



Tender ID Re: Hygiene Supplies Tender (T0065R – 01/10)

Publication Dates: 29th, 30th and 31th of January 2010

Closing Date: 08th February 2010 at 11:00 hours.

Object of Contract: Purchase 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 Hygiene Supplies.

2. Financial Bid Requirements

2.1 Please present your bids for the requirements stated on Annex 1 of this document. All lines required within the annex document must be completed in full, printed, signed and dated by the company's authorized person.

2.2 All bids must be presented in Euros, exclusive of VAT.

2.3 Please provide the samples (Oblicatory) you are bidding with for all detergents, soaps, toilette paper and hand paper (cousine paper) required in this tender.

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.
- Offers must show a valid until date.
- Each page must be stamped and signed by company director.
- Fiscal Number Certificate (copy) must be enclosed.
- Business Registration Certificate (copy) must be enclosed.
- VAT Registration Certificate (copy) must be enclosed.
- Two references with validity not older than two years 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.



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 Monday 08th 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.