**Date:** 09.09.2022

**From:** Kosova Education Center (KEC)

“Third Millennium” School Compound

Qëndresa Str., no.48, Matiçan

10000, Pristina, Kosovo

**CONTACT DETAILS:**

Hana Hasimja

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**Tender dossier**

**Office equipment for Kosovo Accreditation Agency (KAA)**

**Ref. No. 05-2022**

Kosova Education Center, through the QAINT Project funded by ADA is supporting the KAA in initial stage of digitalization process. Below is the list of equipment to be procured:

**LOT 5**

|  |  |  |
| --- | --- | --- |
| Chairs | * Ergonomic chairs * Higher backrest * Adjustable Height * Comfortable and adjustable arm rest * Adjustable lumbar rest * Lockable casters * Width: 670 mm * Weight capacity 95 kg * Net weight 15 kg | 17 |

**ALL ITEMS OFFERED MUST INCLUDE THE DETAILED SPECIFICATION INCLUDING PICTURES.**

**EXCEPT EXPANDABLE MATERIALS**

Delivery for each order will be within three weeks from the agreement. More than one supplier or no supplier may be selected as a result of this Request for Offer.

**Conditions of Offer**

1. Offer should contain all relevant product specification information in line with this tender dossier, full specification, visuals and any other information should be part of the application package.
2. Offer should include unit prices per item in Euro without VAT. This is a project funded by Austrian Development Agency and is exempted from VAT pursuant to Kosovo Legislation.
3. Offer should have a validity of at least 90 days after the submission date.
4. Offer should include a copy of the business registration document.
5. Kosova Education Center may base its decision to the most economically advantageous offer. The evaluation committee will determine the winner as following. Max 60 points or 60% will be allocated to price and 40 points or 40% to technical criteria, respectively to the quality provided. Therefore, all vendors are encouraged to pay special attention to the technical and quality requirements as per the details envisaged above.
6. Offers will be reviewed by Kosova Education Center Evaluation Committee, soon after the closing date.
7. Notifications will be made within one week of a decision by Kosova Education Center Procurement Committee.
8. KEC will affect a bank transfer to the account specified by the supplier upon delivery of each commodity and receipt of invoice. Cash payments will not be made. Partial deliveries and partial payments may be accepted based on quantities delivered and the needs.
9. The Kosovo Education Center (KEC) reserves the right to change the quantity for the aforementioned items until a final decision is made.
10. Kosovo Education Center (KEC) reserves the right to request additional clarifications regarding the offers.
11. Interference in this process is not allowed and will result in disqualification of the offer.

**The issuance of this call does not constitute an award commitment of the part of KEC nor does it commit KEC to pay for the costs incurred in the preparation and submission of an offer.**

Offers must be submitted in hard copy at **September 23, 2022 at 16:00 hrs.**Any offer delivered after the indicated deadline may not be taken into consideration.

Offers must be submitted in hard copy in closed envelope in the address:

Kosova Education Center (KEC)

“Third Millennium” School Compound

Qëndresa Str., no.48, Matiçan

10000, Pristina, Kosovo

If you have questions, please contact Kosova Education Center, office telephone number +383 38 244 257 ext 147 or email [hhasimja@kec-ks.org](mailto:hhasimja@kec-ks.org)