



Tender ID Re:	Office Stationary and Consumables (T0075– 04/10)
Publication Dates:	28th, 29th and 30th April 2010.
Closing Date:	12th of May 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 us with office stationary necessary for the bank needs.
Please draft and submit your offer in accordance to the requirements as set below.

2. Financial Bid Requirements

- 2.1. Please submit the financial proposal for the requirements listed in Annex 1 of this document.
- 2.2. All lines required within annex document must be completed in full, printed, signed and dated by the company's authorization person.
- 2.3. All bids must be presented in Euros exclusive and inclusive of VAT; in case that prices are not specified the bank will consider that the price includes VAT

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.
- Offer must have a number.
- Offer must be dated.
- Offers must 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.



- Business Registration Certificate (copy) must be enclosed.
- VAT Registration Certificate (copy) must be enclosed.
- Fiscal number Certificate (copy) must be enclosed.
- 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 three 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 Wednesday 12th of May 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.