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“Empowerment and Employment of Youth, Women and Other Vulnerable Groups in the Five Municipalities of Kosovo” project, 2020/419-484

Activity 2.4: Supporting start-up enterprises

Reference No: 18/SiV/2022

TENDER DOCUMENTATION

ANNEX I: INFORMATION FOR TENDERER

This document contains the following parts:

- Instructions to tenderer
- Required services
- Format of contract to be signed with the tenderer
- Administrative compliance grid





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INSTRUCTIONS TO TENDERERS

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in the part ‘services required’ of this document;

Deadline for submission of the tenders:

The deadline for submission of tenders is **04/02/2022 at 16:00hrs**. Any tender received after this deadline will not be taken into consideration.

Address and meanings for submission of the tenders:

The offer including:

- **Financial offer or pro-forma invoice for service, excluding VAT**
- **Technical offer**

The tender shall contain original signed and stamped documents.

The offers may be submitted in person, by post or courier service to the following address or by email:

Syri i Vizionit, “Empowerment and Employment of Youth, Women and Other Vulnerable Groups in the Five Municipalities of Kosovo” project

Address: Isa Demaj 14

30000 Pejë, Kosovë

Contact person: Toska Zeneli / Project Finance & Administration Manager

Phone: +383 39 423 240

Email: office@syriivizionit.org

In addition to the offer, the tenderer is required to provide the following supporting documentation ():

- **Copy of legal registration or ID**
- **Bank account details to which the payments shall be made**
- **Basic contact details including e-mail address**
- **Delivery time with a breakdown of working days**





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The tenderers are reminded that in order to be eligible the tenders need to be received by the Syri i Vizionit (herein the Contracting party) by the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated in the “Annex2- Terms of Reference”

3. FINANCIAL INFORMATION

The tenderers shall indicate their financial offers in clear amount of the Euro currency.

4. ADDITIONAL INFORMATION

The award criteria are:

- The best value for money using a 80/20 weighing between technical quality and price.

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid of this tender dossier document. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is **five (5)** days from the deadline for submission of tenders.





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1.	General Information Supporting start-up enterprises. Conditions for business creation in Kosovo have improved as the economy grows, and the notion of social entrepreneurship is just beginning to take hold. Start-up enterprises bring additional benefits to communities, by focusing on amelioration of social or environmental problems, and as such, they can be particularly transformative in the hands of members of disadvantaged communities themselves. In addition to the job-readiness efforts described above, the proposed project will support individuals in the target group in their efforts to become self-employed, and to establish small businesses, with a particular focus on start-up enterprises.
2.	Objectives: To provide a three-day training on social enterprises and development of business ideas to interested members of our target group on start-ups. Held training for social enterprises and business ideas to build the capacities of young people working age, women, Persons with Disabilities and ethnic minorities of Bosniaks, Serbs, Roma, Egyptians and Ashkali, to develop their innovative ideas and turn them into social enterprises / Start-ups. Advisory support by professional consultants to improve the business ideas





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3.	<p>Methodology:</p> <p>Project team members will provide overall management of the assignment, where one of its members will be appointed focal point on leading the assignment, facilitating the work of the contracted consultant.</p> <p>Developing training modules and methodology for specific areas is responsibility of Expert / Organization and it will be done in consultation with responsible SiV staff, for review and prior approval</p> <p>Training materials including Power Point presentation for each training module, training agenda, and pre- and post-training questionnaires, is responsibility of Expert / Organization and it will be done in consultation with responsible SiV staff, for review and prior approval</p>
4.	<p>Outputs/Deliverable: Handbook containing</p> <p>Training of 30 participants in social enterprises and development of business ideas</p> <p>Training report with questionnaires and time sheets of trainer</p> <p>At least 20 business idea for startup are submitted from participants</p>
5.	<p>Duration of the assignment:</p> <p>(2) months starting from the day of signing of the Contract.</p>



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FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER

CONTRACT TITLE: Trainer / Organization - Trainings for social enterprises and business idea development, as well as advice-giving for development of business idea for 30 participants

Contract REF: 18/SiV/2022

Between:

Syri i Vizionit, Empowerment and Employment of Youth, Women and Other Vulnerable Groups in the Five Municipalities of Kosovo

Address: Isa Demaj 14, 30000 Pejë, Kosovë

Represented by: Veton Mujaj / Executive Director (Contracting Party)

AND

Title

Address of the contractor

Represented by:

(Contractor)

Article 1: Subject of the contract

The subject of the contract is the services as indicated in the contractor's offer – Annex 1.

