PROCUREMENT OF GOODS

Request for Quotations

**For Procurement under COVID-19 Emergency Response Operations**

**Request for Quotations**

**of**

**Goods**

**Procurement of:**

**XK-MoH-374641-GO-RFQ FURNITURE FOR NIPH Kosovo** **from local furniture manufacturers** Supply of PPE (Personal Protective Equipment)

**Ref No: XK-MoH-374641-GO-RFQ**

**Project: KOSOVO EMERGENCY COVID-19 PROJECT**

**Purchaser: MINISTRY OF HEALTH**

**Country: KOSOVO**

**Issued on: 22.11.2023**

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Request for Quotations

“FURNITURE FOR NIPH KOSOVO”

**RFQ Ref No.: XK-MoH-374641-GO-RFQ**

**RFQ Date: 22.11.2023**

**To:**

Dear Madam/Sir

**Request for Quotation (RFQ)**

This RFQ is for the procurement of Goods required in response to the COVID-19 emergency. It is subject to accelerated emergency procurement procedures.

The Ministry of Health has received financing from the World Bank (Bank) toward the cost of the **Kosovo Emergency Covid-19 Project (P173819)** and intends to apply part of the proceeds toward payments under the contract for **FURNITURE FOR NIPH KOSOVO.**

The Ministry of Health now invites quotations from furniture manufacturer’s for the Goods described in Annex 1: Purchaser’s Requirements, attached to this RFQ.

**Eligible Goods**

All the Goods to be supplied under the Contract and financed by the Bank may have their origin in any country except for the following countries: ***“none”***

**Performance Security**

A Performance Security **is not required** for the subject emergency procurement.

**Manufacturer’s Authorization – NOT REQUIRED**

**Validity of offers**

The offers shall be valid for 30 days after deadline for submission of Quotations.

**Quoted Price**

Prices shall be quoted in the following manner:

### For Goods to be supplied from within the Purchaser’s Country:

the price of the Goods quoted DDP, including all customs duties and other taxes of the Goods (named place of destination in the Purchaser’s Country*:* Ministry of Health, Address: Rr. Zagrebit p.n. Prishtine; and

### For Goods to be supplied from outside the Purchaser’s Country:

* + - 1. the price of the Goods, quoted DDP including all customs duties and other taxes of the Goods (named place of destination in the Purchaser’s Country*:* Nen,

### for Related Services, other than inland transportation and other services required to convey the Goods to their final destination: **is not required**.

The contractual unit prices shall be fixed during the Supplier’s performance of the Contract and not subject to adjustment.

The Supplier may quote its price in a foreign currency of its choice in addition to the currency of the Purchaser’s Country (for any local costs as applicable).

**Clarifications**

Any clarification request regarding this RFQ may be sent in writing before 24.11.2023 at 11:00AM (local time) to:

Ministry of Health,

Blerim Cerkini, Acting Procurement Specialist

Address: Ministry of Health, Rr. Zagrebit p.n.

10000 Prishtinë, Republic of Kosovo

E-mail: To: [**blerim.cerkini@rks-gov.net**](mailto:blerim.cerkini@rks-gov.net)

CC:  **agim.ali.aliu@rks-gov.net**

The Purchaser will forward copies of its response to all Furniture Manufacturers including a description of the inquiry but without identifying its source.

**Submission of Quotations**

1. Quotations are to be submitted in the form attached at Annex 2**.** Your price quotation in the form attached may be submitted by **hand (hard copy)** or **mail (**electronically). Quotations submitted as email attachments shall be in the form of scanned non- editable images.
2. The deadline for submission of Quotations is: **11:00AM** (local time) at or before **27.11.2021**.
3. The address for submission of Quotations is:

Ministry of Health,

Blerim Cerkini, Acting Procurement Specialist

Address: Ministry of Health, Rr. Zagrebit p.n.

10000 Prishtinë, Republic of Kosovo

E-mail: To: [**blerim.cerkini@rks-gov.net**](mailto:blerim.cerkini@rks-gov.net)

CC:  **agim.ali.aliu@rks-gov.net**

**Opening of Quotations**

Quotations will be opened by the Purchaser’s representatives immediately after the deadline for the submission of Quotations*.*

**Evaluation of Quotations**

Quotations will be evaluated to ensure compliance with the Technical Specifications, Delivery and Completion Schedules and any other requirements of the RFQ.

The comparison shall be on the basis of DDP (place of final destination) prices for Goods to be supplied from outside the Purchaser’ country as well for Goods supplied from within the Borrower’s country plus cost of inland transportation and insurance to place of destination, together with prices for any required installation, training, commissioning and other services. The evaluation of prices shall take into account custom duties and other taxes levied on imported goods quoted DDP and sales and similar taxes levied in connection with the sale or delivery of goods*.*

The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.

Quotation will be evaluated for each lot separately and contract awarded to the firm offering the lowest evaluated total cost for that lot; within the same lot, the bidder should cover all items required (and respective quantities) in this RFQ**:**

**and contract awarded to the firm offering the lowest evaluated total cost of all the items for each lot separately, respectively each lot will be evaluated/contract awarded separately** **under this RFQ**.

If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed not included in the Quotation, and provided that the Quotation is substantially responsive, the average of the item price as quoted by substantially responsive Furniture Manufacturers will be added to the Quoted Price and the equivalent total price of the Quotation so determined will be used for price comparison.

For evaluation and comparison purposes, the currency(ies) of the Quotations shall be converted into a single currency. The currency that shall be used for comparison purposes to convert at the selling exchange rate offered prices expressed in various currencies into a single currency is: EURO***.*** The source of exchange rate shall be: **Central Bank of Republic of Kosovo*.*** The date for the exchange rate shall be**date of submission of Quotations.**

**Contract Award**

The Contract will be awarded to the Supplier/s who:

1. offers the lowest evaluated price/s,
2. technically compliant quotation, and
3. guarantees delivery, in accordance with the delivery period/s

in accordance with the Evaluation of Quotations above.

The Purchaser shall invite by the quickest means *[e.g. e-mail]* the successful Supplier/s for any discussion/ negotiation *[this is expected to be virtual in light of the emergency situation]* that may be needed to conclude the contract or otherwise for contract signature.

The Purchaser shall communicate by the quickest means with the other Furniture Manufacturers on its contract award decision. An unsuccessful supplier may request clarifications as to why its quotation was not determined to be successful. The Purchaser will address this request within a reasonable time.

The Purchaser shall publish a contract award notice on its website with free access, if available, or in a newspaper of national circulation or UNDB online, within 15 days after award of contract or as soon as practicable thereafter. The information shall include the name of the successful Supplier, the Contract Price, the Contract duration, summary of its scope and the names of the Furniture Manufacturers and their quoted and evaluated prices.

**Purchaser’s Right to Vary Quantities at Time of Award**

The Purchaser reserves the right at the time of contract finalization to increase or decrease by up to 15% the quantity of goods and services originally specified without any change in unit prices as well as other terms and conditions

**Purchaser’s Right to Accept Any Bid and to Reject Any or All Bids**

The Purchaser reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

**Fraud and Corruption**

The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework, as set forth in the attachment to the Contract Conditions (Attachment A).

