RIT Kosovo (A.U.K)
Gërmia Campus, Dr. Shpëtim Robaj st. nn
10000 Prishtina, Republic of Kosovo

REQUEST FOR PREQUALIFICATION (RFPQ)

RIT Kosovo (A.U.K) Campus Masterplan

Client	RIT Kosovo (A.U.K)
Project location	RIT Kosovo Campus, Prishtina, Kosovo
Procurement subject	Architectural and multidisciplinary design services for the Campus Masterplan and Main Design
Competition publication	3 November 2026
Applications and eligibility	3–11 November 2026; submission closes 11 November.
Stage 1 information session and workshop	During 3–11 November 2026; common site visits will be organized on November 5 and November 9, 2026. FAQs will be published after each session.
Stage 1 concept proposals	12 November–5 December 2026; submission closes 5 December.
Stage 1 evaluation and shortlist	6–20 December 2026; notice of the three finalists by 20 December.
Stage 2 development and submission	Development: 21 December 2026–15 January 2027. Submission: 16–22 January 2027; closes 22 January.
Stage 2 evaluation and award	23 January–5 February 2027; award notification by 5 February, subject to the published review procedure.

PURPOSE AND PREQUALIFICATION PROCESS

RIT Kosovo is seeking suitably qualified architectural and multidisciplinary engineering companies or formal consortia for its Campus Masterplan and complete Main Design assignment. This Request for Prequalification (RFPQ) is a preliminary, pass/fail eligibility screening designed to verify legal standing, relevant experience, professional authorizations, committed multidisciplinary personnel and demonstrated capacity before firms enter the design competition. Only applicants confirmed as eligible will receive the detailed Terms of Reference (ToR), common technical information and invitation to participate in Stage 1. Passing this screening does not constitute selection as one of the three finalists, an award, or a guarantee of payment. All eligible applicants will receive the same ToR version, attachments, clarifications and a common preparation period.

This application concerns architectural and multidisciplinary engineering services for the Campus Masterplan, Main Design and construction tender dossier.

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1. Legal Eligibility and Company Registration

- Applicants may be legally registered companies or formal consortia from Kosovo or other countries. Provide evidence of valid registration and legal business status for the applicant and each consortium member.
- Provide evidence of the professional licenses and authorizations required for the proposed services.
- Provide evidence of tax and legal compliance.
- Confirm legal eligibility to provide architectural and engineering services. Identify each professional's licensing or recognition status; no regulated work may be performed or signed without the authorization required for that activity.

2. Personnel / Staff and Multidisciplinary Team

- Identify the proposed Lead Architect / Project Director.
- The Lead Architect shall have at least seven years of professional experience and a valid Category A architectural licence recognized for practice in Kosovo. International firms may meet this requirement through a properly licensed consortium member or subconsultant.
- Identify the structural, mechanical/HVAC, electrical, civil/water and cost leads, and qualified survey, geotechnical, fire, landscape, energy/building-physics and other specialists needed for the scope. Provide CVs, relevant references, signed availability and proposed person-days. Roles may be combined only where qualifications and capacity support it. Substitution requires prior RITK approval of equivalent or stronger personnel.

3. Masterplan and Complex Project Capability

- The company or consortium lead shall demonstrate at least five years of relevant experience in comparable projects.
- Project references shall demonstrate site planning, pedestrian and vehicular circulation, infrastructure coordination, phasing and future expansion.
- Demonstrate the ability to integrate multiple buildings and functions into one coherent masterplan.
- Experience with campus masterplans, educational, university, institutional or similarly complex multidisciplinary developments is an advantage under the TOR evaluation criteria.

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4. Design Quality, Innovation, Functionality, Sustainability and Cost Efficiency

- Demonstrate relevant capability through project references, including innovative and contemporary architectural solutions. The qualitative merits of competition proposals are assessed under the subsequent ToR evaluation criteria; this RFPQ introduces no additional design score or threshold.
- Functional layouts, user experience and efficient spatial organization;
- Sustainable design, including energy and water conservation and efficiency;
- Architectural quality balanced with construction feasibility and lifecycle cost;
- Cost-efficient solutions that maintain design quality and functionality; and
- Flexibility, adaptability and future expansion.

5. Company Portfolio

- Submit relevant project references demonstrating the required experience. Complete the project-reference record for each example and identify supporting portfolio material. No separate minimum number of projects applies.
- Explain each reference's relevance to the assignment's scale, complexity, functions or multidisciplinary scope, and identify the applicant's actual role.

