



Integrated Water Resources
Management in Kosovo

**INTEGRATED WATER RESOURCES MANAGEMENT IN KOSOVO (IWRM-K)
PROGRAM – PHASE 2
May 2024 – April 2029**

Request for Offer 2025-008

**Geodetic Survey of River Cross-Section
Profiles and Monitoring Stations Passport**

For the Hydrometeorological Institute of Kosovo (HMIK)

December 2025



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development
and Cooperation SDC



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria-Vlada-Government

SKAT Partners for Impact



The IWRM-K is a Swiss Agency for Development and Cooperation (SDC) and Government of Kosovo Program, implemented by Skat Consulting Ltd. (Switzerland) in consortium with the Environment Agency Austria (EAA).

Table of Contents

1. INVITATION FORM.....	3
2. DESCRIPTION OF REQUIREMENTS	5
ANNEX 1: SCHEDULE OF REQUIREMENTS	9
ANNEX 2: DISTRIBUTION MAPS OF MONITORING STATIONS	12
ANNEX 3: STANDARD PASSPORT TEMPLATES FOR ALL STATIONS	16
ANNEX 4: BIDDER INFORMATION	21
ANNEX 5: FINANCIAL OFFER	23
ANNEX 6: EVALUATION CRITERIA	24
ANNEX 7: TERMS AND CONDITIONS FOR CONTRACTS (TCC).....	26

Acronyms/Abbreviations

CET	Central European Time
CV	Curriculum Vitae
DTM	Digital Terrain Model
EAA	Environment Agency Austria
EU WFD	European Union Water Framework Directive
GCP	Ground Control Point
GIS	Geographical Information System
GNSS	Global Navigation Satellite System
GSM/GPRS	Global System for Mobile Communications/General Packet Radio Service
HMIK	Hydrometeorological Institute of Kosovo
ISO	International Organization for Standardization
IWRM-K	Integrated Water Resource Management in Kosovo Program
RFO	Request for Offer
RMSE	Root Mean Square Error
RTK/PPK	Real-Time Kinematic / Post-Processed Kinematic
SDC	Swiss Agency for Development and Cooperation
TCC	Terms and Conditions for Contracts
UAV	Unmanned Aerial Vehicle
VAT	Value Added Tax
WMO	Water Meteorological Organisation

1. INVITATION FORM

Integrated Water Resources Management in Kosovo (IWRM-K) Program – Phase 2	DATE: 23 December 2025
	REFERENCE: Geodetic Survey of River Cross-Section Profiles and Monitoring Stations Passports

Dear Sir / Madam:

The “Integrated Water Resources Management in Kosovo” Program¹ (hereinafter the Program or IWRM-K – Phase 2) kindly invites you to submit your Offer² in EUR (VAT excluded) for **RFO-2025-008 for Geodetic Survey of River Cross-Section Profiles and Monitoring Stations Passports, for the Hydrometeorological Institute of Kosovo (HMIK)**. The Offer must be submitted on or before **20 January 2026, at 16.30h CET** to the address below:

The Offers should be submitted electronically to the following dedicated email:
tender@skat.ch

Please use the following e-mail subject: RFO-2025-008 for Geodetic Survey of River Cross-Section Profiles and Monitoring Stations Passports

**The Technical and Financial Offer MUST be submitted in one PDF document.
The Offer shall be DIGITALLY signed or signed and scanned in the *.pdf format.**

Max. size of uploaded files (per document) must not exceed 20 MB

Companies failing to meet these requirements will be disqualified. Your Offer must be valid for a minimum period of 120 days.

In the course of preparing your Offer, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Offers that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The services proposed shall be reviewed and evaluated based on completeness and compliance of the Offer and responsiveness with the requirements of the RFO and all other annexes providing details of this procurement.

Any discrepancy between the unit price and the total price shall be re-computed by the IWRM-K Program, and the unit price shall prevail, and the total price shall be corrected. If the Bidder does not accept the final price based on the IWRM-K’s re-computation and correction of errors, its Offer will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by the IWRM-K after it has received the Offer. At the time of Award of Contract or Purchase Order, the IWRM-K reserves the right to vary (increase or decrease) the quantity of services and/or goods, without any change in the unit price or other terms and conditions.

¹ The Program is funded by the Swiss Agency for Development and Cooperation and the Government of Kosovo, and implemented by the Consortium of Skat Consulting Ltd., St. Gallen, Switzerland and the Environment Agency Austria. This procurement is organized by Skat Consulting Branch Office in Kosovo.

² Please be guided by the form attached hereto as **Annex 4**, in preparing your Offer.

Any contract that will be issued as a result of this RFO shall be subject to the Terms and Conditions indicated herein. The mere act of submission of an Offer implies that the Bidder accepts without question the General Terms and Conditions of the IWRM-K.

Please be advised that the IWRM-K is not bound to accept any Offer, nor award a contract, nor be responsible for any costs associated with a Bidder's preparation and submission of an Offer, regardless of the outcome or the manner of conducting the selection process.

The IWRM-K encourages every prospective Bidder to prevent and avoid conflicts of interest, by disclosing to the IWRM-K if you, or any of your affiliates or personnel, were involved in the preparation of the Terms of References, or other requirements, cost estimates, and other information used in this RFO.

Thank you and we look forward to receiving your Offer.