In further pursuance of this policy, the supplier shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, Furniture Manufacturers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to the RFQ and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

On behalf of the Purchaser:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_

Name: Blerim Cerkini,

Acting Procurement Specialist

**Attachments:**

**Annex 1: Purchaser’s Requirements**

**Annex 2: Quotation Form**

**Annex 3: Contract Forms**

ANNEX 1: Purchaser’s Requirements

**1.1 List of Goods and Delivery Period**

***FURNITURE FOR NIPH KOSOVO***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **List of Goods and Delivery Period**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **FURNITURE FOR NIPH** | | | | | | | | **INVENTAR PER IKSHPK** | | | | | | | | **National Institute of Public Health in Kosova Instituti Kombëtar I Shëndetësisë Publike në Kosovë** | | | | | | | | The integral part of the BoQ is also the THECNINCAL DESCRIPTION OF WORKS, DESIGN,DETAILS,GRAPHIC SCHEMES and TECHNICAL SPECIFICATIONS. Note: The price for each item should include: Purchase,supply,transport,work,assembly,connections,fully operational condition,warranty and completion of certificates and attenstations of manufactures. Calculate the cost of all consumables until the facility is functional,based on the Technical Specification,the Main Project and the Cost. The final quantities will be calculated after the whole completion of the items with Construction Diary.  Pjesë përbërëse e Paramasës është edhe PËRSHKRIMI TEKNIK I PUNIMEVE,PROJEKTI KRYESOR, DETALET,SKEMAT GRAFIKE DHE SPECIFIKIMET TEKNIKE. Vërejtje: Çmimi për çdo pozicion duhet të përfshijë: blerjen, furnizimin, transportin, punimin, montimin, lidhjet,sjelljen e pozicionit në gjendje plotësisht funksionale, garancionin si dhe kompletimin e çertifikatave dhe atesteve të prodhueseve. Të kalkulohet çmimi i tërë materialit shpenzues deri sa të funksionalizohet objekti, duke u bazuar në Specifikimin Teknik, në Projektin Kryesor dhe Paramasë. Llogaria e sasive perfundimtare do të behet pas perfundimit të tërësishëm të pozicionit me Libër Ndërtimor. | | | | | | | | Technincal data,dimensions,quantities,etc. through this contract shall be in accordance with the International System of Units. Te dhënat teknike dimensionet, sasitë,etj. përmes kësaj kontrate duhet të jenë me SI- Sistem ndërkombëtar të njësive(International System of Units). | | | | | | | | All proposed Products must be accompanied by a Certificate of Quality. In BoQ are given the minimum requirements that must be met by the materials to be used. The contractor must provide materials with the same characteristics or better than those required.  Të gjitha produktet e propozuara duhet të percillen me çertifikatë kualiteti nga prodhuesit. Në Paramasë janë dhënë kërkesat minimale që duhet t'i plotesojnë materialet që do të përdoren. Kontraktori duhet të sigurojë materiale me karakteristika të njejta ose më të mira se këto të kërkuara. | | | | | | | | In the event of any discrepancies between the BoQ and Technical Specification, the TS should always be taken in consideration,excluding cases of technical errors where the most favorable technical solution shall be adopted.  Në rast të mos përputhjes të të dhënave në mes të Paramasës dhe Përshkrimit Teknik, meritor merret gjithnjë Përshkrimi Teknik. Duhet përjashtuar rastet e gabimeve teknike ku duhet të miratohet zgjidhja teknikisht më e favorshme. | | | | | | | | Material attests must be marked, dated and valid. Atestet e materialit duhet të jenë të shënuara me datë dhe të kenë validitet. | | | | | | | | **Bill of Quantities / Paramasa dhe Parallogaria** | | | | | | | | **1** | **Furniture Works / Punët e Inventarit** | | | | | | | ***1.9*** | ***Furniture Works*** | ***Punët e Inventarit - Mobiljeve*** | ***Unit Njësia*** | ***Quantity Sasia*** | ***Unit Price € Çmimi njësi €*** | ***Amount € Shuma €*** | | 1.9.1 | Supply and installation of work tables in offices **TAB 01**, from chipboard th=15 - 20 mm, with dimensions l=150 cm, w=75 cm, h=75 cm, according to the Detailed Design, color and texture according to the Technical Specification and Detailed Design. | Punimi dhe montimi I tavolinave të punës **TAB 01,** struktura e tavolinës nga iver pllaka me trashësi t= 15-20 mm, me dimensione l=150, w=75 cm, h=75 cm, sipas projektit ,me ngjyrë dhe teksturë sipas Specifikimit Teknik dhe Projektit Kryesor. | pcs / copë | 12 | € - | € - | | 1.9.2 | Supply and installation of chairs for offices **CH 01** , from textile, texture and color according to the Detailed Design and Technical Specification. | Furnizimi dhe vendosja e karrigeve **CH 01** në zyre, nga tekstili me teksturë dhe ngjyrë sipas Projektit Kryesor dhe Specifikimit Teknik. | pcs / copë | 12 | € - | € - | | 1.9.3 | Supply and installation of shelf **CAB 01,** from chipboard thickness th=15 - 20 mm, with dimensions l=240 cm, h=200 cm, w=45 cm, color and texture according to the Technical Specification and Detailed Design. | Punimi dhe montimi I raftit **CAB 01** nga iver pllaka me trashesi t=15 - 20 mm, me dimensione l=240 cm, h=200 cm, w=45 cm, me ngjyre dhe texture sipas Pershkrimit Teknik dhe Projektit Kryesor. | pcs / copë | 3 | € - | € - | | 1.9.4 | Supply and installation of shelf **CAB 02,** from chipboard with thickness th=15 - 20 mm, with dimensions l=210 cm, h=200 cm, w=45 cm, color and texture according to the Technical Specification and Detailed Design. | Punimi dhe montimi I raftit **CAB 02** nga iver pllaka trashësi t=15 - 20 mm, me dimensione l=210 cm, h=200 cm, w=45 cm me me ngjyrë dhe teksturë sipas Specifikimit Teknik dhe Projektit Kryesor. | pcs / copë | 3 | € - | € - | | 1.9.5 | Supply and installation of shelf **CAB 03,** from chipboard - thickness th=15 - 20 mm with dimensions l=320 cm, h=200 cm, w=45 cm, color and texture according to the Technical Specification and Detailed Design. | Punimi dhe montimi I raftit **CAB 03** nga iver pllaka me trashësi t=15 -20 mm, me dimensione l=320 cm, h=200 cm, w=45 cm me ngjyrë dhe teksturë sipas Specifikimit Teknik dhe Projektit Kryesor. | pcs / copë | 1 | € - | € - | | 1.9.6 | Supply and installation of single sofa for offices **CH 02** , from textile with texture and color according to the Detailed Design and Technical Specification. | Furnizimi dhe vendosja ulëses për një person **CH 02** nga tekstili, me teksturë dhe ngjyrë sipas Projektit Kryesor dhe Specifikimit Teknik. | pcs / copë | 17 | € - | € - | | 1.9.7 | Supply and installation of sofa for offices **CH 03** , from textile with texture and color according to the Detailed Design and Technical Specification. | Furnizimi dhe vendosja ulëses për dy persona **CH 03** nga tekstili,me teksturë dhe ngjyrë sipas Projektit Kryesor dhe Specifikimit Teknik. | pcs / copë | 3 | € - | € - | | 1.9.8 | Supply and installation of table for offices **TAB 02** , with texture and color according to the Detailed Design and Technical Specification. | Furnizimi dhe vendosja e tavolinës **TAB 02** në zyre, me teksturë dhe ngjyrë sipas Projektit Kryesor dhe Specifikimit Teknik. | pcs / copë | 4 | € - | € - | | 1.9.9 | Supply and installation of chairs **CH 04** for lecture hall (laboratory), from textile with texture and color according to the Detailed Design and Technical Specification. | Furnizimi dhe vendosja e karrigeve **CH 04** në sallën e ligjeratave (laboratori)**,** nga tekstili me teksturë dhe ngjyrë sipas Projektit Kryesor dhe Specifikimit Teknik. | pcs / copë | 30 | € - | € - | | 1.9.10 | Supply and installation of work tables **TAB 03** table worktop surface with HPL, stainless steel supporting construction, with dimensions l=200 cm, w=80 cm, h=75 cm, with color and texture according to the Technical Specification and Detailed Design. | Punimi dhe montimi I tavolinave të punës **TAB 03** , pjesa punuese me HPL, pjesa mbeshtetëse nga çeliku, me dimensione l=200, w=80 cm, h=75 cm, me ngjyrë dhe teksturë sipas Specifikimit Teknik dhe Projektit Kryesor. | pcs / copë | 14 | € - | € - | | 1.9.11 | Supply and installation of wardrobe **CAB 04,** from chipboard - thickness th=15 - 20 mm, with dimensions l=350 cm, h=200 cm, w=60 cm, color and texture according to the Technical Specification and Detailed Design. | Punimi dhe montimi I dollapit **CAB 04** nga iver pllaka me trashësi t=15 -20 mm, me dimensione l=350 cm, h=200 cm, w=60 cm, me ngjyrë dhe teksturë sipas Specifikimit Teknik dhe Projektit Kryesor. | pcs / copë | 2 | € - | € - | | 1.9.12 | Supply and installation of cabinet **CAB 05,** from chipboard - thickness th=15 - 20 mm, with dimensions l=80 cm, h=200 cm, w=60 cm, color and texture according to the Technical Specification and Detailed Design. | Punimi dhe montimi I dollapit **CAB 05** nga iver pllaka me trashësi t=15 - 20 mm**,** me dimensione l=80 cm, h=200 cm, w=45 cm, me ngjyrë dhe teksturë sipas Specifikimit Teknik dhe Projektit Kryesor. | pcs / copë | 4 | € - | € - | |  |  |  |  |  | **Total Pos.1.10** | **€ -** | |  |  |  |  |  |  |  | | **1** | **SUMMARY - FURNITURE WORKS** | **PËRMBLEDHJE - PUNËT E INVENTARIT** | | **Amount € Shuma €** | | | | 1.9 | Furniture Works | Punët e Inventarit - Mobiljeve | | € - | | | |  | **TOTAL - FURNITURE WORKS** | **TOTAL - PUNËT E INVENTARIT** | | **€ -** | | | |

