

## CONTRACT NOTICE

WORKS

SUPPLIES

SERVICES

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

**Date of the preparation of the Notice: 15.08.2018**

<b>Procurement No</b>	<b>239-18-6027-2-2-1</b>
<b>Internal No</b>	<b>Re 239-18-018-221</b>

This notice has been prepared in the LANGUAGES:

Albanian



Serbian



English



### SECTION I: CONTRACTING AUTHORITY

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

<b>Official name: AGJENCIA KOSOVARE E PRIVATIZIMIT</b>		
<b>Postal address: Ilir KONUSHEVCI 8</b>		
Town: <b>PRISHTINË</b>	Postal code: -	Country: <b>Kosovo</b>
<b>Contact point(s): Marjan Perlaska; Vjollca Aliu</b>		Telephone: <b>038 500 400 lokali 1107 dhe 1053</b>
Email: <b>marjan.perlaska@pak-ks.org vjollca.aliu@pak-ks.org</b>		Fax: <b>Faksi: +383 (0) 38 248 074</b>
Internet address (if applicable): <b>www.pak-ks.org</b>		

Yes  No

The contract covers joint procurement

The contract is awarded by Central Procurement Agency

Yes  No

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

**SECTION II: OBJECT OF THE CONTRACT**

**II.1) DESCRIPTION**

<p><b>II.1.1) Contract title attributed by the contracting authority:</b>  <b>Engagement of a solicitor or law firm to provide legal advice about the English law in relation to international trade law matters and contract interpretation”</b></p>		
<p><b>II.1.2) Type of contract and location of works, place of delivery or of performance</b>  <i>(Choose one category only - works, supplies or services - which corresponds to the main part of the specific object of your contract)</i></p>		
<input type="checkbox"/> <b>Works</b>	<input type="checkbox"/> <b>Supplies</b>	<input checked="" type="checkbox"/> <b>Services</b>
<input type="checkbox"/> Execution <input type="checkbox"/> Design and execution <input type="checkbox"/> Realisation, by whatever means, of work, corresponding to the requirements	<input type="checkbox"/> Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Rental <input type="checkbox"/> Hire purchase <input type="checkbox"/> A combination of these	
<p>Main site or location of works or main place of delivery or main place of performance  <b>PAK Headquarters, Law Department</b></p>		
<p><b>II.1.3) The notice involves</b></p> <p>The establishment of framework agreement  <input type="checkbox"/></p>		
<p><b>II.1.4) Information on framework agreement (if applicable):</b></p> <p>Framework agreement with single operator  <input type="checkbox"/></p> <p>Framework agreement with several operators  <input type="checkbox"/></p> <p><b>Execution of the Contract:</b></p> <p>Call offs/Place Orders  <input type="checkbox"/></p> <p>Subsidiary Contracts/Mini-competition <input type="checkbox"/></p> <p><b>Duration of framework agreement: in months</b></p>		
<p><b>II.1.5) Short description of the object of the contract</b>  <b>Engagement of a solicitor or law firm to provide legal advice about the English law in relation to international trade law matters and contract interpretation</b></p>		

**II.1.6) Common Procurement Vocabulary classification (CPV)**  
**75231100-5**

**II.1.7) Variants are accepted**

Yes  No

**II.1.8) Division into lots**

Yes  No

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

one lot only  all lots

**II.1.9) Information about lots (if applicable)**

Lot no	Lot title	Short description

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

**II.1.10) Estimated contract value: 19,000.00**

## **II.2) QUANTITY OR SCOPE OF THE CONTRACT**

**Total quantity or scope (including all lots and options if applicable)**

**I. Nature and scope:**

**II. Purpose of engagement of a solicitor or law firm,**

**III. Main duties and responsibilities:**

**IV. Engagement duration:**

**V. Profile of engaged firm:**

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

Duration in months *or* days **30** (from the award of the contract)

*or*

Starting

Completion

## **SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

### **III.1) CONDITIONS RELATING TO THE CONTRACT**

**III.1.1) Performance security required**

Yes  No

*If yes, amount of performance security* EUR or **10 % of contract value for the period of 60**

<b>days</b> % of contract value.
<b>III.1.2) Legal form to be taken by grouping of economic operators to whom the contract is to be awarded</b> <i>(if applicable)</i>
<b>III.1.3) Other particular conditions to which performance of the contract is subject</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>If yes</i> , description of particular conditions