2. DESCRIPTION OF REQUIREMENTS

1	Brief Description of the Required Goods	<p>As part of its institutional strengthening, modernization, and strategic planning process, the Hydrometeorological Institute of Kosovo (HMIK) has identified the need to enhance its hydrological and geomatics data infrastructure. This includes the generation of high-quality spatial data for priority river sections, as well as the standardization and systematic documentation of hydrometeorological monitoring stations in line with World Meteorological Organization (WMO) requirements.</p> <p>To this end, the Schedule of Requirements (Annex 1) has been prepared to procure professional services for (i) detailed geodetic cross-section surveys and the production of orthophotos and Digital Terrain Models (DTMs) at 34 priority river locations across Kosovo, and (ii) the preparation of standardized station passports for hydrological and meteorological monitoring stations.</p> <p>The geodetic and terrain data are essential for improving hydrological modelling, flood risk assessment, infrastructure planning, and long-term monitoring of river morphology. Station passports will provide comprehensive metadata required for network management, equipment maintenance, data quality assurance, and sustainable operation of the monitoring network.</p> <p>HMIK is the owner of the study and all resulting datasets, analyses, and materials. All outputs will be fully integrated into HMIK's hydrological, meteorological, and geomatics databases, thereby supporting operational decision-making, reporting obligations, and national water resources management processes.</p>
2	Required Documentation from the Contractor	<p>The contractor must provide:</p> <ol style="list-style-type: none"> 1. List of survey hardware and software to be used 2. Details of technical personnel (qualifications, experience, survey engineers, Unmanned Aerial Vehicle (UAV) pilots) 3. Valid licenses for all software used to generate deliverables
3	List and Description of Expected Outputs to be Delivered	<p>The contractor shall deliver:</p> <ul style="list-style-type: none"> • Datasets in a respective web-application software • Final deliverables in digital format (in English and Albanian) • All raw GNSS data, photos, and processing reports (in English and Albanian) <p>A further detailed workplan must be submitted at project start build on the schedule proposed.</p> <p>Note: No data or reports shall be shared, published, or used for other purposes without written approval from HMIK.</p>
4	Deadline for the Submission of Offer	20 January 2026, 16.30h CET
5	Location of work	N/A
6	Expected duration of contract (delivery period)	10 months upon signing of the contract
7	Target start date	15 February 2026
8	Estimated delivery date	21 December 2026
9	Language of the Offer	English
10	Pre-bidding conference	Not Applicable

11	Qualification of contractor	The contractor must demonstrate: <ul style="list-style-type: none"> • Proven experience in geodetic surveying, hydraulic cross-section surveys, and RTK/PPK drone photogrammetry • Ability to meet centimeter-level accuracy in both GNSS and photogrammetry • Professional certifications (if applicable) • Completed projects of similar scale • Availability of certified UAV operators 	
12	Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required, to be included in the Offer <input type="checkbox"/> Not Required	
13	Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
14	Currency of Offer	<input type="checkbox"/> Other currency (if required) <input checked="" type="checkbox"/> Euro	
15	Value Added Tax on Price Offer³	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes	
16	Bid Security	Will not be applied	
17	Liquidated Damages	Will not be applied	
18	Performance Security	Not Required	
19	Financial Standing	Not Required	
20	Validity Period of Offers (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, the IWRM-K may request the Bidder to extend the validity of the Offer beyond what has been initially indicated in this RFO. The Offer shall then confirm the extension in writing, without any modification whatsoever on the Offer.	
21	Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted	
22	Joint Venture, Consortium or Association	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted	
23	Payment Terms	Tentative Instalments Two payments (50% + 50%)	Deliverable Two payments are foreseen; the specific deliverables covered by each payment will be defined during contract preparation. Payments shall be made upon delivery and technical acceptance of the services, as specified in the contract.
24	Type of Contract to be Signed	<input type="checkbox"/> Contract for Professional Services – Long Term Agreement <input checked="" type="checkbox"/> Other Type of Contract [Contract for Services]	
25	Evaluation Method/Criteria	<input checked="" type="checkbox"/> The contract will be awarded to a company/companies that will meet the specifications and offer the lowest price. <input checked="" type="checkbox"/> Full acceptance of the IWRM-K's Terms and Conditions for Contracts (TCC). This is a mandatory criterion and cannot be deleted	

³ The IWRM-K is VAT exempt in the country and all activities implemented by the Program directly or through contracts are also VAT exempt.

		regardless of the nature of the services/goods/works required. Non-acceptance of the TCC may be grounds for the rejection of the Offer. <input type="checkbox"/> Other:
26	IWRM-K will award the contract to:	<input checked="" type="checkbox"/> One and only one Supplier <input type="checkbox"/> One or more Suppliers
27	Contract General Terms and Conditions ⁴	TCC
28	Annexes to this RFO ⁵	<input checked="" type="checkbox"/> Annex 1: Schedule of Requirements <input checked="" type="checkbox"/> Annex 2: Distribution map of monitoring stations <input checked="" type="checkbox"/> Annex 3: Standard Passport templates for all stations <input checked="" type="checkbox"/> Annex 4: Bidder Information Form <input checked="" type="checkbox"/> Annex 5: Financial Offer <input checked="" type="checkbox"/> Annex 6: Evaluation Criteria <input checked="" type="checkbox"/> Annex 7: Terms and Conditions
29	Contact for Inquiries (Written inquiries sent by email only) ⁶	Email to: skatconsultingkosovo@skat.ch Any delay in the IWRM-K's response shall be not used as a reason for extending the deadline for submission unless the IWRM-K determines that such an extension is necessary and communicates a new deadline to the Proposers.
30	Deadline for Submission of requests for clarification	3 working days before the deadline
31	Manner of Disseminating Supplemental Information to the RFO and responses/ clarifications to queries	By e-mail to the requesting bidders. All potential bidders who submit questions before the deadline will receive supplemental information via email in response to their inquiries.
32	Conditions for Release of Payment	<input checked="" type="checkbox"/> Completion of services, dataset transfer to HMIK database, and training to HMIK staff on utilising the data <input checked="" type="checkbox"/> Written Acceptance of Services, based on full compliance with RFO requirements <input type="checkbox"/> Others:
33	Documents to be submitted	<input checked="" type="checkbox"/> Annex 4: Bidder Information Form <input checked="" type="checkbox"/> Copy of the registration from the relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business; (no translation required) <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, letters of accreditation, awards, and citations received by the Bidder, if any <input checked="" type="checkbox"/> List of three projects of a similar nature and scale, completed within the last ten years. These projects should specifically involve geodetic surveying of river cross-sections, drone-based photogrammetry for

⁴ Bidders are alerted that non-acceptance of the TCC may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by IWRM-K. If inquiries are sent to other person/s or address/es, even if they are IWRM-K staff, IWRM-K shall have no obligation to respond nor can IWRM-K confirm that the query was received.