1.3 Technical Specifications

The Goods shall comply with following Technical Specifications and Standards:

**Detailed Technical Specifications and Standards for FURNITURE FOR NIPH KOSOVO**



**FURINTURE FOR NIPH KOSOVO**

**Institute of Public Health in Kosova**

*Document title:*

***Furniture Works - Technical Specification***

*Implemented by:* ***Ministry of Health***

*Designed by:* ***ALB-Architect & IPROPLAN***

*May 2023*

GOPA

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# A. Project description

### I. Location

The National Institute of Public Health is located at the compound of University Clinical Center of Kosova, municipality of Pristina, and has an easy access for pedestrians and cars.

Based on the task given by the Ministry of Health supported by the World Bank, initially the facility was recorded and analyzed in order to design the main needs for the renovation.

The stories of the building consist of basement, ground floor, first floor, second floor and usable attic. The spaces are used for laboratory activities, learning activities for medical faculty students and staff offices.

The current condition of the NIPHK (National Institute of Public Health in Kosova) is as described below:

Windows are made of PVC frame, double glazed and are currently renovated.

Former Dean building, which is now under NIPHK administration, consist of: basement, ground floor, first floor, second floor and flat roof.

The construction system is with concrete columns and beams.



*Figure 1 – Site plan*

### II. Scope of services

Ministry of Health in support from the World Bank will provide financing for renovation project for renovation of the National Public Health Institute in Kosova.

The contractor is responsible for the renovation project.

The Contractor shall provide (produce), test, transport, install and supervise all construction work as well as mechanical and electrical installations as described. The Contractor shall also include, at its own expenses, all materials and works not specifically mentioned in the technical specification or BoQ to ensure that the system is fully operational.

The tenderer takes the responsibility of the risk for the entire quantity. He thus has no right to make any claims for additional costs or price increases of any kind for the quantities which are part of the contracted works, although they do not explicitly refer to drawings, technical description or BoQ. In order to have an accurate basis for their estimate’s bidder has an obligation to visit the facility, make the necessary measurements and study the existing project photos and documentation.

### III. General technical condition

TECHNICAL DESCRIPTION OF WORKS

Within the works specified in the technical description and bill of quantities, the following activities and works are included in the phases as following:

* Enclosing and securing the exposed parts of the construction site to the extent necessary that doesn’t prevent the movement if needed.
* Necessary demolition of items and removal of waste to the city landfill.
* Providing and fabrication of materials and products.
* Preparatory and pre-preparatory works for placing materials and products in assigned position.
* Supply materials and products to the Site.
* Placing materials and products in designated positions.
* Maintenance and treatment of materials and products until the expiration of the guaranteed period of works.
* Providing and supplying with accompanying technical and quality documentation for materials and products.
* Works and activities as well as needed materials, post-positioning of materials and products as well as removal of all waste and unnecessary elements from the site.
* Other ancillary works specified in the BoQ.

# B. Execution of works

Areas designated for the maintenance of normal traffic flow must be open and accessible. Access to installations belonging to public utilities (i.e., power supply, fire hydrants, postal services etc.), as well as geodesic points, etc., will not be damaged at all or only to the extent absolutely necessary for the execution of the works.

If contaminants or hazardous materials (i.e., asbestos) are encountered, the client should be informed immediately. In the event of an imminent danger, the Contractor shall take all necessary measures immediately, consulting the KEPA (Kosovo Environmental Protection Agency) for appropriate action. Further action will be agreed between the client and the contractor.

