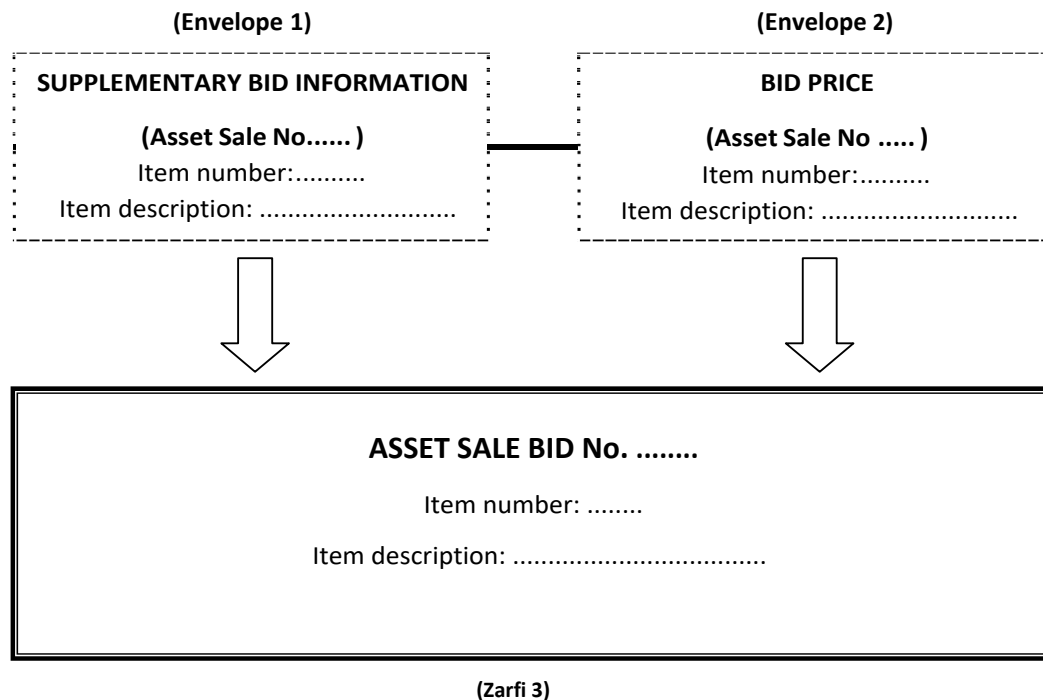




# Guideline

## How to prepare bid for submission for Liquidation Asset Sale?

You will need **3 Bid Envelopes** to submit your **Bid Documents**.



- All bids must be submitted in white envelope
- Exterior part of envelope must not reveal any information or any other mark or stamp that could help identify the eligible bidder

## **Step 1**

### **Envelope 1**

The following documents must be put inside the **“SUPPLEMENTARY BID INFORMATION”** envelope:

.....

1. Below document regarding the bidder or the person who is the signer of the bid:

<b>Copy of an valid ID or passport</b>
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2. Proof that the **bid submission fee** has been transferred to PAK account at CBK

Bid submission fee of <b>200 €</b> (two hundred Euro)	Account No: <b>1000510000000173</b>
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3. Proof that the **bid deposit fee** has been transferred to PAK account at CBK

Bid deposit	Account No: <b>1000510000000076</b>
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**Note: Payment of bid submission fee and bid deposit should be as follows:**

- **Purpose for:** Asset sale No.: ....., Item number: ....., Item description: .....
- **From:** Bidder name

## Step 2

### Envelope 2

Inside the “**BID PRICE**” envelope, you should put a letter with details of bid price (see page 5).

Below is the sample table with information about the Bid Price:



Privatisation Agency of Kosovo

**ANNEX B**  
**BID SUBMISSION FORM**  
**- BID PRICE STATEMENT -**

LAS number: .....

Number of unit and name of asset/subsidiary: .....

#### BID PRICE

insert the bid price in figures and words which you aim to pay for the asset/subsidiary:

€ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, <sup>00</sup>

#### IN WORD

[.....]