		<p>high-resolution orthophotos and DTMs, or hydrological and geomorphological surveying for watercourse assessment. Projects shall be broken down to following details:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Project name and a brief description</th> <th>Client & Reference Contact Details</th> <th>Contract Value</th> <th>Period of activity and status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> At least 5-year experience in geodetic surveying, hydraulic cross-section surveys, and RTK/PPK drone photogrammetry</p> <p><input checked="" type="checkbox"/> CVs of key personnel proposed for this assignment: CV of Senior Geodetic Surveyor / Geomatics Engineer (who will act as a Project Manager). The UAV / Photogrammetry Specialist, and Senior Hydrometeorology Expert as per the minimum qualification requirements outlined in the evaluation criteria.</p> <p>In addition to the CVs the bidder will include the following table:</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Name</th> <th>Degree</th> <th>List of relevant projects</th> <th>Total experience/ experience in relevant projects (years)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1. 2. 3.</td> <td></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> List of equipment available for the realization of the services (including model)</p> <p><input checked="" type="checkbox"/> List of survey hardware and software to be used</p> <p><input checked="" type="checkbox"/> Valid licenses for all software used to generate deliverables</p> <p><input checked="" type="checkbox"/> Annex 5: Financial Offer</p> <p><input checked="" type="checkbox"/> Technical description of items</p>	No.	Project name and a brief description	Client & Reference Contact Details	Contract Value	Period of activity and status	1					2					3					Position	Name	Degree	List of relevant projects	Total experience/ experience in relevant projects (years)				1. 2. 3.	
No.	Project name and a brief description	Client & Reference Contact Details	Contract Value	Period of activity and status																												
1																																
2																																
3																																
Position	Name	Degree	List of relevant projects	Total experience/ experience in relevant projects (years)																												
			1. 2. 3.																													
34	Location:	Location for delivery of items: HMIK, Pristina, Kosovo																														
35	Other:	Maximum budget for this assignment is EUR 45,000 . The IWRM-K holds the right to eliminate offers exceeding the maximum available budget for this contract.																														

ANNEX 1: SCHEDULE OF REQUIREMENTS

IMPORTANT NOTES: Please note that the given specifications are the minimum requirements that must be met by your Offer. The IWRM-K will not accept any specification that is below these requirements. You may, however, offer better performance and higher specifications. Contract will be awarded to a company/companies that will meet the specifications and offer the lowest price.

Technical Specifications:

No.	Description	Unit	Quantity
Geodetic Survey of River Cross-Section Profiles			
1	<p>The Contractor shall perform geodetic surveys perpendicular to the river flow at 34 locations⁷ with the following technical requirements:</p> <p>Survey Extent</p> <ul style="list-style-type: none"> • Average riverbed width: ~20 m • Additional buffer zone: ~30 m on each side beyond the riverbed • Vegetation and in-water conditions must be surveyed as present on site <p>Point Density</p> <ul style="list-style-type: none"> • Maximum spacing between points: <ul style="list-style-type: none"> ○ 0.5 m – small rivers ○ 1.0 m – wider channels • Minimum points per profile: <ul style="list-style-type: none"> ○ 5–7 points (narrow streams) ○ 10–20 points (medium rivers) ○ 30+ points (wide/complex sections) <p>Required Characteristic Points</p> <p>At a minimum, the following must be surveyed and clearly attributed:</p> <ul style="list-style-type: none"> • Left bank full edge • Left wetted edge • Left lower bank edge • Lowest point of riverbed • Right lower bank edge • Right wetted edge • Right bank full edge <p>Geodetic and GNSS Requirements</p> <ul style="list-style-type: none"> • All measurements must be georeferenced to the Kosovo State Co-ordinate System (as per AAK rules) • All data must be delivered in 3D (X, Y, Z) coordinates • Required accuracy: ± 2.0 cm (3D) • A single set of transformation parameters per location must be used • All obstacles within survey corridor must be recorded (trees, utility poles, rocks, pipes, cables, etc.) 	Station	34

⁷ See Annex 2.1 for the indicative distribution; exact coordinates and related information will be obtained from HMIK at the beginning of the assignment.