### I. Allocation of duties

Associated tasks are tasks that are part of contractual performance without explicitly referring to technical specifications. Thus, the associated tasks are particular:

* Installation and cleaning of the site, including equipment etc.
* In site supply and connection in installation, including equipment, etc.
* Temporary provision of services i.e., electricity, water, etc.
* Necessary measurements for performing the work or calculating the quantity of executed work, including the provision of measuring instruments, maintenance of measuring instruments, fences, columns etc., and the provision of manpower.
* Protection and safety measures required by accident regulations, accident prevention and other official provisions.
* Lighting, heating and cleaning of spaces for use and sanitation that will be used by contractor workers.
* Extension of the water pipes and power lines from the connection points to the point where they are actually needed.
* Fuel supply.
* Providing tools and utensils;
* Transporting all materials and components (including those provided by the client) from the warehouse to the site and back if required by the supervising engineer.
* Protection of works against zonal rainfalls and drainage of the site, if necessary.
* Disposal of all debris from the site and removal of all debris and demolished materials resulting from works executed by the contractor.
* Removal of waste from the site if they are not contaminated.

### II. Special tasks

Specific work duties that cannot be considered as associated duties, and which are part of the Contractual Performance, if explicitly mentioned in the work specifications.

Examples of special tasks are:

* Safety measures in preventing accidents at work of other contractors.
* Special measures for protection and safety while working in contaminated areas.
* Special protective measures against unusual weather conditions such as floods, groundwater, etc.
* Work insurance and acceptance for the benefit of the client, or insurance at an extremely high-risk situation with extraordinary responsibility.
* Special testing of materials supplied by the client.
* Providing, setting up, operating and removing off-site installations that serve to direct and regulate public and private traffic by providing equipment to other contractors or even the client.
* Special work related to environmental protection, land conservation and preservation of historical monuments.
* The special protection of work required by the client in order to use it prior to completion, the maintenance of such protection, and its subsequent removal.
* Removal of barriers.
* Additional measures to ensure that work can continue in ice and snow conditions if these measures are not already the responsibility of the contractor.

### III. Contracting authority requirements

* The intended purpose of works

The Contractor is obliged to submit to the Contracting Authority the fully functional, tested and functional works. Based on the information provided in the Tender Documents, the Contractor shall build the site as specified in the Tender and Contract Documents, in accordance with the requirements of the Contracting Authority, which shall include all necessary activities (such as construction, testing, delivery, etc.) related to the successful conclusion of the contract.

Requirements of the Contracting Authority define the General Requirements to be met by the Contractor regarding the location of the site and works, specifying also the purpose of the works and specific requirements regarding the completion of the works including quality, functionality, performance, prerequisites, requirements for supplies of special items (i.e., consumption items), special obligations and other details generally in accordance with the Conditions of Contract of Work financed by the Contracting Authority and World Bank.

* Instructions from other governmental departments and authorities

Other governmental departments and authorities as well as their representatives, whether state level or local, may have responsibilities related to construction or other works.

The Contractor shall immediately report to the Supervising Engineer any instructions (orders and directions) given by any authorized representative of the state departments provided by law.

The Contractor shall comply with all conditions set forth in the Permits issued by third parties, including the conditions given in the permits provided by the Contracting Authority earlier.

* Standardization

Whenever possible, the contractor should procure equipment of a similar nature from the same manufacturer. The contractor will pay particular attention to these requirements. Where the proposed equipment is not standardized in relation to the manufacturer and type, the contractor shall be required to provide a final technical justification for the selection; the cheapest price justifications will not be accepted. Equipment and components that have not been standardized will not be approved.

The minimum working days in the workplace will be 5 days a week and 8 working hours per day, unless otherwise specified by the contract.

Drawings should be available 12 hours a day for continuous use while for extended periods of operation in extreme situations likely to occur in special cases and 24 hours a day for continuous use. In general, requirements for, construction, inspection and testing of works are specified in accordance with the following standards:

* *Codes and standards applicable in Kosovo*
* *KMM*
* *ISO*
* *German Standards (DIN)*
* *UK (British Standards)*
* *Or the equivalent EC (EN)*

However, contractors are permitted to use other international standards and codes, provided that the product, design and installation meets or exceeds the minimum specified requirements of the Kosovo Standards and Codes or ISO, DIN, UK, EC / EN equivalent.

Nevertheless, the execution and completion of works shall comply with Kosovo standards where they are mandatory and / or more stringent than the standards and codes listed above in the technical specification or proposed by the Contractor.

The names of the proposed material manufacturers to be put into operation, together with the technical characteristics, capacity, certified test reports and similar information on the proposed facilities, shall be provided at the time specified or when required by the supervising engineer.

If, according to the Supervising Engineer's assessment, the materials and equipment provided are not acceptable because they do not comply with the standards and codes described above, then he (the Supervising Engineer) or the Contracting Authority shall have the right to reject the materials proposed by the Contractor.

• Samples and quality certificates

The Contractor shall submit to the Supervising Engineer a list of Furniture Manufacturers from which he intends to supply the principal materials necessary for the execution of the works. If requested by the Supervisor, the contractor must submit shop drawings, detail drawings and technical specifications but also submit samples of materials to the Supervisor's office.

All materials must comply with ISO or EU standards and the Supplier through the Contractor must submit to the Supervising Engineer Original quality samples and certificates issued by the material manufacturer demonstrating compliance with the requirements of the standards required for implementation and that all the tests specified in that document have been carried out and all testing requirements to ISO / EU standards have been met. The supplier through the contractor must also provide sufficient local capacity to guarantee the successful progress of materials and equipment as well as their adjustment during the defect recovery period.

Unless otherwise specified, whenever the Supervising Engineer requests samples, the Contractor shall submit at least one sample for each element or material to the Supervising Engineer for approval and at no additional cost to the Contracting Authority.

Samples, as required here, shall be submitted for approval at least fourteen (14) business days prior to such ordering material being delivered to the workplace, and must be submitted on a regular schedule so that materials or equipment that depend on each other can be assembled and controlled without causing delays in operation. Upon approval of the Supervisor, a set of samples will be stamped and dated by the Supervisor and returned to the Contractor through the Supervisor for safe storage in the office until completion of the work. Unless otherwise specified, all colors and textures specified will be selected by the Supervisor from the standard manufacturer colors and product lines.

## 1 Furniture Works

## 1.1 Materials specification

Contractor shall supply with all needed material and install furniture according to Detailed Design and BoQ. The color of the furniture according to the detailed design or according to the choice of end-user.

