**REQUEST FOR OFFER:**

**Supply of inventory and wooden toys for 50 pre-primary classes**

**in the Municipalities of Kosovo**

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| --- | --- | --- | --- |
| **Date of invitation:** | **06.02.2023** | **RfO No.:** | **220054-02** |

We kindly ask you to submit your offer for the Supply of inventory and wooden toys for 50 pre-primary classes in the municipalities of Kosovo, following the details in this document. Completed offers may be submitted on or before **26.02.2023**. Late offers will be not accepted and will not be considered for evaluation.

**1) Method of submission:**

* The offer must be submitted in two **sealed envelopes** (1st envelope technical offer and 2nd envelope financial offer) to the Caritas Switzerland office in Kosovo, at the following address
* Delivery address: **St. Fazli Balaj, no. 59, 10000 Prihstina**
* File format signed and stamped

**2) General conditions:**

* The financial offer must be in EURO, whilst price must be exempt from VAT
* The offer shall remain valid for **30 days** from the deadline for the Submission of Offer
* The deadline for the Submission of Offer is by **26.02.2023, until 16:00**
* Documents may be submitted in English or Albanian
* The price must include the delivery of the materials at schools/pre-primary classes of Kosovo municipalities
* The inventory and wooden toys should be of decent quality and as per specifications given in **Annex 1**
* CACH will sign a framework agreement with the Service Provider for the period of 2023 - 2025, while will order the materials according to the dynamics of the development of activities based on the respective positions stipulated in the contract.
* Payment will be made through the bank account after having provided products/service, submitted the receipts and after the CACH monitoring of products received in municipalities.

**3) Documents to be submitted:**

1. Filled-in Form as provided in **Annex 1**
2. Filled-in Form as provided in **Annex 2**
3. Latest Business Registration Certificate
4. VAT registration certificate
5. A list with references specifying the Service Provider's previous service samples.
6. Catalogue with the required material/products - original production, a picture for each product requested (sheets/pictures taken or printed from the Internet and similar will not be accepted)
7. The warranty period in written form
8. Written evidence from the bidder of the shipping/delivery and assembly of the required supply
9. Description of the quality of the material including the country of origin

**4) Evaluation Criteria:**

* The best-completed offer, with the most affordable price

The offer that complies with all the specifications, technical and quality requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected. Caritas Switzerland (CACH) is not bound to accept any offer, award a contract/Purchase Order, nor be responsible for any costs associated with a Offeror’s preparation and submission of an offer, regardless of the selection outcome.

The offers will be evaluated for all items together in the specified part and the contract will be awarded to the Supplier who has submitted the best offer in accordance with the criteria for awarding the contract.

CACH encourages every prospective supplier to avoid and prevent conflicts of interest, by disclosing to CACH if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this request for offers.

CACH implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against CACH, as well as third parties involved in CACH activities. CACH expects its suppliers to adhere to the Code of Conduct.

**5. Project Description:**

The TAKE project is implemented by CACH in cooperation with partner institutions and organizations in Kosovo. Through the TAKE project CACH aims to support all children in preschool education, increasing the quality of education by equipping 50 existing preschool classrooms with inventory, playing materials/toys and other didactic materials.

Creating adequate spaces for children to access and participate in preschool and pre-primary education. Through the interventions, the limited number of preschools will be tackled to ensure the inclusion of a higher number of children.

Likewise, pre-primary classrooms will be equipped with adequate furniture and toys that accommodate the needs and the work methodologies for young children. Access to learning and development should be granted to all children.

**6) Responsibilities of the Service Provider:**

* The Service Provider shall deliver the materials within 7 days, week after Contract signature/Order, while CACH shall check/review the materials in the following 7 days.
* The Service Provider is obliged to be in constant contact with designated persons from the CACH, respectively from the TAKE Project for any required assistance/change regarding the materials until finalized.
* CACH reserves the rights on all information/documents pertaining to this project, which the Service Provider may come into contact within the performance of his/her, duties under this service. It shall strictly remain the property of the CACH who shall have exclusive rights over its use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in any other form, without written consent of the CACH.
* Upon signing the contract, in case of unsatisfactory performance, CACH will request to the selected company so that the work/materials must be changed/fixed. If the work done fails to meet expectations, the contract will be terminated by seven (7) days prior written notice. In the meantime, CACH will begin a new selection process.
* The selected Service Provider must strictly adhere to the instructions according to the CACH designated persons, respectively from the TAKE Project.