**IN CASE THE BIDDER DOES NOT PRESENT THE BID PRICE, IN WORDS AND IN FIGURES, HIS BID SHALL BE DISQUALIFIED.**

#### NOTE:

- ☐ in case of any discrepancy in the table between the amounts in words to the amount in figures, the amount in words shall prevail and shall be treated as bid price.
- ☐ in case the amount presented in figures and the amount in words are unreadable and/or illegible, the bid shall be disqualified.
- ☐ the agency shall declare invalid the bid in which the bid price has been modified as required under article 13.1 herein.

#### BIDDERS' CONTACT INFORMATION

Name of Bidder: .....  
(for natural person – Name and Surname, for legal entity – Name of legal entity)

Address: .....

Telephone nr: ..... Email: .....

Personal number/ Business registration number: .....

#### ACKNOWLEDGMENT

I hereby acknowledge that I have read and understood the terms and conditions of the Rules of Tender and confirm that I am bound by the aforementioned terms of the Rules of Tender and I am not prohibited bidder.

Name & Surname: .....

Date: .....

Signature: .....  
This signature confirms that the bidder agrees to the notes above and agrees to be obliged with the statement made here.

**Remark: Please note that all information must be filled in. In case any information is not filled in, the bid can be disqualified.**

Regulation no. .../2023 on Generic rules of tender  
Approved by PAK Board of Directors on 28 September 2023

### **Step 3**

#### **Envelope 3**

Inside the **“ASSET SALE BID No.: xxx”** envelope, you should place 2 (two) remaining sealed envelopes:

.....

- (Envelope 1) - **“SUPPLEMENTARY BID INFORMATION”** and
- (Envelope 2) - **“BID PRICE”**.

<b>SUMMARY</b>
<p>The sealed <b>“SUPPLEMENTAL BID INFORMATION”</b> envelope contains:</p> <ol style="list-style-type: none"><li><b>1)</b> Copy of the <b>valid ID card or passport</b> of the bidder or the person who is the signer of the bid</li><li><b>2)</b> Proof of payment of the <b>bid submission</b> fee, and</li><li><b>3)</b> Proof of payment of the <b>bid deposit</b> fee (refundable)</li></ol>
<p>– The sealed <b>“BID PRICE”</b> envelope contains a sheet of paper indicating your bid price. <b>(Appendix “B”)</b></p> <p>In the section "Bidder Contact Information":</p> <ul style="list-style-type: none"><li>• If the bidder is a person: - Name and Surname;</li><li>• If the bidder consist more than one person: - Name and Surname of all persons;</li><li>• If the bidder is a legal entity: - Name of the legal entity.</li></ul>
<p>– These 2 (two) envelopes must be placed in a sealed envelope <b>“ASSET SALE BID No.: xxx”</b>, and afterward the bid must be submitted in offices of Agency in Prishtina and/or in a location designated by the Agency.</p>

**ANNEX B**  
**BID SUBMISSION FORM**  
**- BID PRICE STATEMENT -**

LAS number: .....

Number of unit and name of asset/subsidiary: .....

.....

**BID PRICE**

insert the bid price in figures and words which you aim to pay for the asset/subsidiary:

€ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, <sup>00</sup>

**IN WORD**

[.....]

**IN CASE THE BIDDER DOES NOT PRESENT THE BID PRICE, IN WORDS AND IN FIGURES, HIS BID SHALL BE DISQUALIFIED.**

**NOTE:**

- in case of any discrepancy in the table between the amounts in words to the amount in figures, the amount in words shall prevail and shall be treated as bid price.
- in case the amount presented in figures and the amount in words are unreadable and/or illegible, the bid shall be disqualified.
- the agency shall declare invalid the bid in which the bid price has been modified as required under article 13.1 herein.

**BIDDERS CONTACT INFORMATION**

Name of Bidder: .....  
(for natural person –Name and Surname, for legal entity – Name of legal entity)

Address: .....

Telephone nr: ..... Email: .....

Personal number/ Business registration number: .....

**ACKNOWLEDGMENT**

I hereby acknowledge that I have read and understood the terms and conditions of the Rules of Tender and confirm that I am bound by the aforementioned terms of the Rules of Tender and I am not prohibited bidder.

Name & Surname: .....

Date: .....

Signature: .....

This signature confirms that the bidder agrees to the notes above and agrees to be obliged with the statement made here.

**Remark: Please note that all information must be filled in. In case any information is not filled in, the bid can be disqualified.**