Tables and cabinets should be made from quality chipboard.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surface properties** | **Test method** | **Unit** | **Value** |  |
| **Surface defects Point length** | EN 14323 | mm2/m2 mm2/m2 | ≤2 |  |
| **Resistance to scratching** | EN 14323 | N |  |  |
| **Resistance to staining** | EN 14323 | level |
| **Resistance to cracking** | EN 14323 | level | ≥ at 70 °C and 24 hours |  |
| **Resistance to abrasion** | EN 14323 | Revolutions | Class | IP |
| 1 print décor (H+F) incl. pearlescent | <50 |
| 3A (print decors (H+F) with overlay &  Eurodekor Plus HR; solid decors  (U+W) <120 g/m2 | ≥150 |
| 3B (solid decors (U+W) ≥ 120 g/m2 | ≥250 |
| **Antimicrobial property** | ISO 22196 | Level | Certified antimicrobial property |  |
| **Resistance to color change** | EN 438-2 | Level | ≥4 grey scale |  |

*Table 1 – Surface properties of chipboard*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Surface properties** | **Test method** | **Unit** | **Thickness range** | | |  |
| **<15 mm** | | **15 up to 20 mm** | **>20 mm** |
| **Thickness**  • **Standard boards** | EN 14323  EN 14323 | mm  mm | ± 0,3 for Class 1  ± 0,5 / -0,3 for Class 3A, 3B ± 0,5 | | | ± 0,5  ± 0,5 |
| • **Boards with multi-layer (Plus & Feelwood &**  **Flammex) total thickness** |
| **Length and width**   * **Commercial available size** * **Pre-cut panels** | EN 14323  EN 14323 | mm mm | ± 5  ± 2,5 | ± 5  ± 2,5 | | ± 5  ± 2,5 |
| **Flatness** | EN 14323 | mm/m | -- | ≤2 \*3 | | ≤2 \*3 |
| **Edge damage**   * **Commercial available size** * **Pre-cut panels** | EN 14323  EN 14323 | mm mm | ≤10 ≤3 | ≤10 ≤3 | | ≤10 ≤3 |

*Table 2 – Dimensional properties of chipboard*

• **HPL panels**

Worktop of tables **TAB 03** shall be made from HPL panels suitable for laboratory activities.

HPL panels offer highest standards of hygiene and durability are fulfilled with a specially compressed surface. High pressure laminate (HPL) is in compliance with EN 438 4 type CGS for scientific applications (e.g., laboratories, cleanrooms and hospitals, etc.) with a double hardened, pore-free, sealed urethane acrylate layer.

Product properties:

|  |  |
| --- | --- |
|  | **HPL panel** |
| **Surface** | FH |
| **Technology** | RE - Technology |
| **Size in mm / inch** | XL= 4100 mm x 1854 mm / 161.42” x 72.99” OF= 3670 mm x 1630 mm / 144.49” x 64.17” |
| **Thickness** | Black core:  4 mm – 20 mm (XL) / 1/6” - 3/4”  4 mm – 25 mm (OF) / 1/6” – 1”    Color through core:  11 mm – 20 mm (XL) / 1/2” - 3/4”  11 mm – 25 mm (OF) / 1/2” – 1” |
| **Range of decors** | 16 standard decors  Other available on request |
| **Individual decor** |  |
| **Chemical resistance of the surface** | Excellent |
| **Core** | Black, color through |
| **Impact resistance** | Very high |
| **Scratch and abrasion resistance** | Excellent |
| **General and wet chemistry** |   |
| **Bio-chemistry and medical sector** |   |
| **Petrochemical industry** |   |
| **Pharma, food and beverage industries** |   |
| **Technical work stations** |   |
| **Office work station** |   |
| **Application** | Laboratory worktops and shelves, splash-backs, work space dividers, fume-hood tops and lining, wide range of horizontal and vertical applications. |

*Table 3 – HPL panel technical data*

#### 1.1.1 Office tables – TAB 01

Contractor shall supply and install working tables for offices according to the detailed design. Tables should be designed with quality chipboard with thickness 15 – 20 mm. Color of tables according to the drawings or end-user instruction.

*Figure*

*2*

*–*

*Working table for office*



#### 1.1.2 Office chairs – CH 01

Contractor shall supply and install chairs for offices according to the detailed design. Chairs should be with steel frame. Seating: fabric - 60 % cotton, 40 % polyester; sponge – polyurethane sponge with density 40-50 kg/m³. Chair should have headrest with same material as seating and polyurethane armrest. Seat height 50-59 cm; seat depth 51 cm. Color according to end-user instruction.



*Figure 3 – Office chair*

#### 1.1.3 Offices’ shelf cabinets – CAB 01

Contractor shall supply and install cabinets for offices according to the detailed design. Cabinet shelves should be made with quality chipboard with thickness 15 – 20 mm, dimensions l=240 cm, h=200 cm, w=45 cm. Color of cabinets according to the drawings, anthracite and other part with wood decor, or according to the enduser instruction.

*Figure*

*4*

*–*

*Cabinets for offices*



#### 1.1.4 Offices’ shelf cabinets – CAB 02

Contractor shall supply and install cabinets for offices according to the detailed design. Cabinet shelves should be designed with chipboard with thickness 15 – 20 mm, dimensions l=210 cm, h=200 cm, w=45 cm. Color of cabinets according to the drawings, anthracite and other part with wood decor, according to the design or end-user instruction.

#### 1.1.5 Offices’ shelf cabinets – CAB 03

Contractor shall supply and install cabinets for offices according to the detailed design. Cabinet shelves should be designed with chipboard with thickness 15 – 20 mm, dimensions l=320 cm, h=200 cm, w=45 cm. Color of cabinets according to the drawings, anthracite and other part with wood decor, according to the design or end-user instruction.

#### 1.1.6 Single sofa for offices – CH 02

Contractor shall supply and install single sofa for offices according to the detailed design. Materials: sponge, laminated wood, polyester, oak wood and steel.

Seat: sponge, metal, laminated wood, polyester.

Backrest: Sponge, metal, polyester.

Arm rest: Sponge, metal, polyester.

Leg: Oak wood.

Color according to end-user instruction.



*Figure 5 – Single sofa for office – CH 02*

#### 1.1.7 Double sofa for offices – CH 03

Contractor shall supply and install double sofa for offices according to the detailed design. Materials: sponge, laminated wood, polyester, eucalyptus wood, rubber wood.

Seat: polyether sponge, polyester fabric.

Backrest: polyether sponge, polyester fabric.

Arm rest: polyether sponge, polyester fabric

Leg: rubber wood

Color light grey or according to end-user instruction.



*Figure 6 – Double sofa for office – CH 03*

#### 1.1.8 Tables for offices – TAB 02

Contractor shall supply and install tables for offices according to the detailed design.

Dimensions: l=100 cm, w=50 cm, h=45 cm

Materials: MDF melamine, metal

Tabletop: MDF, melamine

Legs & frame: metal

*Figure*

*7*

*–*

*Table for offices TAB 02*



#### 1.1.9 Chairs for lecture hall (laboratory) – CH 04

Contractor shall supply and install chairs for lecture hall according to the detailed design. Five wheels, rotating, for working at a 75 cm height. Seat/back material: Anti-slip polyurethane, easy to clean. Resistant to abrasion and cleaning products. Adjustable seat by gas lift: 40-58 cm. Seat dimensions (width x depth): 46 x 44 cm. Dimensions of the backrest (width x height): 41 x 31 cm. Base: black polyamide with fiberglass, diameter of base: 60 cm. Includes armrests.



*Figure 8 – Lecture Hall chair – CH 04*

#### 1.1.10 Tables for lecture hall (laboratory)– TAB 03

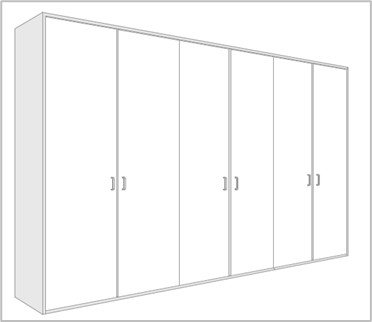
Contractor shall supply and install working tables for lecture hall according to the detailed design. Tables should be designed metal supporting construction (legs) and shall has integrated cabinet made by quality chipboard with thickness 15 – 20 mm, table dimensions l=200 cm, w=80 cm, h=75 cm. Tabletop should be from HPL panel. Color of tables according to the design or end-user instruction.