Article 2: Contract value

The total contract value for services indicated in the Annex2 is: **XXX EUR**. The price cannot be revised.

Article 3: Contracting documents

This documents which form the part of this contract are (by the order of precedence):

- Contract agreement
- Consultant's technical offer as provided in the tendering phase – "Annex 1: Technical Specifications"
- Consultant's financial offer as provided in the tendering phase "Annex 2: Financial offer or pro-forma invoice"
- Any other supporting documentation if applicable

Article 4: General provisions

The Consultant shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice.





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Article 5: Deliveries and payments

The Consultant will deliver without reservation services indicated in the Consultant's offer "Annex 1". The delivered service (*Trainings for social enterprises and business idea development, as well as advice-giving for development of business idea*) will be implemented during contract duration.

The Consultant shall deliver materials in accordance with the conditions of the contract. The services shall be at the responsibility of the Consultant.

The Contracting Party will pay to the contractor the service in the amount indicated in the Annex 2 of this contract document. The payments will be completed within seven (7) days upon the acceptance of delivered materials.

Article 6: Duration of the contract

The duration of the assignment subject to this contract is two month starting from the date of the second signature.

However, the consultant will remain available for the purpose of quality assurance of the provided services from the entrance in to this contract, until 1st of May.

Article 7: Cancellation of the contract

The contract can be suspended by the Consultant due to one of the following reasons:

- Contracting Party not fulfilling payment and other obligations
- In a case of contract termination, the Consultant shall inform in written the Contracting Party at least 10 days in advance.
- In case of a contract early termination by any involved party, both parties are required to create an ad-hoc performance report and according to the report results and its evaluation by the Contracting Party the Contractor will be required to make indemnifying measures as necessary, specifically penalty payments and other compensation as deemed by the Contracting Party.

The contract can be terminated by the Contracting Party due to one of the following reasons:

- The Consultant is in serious breach of the contract, failing to meet contractual obligations
- The Consultant is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.
- In a case of contract termination, the Contracting Party shall inform on written the Contractor 10 days in advance.





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Article 8: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Basic Court of Peja in accordance with the national legislation of the state of the Contracting Party.

For the Consultant

Name:

Title:

Signature:

Date:

For the Contracting Party

Name:

Title:

Signature:

Date:



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EQUIPPING
EMPOWERING
EMPLOYING

ADMINISTRATIVE COMPLIANCE GRID

Contract title:	Strategy for the Development of a Qualified Workforce for the Municipality of Gjakova	Publication reference:	18/SiV/2022
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Tender envelope number	Name of Tenderer	Is documentation complete? (Y/N)	Is tender submission form complete? (Y/N)	Other administrative requirements of the tender dossier? (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
1					
2					
3					
4					



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EVALUATION GRID FOR GLOBAL PRICE CONTRACTS

1. TECHNICAL EVALUATION CRITERIA

The Contracting party selects the offer with the best value for money using a 80/20 weighing between technical quality and price. Technical quality is evaluated on the basis of the following grid:

Evaluation of the technical specifications	Maximum
Total score	100
General professional experience	30
Professional experience in the sector(s) directly or indirectly related to the required services of this contract;	30
Specific professional experience	50
<ul style="list-style-type: none"> • Experience in similar implemented and maintained projects. • Adequate qualification in providing training as a trainer / organization and work experience of at least three (3) years in providing training and their implementation related to the target groups • Proposed trainer(s) to have experience and qualification an in one of these fields - Business Management and Innovation (Master qualification and professional/non-formal education in training fields is an advantage) • Knowledge of minimum standards for working with people with disabilities and other marginalized groups. • Proficiency and professional writing methodologies • Copywriting activities • Ability to create and deliver creative content (text, images) • Excellent communication skills 	30
Quality of previous similar work done:	20
Total score for expertise (Technical specification/offer)	80
Total score for price (Financial offer)	20
Overall total score	100



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2. TECHNICAL THRESHOLD

Any offer falling short of the technical threshold of 80 out of 100 points, is automatically rejected.