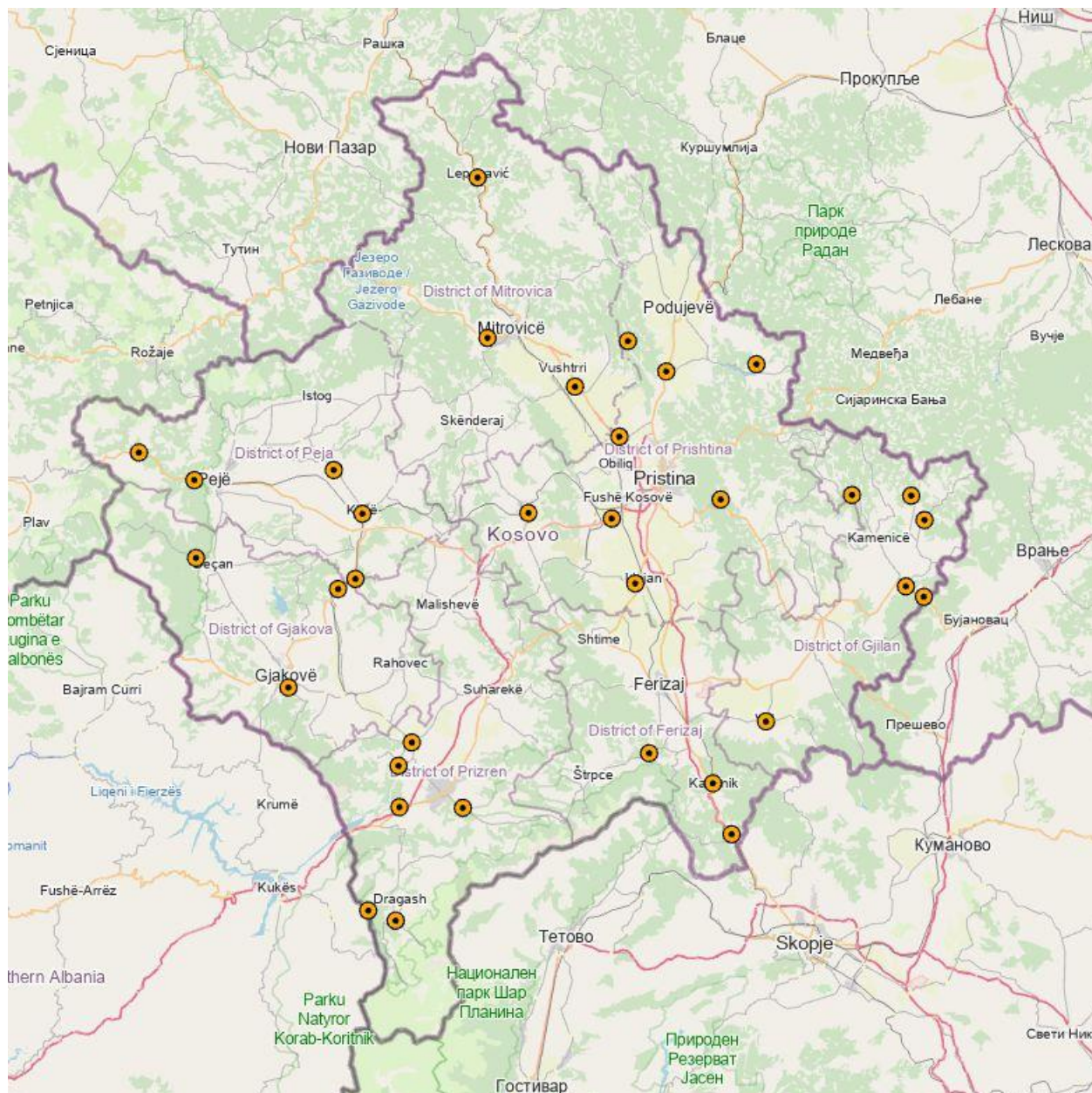
No.	Description	Unit	Quantity
	<p>Ground Control Points (GCPs)</p> <ul style="list-style-type: none"> GCPs must be established at each location for calibration and georeferencing of drone imagery GCPs must be measured using RTK/PPK with centimeter-level accuracy <p>Deliverables for Geodetic Survey</p> <ul style="list-style-type: none"> AutoCAD (.dwg) drawings for each cross-section Excel file (.xlsx) with X, Y, Z coordinates and classification/description of each point 		
Production of Orthophotos and Digital Terrain Models (DTM)			
	<p>The contractor shall perform drone surveys using RTK-enabled UAV systems.</p> <p>Survey Area</p> <ul style="list-style-type: none"> Average per location: 1 hectare Total estimated area: ~35 hectares <p>Drone and Camera Specifications</p> <ul style="list-style-type: none"> Drone equipped with RTK GNSS module (base station or NTRIP) Camera: ≥ 20 megapixels Ground Sampling Distance (GSD): 3 cm/pixel or better Image overlap: <ul style="list-style-type: none"> Front overlap: ≥ 80% Side overlap: ≥ 70% <p>Ground Control Points (GCPs) & Checkpoints</p> <ul style="list-style-type: none"> Minimum 3–5 well-distributed GCPs per location At least 2 independent checkpoints for accuracy verification GCP accuracy: centimeter-level (RTK/PPK) <p>Required Accuracy for Outputs</p> <ul style="list-style-type: none"> Orthophoto: <ul style="list-style-type: none"> Format: GeoTIFF Resolution: ≤ 3 cm/pixel Horizontal accuracy: ≤ 5 cm RMSE Digital Terrain Model (DTM): <ul style="list-style-type: none"> Format: GeoTIFF or ASCII Grid Grid spacing: ≤ 5 cm Vertical accuracy: ±7 cm RMSE All vegetation and surface objects removed (bare-earth model) <p>Deliverables for Drone Survey</p> <ul style="list-style-type: none"> Georeferenced orthophoto (GeoTIFF) for each site Digital Terrain Model (DTM) (GeoTIFF or ASCII Grid) Accuracy validation report (RMSE results, checkpoint comparison) 	Map	1
Passports for all HMIK Meteorological and Hydrological Stations			
	The contractor shall:		

No.	Description	Unit	Quantity
	<ol style="list-style-type: none"> 1. Review existing documentation and visit each station⁸: <ul style="list-style-type: none"> - 24 meteorological stations - 36 rain-gauge stations - 34 surface water monitoring stations - 40 groundwater monitoring stations 2. Collect complete metadata for each site, including location, infrastructure, equipment, calibration, and environmental conditions; 3. Prepare a Meteorological Station Passport and Hydrological Station Passport for each relevant station (templates provided in the Annex 3); 4. Take georeferenced photographs of each station; 5. Verify and document all benchmarks, sensors, and telemetry systems; 6. Prepare a digital dataset compatible with HMIK databases and GIS/WIS systems; 7. Deliver Completed Passports for each meteorological and hydrological station, GIS layer with station locations and metadata, Photo library (georeferenced), and Summary report describing methodology and findings. 		