*Figure 9 – Working table for lecture hall – TAB 03*

#### 1.1.11 Wardrobe cabinet for students - CAB 04

Contractor shall supply and install wardrobe cabinets for lecture hall according to the detailed design. Cabinet shelves should be designed with chipboard with thickness 15 – 20 mm, dimensions l=350 cm, h=200 cm, w=60 cm. Cabinet should be combined, with shelves and hangers. Color of cabinets according to the drawings or according to the end-user instruction. Place of installation: lecture halls (laboratories).



*Figure 10 – Wardrobe cabinet for students – CAB 04*

#### 1.1.12 Cabinet for lecture hall (laboratory)– CAB 05

Contractor shall supply and install cabinets for lecture hall according to the detailed design. Cabinet shelves should be designed with chipboard with thickness 15 – 20 mm, dimensions l=80 cm, h=200 cm, w=45 cm. Color of cabinets according to the drawings or according to the end-user instruction.



*Figure 11 – Cabinets for lecture hall CAB 05*

**Documentation, Installation and Warranty**

**Provision of goods/equipment’s**

1. All equipment must be new and must carry complete original documentation.

**Installation**

1. The Supplier shall include in his offer a detailed installation plan and time schedule.
2. Installation must be carried out by specialized and qualified personnel.
3. Successful Bidders shall control the complete execution of contracted services; they may use sub-contractor or local representative that have been clearly indicated in the submitted proposal; installation must be carried out by specialized and qualified personnel.
4. The Supplier/Installer shall transport the equipment inside to the installation site, open the packages and install it according with the installation requirements.
5. The Supplier/Installer shall clean up the site of any packaging/shipping material and any waste produced after installation, the Purchaser can decide to retain the original boxes.
6. The Supplier/Installer is responsible to install the equipment “ready to start” for testing and commissioning.
7. Any damage to structures, finishing or installations caused by the supplier/installer will be repaired by the supplier/installer within 2 weeks using the same construction materials of the damaged areas and restoring all the previous services with the same supply quality.

**Warranty**

1. The warranty period shall be not less than **12 months**.
2. The warranty period shall commence on the date of provisional handing over stated in the certificate.
3. The warranty certificate will be in the name of the final Beneficiary.
4. The warranty coverage will be applied fully and without any cost to Beneficiary and to the users, including but not limited to the cost of visits, labor, spare parts, and shall be valid for unlimited consultations within the warranty period, save in cases of proven misuse, intentional damage or force majeure.
5. If in the opinion of the Supplier the goods were subject to misuse, intentional damage or force majeure, therefore not covered by warranty, the Supplier should present indubitable proof of such misuse, intentional damage or force majeure.
6. The time elapsed between the communication of the request of maintenance intervention and the first intervention on site will be, inside the warranty period, not longer than 2 business days.
7. The warranty shall include quality and safety controls, according to the Manufacturer's specifications and periodicity, and in any case not less than 2 interventions per year; all intervention and materials, including instruments, kits and consumables, will be provided by the Supplier without any cost for the Purchaser.

ANNEX 2: Quotation Forms

Supplier Quotation Form

|  |  |
| --- | --- |
| **From:** | **[*Insert Supplier’s name*]** |
| **Supplier’s Representative:** | [*Insert name of Supplier’s Representative*] |
| **Title/Position:** | [*Insert Representatives title or position*] |
| **Address:** | [*Insert Supplier’s address*] |
| **Email:** | [*Insert Supplier’s email address*] |

|  |  |
| --- | --- |
| **To:** | **Ministry of Health** |
| **Purchaser’s Representative:** | [*Insert name of Purchaser’s Representative*] |
| **Title/Position:** | [*Insert Representatives title or position*] |
| **Address :** | [*Insert Purchaser’s address,* ***including email***] |
| **RFQ Ref No.:** | **XK-MoH-374641-GO-RFQ** |
| **Date of Quotation:** |  |

Dear [*insert name of Purchaser’s Representative*]:

**SUBMISSION OF QUOTATION**

1. **Conformity and no reservations**

In response to the above named RFQ we offer to supply the Goods, [*add if applicable:* “and the Related Services,”] as per this Quotation and in conformity with the RFQ, Delivery and Completion Schedules and Technical Specifications. We confirm that we have examined and have no reservations to the RFQ, including the Contract.

1. **Eligibility**

If awarded the Contract, the Goods that we supply shall be sourced from an eligible country.

We, along with any of our subcontractors, Furniture Manufacturers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Purchaser’s Country laws or official regulations or pursuant to a decision of the United Nations Security Council.

1. **Quotation Price**

The total price of our offer is [*insert the total price of the offer in words and figures, indicating the various amounts and the respective currencies*].

1. **Quotation Validity**

Our Quotation shall be valid until the date specified in the RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

1. **Performance Security**: *is not required*

If we are awarded the Contract, we commit to obtain a Performance Security in accordance with the RFQ.

1. **Commissions, gratuities, fees**

We have paid, or will pay the following commissions, gratuities, or fees with respect to this Quotation

[*If none has been paid or is to be paid, indicate “*none*.”*]

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Not Bound to Accept**

We understand that you reserve the right to:

1. accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
2. annul the RFQ process at any time prior to the award of the Contract without incurring any liability to Furniture Manufacturers.
3. **Fraud and Corruption**

We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

On behalf of the Supplier:

Name of the person duly authorized to sign the Quotation on behalf of the Supplier: [*insert complete name of person duly authorized to sign the Quotation*]

Title of the person signing the Quotation: *[insert complete title of the person signing the Quotation]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month], [insert year]*

Price Schedules

***[The following forms may be used by the Supplier for submitting its quotation. The forms may also be used for the contract subsequent to any negotiations.]***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Quotation for Goods: Price Schedule 1  **(For Goods to be supplied from outside the Purchaser’ country)** | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| **Line Item N°** | **Description of Goods** | **Country of Origin** | **Delivery Date as defined by Incoterms** | **Quantity and physical unit** | **Unit price**  **DDP (National Institute for Public Health and Regional Public Health Centres)** | **DDP Price per line item**  **(Col. 5x6)** | **DDP Price per line item for inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination specified in RFQ** | **Total Price per Line item**  **(Col. 7+8)** |
| ***1.1*** | ***FURNITURE FOR NIPH KOSOVO*** | *[insert country of origin of the Good]* | *[insert quoted Delivery Date quoted phased Delivery periods if applicable]* | ***1 lupsum*** | *[insert unit price DDP per unit]* | *[insert total DDP price per line item]* | *[insert the corresponding price per line item]* | *[insert total price of the line item]* |
|  | | | | | | | **Quotation Price** |  |
|  | | | | | | | | |

**Emergency ambulance for neonates/ infant/ child transportation**

Total Quotation: Price Schedule 4

**The total price for the supply and delivery of the Goods, and related Services is as follows:**

|  |  |
| --- | --- |
| Price Schedule | Amount |
| Goods: Price Schedule |  |
| **Total Quotation for FURNITURE FOR NIPH KOSOVO** |  |

ANNEX 3: Contract Forms

**Contract Agreement**

THIS AGREEMENT made the *[ insert:* ***number*** *]* day of *[ insert:* ***month*** *]*, *[ insert:* ***year*** *]*.

