



Tender ID Re: **Construction Work in premises of RBKO (T0069-01/10)**

Publication Dates: 30th, 31st January and 01st February 2010

Closing Date: 09th February 2010 at 11:00 hours.

Object of Contract: Service Agreement.

Contracting Authority: Raiffeisen Bank Kosovo J.S.C. (RBKO)

1. Summary

Raiffeisen Bank Kosovo is seeking a professional and reputable service provider / contractor to provide/perform the construction related works in our premises.

2. Financial Bid Requirements

- 2.1 .Please submit the financial proposal for the requirements listed in Annex I and Annex II of this document. Attached with this document you can find photos related to the specifications mentioned above.
- 2.2 .All lines required within annex document must be completed in full, printed, signed and dated by the company's authorized person.
- 2.3 . All bids must be presented in Euros, exclusive of VAT.
- 2.4 . Please present unit price bid as per specifications stated on Annex 1 of this document.

3. General Tender Requirements

3.1 . Offers must be presented in the following way:-

- Submitted in English language.
- Provide bidders full address and contact details.



- Provide bidders bank account details.
- Offers must have a unique number.
- Offer must be dated.
- Offers must show a valid until date.
- Each page must be stamped and signed by company director.
- Business Registration Certificate (copy) must be enclosed.
- VAT Registration Certificate (copy) must be enclosed.
- Fiscal number Certificate (copy) must be enclosed.
- Provide details of company organogram, and number of staff employed, as well as copies of their certificates and qualifications related to their field of services required within this document.
- References with validity not older than three years issued from reputable institutions operating in Kosovo must be enclosed, confirming that the bidder has provided similar services in relation to our requirements set on this document.
- The company should provide details of warranty period for the requested services.

4. Tender Terms and Conditions

- Documents must be placed in a sealed envelope and handed at the Security Desk at Raiffeisen Bank J.S.C, for attention of Legal Department, 51 UCK Street in Pristina. Tender ID Reference must be written on upper right hand corner of the envelope, and the bidder's details on the lower right hand corner of the envelope.
- Offer submission deadline is Tuesday 09th of February 2010 at 11:00 hours precisely.
- We reserve the rights to make amendments to the specifications, cancel this tender, re-invite the individual participants to resubmit their bid, disqualify a single bidder without giving notice or reasons.
- We reserve the rights to disregard / not enter into any type of correspondence with any bidding party at any time throughout the process.
- Offers which are non compliant with requirements set on this document, may be disqualified from the selection process.
- Selection Criteria for this tender are based on Tender Committee's / Management Board's decision.