergency staircase and Part 2, Demolition of the building part with old staircase. **Interested companies may bid only for one part of the project or for both parts of the project.**

Part 1: Building new metal emergency staircase.

- Please send your completed proposal with design of the of the new metal staircase.
- Detailed List of materials used.
- Emergency doors in 3 floors

Part 2. Demolition of the building part with old staircase.

- Please send your completed proposal with design plan
- Removal of the building
- Restoring the building part to previous look which will contain closing the door opening in three floors. Fixing the damaged facade and roof to previous state.

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, October 2, 2023** (Central European Time).

6. Deadlines

| Item | Deadline |
|---------------------------------------|--|
| Evaluation of designated space | Before tender submission date |
| Reviewing of applications | Up to 5 working days after tender deadline |
| Beginning of construction | After contract signing. |
| Project completion | According to the contract |

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.