BETWEEN

(1) *[ insert complete name of Purchaser ]*, a *[ insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of { insert name of Country of Purchaser }, or corporation incorporated under the laws of { insert name of Country of Purchaser } ]* and having its principal place of business at *[ insert address of Purchaser**]* (hereinafter called “the Purchaser”), of the one part, and

(2) *[ insert name of Supplier**]*, a corporation incorporated under the laws of *[ insert: country of Supplier**]* and having its principal place of business at *[ insert: address of Supplier ]* (hereinafter called “the Supplier”), of the other part :

WHEREAS the Purchaser invited quotations for certain Goods and ancillary services, *[insert brief description of Goods and Services]* and has accepted a quotation by the Supplier for the supply of those Goods and Services

The Purchaser and the Supplier agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

1. the Letter of Award of Contract
2. the Supplier’s quotation
3. Conditions of Contract
4. the Purchaser’s Requirements (including Schedule of Requirements and Technical Specifications)
5. the completed Schedules (including Price Schedules)
6. any other document listed as forming part of the Contract

3. In consideration of the payments to be made by the Purchaser to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Related Services if applicable and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services if applicable and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *[the Purchaser’s country, unless agreed otherwise]* on the day, month and year indicated above.

*[To facilitate this emergency procurement, if acceptable to the Purchaser and the Supplier, electronic signature of the Contract Agreement such as using DocuSign is recommended.]*

