CONTRACT NOTICE

According to Article 40 of Law No. 04/L-042 on Public Procurement in Kosovo

Date of the preparation of the Notice: 21.10.2014

Procurement No: MEI-218

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: Ministry of European Integration

Postal address: Government Building, Skanderbeg Square, VI Floor, Office nr.605

Town: Pristina
Postal code: 10000
Country: Pristina

Contact point(s): Fitim Mustafa
Bleta Vërbovci

Telephone: 038-200-27-010
038-200-27-066

Email: fitim.mustafa@rks-gov.net
bleta.verbovci@rks-gov.net

Internet address (if applicable): [insert CA web]"

The contracting authority is purchasing on behalf of other contracting authorities

Yes [ ] No [X]

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Contract title attributed by the contracting authority:

*Services to travel by plane for MEI*

II.1.2) Type of contract and location of works, place of delivery or of performance

*Framework agreement with a O.E. - Open Procedure-Services*

[ ] Works  [ ] Supplies  [X] Services
II.1.3) The notice involves

A public contract

The establishment of framework agreement

Yes ☑ No ☐

II.1.4) Information on framework agreement (if applicable):

Framework agreement with single operator ☑

Framework agreement with several operators ☐

Execution of the Contract:

Call offs/Place Orders ☑

Subsidiary Contracts/Mini-competition ☐

Duration of framework agreement: in months 36

II.1.5) Short description of the object of the contract:

Services to travel by plane for MEI;

Bilate message from CA and its needs, will be done in most cases in both directions (that would be the ticket), but in certain cases the tickets a route.

Destinations flights will be from Kosovo or the region, in all important cities of the world, but as a frequent destination can be: Pristina-Brussels and vice versa.

II.1.6) Common Procurement Vocabulary classification (CPV)

62000000-2 ☑

II.1.7) Variants are accepted

Yes ☐ No ☑

II.1.8) Division into lots

Yes ☐ No ☑
II.2) QUANTITY OR SCOPE OF THE CONTRACT

**Total quantity or scope (including all lots and options if applicable)**
Since the contract is the framework, the exact amount of tickets available for 3 years is not known, but the approximate amount of tickets may be about **900 tickets**. This will depend on the dynamics of all official meetings and needs that will have future CA.

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

Duration in **months 36** (from the award of the contract)

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

<table>
<thead>
<tr>
<th>III.1.1) Performance security required</th>
<th>Yes ☒</th>
<th>No ☐</th>
</tr>
</thead>
</table>

*If yes, amount of performance security 10% of contract value*

<table>
<thead>
<tr>
<th>III.1.2) Legal form to be taken by grouping of economic operators to whom the contract is to be awarded (if applicable)</th>
</tr>
</thead>
</table>

III.2) CONDITIONS FOR PARTICIPATION

<table>
<thead>
<tr>
<th>III.2.1) Eligibility Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Economic operator must meet the eligibility requirements in accordance with Law no. 04/L-042, Article 65.</td>
</tr>
<tr>
<td>b. A signed statement from the Tax Administration of your country of establishment, you are not delinquent in the payment of taxes at least until the last quarter before submission of the tender.</td>
</tr>
<tr>
<td>c. A document issued by the competent court certifying that the economic operator meets the &quot;eligibility requirements&quot; certification from the Commercial Court to be released at least until the last quarter before submission of the tender.</td>
</tr>
</tbody>
</table>

*Documentary evidence required*

| a. Economic operator must meet the eligibility requirements in accordance with Law no. 04/L-042, Article 65. (Original) |
| b. A signed statement from the Tax Administration of your country of establishment, you are not delinquent in the payment of taxes at least until the last quarter before submission of the tender. (original or certified copy - mandatory only for EO winner and brought before awarding contract).) |
| c. Certificate by the Commercial Court (required original or certified / notarized- mandatory only for EO winner and brought before awarding contract). |

<table>
<thead>
<tr>
<th>III.2.2) Professional Suitability:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Registration as economic operator in professional, commercial and / or corporate in place of your foundation.</td>
</tr>
<tr>
<td>b. Certificate of VAT</td>
</tr>
<tr>
<td>c. Fiscal numbered certificate issued by the Tax Administration</td>
</tr>
<tr>
<td>d. The license for the operation of travel agency-mediation</td>
</tr>
</tbody>
</table>
Documentary evidence required:

a. Registration as economic operator in professional, commercial and / or corporate in place of your foundation (copy).
b. Certificate of VAT (copy)
c. Fiscal numbered certificate issued by the Tax Administration (copy)
d. The license for the operation of travel agency-mediation (copy of License)

Requirement (s) for each group member in case the tenderer is a group of economic operators:

If a tender is submitted by a group of economic operators, the group is required to appoint one of the members of the group, as the operator to contact and, along with his tender, submit a signed original of the agreement establishing the group.