**Additional information:**

Any request for clarification from the tenderer must be in writing and to be received by the party at least five days before the closing date. The party endeavours to reply to the request at least two days before the closing date.

If the party provides essential additional information with respect to the invitation or call for offers, it will make such information available to all tenderers. Such additional information may consist of an extension of the period of submission of the offer beyond the closing date.

For additional information you can contact via email: [kosovo@caritas.ch](mailto:kosovo@caritas.ch)

**7) Service Provider’s identification:**

|  |  |  |
| --- | --- | --- |
| **Service Provider** | | |
| Official name: |  | |
| Fiscal Number/UIN: |  | |
| Address: |  | |
| City/Municipality: |  | |
| Contact Person: |  | |
| Phone: |  | |
| E-mail: |  | |
| Date: | | Signature and stamp: |

**Annex 1:**

**B. TECHNICAL DESCRIPTION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Detailed specification/description required** |  | **Your Responses** | | |
| **Dimensions (in cm)** | **Yes, we**  **will comply** | **No, we cannot**  **comply** | **If you cannot comply, pls. indicate counter proposal** |
| **Inventory** | |
| 1 | **Shoe shelves** | 270 x 60 x 30 |  |  |  |
| 2 | **Cabinet with shelves** | 160 x 80 x 40 |  |  |  |
| 3 | **Cabinet with shelves** | 80 x 80 x 40 |  |  |  |
| 4 | **Cabinet with shelves** | 80 x 40 x 40 |  |  |  |
| 5 | **Wooden chair** | 68 x 30 x 30 x 35 |  |  |  |
| 6 | **Wooden table** | 90 x 60 x 42 |  |  |  |
| 7 | **Holdfast for clothes** | 270 x 80 x 20 |  |  |  |
| **Wooden toys** | | |  | | |
| 8 | **Holdfast for clothes (toy)** | 70 x 35 x 2.2 |  |  |  |
| 9 | **Seat boxes** | 30 x 30 x 35 |  |  |  |
| 10 | **Livestock** | 14 x 7 x 2.2 |  |  |  |
| 11 | **Bridges** | 30 x 15 x 4 |  |  |  |
| 12 | **Triangles (1 set)** | 5 x 5 x 2.5 |  |  |  |
| 13 | **Cylinders (1 set)** | Ø 4 |  |  |  |
| 14 | **Squares (1 set)** | 2 x 2 x 10 |  |  |  |
| 15 | **Mahogany** | Ø 12 x 4 x 2 |  |  |  |
| 16 | **Hammers** | 6 x 3 x 17 |  |  |  |
| 17 | **Wooden Tiles (1 set)** | 4 x 2 x 10 |  |  |  |
| 18 | **Wooden Sticks (1 set)** | 1 x 1 x 10 |  |  |  |
| 19 | **Long Wooden Cylinders** | Ø 2 x 20 |  |  |  |
| 20 | **Big wooden blocks** | 20 x 6 x 7 |  |  |  |
| 21 | **Fences** | 8 x 3.5 x 23 |  |  |  |
| 22 | **Case** | 100 x 40 x 60 |  |  |  |
| 23 | **Small furniture (1 set)** | Table x1, chair x 4, figure x 4 |  |  |  |
| 24 | **Multifunctional elements** | 13 x 4 x 4 |  |  |  |
| 25 | **Wooden lace** | 25 x 2 x 1 |  |  |  |
| 26 | **Wooden puzzle (1 set)** | 35 x 18 x 7 |  |  |  |
| 27 | **Flatiron (wooden toy)** | 15 x 8 x 2 |  |  |  |
| 28 | **Autos** | 12 x 6 x 4 |  |  |  |
| 29 | **Helicopter** | 15 x 9 x 5 |  |  |  |
| 30 | **Truck with trailer** | 21 x 10 x 8 |  |  |  |
| 31 | **Semaphores** | 7 x 3 x 18 |  |  |  |
| 32 | **Dice** | 7 x 7 x 7 x 7 |  |  |  |
| 33 | **Cube** | 4 x 4 x 4 x 4 |  |  |  |
| 34 | **Dominos (1 set)** | 29 x 16 x 9 |  |  |  |
|  | | | | | |

