

CONTRACT NOTICE

☐ WORKS☐ SUPPLIES☒ SERVICES

According to Article 40 of Law No. 04/L-042 on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092

Date of the preparation of the Notice: **21.03.2025**

Procurement No	647-25-2262-2-1-1
Internal No	

This notice has been prepared in the LANGUAGES:

Albanian



Serbian



English



SECTION I: CONTRACTING AUTHORITY

I.1) NAME AND ADDRESS OF THE CONTRACTING AUTHORITY (CA)

Official name: OPŠTINA SEVERNA MITROVICA		
Postal address: Lagjja e Boshnjakëve		
Town: MITROVICË VERIORE	Postal code: 40040	Country: Kosovo
Contact point(s): Mirlinda Azemi Valeza Jusufi Xhemajli		Telephone: +383 20034835
Email: Prokurimi.mitveriore@rks-gov.net		Fax: +383 20034835
Internet address (if applicable):		

Yes ☐ No ☒

The contract covers joint procurement

The contract is awarded by Central Procurement Agency

Yes ☐ No ☒

If yes, specify the identities of all Contracting Authorities entitled to Call-off under the terms of the contract or refer to an Annex:

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Contract title attributed by the contracting authority: Internal Hygienic Maintenance (Cleaning) (Offices. Corridors. Meeting Rooms. Toilets, etc.) and External (Courtyard) of Municipal Facilities (ADMINISTRATION. CSW. Former SIZ.)		
II.1.2) Type of contract and location of works, place of delivery or of performance <i>(Choose one category only - works, supplies or services - which corresponds to the main part of the specific object of your contract)</i>		
<input type="checkbox"/> Works	<input type="checkbox"/> Supplies	<input checked="" type="checkbox"/> Services
<input type="checkbox"/> Execution <input type="checkbox"/> Design and execution <input type="checkbox"/> Realisation, by whatever means, of work, corresponding to the requirements	<input type="checkbox"/> Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Rental <input type="checkbox"/> Hire purchase <input type="checkbox"/> A combination of these	
Main site or location of works or main place of delivery or main place of performance Municipality of North Mitrovica, CSW, Former SIZ.		
II.1.3) The notice involves The establishment of framework agreement <input checked="" type="checkbox"/>		
II.1.4) Information on framework agreement (if applicable): Framework agreement with single operator <input checked="" type="checkbox"/> Framework agreement with several operators <input type="checkbox"/> Execution of the Contract: Call offs/Place Orders <input checked="" type="checkbox"/> Subsidiary Contracts/Mini-competition <input type="checkbox"/> Duration of framework agreement: in months 36		
II.1.5) Short description of the object of the contract Internal Hygienic Maintenance (Cleaning) (Offices. Corridors. Meeting Rooms. Toilets, etc.) and External (Courtyard) of Municipal Facilities (ADMINISTRATION. CSW. Former SIZ.)		
II.1.6) Common Procurement Vocabulary classification (CPV)		

45111213-4

II.1.7) Variants are accepted

Yes ☐ No ☒

II.1.8) Division into lots

Yes ☐ No ☒

If yes, tenders may be submitted for (tick one box only)

☐ one lot only

☐ all lots

II.1.9) Information about lots (if applicable)

Lot no	Lot title	Short description

The maximum number of Lots that may be awarded to one Economic Operator is:

II.1.10) Estimated contract value: 150,000.00

II.2) QUANTITY OR SCOPE OF THE CONTRACT

Total quantity or scope (including all lots and options if applicable)
Refer to the Specification (Annex 1) in the Parame.

II.3) DURATION OF THE CONTRACT OR TIME LIMITS FOR COMPLETION

Duration in months or days (from the award of the contract)
or
Starting
Completion

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Performance security required

Yes ☒ No ☐

If yes, amount of performance security EUR or **10% of the contract** **value + 30 days validity**
after contract completion. % of contract value.

III.1.2) Legal form to be taken by grouping of economic operators to whom the contract is to be awarded (if applicable)

Based on Article 26 of the Public Procurement Regulation 002 2024 amending and supplementing the Public Procurement Regulation 001 2022

III.1.3) Other particular conditions to which performance of the contract is subjectYes ☐ No ☒*If yes, description of particular conditions***III.2) CONDITIONS FOR PARTICIPATION**

III.2.1) Eligibility Requirements:	<i>Documentary evidence required:</i>
<p>Requirement 1. The economic operator must meet the requirements on the suitability of Law No. 04 L-042 042 on Public Procurement of the Republic of Kosovo, amended and supplemented by Law No. 04 L-237, Law No. 05 L068 and Law No. 05 L-092, Article 65.</p>	<p>Evidence 1. A sworn statement that the tenderer meets the requirements to compete under the Law on Public Procurement No. 04 L-042, Article 65, using the form in Annex 2 of the Tender Dossier. Evidence regarding the eligibility requirements required of the tenderer proposed to be awarded the contract and submitted to the Contracting Authority before the publication of the Notice of Decision of the Contracting Authority 2. A signed certificate from the Tax Administration of your country of establishment that you are not in arrears with the payment of taxes, this certificate must be no older than 90 calendar days from the date of submission of the tender, must be submitted by Op. Ek. to whom the contract is intended (copy) 3. A certificate from the judicial register or in its absence an equivalent document issued by a competent judicial or administrative authority of the country of your establishment, which certifies that the economic operator has the right to participate in a procurement activity and that there is no circumstance against it as defined in Article 65 paragraph 3.1, 3.3, 3.4, 3.5, 3.6, 4.1, 4.2 and 4.4 of the LPP no older than 6 months from the date of submission of the tender, must be submitted by the Op. Ek. to whom the contract is intended, to be submitted in Original or certified copy. Failure of the Economic Operator proposed to be awarded the contract to provide the documents required in points 2 and 3 entitles the Contracting Authority to reject the bid and proceed with awarding the contract to the Economic Operator ranked second and so on.</p>
III.2.2) Professional Suitability:	<i>Documentary evidence required:</i>
<p>1. Registration as an economic operator in the professional, commercial and or enterprise register in your country of establishment. Unique registration identification number.</p>	<p>74 5,000 1. Copy of the Business Certificate - unique business identification number</p>
III.2.3) Economic and financial capacity	<i>Documentary evidence required:</i>
<p>1. The Economic Operator must have a</p>	<p>Evidence – 1. Annual Income Tax or Corporate</p>

