



Tender ID Re: Courier and Shuttle Service (T0082 -
08/10)

Publication Dates: 4th, 5th and 6th August 2010

Closing Date: 10th August 2010 at 15:00 hours

Object of Contract: Service Agreement.

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

1. Summary

- Raiffeisen Bank Kosovo is seeking a Professional provider for Courier and Shuttle service.
- Please draft and submit your offer in accordance to requirements as set below.
 1. Shuttle services
 2. International Mail Deliveries
 3. International parcel Collection
- Please find attached more details for required services in Annex 1 & Annex 2

2. Financial Bid Requirements

All bids must be presented in Euros exclusive and inclusive of VAT, in case that prices are not specified, Raiffiesen Bank will consider that the price includes VAT.

3. General Tender Requirements

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.
- Show a valid until date. (Validity of the offer should be at least 90 days).
- Each page must be stamped and signed by company director.
- Delivery period



3.2 Supplementary documentation must be enclosed to support the offer:

- Business Registration Certificate (copy) must be enclosed.
- VAT Registration Certificate (copy) must be enclosed.
- Fiscal number certificate (copy) must be enclosed.
- Copy of identification document (ID card, Passport or driving license) of the Company owner
- Company organogram
- License
- Two - three references from reputable institutions, confirming that the bidder has provided similar services, in relation to our requirements set on this document, must be enclosed. (not older than 3 years)

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 the right hand corner of the envelope, and the bidder's details on the lower right hand corner.
- Offer submission deadline is 10th August 2010 at 15:00 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.