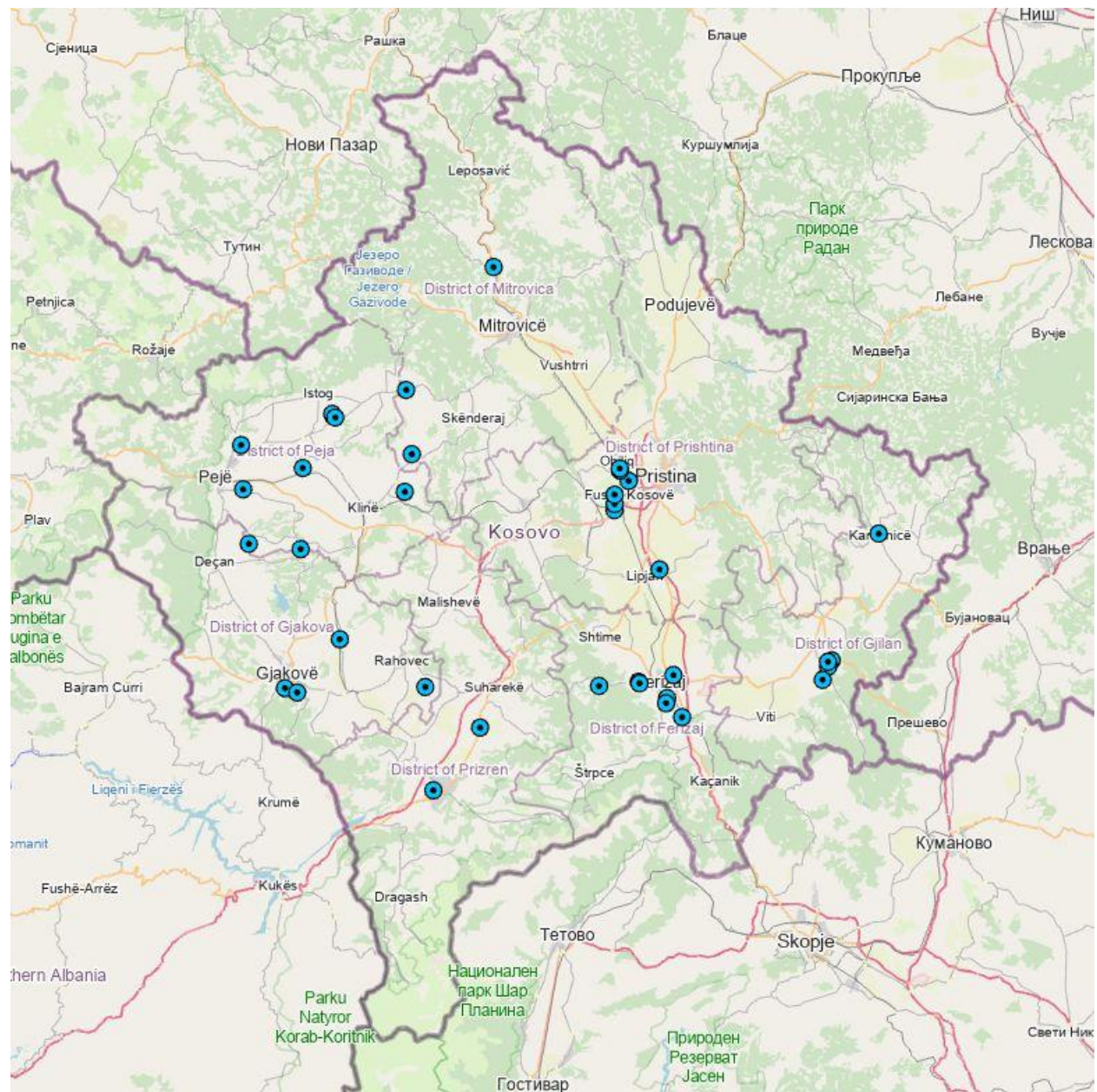
⁸ See Annex 2.1, 2.2, 2.3, and 2.4 for the indicative distribution; exact coordinates and related information will be obtained from HMIK at the beginning of the assignment.