### III.2) CONDITIONS FOR PARTICIPATION

<b>III.2.1) Eligibility Requirements:</b>		<i>Documentary evidence required:</i>
1.Economic operator should fulfil requirements specified in article 65 of the Law on Public Procurement (LPP), Law no. 04/L-42 on Public Procurement of the Republic of Kosovo, amended and supplemented by Law No. 04/L-237, Law No. 05/L-068 and Law No. 05/L-092 LPP can bedownloaded at web page: <a href="http://Krpp.rks-gov.net">Krpp.rks-gov.net</a>		1.A statement under oath which is signed by the bidder while using the method specified in tender dossier.
2.Certificate issued by Tax Administration of the country of establishment of economic operator, proving that economic operator in question is not delinquent in payment of taxes at least until the last trimester before the date of publishing Contract Award Notice (should be submitted only by the winning bidder).		2.To prove it with TAK certificate
3.Certificate from the Court proving that EO was not found guilty in accordance with article 65 of LPP(should be submitted only by the winning bidder).		3.Court Certificate
<b>III.2.2) Professional Suitability:</b>		<i>Documentary evidence required:</i>
1.Business registration certificate, along with description of primary and secondary activities of the company.		1.Copy of certificate
2.VAT registration Certificate		2. Copy of certificate
3.Fiscal Number Registration Certificate		3. Copy of certificate
4.Licenses for Attorneys in UK-England-Wales (Lawyer or Advocate-Advocate Firm)		4.Copy of certificate (license)
<b>III.2.3) Economic and financial capacity</b>		<i>Documentary evidence required:</i>
1.The tenderer must provide at least three relevant service contracts completed in the last three (3) years from the date of publication of the contract notice specifying the services provided for the provision of legal advice under English law.		1.It shall be proven with the list of previous contracts specifying the services rendered of this nature, the amount of contracts and the date of the contracts.  This list should be attached as evidence (i) When the service is done to a public authority in Kosovo or in a country another, for the proof of this service serves a copy of the

	<p><b>relevant certificate (certificate / acceptance / reference) issued or co-signed by such authority. All these evidence must have the value realized.</b></p> <p><b>(ii) When the service is provided to a private operator for proof of this service serves as a copy of any signed document</b></p>
<b>III.2.4) Technical and professional capacity</b>	<i>Documentary evidence required:</i>

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

Yes  No

**III.3.1) Execution of services is reserved to a particular profession**

*If yes, reference to the relevant law, regulation or administrative provision*

---

**III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service**

Yes  No

**SECTION IV: PROCEDURE**

**IV.1) TYPE OF PROCEDURE**

<b>IV.1.1) Type of Procedure</b>	
<input checked="" type="checkbox"/> <b>Open</b>	
<input type="checkbox"/> <b>Restricted</b>	
<input type="checkbox"/> <b>Competitive Negotiated</b>	
<input type="checkbox"/> <b>Price Quotation</b>	

**IV.1.2) Limitations on the number of the operators who will be invited to tender (*restricted or competitive negotiated procedure*)**

On the basis of the applications received, at most 6 candidates will be invited to submit detailed tenders for this contract. If more than 6 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates shall be re-examined to identify the six best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are:

---

**IV.1.3) Reduction of number of the operators during the negotiations (*competitive negotiated procedure*)**

Yes  No

Conduct the negotiations in successive stages in order to reduce the number of the tenders

The Contracting Authority will award the contract based on the initial

Yes  No

tenders without negotiations

IV.1.4) The minimal number of candidates that will be invited to submit the initial tenders is
<b>IV.1.5) Information about electronic auction</b>
Electronic auction will be used:            Po <input type="checkbox"/> Jo <input checked="" type="checkbox"/>
Additional information about electronic auction:

**IV.2) AWARD CRITERIA**

<input checked="" type="checkbox"/> <b>Lowest price</b> <i>or</i> <input type="checkbox"/> <b>The most economically advantageous tender in terms of</b>  <input type="text"/>
---

**IV.3) ADMINISTRATIVE INFORMATION**

<b>IV.3.1) Previous publications concerning the same contract</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  <i>If yes,</i> Prior Indicative Notice:            of  Other publications ( <i>if applicable</i> ): of of
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Payable documents</b>  <i>If yes,</i> price            EUR Terms and method of payment:
<b>IV.3.2) Time limit for receipt of tenders / applications:</b>  <i>date</i> <b>05.09.2018</b> <i>time</i> <b>14:00:00</b> <i>place</i> <b>KAP, Str Agim Ramadani 23. Office no 52a Pristina</b>
<b>IV.3.3) Time limits is shortened for submission of tenders / applications:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  <i>If yes,</i> provide justification:
<b>IV.3.4) Is tender security needed:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  <i>If yes,</i> the value of tender security <b>1,000€</b> Validity of tender security in days <b>90</b> <i>or</i> months

**IV.3.5) Tender validity period:** Until: date:      days    **60** or months

**IV.3.6) Tender opening meeting:**

*date* **05.09.2018**    *time* **14:00:00**    *place* **KAP,Str Agim Ramadani 23.Office no 52a Pristina**

## **SECTION V: COMPLEMENTARY INFORMATION**

### **V.1) COMPLAINTS**

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

### **V.2) ADDITIONAL INFORMATION**

**Note: Economic operators will be entitled to submit a tender, request to participate and other documents required or permitted to be filed during the conduct of a procurement activity in Albanian, Serbian or English.**

*Add other information: [such as pre-bid conference, site visit etc]*