6. Accuracy and Verification of Information

- RIT Kosovo reserves the right to verify any information submitted as part of the prequalification application and to disqualify an applicant where material information is found to be false, misleading, or substantially inaccurate.

7. Joint Ventures / Consortiums

- Applicants may participate individually or as a formal consortium/joint venture. The requirements align with the Board-presented ToR Section 9.2, which will be issued to eligible applicants after prequalification.
- Identify the lead member and the authorized representative, with evidence of authority to submit the application.
- State each member's roles and responsibilities and provide its registration and compliance evidence.
- The proposed team shall cover all required disciplines. Identify subconsultants and their roles. The company or consortium lead must meet the five-year experience requirement.

Prequalification Decision and Equal Treatment

RITK shall record a pass/fail determination for legal registration and compliance; the five-year relevant experience of the company or consortium lead; the Lead Architect's seven-year experience and Category A authorization or valid Kosovo-recognition route; coverage and committed availability of required disciplines; relevant portfolio evidence; and applicant declarations and authority to submit.

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RITK may request clarification or verification of submitted evidence on a consistent basis, but may not permit material replacement of a noncompliant application after the deadline. Applicants will receive written eligibility decisions. A common ToR issue date and equal access to information will be maintained for all successful applicants. Any change to the Board-presented competition sequence or submission deadlines requires a corresponding formally authorized ToR amendment and equal notice.

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Competition Process

This RFPQ is the preliminary administrative eligibility screening for the subsequent two-stage design competition. The RFPQ and common prequalification notices are published on 3 November 2026. The detailed ToR and common competition attachments will be issued only to applicants confirmed as eligible after the 11 November 2026 application deadline. Eligibility is assessed on a pass/fail basis against the requirements stated here; all applicants who pass may participate in Stage 1. Prequalification does not select the three finalists. The ToR and subsequent written addenda will govern the design competition once issued. RITK will provide the same competition information to all eligible applicants and record dispatch and acknowledgments.

Stage 1 – Concept Submission

Submit this signed RFPQ form, supporting eligibility records and committed team by 11 November 2026. RITK will verify eligibility and issue written pass/fail notices and the ToR to successful applicants as soon as practicable, with a common release date for all. The Stage 1 concept proposal (approximately 60% maturity) and preliminary priced Bill of Quantities (BoQ) for the full funded scope are scheduled for submission by 5 December 2026 under ToR Section 10.1. No design proposal or BoQ is due with the RFPQ application. The preparation period, Stage 1 information session and workshop, and any necessary common deadline extension shall be confirmed through a written ToR addendum issued to all eligible applicants. No alternative professional-fee offer is requested.

Stage 1 Evaluation and Selection of Finalists

The evaluation committee shall assess compliant Stage 1 proposals under TOR Section 11 and recommend the three highest-scoring eligible applicants meeting the published thresholds. RITK's authorized representatives approve the shortlist.

RITK shall notify the finalists by 20 December 2026. Each finalist earns EUR 3,000 upon selection, inclusive of all applicable taxes, regardless of whether it later wins or completes Stage 2. Finalist agreements and the common invitation shall be completed before Stage 2 starts on 21 December 2026.

Stage 2 – Developed Proposals

The three finalists shall develop their proposals during 21 December 2026–15 January 2027 and submit the approximately 90%-developed proposals, detailed priced BoQs and required editable files during 16–22 January 2027, in accordance with TOR Section 10.2.

Each finalist receives a further EUR 3,000 upon compliant Stage 2 completion, inclusive of all applicable taxes. Each finalist's total competition payment is therefore EUR 6,000; the total for three finalists is EUR 18,000. Payment and cancellation provisions are governed by TOR Sections 7 and 12.3.

The published TOR governs Stage 2 deliverables, evaluation, presentations and rights. RITK shall issue material clarifications equally to all finalists. Finalists assign the project-specific rights at the times stated in TOR Section 12; RITK may instruct the winner to integrate selected components from other finalists. Non-short-listed applicants retain their rights, subject only to evaluation and recordkeeping use.

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Stage 2 Evaluation and Winner Appointment

The evaluation committee shall evaluate Stage 2 proposals during 23 January–5 February 2027 under the published criteria and thresholds. Stage 1 scores do not carry forward. Energy and water performance receive credit through the TOR's published criteria, without additional or duplicate points.

The committee shall recommend one winner for approval by RITK's authorized representatives. Award notification is due by 5 February 2027, subject to the published review procedure. Appointment remains subject to the checks and signed completion contract required by the TOR.