ANNEX 2: DISTRIBUTION MAPS OF MONITORING STATIONS

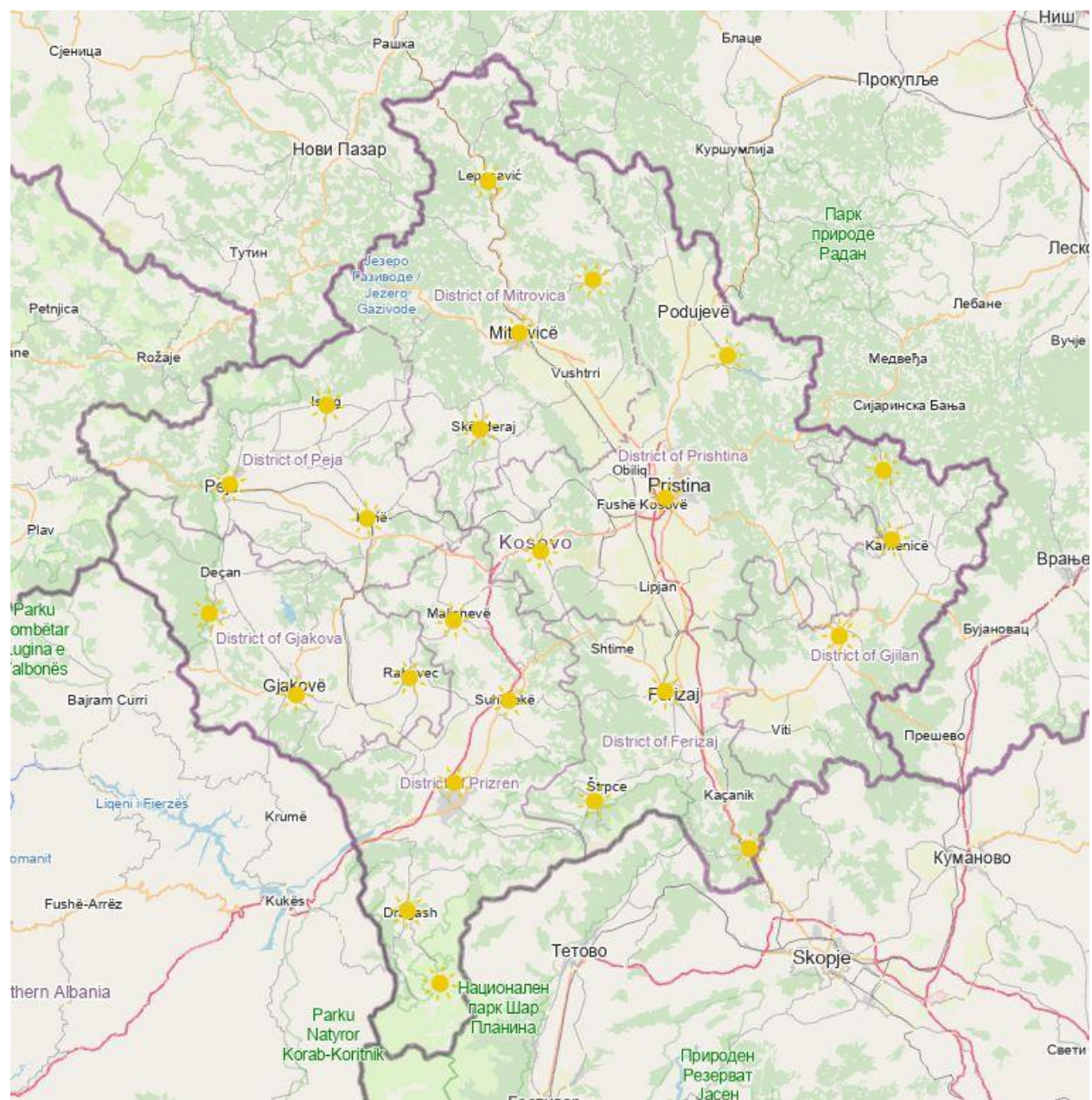
Annex 2.1: Distribution map of Hydrological (river) stations



Annex 2.2: Distribution map of Hydrological (groundwater) stations



Annex 2.3: Distribution map of Meteorological stations



Annex 2.4: Distribution map of Meteorological (Rain gauge) stations



ANNEX 3: STANDARD PASSPORT TEMPLATES FOR ALL STATIONS

Annex 3.1: Standard Passport Template for Meteorological Stations (WMO-compliant)

1. General Information

- Station Name:
- Station Code (WMO/Local):
- Type of Station (Automatic/Synoptic/Climate/Precipitation):
- Operating Institution:
- Status (Active/Inactive/Under Maintenance):

2. Location Details

- Latitude (°):
- Longitude (°):
- Elevation (m a.s.l.):
- Administrative Unit (Municipality/Region):
- River Basin:
- Land Ownership/Access Rights:
- Site Description (terrain, slope, surroundings):

3. Instruments and Equipment

- List of instruments installed (air temperature, humidity, wind speed/direction, precipitation, radiation, pressure, etc.)
- Manufacturer and model:
- Installation height for each sensor:
- Calibration frequency, dates and certificates:
- Power supply (solar/grid/battery):
- Data logging and transmission system (GSM/GPRS/Internet/Radio):
- Observation Frequency:

4. Historical Records

- Date of Establishment:
- Observation Period:
- Data Gaps:

5. Exposure and Environmental Conditions

- Surrounding obstacles (buildings, vegetation, fences)
- Distance to nearest significant obstacle
- Changes in environment over time (if any)
- Risk assessment (flooding, vandalism, snow load, etc.)

6. Maintenance and Operational Notes

- Maintenance frequency (monthly, quarterly ...)
- Maintenance schedule and responsible personnel
- Latest maintenance visit
- Fault reports and corrective actions
- Instrument replacement history

7. Photographic Documentation

- Aerial view
- Photo from North, South, East, West
- Close-up of sensors

8. Attachments

- Site map
- Sketch of station layout
- Calibration certificates

Annex 3.2: Standard Passport Template for Hydrological (River) Stations - (WMO-compliant)

1. General Information

- Station Name:
- Station Code (HID/Local):
- River/Basin:
- Station Type (Water Level, Discharge, Sediment, Combined):
- Operating Institution:
- Date of Establishment:
- Status (Active/Inactive/Rehabilitated):

2. Location Details

- Latitude (°):
- Longitude (°):
- Elevation (m a.s.l.):
- River kilometer (distance from source/mouth):
- Administrative Unit:
- River Basin:
- Accessibility (road, footpath, seasonal constraints):

3. Infrastructure and Installations

- Staff gauge type and location
- Sensor type (model, manufacturer)
- Measurement Parameters (Water level, discharge, temperature)
- Measurement of WFD Supporting Variables (sediment, nutrients, biological indicators)
- Observation Frequency:
- Telemetry system (GSM/GPRS/Radio)
- Power supply
- Benchmark(s) and reference points with coordinates and elevations
- Cross-section definition (latest survey date)

4. Historical Records

- Date of Establishment:
- Observation Period:
- Data Gaps:

5. Hydrological Characteristics

- Bankfull width and depth
- Known hydraulic controls (bridges, weirs, culverts)
- Floodplain characteristics
- Sedimentation/erosion issues
- Rating curve information (history and validity)

6. Exposure and Risks

- Flood hazard
- Debris and driftwood risk
- Ice formation
- Vandalism/theft risk
- Changes in river morphology

7. Maintenance and Calibration Records

- Calibration frequency, dates and certificates:
- Maintenance frequency (monthly, quarterly ...)
- Last inspection date
- Repairs and replacements
- Sensor calibration/validation