**For and on behalf of the Purchaser:**

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

**For and on behalf of the Supplier:**

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

Conditions of Contract

|  |  |
| --- | --- |
| 1. Definitions | * 1. The following words and expressions shall have the meanings hereby assigned to them:  “Bank” means the World Bank and refers to the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).“CC” means the Conditions of Contract.“Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.“Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.“Contract Price” means the price payable to the Supplier as specified in CC 8.1, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.“Day” means calendar day.“Completion” means the fulfillment of the Related Services, as applicable, by the Supplier in accordance with the terms and conditions set forth in the Contract.“CC” means the Conditions of Contract.“Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.“Party” means the Purchaser or the Contractor, as the context requires, and “Parties” means both of them.“Purchaser” means the entity purchasing the Goods and Related Services as applicable, as specified in CC 2.“Purchaser’s Country” is the country specified in the CC 2.“Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract, as applicable.“Subcontractor” means any person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.“Supplier” means the person, private or government entity, or a combination of the above, whose Quotation to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.“The Project Site,” where applicable, means the place named in theCC. |
| 1. Purchaser, Purchaser’s Country, Project Site/Final Destination | * 1. The Purchaser is: Ministry of Health   2. The Purchaser’s Country is: Republic of Kosovo   3. The Project Site(s)/Final Destination(s) is/are: National Institute for Public Health, Prishtine and Regional Public Health Centres. |
| 1. Incoterms | * 1. The edition of Incoterms that shall apply is: **Incoterms 2010 — ICC Official Rules for the Interpretation of Trade Terms” published in January 1, 2011 by the International Chamber of Commerce, 38 Cours Albert 1er, 75008 Paris, France”**. |
| 1. Notices and Addresses for notices | * 1. Any notice given by one Party to the other pursuant to the Contract shall be in writing to the address hereafter using the quickest available method such as electronic mail with proof of receipt.   **Address for notices to the Purchaser:**  Attention: Blerim Cerkini, Acting Procurement Specialist, PCU/MoH  Ministry of Health; Office number 212,  Street: St. Zagrebit p.n.  City: 10000 Prishtina  Country: Kosovo  E-mail: blerim.cerkini@rks-gov.net  CC:  **agim.ali.aliu@rks-gov.net**  **Address for notices to the Supplier:**  *[insert the name of officer authorized to receive notices]*  *[title/position]*  *[department/work unit]*  *[address]*  *[****Electronic mail address****]* |
| 1. Governing Law | * 1. The Contract shall be governed by and interpreted in accordance with the laws of *“*the Purchaser’s Country*”* |
| 1. Settlement of Disputes | 1. Contract with foreign Supplier:   ***[unless the Purchaser chooses the commercial arbitration rules of another international arbitral institution, the following sample clause should be inserted:]***  All disputes arising out of or in connection with the present contract shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules.   1. Contracts with Supplier national of the Purchaser’s Country:   In the case of a dispute between the Purchaser and a Supplier who is a national of the Purchaser’s Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Purchaser’s Country. |
| 1. Shipping and other documents to be provided | * 1. The Delivery of the Goods and Completion of the Related Services as applicable shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements.   Details of Shipping and other Documents to be furnished by the Supplier are:  (a) two copies of the Supplier’s invoice showing the Goods’ description, quantity, unit price, and total amount;  (b) delivery note, railway receipt, or truck receipt;  (c) certificate of insurance;  (d) certificate(s) of origin; and  (e) estimated time of arrival at the site.  The above documents shall be received by the Purchaser:   * + - 1. before arrival of the Goods, if the mode of payment is through letter of credit if so specified in CC 9. If the documents are not received before arrival of the Goods, the Supplier will be responsible for any consequent expenses; or otherwise;       2. on shipment.] |
| 1. Contract Price | * 1. The Contract Price is specified in Price Schedule 4.   2. The unit prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier and accepted by the Purchaser. |
| 1. Terms of payment | * 1. The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:   **Payment for Goods supplied from abroad:**  ***[Choose the applicable option and delete the other]***  Payment of foreign currency portion shall be made in (\_\_\_\_\_) *[currency of the Contract Price]* in the following manner:   * + - 1. **On Acceptance:** Hundred (100) percent of the Contract Price of Goods received shall be paid within fifteen (15) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.   Payment of local currency portion shall be made in [currency] within fifteen (15) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted services have been performed.]  **Payment for Goods supplied from within the Purchaser’s Country:**  Payment for Goods and Services supplied from within the Purchaser’s Country shall be made in \_\_\_\_\_ *[currency]*, as follows:   * + - 1. **On Acceptance:** Hundred (100) percent of the Contract Price shall be paid to the Supplier within fifteen (15) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser. |
| 1. Taxes and Duties | * 1. For Goods manufactured outside the Purchaser’s Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser’s Country.   2. For Goods Manufactured within the Purchaser’s Country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.   3. If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser’s Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent. |
| 1. Performance Security | * 1. A Performance Security: **is not required for the subject emergency procurement.** |
| 1. Subcontractors | * 1. The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Quotation. Such notification, in the original Quotation or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract. |
| 1. Specifications and Standards | * 1. The Goods and Related Services if applicable supplied under this Contract shall conform to the technical specifications and standards mentioned in the Technical Specifications and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods’ country of origin. |
| 1. Packing, marking and documentation | * 1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods’ final destination and the absence of heavy handling facilities at all points in transit.   2. The packing, marking and documentation within and outside the packages shall be:**refer to the Technical Specifications** |
| 1. Insurance cover | * 1. The insurance coverage shall be as specified in the Incoterms. **Incoterms 2010 — ICC Official Rules for the Interpretation of Trade Terms” published in January 1,2011 by the International Chamber of Commerce** |
| 1. Transportation | * 1. Responsibility for transportation of the Goods shall be as specified in the Incoterms.   If not in accordance with Incoterms, responsibility for transportations shall be as follows: The Supplier is required under the Contract to transport the Goods to a specified place of final destination within the Purchaser’s Country, defined as the Project Site. Transport to such place of destination in the Purchaser’s Country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price. |
| 1. Site of inspections and tests | * 1. The inspections and tests shall be conducted at: is/are: National Institute for Public Health, Prishtine and Regional Public Health Centres. |
| 1. Delivery Date and Completion Date | * 1. The Delivery Date of the Goods shall be: **10 days** after contract signature. |
| 1. Liquidated damages and bonuses | * 1. The liquidated damage shall be **0.5 %** of the price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance.   The maximum amount of liquidated damages shall be **10%**of the Contract Price. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to CC 26. |
| 1. Warranty | * 1. The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.   2. The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.   3. The warranty shall remain valid for **period specified under Technical Requirements** after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination**,** or for [insert number] months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.   4. The period for repair or replacement after being notified of the defect by the Purchaser shall be 10 days.   5. If having been notified, the Supplier fails to remedy the defect within the period specified in CC 20.4, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier’s risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.   6. For purposes of the warranty, the place(s) of final destination(s) shall be: National Blood Transfusion Center of Kosova, Prishtine. |
| 1. Copyright | * 1. The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including Furniture Manufacturers of materials, the copyright in such materials shall remain vested in such third party. |
| 1. Fraud and Corruption | * 1. The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework, as set forth in Attachment A to the Conditions of Contract.   2. The Purchaser requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the request for quotations or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee. |
| 1. Inspections and Audit by the Bank | * 1. Pursuant to paragraph 2.2 e. of the attachment to the Conditions of Contract, the Supplier shall permit and shall cause its agents (where declared or not), subcontractors, subconsultants, service providers, Furniture Manufacturers, and personnel, to permit, the Bank and/or persons appointed by the Bank to inspect the site and/or the accounts, records and other documents relating to the request for quotations process and/or execution of Contract. The Supplier’s and its subcontractors attention is drawn to CC 22.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Bank’s inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank’s prevailing sanctions procedures). |
| 1. Limitation of Liability | * 1. Except in cases of criminal negligence or willful misconduct,   (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and  (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Purchaser with respect to patent infringement. |
| 1. Force Majeure | * 1. The Supplier shall not be liable for forfeiture of its Performance Security (if required), liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.   2. For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, and freight embargoes.   3. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.   4. If the performance of the Contract is substantially prevented, hindered or delayed for a single period of more than sixty (60) days or an aggregate period of more than one hundred and twenty (120) days on account of one or more events of Force Majeure during the currency of the Contract, the Parties will attempt to develop a mutually satisfactory solution, failing which either Party may terminate the Contract by giving a notice to the other Party. |
| 1. Termination | * 1. Termination for Default  The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser;if the Supplier fails to perform any other obligation under the Contract; orif the Supplier, in the judgment of the Purchaser has engaged in Fraud and Corruption, in competing for or in executing the Contract. In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services if applicable similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services if applicable. However, the Supplier shall continue performance of the Contract to the extent not terminated.   * 1. Termination for Convenience  The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier’s receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:to have any portion completed and delivered at the Contract terms and prices; and/orto cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services if applicable and for materials and parts previously procured by the Supplier. |
| 1. Forced Labor | * 1. The Supplier, including its Subcontractors, shall not employ or engage forced labor or persons subject to trafficking, as described in CC 27.2 and CC 27.3.   2. Forced labor consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements.   3. Trafficking in persons is defined as the recruitment, transportation, transfer, harbouring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation. |
| 1. Child Labor | * 1. The Supplier, including its Subcontractors, shall not employ or engage a child under the age of 14 unless the national law specifies a higher age (the minimum age).   2. The Supplier, including its Subcontractors, shall not employ or engage a child between the minimum age and the age of 18 in a manner that is likely to be hazardous, or to interfere with, the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral, or social development.   Work considered hazardous for children is work that, by its nature or the circumstances in which it is carried out, is likely to jeopardize the health, safety, or morals of children. Such work activities prohibited for children include work:   1. with exposure to physical, psychological or sexual abuse; 2. underground, underwater, working at heights or in confined spaces; 3. with dangerous machinery, equipment or tools, or involving handling or transport of heavy loads; 4. in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health; or    1. under difficult conditions such as work for long hours, during the night or in confinement on the premises of the employer. |
| 1. Health and safety obligations | * 1. The Supplier shall comply, and shall require its Subcontractors if any to comply, with all applicable health and safety regulations, laws, guidelines, and any other requirement stated in the Technical Specifications. |

**Attachment A to the Conditions of Contract**

**Fraud and Corruption**

***(Text in this Appendix shall not be modified)***

1. **Purpose**
   1. The Bank’s Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.
2. **Requirements**
3. The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and Furniture Manufacturers; any sub-contractors, sub-consultants, service providers or Furniture Manufacturers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.
4. To this end, the Bank:
5. Defines, for the purposes of this provision, the terms set forth below as follows:
6. “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
7. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
8. “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
9. “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
10. “obstructive practice” is:
11. deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
12. acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under paragraph 2.2 e. below.
13. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, Furniture Manufacturers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
14. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
15. Pursuant to the Bank’s Anti- Corruption Guidelines and in accordance with the Bank’s prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;[[1]](#footnote-1) (ii) to be a nominated[[2]](#footnote-2) sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
16. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and Furniture Manufacturers, and their sub-contractors, sub-consultants, service providers, Furniture Manufacturers, agents personnel, permit the Bank to inspect[[3]](#footnote-3) all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

Sample Letter of Award of Contract

*[modify as appropriate]*

*[use letterhead paper of the Purchaser]*

*[date]*

To: *[name and address of the Supplier]*

Subject: ***Notification of Award of Contract No.*** . . . . . . . . ..

In reference to the RFQ [*insert reference number and date*], your Quotation [*insert reference number and date*] has been accepted.

Please find inclosed herewith the Contract. You are requested to sign the contract within *[insert no of days]*.

***[Insert the following only if Performance Security is required:]*** “You are also requested to furnish a Performance Security within [*insert no of days*] in accordance with the Conditions of the Contract, using for that purpose one of the Performance Security Form*s* attached to the Contract.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

**Attachment: Contract**

1. For the avoidance of doubt, a sanctioned party’s ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract. [↑](#footnote-ref-1)
2. A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower. [↑](#footnote-ref-2)
3. Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information. [↑](#footnote-ref-3)