



Based on the donation earmarked for the project implementation “Servicing and Calibration of Equipment” provided by United States of America - U. S. Department of State's Office of Weapons Removal and Abatement, ITF Enhancing Human Security (ITF) would like to announce the following:

**INVITATION NOTICE FOR SUBMISSION OF OFFERS FOR
SERVICING AND CALIBRATION OF EQUIPMENT DESIGNATED FOR KOSOVO SECURITY
FORCE**

1. Publication reference:

The “Servicing and Calibration of Equipment”.

2. Procedure:

Participation is open on equal terms for private business entities (companies).

3. Contracting Authority:

ITF Enhancing Human Security (ITF).

4. Description of the service:

Please find detailed description of equipment for servicing and calibration in Annex I.

5. Eligibility and Ethics clauses

Participation is open on equal terms for private business entities (companies).

Tenderer shall not be considered eligible if:

1. Tenderer is bankrupt, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They are the subject of proceedings for a declaration of bankruptcy, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
3. They have been convicted of an offence concerning professional conduct by a judgment, which has the force of res judicata;
4. They have been convicted by final judgment of participating in a criminal organization, corruption, fraud or money laundering;
5. They are guilty of professional misconduct proven by any means, which the Contracting Authority can justify;
6. They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established; or have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
7. They are guilty of serious misrepresentation in the supplying of the information required by the Contracting Authority as a condition of participation in the Invitation notice for submission of offers procedure;
8. They have been declared to be in serious breach of Contract for failure to comply with obligations in connection with another Contract with the same Contracting Authority or another Contract financed by community funds.

6. General terms

- The currency of donation is the United States Dollars (USD), therefore prices of the offers should be expressed in USD. **The Servicing and Calibration of Equipment will be**

performed at the Kosovo Security Force, EOD COMPANY, FSK-Kazerma "Lidhja e Prizerenit", Street-"Ukë Bytyqi Nr.2", Prizeren 20 000, Kosovo*. The Contracting Authority reserves the right to select the best Tenderer based on the funds available for the project.

- **DUNS** No. - The selected company/organization will be obliged to register and obtain DUNS number at <https://iupdate.dnb.com/iUpdate/mainlaunchpage.htm>.
- The Tender and all correspondence and documents related to the Tender exchanged by the Tenderer and the Contracting Authority shall be written in English, which is the language of procedure for this tender. Also, all correspondence for payments including pro-forma invoice invoices, and final payment certificates shall be sent to the Contracting Authority in English or local language with English translation.
- This Invitation notice for submission of offers is governed by the laws of the Republic of Slovenia.
- Tenderer shall bear all costs associated with the preparation and submission of his offer. In no case the Contracting Authority will be responsible or liable for such costs, regardless of the process or results of the Invitation notice for submission of offers procedure.
- In case the Tenderer acts as a party in a joint venture or a consortium of tenderers, the contract shall be enclosed (i.e. a Partnership Agreement) stipulating how the public contract awarded within this procurement procedure will be executed, specifying, in particular, the leading partner authorized to assume from the Contracting Authority obligations, instructions, and possibly payments on behalf of and for the account of all the partners, and the share and type of services to be performed by each individual partner. The Agreement shall clearly stipulate that in relation to the Contracting Authority, all the partners are jointly and severally liable for the entire obligation and each part of it.

7. Sealing and marking of Offers

The original of the offer shall be typewritten or written in indelible ink and signed by a person or persons authorized to sign on behalf of the Tenderer using the Form of Tender provided in Annex 2.

Tenderer shall seal the offer in an envelope or package. Please, clearly mark the envelope as follows:

“SERVICING AND CALIBRATION OF EQUIPMENT DESIGNATED FOR KOSOVO SECURITY FORCE”

Not to be opened before the Offer opening session.

If the outer envelope is not sealed and marked as required, the Contracting Authority will assume no responsibility for the misplacement or premature opening of the offer.

8. Evaluation of proposals

Acceptable offers will be evaluated by the Contracting Authority using the least price, minimum requirement criterion. Only the Tenderer of the winning offer will be informed in written form.

9. POC's

Please direct procedural questions regarding this Invitation to:

Ms Urša Marinšek Šrot

Mail: Ursa.Marinsek-Srot@itf-fund.si.

Phone number.: +38614796592 or +38614796580

10. Tender validity

The offer prices shall be valid for period of minimum 90 (ninety) days after the deadline for submission of Tender.

11. Contractual obligation

The successful Tenderer will be required to enter into a Contract Agreement in a Form accepted for the Contracting Authority.

11. Deadline for submission of offers

The sealed Offers must be received by registered mail or in person, by **ITF Enhancing Human Security, Zabriv 12, 1292 Ig, Slovenia/EU** on **Friday, 30 November 2014** at 12:00 (local time). Any offer received after this deadline will not be considered for further evaluation.

12. Deadline for delivery/transportation

Delivery of services under this invitation must be concluded no latest by January 2015.

**This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ opinion on the Kosovo declaration of independence.*

Annex I: Equipment for Servicing and Calibration

PART NO.	DESCRIPTION	QUANTITY
207220	END CAP	15
208282	COVER SCREW	40
208317	BATTERY& CHASSIS ASSEMBLY	30
208345	VOLUME POT	25
208347	SPEAKER CABLE	25
208349	INTERFACE CABLE	10
302376	DISPLAY CIRCUIT BOARD	30
B11015	9V RECHARGEABLE BATTERY	100
B11015-01	CHARGER	20
B12009	BATTERY HOLDER	60
B15002	SPEAKER	20
IC8511000487	DISPLAY	25
J10014	JACK	20
K20013	VOLUME KNOB	30
K20015	ON/OFF SENSITIVITY KNOB	20
L55002-1	COVER	25
L55002-2	CARRYING CASE	15
208348	TUBE	15
208588	ON/OFF SENSITIVITY SWITCH	35
ML208598	CHASSIS	10
2145	CRUTCH TIP	10

Annex II: FORM OF PROPOSAL

**PROPOSAL FOR PARTICIPATION IN THE SELECTION OF BEST OFFER FOR
SERVICING AND CALIBRATION OF EQUIPMENT DESIGNATED FOR KOSOVO SECURITY
FORCE**

Date and Place: _____

1 SUBMITTED by

Name of Tenderer	Nationality

2 CONTACT PERSON (for this proposal)

Name	
Organization	
Address	
Telephone	
Fax	
e-mail	

We, the undersigned, hereby declare that:

1. This Proposal is valid for a period of **90 days** from the proposal submission deadline;
2. We agree to abide by the ethics clauses in the Invitation notice for submission of offers and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in this procedure at the time of the submission of this application;
3. We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Contracting Authority.

Name and first name: [.....]

Duly authorized to sign this Offer on behalf of:

[.....]

Place and date: [.....]

Stamp of the Organization/Legal entity:

This Invitation for submission of offers includes the following annexes:

[Numbered list of annexes with titles]