- Rating curve updates

8. Photographic Documentation

- Upstream view
- Downstream view
- Gauge and instruments
- Surroundings

9. Attachments

- Station layout plan
- Benchmark description sheet
- Latest cross-section survey
- Rating curve documentation

Annex 3.3: Standard Passport Template for Groundwater (wells) Stations

(Internationally aligned with EU WFD, UNESCO IHP, USGS and regional hydrogeology practices)

1. General Information

- Station Name:
- Well Code / ID:
- Monitoring Network (e.g., national, WFD quantitative, WFD chemical):
- Institution Operating the Well (HMIK):
- Date of Drilling:
- Drilling Company / Contractor:
- Current Status (Active / Inactive / Needs Rehabilitation):

2. Location

- Latitude (°):
- Longitude (°):
- Elevation (m a.s.l.):
- Administrative Unit (Municipality / Region):
- Land Ownership / Access Rights:
- Site Accessibility (roads, restrictions):

3. Hydrogeological Context

- Aquifer Name and Type (karstic, alluvial, fractured, porous):
- Aquifer System (Upper/Lower aquifer, confined/unconfined):
- Groundwater Body Code (if aligned with WFD classification):
- Hydrostratigraphic Unit:
- Depth to Groundwater (static water level):
- Long-term trend (if known):

4. Well Construction Details

- Drilling method (rotary, percussion, core drilling):
- Total depth of borehole (m):
- Casing depth(s) and material(s):
- Screened interval(s):
- Screen material and slot size:
- Gravel pack depth interval(s):
- Well diameter:
- Wellhead protection (lock, fence, concrete slab):
- Sanitary protection zone information:

5. Equipment Installed

- Sensor type (model, manufacturer, serial number):
- Observation Frequency:
- Telemetry system (GSM/GPRS/Radio) if applicable:
- Sampling ports:
- Pump installation details (if used for testing):
- Calibration records:
- Measurement Parameters (GW level, temperature, conductivity):
- Measurement of WFD Supporting Variables (pesticides, heavy metals)

6. Hydrodynamic Characteristics

- Static water level (latest measurement):
- Dynamic water level (if pumping test conducted):
- Pumping test results (transmissivity, storativity):
- Hydraulic conductivity (if known):
- Recharge characteristics (sources of recharge):

7. Water Quality Monitoring Information

- Parameters monitored (major ions, nutrients, metals, organics):

- Sampling frequency:
- History of exceedances (if relevant):
- Known contamination risks (industrial sites, agriculture, waste sites):

8. Risks and Vulnerabilities

- Flooding risk:
- Vandalism/theft:
- Contamination threats (fuel station, septic tanks, landfills, industrial zones):
- Natural hazards (landslide, subsidence):

9. Maintenance and Inspection Records

- Last inspection date:
- Well rehabilitation history (cleaning, redevelopment):
- Sensor replacement/maintenance:
- Structural integrity assessment:

10. Photographic Documentation

- Wellhead (north, south, east, west):
- Interior of well housing (if any):
- Surrounding environment:
- Protective infrastructure:

11. Attachments

- Drilling log / geological log
- Borehole stratigraphy
- Pumping test reports
- Maps and GIS shapefile
- Calibration certificates
- Site sketch

ANNEX 4: BIDDER INFORMATION

The legal name of Bidder	
Legal address	
Year of registration	
Bidder's Authorized Representative Information	
Country/ies of operation	
No. of full-time employees	
Quality Assurance Certification⁹ (e.g. ISO 9000 or Equivalent) (If yes, provide a copy of the valid Certificate):	
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a copy of the valid Certificate):	
Person IWRM-K may contact for requests for clarification during the Offer evaluation	

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFO. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFO has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFO process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

⁹ The possession of such certification is not a mandatory requirement. However, it may result in acquiring slightly higher score on the Bidder's qualifications, capacity and experience assessment

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Offer you receive, and we certify that the goods offered in our Offer are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 5: FINANCIAL OFFER

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFO reference:	[Insert RFO Title]		

We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule in the total amount of _____ EUR, VAT exempted.

We hereby declare that:

- All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- We do not employ, nor anticipate employing, any person who is or was recently employed by the IWRM-K

We confirm that we have read, understood, and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFO, and the General Terms and Conditions.

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counteroffer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Offer	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this offer and bind the company below in event that the offer is accepted.	
<p><i>Exact name and address of the company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised</p> <p>Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

ANNEX 6: EVALUATION CRITERIA

The contract will be awarded to the Bidder that meets the criteria based on the pass/fail method and offers the lowest offer.

Minimum Requirements	Passed/failed	Status submitted yes/no
For the Company:		
List of three projects of a similar nature and scale, completed within the last ten years. These projects should specifically involve geodetic surveying of river cross-sections, drone-based photogrammetry for high-resolution orthophotos and DTMs, or hydrological and geomorphological surveying for watercourse assessment.		
At least 5-year experience in geodetic surveying, hydraulic cross-section surveys, and RTK/PPK drone photogrammetry		
For the Senior Geodetic Surveyor / Geomatics Engineer (who will act as a Project Manager):		
Minimum university master's degree in Geodesy, Geomatics, Surveying Engineering, or related field		
Minimum 7 years of professional experience in topographic and geodetic surveying		
Minimum undertaken 3 projects involving geodetic surveying of river cross-sections, drone-based photogrammetry for high-resolution orthophotos and DTMs, or hydrological and geomorphological surveying for watercourse assessment.		
Proven experience with RTK/PPK GNSS, establishment of Ground Control Points, and transformation to national coordinate systems		
Demonstrated experience in surveying river cross-sections, hydraulic structures, or environmental monitoring sites		
Proficiency in AutoCAD, GIS, and processing of 3D survey data		
Licensed or certified surveyor		
UAV / Photogrammetry Specialist:		
Certified UAV/drone operator, licensed for professional drone operations		
Minimum 7 years of experience in UAV-based photogrammetry		