In case the tender submitted by a group of economic operators, all members of this group should have their right in accordance with the provisions of section III.2.1). All group members should provide the evidence required in accordance with section III.2.2), of this notice.

III.2.3) Economic and financial capacity

a. List of similar services for the last three years (January - December: 2011,2012,2013), indicating the type of liferimeve and services, contract amount and dates of projects or contracts;

b. Required that O.E. to have / financial circulation through the banking system, for the last three years (January-December: 2011,2012,2013), the minimum value of € 500,000.00.

Documentary evidence required:

a. Be offered as evidence a list of projects (with label procurement contracts and procurement and contracting entities nr.te) which reflects that the EO has made ticket sales, timing of delivery / service, mentioning the sum of completion for each project or contract, for the last three years and the stated dates of commencement of the project or contract and expiration date for each project or contract (list of projects / contracts - must be signed and stamped by the EO).

b. Financial report or statement issued by Banks regarding financial flows, for the last three years (January-December: 2011,2012,2013), the company in question has been outstanding in a minimum amount of € 500,000.00 - (report or a letter evidence must be signed and stamped by the Bank / Banks-original)

III.2.4) Technical and professional capacity

a. Required that companies have realized the airlines service contracts (tickets) with various institutions, including domestic and international ones (contracts must be at least three (3), for the past three years: 2011,2012,2013).

b. EO required to have agreements or contracts with international air companies.

c. EO required to have qualified staff to complete the service, so ordering tickets, with a minimum of 2 (two) persons qualified.

Documentary evidence requireda

a. As evidence for the realization of references behave contracts issued by the Contracting Authority, at least three references and be accompanied to the contracts in question, valid for three years. (References must be in accordance with the contract description and CA no identification, as well as the contract amount realized).
b. As evidence of agreements or contracts with international air companies, EO should bring a list of agreements or contracts with those airlines that they have, and the list shall include only a copy of the first page and copy that are established firms (signatures) by both contracting parties and not the whole contract.

c. For qualified staff evidenced by diplomas or professional certificates from IATA (minimum 2 (two) certified official for implementation of these services).

### III.3) CONDITIONS SPECIFIC TO SERVICE CONTRACTS

| III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service | Yes ☑ □ No ☧ |

### SECTION IV: PROCEDURE

#### IV.1) TYPE OF PROCEDURE

| IV.1.1) Type of Procedure | ☑ Open |

#### IV.2) AWARD CRITERIA

Tick the appropriate box and delete the other

| ☑ Lowest price |

#### IV.3) ADMINISTRATIVE INFORMATION

| IV.3.1) Previous publications concerning the same contract | Yes ☑ □ No ☧ |

*If yes,*

Prior Indicative Notice: ____________________________________________

Other publications *(if applicable):* __________________________________

| IV.3.2) Conditions for obtaining [tender dossier] | |

Time limit for receipt of requests for [tender dossier]:

date 31.10.2014, 16:00h

Payable documents  Yes ☑ □ No ☧

*If yes,* price ____________________

Terms and method of payment:

| IV.3.3) Time limit for receipt of [tenders]: | |

*date 06.11.2014  time 14:00  place MEI-Prishtina |

| IV.3.4) Time limits is shortened for submission of [tenders]: | Yes ☑ □ No ☧ |

*If yes,* provide justification : is because the existing contract has expired prior to its completion, and it is necessary to have a contract for such services, seeing that MEI has busy agenda of many European and meetings.
IV.3.5) Is tender security needed:  
Yes ☒ No ☐

*If yes, the value of tender security 5,000.00 €*

Validity of tender security in days 120 or months 4

| IV.3.6) Tender validity period: Until: date: 90days or months: 3 |
| IV.3.7) Tender opening meeting:  
  *date* 06.11.2014  *time* 14:30  *place* Ministry of European Integration  
  Government Building, Skanderbeg Square, VI Floor, Office nr.605 |

SECTION V: COMPLEMENTARY INFORMATION

V.1) COMPLAINTS

Any interested party may file a complaint with the Procurement Review Body, according to the provisions of Title IX of Law No. 04/L-042, Law on Public Procurement in Kosovo.

| V.1.1) ADDRESS OF THE PROCUREMENT REVIEW BODY (PRB) |
| Official name: Public Procurement Body |
| Address of the PRB: Str, Garibaldi |
| Town: Prishtina | Postal code: |
| Electronic address (if applicable): |
| Contact person: Adrian Behra | E-mail: |
| Telephone: | Fax: |

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.

*Add other information:*