

	<b>REQUEST FOR OFFER</b>		<b>F-079</b>
	Pristine	v. 1.0	Page 1 of 6

<i>Issue Date:</i>	06.06.2023
<i>Submission Date</i>	12.06.2023
<i>From:</i>	<i>PSPSHE Program, KEC (Kosovo Education Center)</i>
<i>RE:</i>	<i>Solicitation for office inventory</i>

Contact:

Email: [shbajoku@kec-ks.org](mailto:shbajoku@kec-ks.org)

### **REQUEST FOR OFFER – PSPSHE 002**

#### **Purpose**

*The “Private Sector Partnerships to Strengthen Higher Education Activity” (PSPSHE) requests price quotations from vendors for office equipment.*

#### **BACKGROUND**

*“Private Sector Partnerships to Strengthen Higher Education Activity” (PSPSHE) ) is a 5 year Cooperative Agreement, led by the University of Iowa, in partnership with Kosova Education Center (KEC), a Kosovo-based non-governmental organization. PSPSHE’s main goal is to strengthen private sector partnerships and bring the industry closer to higher education institutions with the aim of providing the knowledge and skills to students.*

	<b>REQUEST FOR OFFER</b>		<b>F-079</b>
	Pristine	v. 1.0	Page 2 of 6

### **Instructions to Offerors**

Nr. No.	Përshkrimi Description	Njësia Unit	Sasia Quantity	Çmimi Price	Gjithsej Total in Euro
1	Standing tables for office	Copë Pcs	8		
2	Static tables for office	Copë Pcs	8		
3	Ergonomic Chairs for office	Copë Pcs	8		
4	Metal cabinets with 5 drawers	Copë Pcs	2		
<b>TOTAL</b>					

1. **Offer Deadline and Protocol:** Offers must be received on **June 12, 2023 no later than 16:00 PM**, Pristina local time in hard copy delivery to the **KEC-PSPSHE “Third Millennium Compound “Qëndresa Str. No.48 Pristina 10000, Kosovo**. Hard copy deliveries must be stamped and signed by the offeror’s authorized representative.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of KEC.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 16:00 PM local Pristina time on June 9, 2023 by email to: [shbajoku@kec-ks.org](mailto:shbajoku@kec-ks.org). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that KEC - PSPSHE believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by KEC-PSPSHE will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of KEC or any other entity should not be considered as an official response to any questions regarding this RFQ.

3. **Specifications:** The Table above contains the technical specifications of the required items.

	<b>REQUEST FOR OFFER</b>		<b>F-079</b>
	Pristine	v. 1.0	Page 3 of 6

4. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including deliverables and all other costs. Pricing must be presented in Euro. Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead or format; if this is not possible, offerors may complete the table above.

In addition, offerors responding to this RFQ are requested to submit a copy of the following documents:

- Business Registration Certificate
- Fiscal Number Certificate
- VAT(Value Added Tax )Number Certificate
- Samples of the proposed items

5. **Delivery:** The delivery location for the items described in this RFQ is at **KEC-PSPSHE “Third Millennium Compound” Qëndresa Str. No.48 Pristina 10000, Kosovo**. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe.

6. **Taxes and VAT:** Private Sector Partnerships to Strengthen Higher Education Activity, an official project of the Government of the United States in Kosovo, is free and exempt from any taxes, tariffs, duties, consular fees, or other levies imposed by the laws in effect in Kosovo. Offers in response to this RFQ shall not include any host country taxes, duties, levies, etc. from which this USAID program is exempt.

7. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. KEC-PSPSHE will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

8. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on the lowest price, technically-acceptable basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. KEC-PSPSHE reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely on the basis of these original quotations. However, KEC-PSPSHE reserves the right to conduct any of the following:

- KEC-PSPSHE may conduct negotiations with and/or request clarifications from any offeror prior to award.

	REQUEST FOR OFFER		F-079
	Pristine	v. 1.0	Page 4 of 6

- While preference will be given to offerors who can address the full technical requirements of this RFQ, KEC-PSPSHE may issue a partial award or split the award among various suppliers, if in the best interest of the Private Sector Partnerships to Strengthen Higher Education Activity.
- KEC-PSPSHE may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the USAID Private Sector Partnerships to Strengthen Higher Education Activity project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. KEC, at its sole discretion, will make a final decision on the protest for this procurement.

9. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate KEC, Private Sector Partnerships to Strengthen Higher Education Activity, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to KEC' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- KEC standard payment terms are net within 30 days after receipt and acceptance of any equipment or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- Any award resulting from this RFQ will be firm fixed price in a form of purchase order.
- No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- The title to any goods supplied under any award resulting from this RFQ shall pass to KEC following delivery and acceptance of the goods by KEC Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to KEC.

	REQUEST FOR OFFER		F-079
	Pristine	v. 1.0	Page 5 of 6

### **RESERVED RIGHTS**

*All RFQ responses become the property of KEC and KEC reserves the right in its sole discretion to:*

- *To disqualify any offer based on offeror's failure to follow solicitation instructions.*
- *KEC reserves the right to waive any deviations by offerors from the requirements of this solicitation that in KEC's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.*
- *Extend the time for submission of all RFQ responses after notification to all offerors.*
- *Terminate or modify the RFQ process at any time and re-issue the RFQ to whomever KEC deems appropriate.*
- *KEC reserves the right to issue an award based on the initial evaluation of offers without discussion.*
- *Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.*

### **NOTE**

- 1. KEC will not compensate vendors for the preparation of their response to this RFQ.*
- 2. Issuing this RFQ is not a guarantee that KEC will award a purchase order.*
- 3. KEC may choose to award a purchase order to more than one vendor for specific parts of the activities in the RFQ.*
- 4. KEC may request from short-listed vendors a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original RFQ.*
- 5. KEC has the right to rescind an RFQ, or rescind an award prior to the signing of a purchase order due to any unforeseen changes in the direction of KEC's client (the US Government), be it funding or programmatic.*

### **Certification of Independent Price Determination**

*(a) The offeror certifies that-*

*(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any*

	<b>REQUEST FOR OFFER</b>		<b>F-079</b>
	Pristine	v. 1.0	Page 6 of 6

*competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;*

*(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and*

*(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.*

*(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-*

*(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or*

*(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;*

*(ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and*

*(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.*

*(c) Offeror understands and agrees that –*

*(1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations, and*

*(2) discovery of any violation after award to the offeror will result in the termination of the award for default.*

<b>Bidder</b>	
<b>Signature and/or stamp</b>	
<b>Title</b>	
<b>Date</b>	