Minimum undertaken 3 projects with UAV-based photogrammetry		
Demonstrated experience in producing high-resolution orthophotos and DTMs		
Expertise with drone RTK systems, mission planning, and high-accuracy photogrammetric processing workflows		
Proficiency with photogrammetry software (e.g., Pix4D, Agisoft Metashape)		
Experience in accuracy validation, RMSE reporting, and quality control		
Senior Hydrometeorology Expert:		
Minimum university master's degree in Water Engineering, Meteorology, Hydrology, Environmental Engineering, or a related field.		
At least 7 years of proven professional experience in hydrometeorological monitoring, network design, and operation of meteorological and hydrological stations.		
Minimum undertaken 2 projects in the preparation of station passports and metadata documentation for meteorological, hydrological, and/or groundwater monitoring networks is essential.		
Proven hands-on experience with field inspections, calibration oversight, and assessment of station exposure and environmental conditions, as well as in evaluating data quality and continuity.		
Familiarity with EU Water Framework Directive (WFD) requirements, hydrological reporting, and integration of monitoring data into national information systems (e.g. hydrological databases, GIS platforms) is required.		

NOTES:

- a) Failure to meet any of these requirements is considered grounds for disqualification.
- b) The selected Contractor needs to provide any additional technical and/or support staff required for successful completion of the services (including technical and support staff). There is no need to submit the CVs of these additional staff for evaluation purposes.

ANNEX 7: TERMS AND CONDITIONS FOR CONTRACTS (TCC)

1. LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the IWRM-K. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of the IWRM-K. For the purposes of this agreement, the Contractor is defined as a business that agrees to conduct work for the IWRM-K as specified under the terms of a contract. The term "Contract" includes the general terms and conditions set forth in the body of this document (the "Terms and Conditions for Contracts Terms").

2. SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from anyone else but the IWRM-K in connection to its services under this contract. The Contractor shall refrain from any action that may adversely affect the IWRM-K and shall fulfil its commitments with the fullest regard to the interests of the IWRM-K.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims, or obligations under this Contract except with the prior written consent of the IWRM-K.

5. SUB-CONTRACTING:

In the event, the Contractor requires the services of sub-contractors in the course of the implementation of the assignment (unless specified in the Proposal/Offer/Bid), the Contractor shall obtain the prior written approval and clearance of the IWRM-K for all sub-contractors. The approval of IWRM-K of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of IWRM-K has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless, at its own expense, the IWRM-K, its officials, agents, servants, and employees from and against all third-party claims, suits, obligations, causes of action, demands, and all losses, damages, judgments, the liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability, and liability arising out of the use of patented inventions or devices, copyrighted material, or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES:

The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

9. LIENS:

The Contractor shall not cause or permit any lien, attachment, or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the IWRM-K against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by IWRM-K shall rest with IWRM-K and any such equipment shall be returned to IWRM-K at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to IWRM-K, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate IWRM-K for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS, AND OTHER PROPRIETARY RIGHTS:

Except as is otherwise expressly provided in writing in the Contract, the IWRM-K shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the IWRM-K under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the contract and the Contractor acknowledges and agrees that such products, documents, and other materials constitute works made for hire for the IWRM-K.

To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the IWRM-K does not and shall not claim any ownership interest thereto, and the Contractor grants to the IWRM-K a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

All maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the IWRM-K, shall be made available for use or inspection by the IWRM-K at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to IWRM-K authorized officials on completion of work under the Contract.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF IWRM-K

The Contractor shall not in any manner whatsoever use the name, emblem, or official seal of the IWRM-K in connection with its business or otherwise unless expressly allowed in writing by authorized IWRM-K officials.

13. CONFIDENTIALITY:

Information and data that is considered proprietary by either Party and that are delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party.

The recipient ("Recipient") of such information shall:

- a) use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
- b) use the Discloser's Information solely for the purpose for which it was disclosed.

Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract, the Recipient may disclose Information to:

- a) any other party with the Discloser's prior written consent; and,
- b) the Recipient's employees, officials, representatives, and agents who have a need to know such information for purposes of performing obligations under the Contract, and employees officials, representatives, and agents of any legal entity that it controls it, or with which it is under common control, who have a need to know such information for purposes of performing obligations under the Contract.

The Contractor may disclose Information to the extent required by law, provided that the Contractor will give the IWRM-K sufficient prior notice of a request for the disclosure of information in order to allow the IWRM-K to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

The IWRM-K may disclose Information to the extent as required by national law in Kosovo.

These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the IWRM-K, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the IWRM-K of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the IWRM-K shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the IWRM-K shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

Force majeure means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party.

IWRM-K reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case the IWRM-K shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

In the event of any termination by the IWRM-K no payment shall be due from the IWRM-K to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the IWRM-K may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the IWRM-K of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

The parties shall use their best efforts to settle amicably any dispute, controversy, or claim arising out of this Contract or the breach, termination, or invalidity thereof. This Contract shall be construed and interpreted and the legal relations created hereby shall be determined in accordance with the laws of the Republic of Kosovo.

The parties' consent to the exclusive jurisdiction of, and agree that venue lies solely with, the state courts located in the Republic of Kosovo.

17. TAX EXEMPTION

IWRM-K is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the IWRM-K's exemption from such taxes, duties, or charges, the Contractor shall immediately consult with the IWRM-K to determine a mutually acceptable procedure.

Accordingly, the Contractor authorizes the IWRM-K to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with the IWRM-K before the payment thereof and the IWRM-K has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the IWRM-K with written evidence that payment of such taxes, duties, or charges has been made and appropriately authorized.

18. OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

19. AUTHORITY TO MODIFY:

Only the IWRM-K Authorized Official possesses the authority to agree on behalf of the IWRM-K to any modification of or change in this Contract, to a waiver of any of its provisions, or any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against the IWRM-K unless provided by an amendment to this Contract signed by the Contractor and jointly by the IWRM-K.