The winner's completion fee is fixed at contract signature at 3.0% of the eligible construction cost before construction taxes, as defined in TOR Section 7. The resulting fee includes all applicable taxes and covers the full D1–D5 services: preparation of the validation and integration brief; completion of design integration and formal design freeze; preparation of the Main Design and permit dossier; preparation of the final construction tender dossier; and provision of support during the construction tender process. It is separate from the winner's EUR 6,000 competition payments; there is no additional prize or separately negotiated Main Design fee. The EUR 4,200,000.00 total project ceiling includes construction, all competition payments, the completion fee, other project costs and all taxes. The construction-budget and component-allocation rules in TOR Section 3 will apply

(*TOR will be shared with the qualified applicants from this RFPQ).

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Applicant Response Form

Complete this signed form and submit the supporting eligibility evidence by 11 November 2026. Repeat member, personnel and project records as needed. Identify file names and page references; state “Not applicable” where appropriate. Only successful applicants will receive the detailed ToR. The ToR may require re-submission of the eligibility record with the Stage 1 proposal.

Use the submission channel and closing time stated in the official competition notice. The notice and common communications provide the official contact and session arrangements. All times are Prishtina local time.

A. Applicant and Consortium Details [if applicable]

Applicant legal name	
Application type: single company or consortium	
Country of registration / registration number	
Registered address	
Tax identification number	
Company or consortium lead / years of relevant experience	
Authorized representative / position	
Email / telephone	
Evidence of authority to submit (authorized representative): file and page	
Registration and tax/legal compliance evidence: file and page	

Consortium Member / Subconsultant Record [if applicable]

Complete one record for each member or subconsultant. For consortia, identify the lead and provide the member registration and compliance evidence required above.

Legal name / country / registration number	
Status: lead, consortium member or subconsultant	
Disciplines, responsibilities and proposed personnel	
Registration, compliance and authority evidence: file and page	

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B. Team and Project References

Personnel Record

Complete one record for each required lead and specialist discipline described in Section 2 of this RFPQ. Identify combined roles and explain the qualifications and capacity supporting them. The detailed competition team obligations will be governed by ToR Section 9.3 after issuance.

Proposed role(s) / name	
Employer / consortium member or subconsultant	
Qualifications / years of professional experience	
Licence: category, issuer, number and validity	
Signed Consortium Agreement [if applicable]	
Proposed person-days / availability by project stage	
CV, relevant references and signed availability: file and page	

Project Reference Record

Provide sufficient references to demonstrate the required experience. Please provide up to five 5 project references for the period from 2016 to 2026 (last ten years). Ongoing projects may also be included; identify the services delivered to date. The table below indicates the information required.

Project name / location	
Client / verification contact	
Dates / status	
Applicant or team member's actual role / disciplines delivered	
Scale, functions and multidisciplinary complexity	
Relevance: master planning, coordination, phasing and future expansion	
Energy, water and cost-efficiency measures, where relevant	
Portfolio and supporting evidence: file and page	

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C. Declarations and Supporting Evidence

By signing below, the applicant confirms that:

1. The information and evidence submitted are accurate, and the signatory is authorized to submit this application for the applicant and, where applicable, its consortium.
2. It understands that the detailed ToR and competition attachments will be supplied only following successful prequalification. If eligible, it will review and formally accept the issued ToR and addenda before submitting a Stage 1 proposal. Signing this RFPQ does not constitute acceptance of a document not yet supplied.
3. It acknowledges the indicative competition financial framework disclosed in this RFPQ: a tax-inclusive EUR 4,200,000.00 total project ceiling; EUR 3,000 upon finalist selection; a further EUR 3,000 upon compliant Stage 2 completion; and the winner's tax-inclusive completion fee calculated at 3.0% of eligible net construction cost. Detailed construction-budget and component-allocation rules, the fee calculation and the full funded scope will be governed by the ToR issued to eligible applicants. No separate prize or additional Main Design fee is anticipated.
4. It has disclosed the proposed professionals' licensing or recognition status. No regulated work will be performed or signed without the authorization required for that activity.
5. It has disclosed below any prior involvement in the campus concept, municipal submission or TOR preparation, and any relationships presenting a conflict.
6. It understands that the subsequent ToR will specify competition design rights, finalist assignments and possible integration of selected finalist components. No project-specific design rights are assigned by signing this RFPQ; the applicant will accept the applicable ToR rights provisions before submitting Stage 1.

Conflicts / prior involvement disclosure (write "None" if none)	

Authorized Signatory

Name / position / applicant represented	
Signature / date	