financial turnover of at least €225,000.00 for the last 3 (three) financial years or in the past three-year period) - up to the date of publication of the contract notice.	Tax Returns submitted to the Kosovo Tax Administration, must be submitted in copies for the 3 (three) financial years of the end of the fiscal year “or “in the previous three-year period).
III.2.4) Technical and professional capacity	<i>Documentary evidence required:</i>
The economic operator must provide evidence that it has successfully completed contracts worth at least €225,000.00 for similar Services in the past 3 (three) years or in the past three-year period) - until the date of publication for the contract.	A list of contracts executed, signed and stamped, specifying the title of the contract, the amount of the contract, the start and end dates and the beneficiary, and the list shall be accompanied by references or certificates for the performance of the supplies (i) Where the works [services] have been performed for a public authority in Kosovo or in another country, as evidence of this service, a copy of the relevant certificate(s) or reference issued or co-signed by such authority; (ii) Where the works [services] have been performed for a private purchaser, as evidence of this delivery, a copy of any document signed by the purchaser and evidence of such delivery shall serve.
The EO must have professional staff and have experience in services as well as adequate educational preparation. 1. At least one (1) Manager.	EO for point 1. must prove the staff. With a University degree, minimum 3 years of work experience, references, CV and Employment Contract. The manager's salary to be determined by agreement between the EO and the manager
The EO must provide a written statement of the salary offered to the hygiene workers and the Supervisor. Financial analysis of the work [services, consumables and gross salaries for the worker and the supervisor.	The EO must prove in writing that the minimum salary for a cleaner will be paid 350.00€ Gross according to the latest Laws in force in Kosovo (including pension contribution, insurance, all taxes according to the Law). The supervisor's salary shall be determined by agreement between the EO and the supervisor. Financial analysis that proves how the EO can fulfill the contract at the offered price. Failure to submit the financial analysis correctly makes your offer irresponsible.
The EO must be equipped with documentation according to the requirements of Law 04 L-161 On Safety and Health at Work.	The EO must provide a risk assessment report for all positions according to the company's organizational chart and organization from a company licensed by the Ministry of Labor and Social Welfare.

III.3) CONDITIONS SPECIFIC TO SERVICE CONTRACTS

<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>III.3.1) Execution of services is reserved to a particular profession</p> <p><i>If yes, reference to the relevant law, regulation or administrative provision</i></p>
<p>III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service</p>

Yes ☐ No ☒

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of Procedure	
<input checked="" type="checkbox"/> Open	
<input type="checkbox"/> Restricted	
<input type="checkbox"/> Competitive Negotiated	
<input type="checkbox"/> Price Quotation	
IV.1.2) Limitations on the number of the operators who will be invited to tender (<i>restricted or competitive negotiated procedure</i>)	
<p>On the basis of the applications received, at most 6 candidates will be invited to submit detailed tenders for this contract. If more than 6 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates shall be re-examined to identify the six best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:</p>	
IV.1.3) Reduction of number of the operators during the negotiations (<i>competitive negotiated procedure</i>)	
<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Conduct the negotiations in successive stages in order to reduce the number of the tenders</p> <p>The Contracting Authority will award the contract based on the initial</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>tenders without negotiations</p>	
IV.1.4) The minimal number of candidates that will be invited to submit the initial tenders is	
IV.1.5) Information about electronic auction	
<p>Electronic auction will be used: Po <input type="checkbox"/> Jo <input checked="" type="checkbox"/></p> <p>Additional information about electronic auction:</p>	

IV.2) AWARD CRITERIA

- ☒ **Lowest price**
- or*
- ☐ **The most economically advantageous tender in terms of**

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IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) Previous publications concerning the same contract Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>If yes,</i> Prior Indicative Notice: of Other publications (if applicable): of of
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Payable documents <i>If yes,</i> price EUR Terms and method of payment:
IV.3.2) Time limit for receipt of tenders / applications: <i>date</i> 07.05.2025 <i>time</i> 13:30:00 <i>place</i> Through the electronic e-procurement platform
IV.3.3) Time limits is shortened for submission of tenders / applications: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>If yes,</i> provide justification:
IV.3.4) Is tender security needed: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>If yes,</i> the value of tender security 3,000.00 euro Validity of tender security in days 120 or months
IV.3.5) Tender validity period: Until: date: days 90 or months
IV.3.6) Tender opening meeting: <i>date</i> 07.05.2025 <i>time</i> 13:30:00 <i>place</i> Procurement Office, 1st floor, no. 20, Municipality of North Mitrovica

SECTION V: COMPLEMENTARY INFORMATION

V.1) COMPLAINTS

Any interested party may file a complaint with the Contracting Authority according to article 108/A of the Law No. No. 04/L-042 on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092, at the address specified in Section I of this Contract notice.

V.2) ADDITIONAL INFORMATION

Note: Economic operators will be entitled to submit a tender, request to participate and other documents required or permitted to be filed during the conduct of a procurement activity in Albanian, Serbian or English.
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Add other information: [such as pre-bid conference, site visit etc]

The contract should enter into force after the expiration of the previous contract, which ends on 18.07.2025.