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**CONTRACT NOTICE**

*According to Article 40 of Law No. 04/L-042 on Public Procurementof the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092*

**Date of the preparation of the Notice: 20/12*/2022***

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| --- | --- | --- | --- | --- |
| **Procurement No** | **Mentoring** | **003** | **2022** | **221** |

This notice has been prepared in the LANGUAGES:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | **English** | **x** |

**SECTION I: CONTRACTING AUTHORITY**

**I.1) NAME AND ADDRESS OF THE CONTRACTING AUTHORITY (CA)**

|  |
| --- |
| **Official name**: Kosovo Humanitarian Charitable Society “Mother Teresa” |
| **Postal address**: str. MujëKrasniqin.n.Ulpiana U1/1 |
| Town:*Prishtina* | Postal code:10000 | Country:Kosovo |
| **Contact point(s)**:Zef Shala | Telephone:038-542-865 |
| Email:zefshala@hotmail.com | Fax:038-542-869 |
| Internet address (*if applicable)*: | www.matherteresasociety |

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**SECTION II: OBJECT OF THE CONTRACT**

**II.1) DESCRIPTION**

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| **II.1.1) Contract title attributed by the contracting authority:****Individual consultancy-Mentoring and Coaching for 200WomenBeneficiary** |
| **II.1.2) Type of contract and location of works, place of delivery or of performance***(Chooseone category only - works, supplies or services - which corresponds to the main part of the specific object of your contract)* |
|  |  | **X Services** |
|  |
| **II.1.5) Short description of the object of the contract****Individual consultancy-Mentoring and Coaching for 200 Women Beneficiary** |
| **II.1.6) Common Procurement Vocabulary classification (CPV)****⁭93.000.000.-8⁭** |
| **II.1.7) Variants are accepted**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **No** | x |

 |
| **II.1.8) Division into lots**

|  |  |  |  |
| --- | --- | --- | --- |
|  | NO |  | x |

 |
| **Individual consultancy Mentoring and Coaching for 200Women beneficiaries** |
| **II.1.11) Estimated contract value: Approximately *60,000.00*** |

**II.2) QUANTITY OR SCOPE OF THE CONTRACT**

**II.3) DURATION OF THE CONTRACT OR TIME LIMITS FOR COMPLETION**

|  |
| --- |
| Duration in months **4 month** (from the contract signature) *or*Starting 2**0/01/2023**Completion **20/05/2023** |

**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

**III.1) CONDITIONS RELATING TO THE CONTRACT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **III.1.1) Performance security required**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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|  | [x]  |

 | NO |

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| **III.1.2) Legal form to be taken by grouping of economic operators to whom the contract is to be awarded** *(if applicable)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **III.1.3) Other particular conditions to which performance of the contract is subject**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **No** | [x]  |

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**III.2) CONDITIONS FOR PARTICIPATION**

|  |
| --- |
| **III.2.1) Eligibility Requirements:**1. Certificate of Business Registration
2. Fiscal Number Registration
3. VAT-Certificate if applicable

*Documentary evidence required***Copy of documentary** |
| **III.2.2) Professional Suitability:**1.Business Registration Certificate2.List of proposed experts and administrative staff and their cv-s3 References of previous experience in similar projects*Documentary evidence required:* **Copy of prove documents** |
| **III.2.3) Economic and financial capacity**1. Tax Verification from Tax Administration of Kosovo(for Winner Company only)
2. Certificate from Justice that’s Company and person representative is not on any justice process (for Winner Company only)
3. Company profile

*Documentary evidence required:* **Copy of documentary** |
| **III.2.4) Technical and professional capacity**1.Business Registration Certificate2.List of proposed experts and administrative staff and their cv-s3 References of previous experience in similar projects*Documentary evidence required:* **Copy of prove documents** |

**III.3) CONDITIONS SPECIFIC TO SERVICE CONTRACTS**

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| --- | --- | --- | --- | --- |
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| --- | --- | --- | --- |
|  |  | **No** | [x]  |

**III.3.1) Execution of services is reserved to a particular profession** |
| **III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | [x]  |  |  |

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**SECTION IV: PROCEDURE**

**IV.1) TYPE OF PROCEDURE**

|  |
| --- |
| **IV.1.1) Type of Procedure** |
| **Open**  |  |

**IV.2) AWARD CRITERIA**

|  |
| --- |
| **Lowestprice** |

**IV.3) ADMINISTRATIVE INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IV.3.1) Previous publications concerning the same contract**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **No** | [x]  |

 |
| **IV.3.2) Conditions for obtaining *tender dossier***Time limit for receipt of requests for *tenderdossier*: **date 27/12/2022** |
|

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **No** | [x]  |

**Payable documents** |
| **IV.3.3) Time limit for receipt of*tenders******Date13/01/2023time14:00placePrishtina*** |
| **IV.3.4) Time limits is shortened for submission of *tenders***[x] no |
| **IV.3.5)** Is tender security needed:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **No** | [x]  |

 |
| **IV.3.6) Tender validity period:** date: **13/01/2023days 30 or months1** |
| **IV.3.7) Tender opening meeting:*****Date13/01/2023time 14:30placePrishtina*** |

**SECTION V: COMPLEMENTARY INFORMATION**

**V.1) COMPLAINTS**

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| --- |
| **Any interested party may file a complaint with the Contracting Authority according to article 108/A of the Law No. No. 04/L-042 on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092,at the address specified in Section I of this Contract notice.** |

**V.2) ADDITIONAL INFORMATION**

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| **Note: Economic operators will be entitled to submit a tender, request to participate and other documents required or permitted to be filed during the conduct of a procurement activity in Albanian, Serbian or English.** |