

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: **18.04.2019**

Procurement No	239-19-2223-2-1-1
Internal No	239-19-014-211

This notice has been prepared in the LANGUAGES:

Albanian



Serbian



English



SECTION I: CONTRACTING AUTHORITY

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

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

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

II.1.1) Contract title attributed by the contracting authority: Asset Recording - Visual Documentation of Assets Under Administration of the Agency		
II.1.2) Type of contract and location of works, place of delivery or of performance <i>(Choose one category only - works, supplies or services - which corresponds to the main part of the specific object of your contract)</i>		
<input type="checkbox"/> Works	<input type="checkbox"/> Supplies	<input checked="" type="checkbox"/> Services
<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	
Main site or location of works or main place of delivery or main place of performance Department of Marketing, Public Relations and Investors		
II.1.3) The notice involves The establishment of framework agreement <input type="checkbox"/>		
II.1.4) Information on framework agreement (if applicable): Framework agreement with single operator <input type="checkbox"/> Framework agreement with several operators <input type="checkbox"/> Execution of the Contract: Call offs/Place Orders <input type="checkbox"/> Subsidiary Contracts/Mini-competition <input type="checkbox"/>		
Duration of framework agreement: in months		
II.1.5) Short description of the object of the contract In order to create a clearer picture of the status of unsold assets under the administration of the Agency, so far have been used case files made during the process of preparing assets for sale and orthophotos photographs extracted from Geoportal. It is therefore necessary to provide a service provider who will provide the filming, shooting with professional dron camera and photographic documentation of all assets selected by the Agency		

II.1.6) Common Procurement Vocabulary classification (CPV)
92110000-5

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: 150,000.00

II.2) QUANTITY OR SCOPE OF THE CONTRACT

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

- Professional video 30-50 seconds, shot with professional dron cameras, 1920x1080 Full HD 4K (with integrated text typography), presenting the real situation of the asset and surroundings (property and boundaries of the property, including identification of property asset location).
- Photo 360 ° (with integrated text) for the interior of the premises (where necessary)

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

Duration in months **12** or days (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 % of contract value.

III.1.2) Legal form to be taken by grouping of economic operators to whom the contract is to

be awarded (if applicable)

III.1.3) Other particular conditions to which performance of the contract is subject

Yes No

If yes, description of particular conditions

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Eligibility Requirements:

Documentary evidence required:

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 PPL can be downloaded at web page Krpp.rks-gov.net

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 (applicable for the winning company).

2. It shall be proven by TAK certificate

3. Certificate from the Court proving that EO was not found guilty in accordance with article 65 of LPP (applicable only for the winning company)

3. It shall be proven by Court Certificate

III.2.2) Professional Suitability:

Documentary evidence required:

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. Operation permits to the relevant authorities in Kosovo for the drone to be used for the provision of services as well as all necessary licenses (including a license for the drone operating person is applicable).

4. License copies

III.2.3) Economic and financial capacity

Documentary evidence required:

1. The tenderer must have a total turnover of € 300,000.00 (three hundred thousand euros) in the last three years from the date of publication of the contract notice

1. It shall be proven by bank statements or financial statements published

2. The Tenderer must provide evidence of the performance of the relevant services performed in the last three (3) years from the date of publication of the contract notice in professional filming and video installation projects including post production.

2. 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 relevant certificate (certificate acceptance reference) issued or co-signed by such authority. All these evidence must have the value realized. (ii) When the service is provided to a private operator for proof of this service serves as a copy of any signed document
III.2.4) Technical and professional capacity 1. Professional staff with skills and experience in Project Management, Production Editing and Montage with the ability to integrate text within videos photos.	<i>Documentary evidence required:</i> 1.To be proven with CVs and references

III.3) CONDITIONS SPECIFIC TO SERVICE CONTRACTS

Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> III.3.1) Execution of services is reserved to a particular profession <i>If yes, reference to the relevant law, regulation or administrative provision</i>
III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of Procedure	
<input checked="" type="checkbox"/> Open	
<input type="checkbox"/> Restricted	
<input type="checkbox"/> Competitive Negotiated	
<input type="checkbox"/> Price Quotation	
IV.1.2) Limitations on the number of the operators who will be invited to tender (<i>restricted or competitive negotiated procedure</i>) 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 (<i>competitive negotiated procedure</i>) Yes <input type="checkbox"/> No <input type="checkbox"/> 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	

<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>tenders without negotiations</p>
<p>IV.1.4) The minimal number of candidates that will be invited to submit the initial tenders is</p>
<p>IV.1.5) Information about electronic auction</p> <p>Electronic auction will be used: Po <input type="checkbox"/> Jo <input checked="" type="checkbox"/></p> <p>Additional information about electronic auction:</p>

IV.2) AWARD CRITERIA

<p><input checked="" type="checkbox"/> Lowest price</p> <p><i>or</i></p> <p><input type="checkbox"/> The most economically advantageous tender in terms of</p> <p><input type="text"/></p>
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IV.3) ADMINISTRATIVE INFORMATION

<p>IV.3.1) Previous publications concerning the same contract</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>If yes,</i> Prior Indicative Notice: of</p> <p>Other publications (<i>if applicable</i>): of of</p>
<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Payable documents</p> <p><i>If yes,</i> price EUR Terms and method of payment:</p>
<p>IV.3.2) Time limit for receipt of tenders / applications:</p> <p><i>date</i> 29.05.2019 <i>time</i> 14:00:00 <i>place</i> Through the electronic procurement system</p>
<p>IV.3.3) Time limits is shortened for submission of tenders / applications: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>If yes,</i> provide justification:</p>
<p>IV.3.4) Is tender security needed:</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes,</i> the value of tender security Validity of tender security in days 120 <i>or</i> months</p>

IV.3.5) Tender validity period: Until: date: days 90 or months
IV.3.6) Tender opening meeting: <i>date 29.05.2019 time 14:00:00 place PAK-Agim Ramadani No. 23,Office 52a Pristina</i>

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]