**Annex 2:**

**Please use the following form to submit your Financial Offer:**

**Note: This form should be in a separate and sealed envelope.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Detailed specification/description** | | | | | | |
| **Inventory** | | **Dimensions (in cm)** | **Unit** | **Amount** | **Price without VAT** | **Total** |
| 1 | **Shoe shelves** | 270 x 60 x 30 | piece | 1 | € | € |
| 2 | **Cabinet with shelves** | 160 x 80 x 40 | piece | 1 | € | € |
| 3 | **Cabinet with shelves** | 80 x 80 x 40 | piece | 2 | € | € |
| 4 | **Cabinet with shelves** | 80 x 40 x 40 | piece | 4 | € | € |
| 5 | **Wooden chair** | 68 x 30 x 30 x 35 | piece | 30 | € | € |
| 6 | **Wooden table** | 90 x 60 x 42 | piece | 8 | € | € |
| 7 | **Holdfast for clothes** | 270 x 80 x 20 | piece | 1 | € | € |
| **Wooden toys** | | | | | | |
| 8 | **Holdfast for clothes (toy)** | 70 x 35 x 2.2 | piece | 2 | € | € |
| 9 | **Seat boxes** | 30 x 30 x 35 | piece | 5 | € | € |
| 10 | **Livestock** | 14 x 7 x 2.2 | piece | 10 | € | € |
| 11 | **Bridges** | 30 x 15 x 4 | piece | 5 | € | € |
| 12 | **Triangles (1 set)** | 5 x 5 x 2.5 | piece | 150 | € | € |
| 13 | **Cylinders (1 set)** | Ø 4 | piece | 120 | € | € |
| 14 | **Squares (1 set)** | 2 x 2 x 10 | piece | 100 | € | € |
| 15 | **Mahogany** | Ø 12 x 4 x 2 | piece | 2 | € | € |
| 16 | **Hammers** | 6 x 3 x 17 | piece | 5 | € | € |
| 17 | **Wooden Tiles (1 set)** | 4 x 2 x 10 | piece | 80 | € | € |
| 18 | **Wooden Sticks (1 set)** | 1 x 1 x 10 | piece | 150 | € | € |
| 19 | **Long Wooden Cylinders** | Ø 2 x 20 | piece | 20 | € | € |
| 20 | **Big wooden blocks** | 20 x 6 x 7 | piece | 20 | € | € |
| 21 | **Fences** | 8 x 3.5 x 23 | piece | 10 | € | € |
| 22 | **Case** | 100 x 40 x 60 | piece | 2 | € | € |
| 23 | **Small furniture (set)** | Table x1, chair x 4, figure x 4 | piece | 2 | € | € |
| 24 | **Multifunctional elements** | 13 x 4 x 4 | piece | 100 | € | € |
| 25 | **Wooden lace** | 25 x 2 x 1 | piece | 100 | € | € |
| 26 | **Wooden puzzle (set)** | 35 x 18 x 7 | piece | 1 | € | € |
| 27 | **Flatiron (wooden toy)** | 15 x 8 x 2 | piece | 2 | € | € |
| 28 | **Autos** | 12 x 6 x 4 | piece | 10 | € | € |
| 29 | **Helicopter** | 15 x 9 x 5 | piece | 5 | € | € |
| 30 | **Truck with trailer** | 21 x 10 x 8 | piece | 3 | € | € |
| 31 | **Semaphores** | 7 x 3 x 18 | piece | 5 | € | € |
| 32 | **Dice** | 7 x 7 x 7 x 7 | piece | 4 | € | € |
| 33 | **Cube** | 4 x 4 x 4 x 4 | piece | 10 | € | € |
| 34 | **Dominos (set)** | 29 x 16 x 9 | piece | 2 | € | € |
| **Total** | | | | | € | |

*\** *Note: The prices should be given per unit, while the order of the materials will be done in a package, according to the dynamics of the development of project activities.*