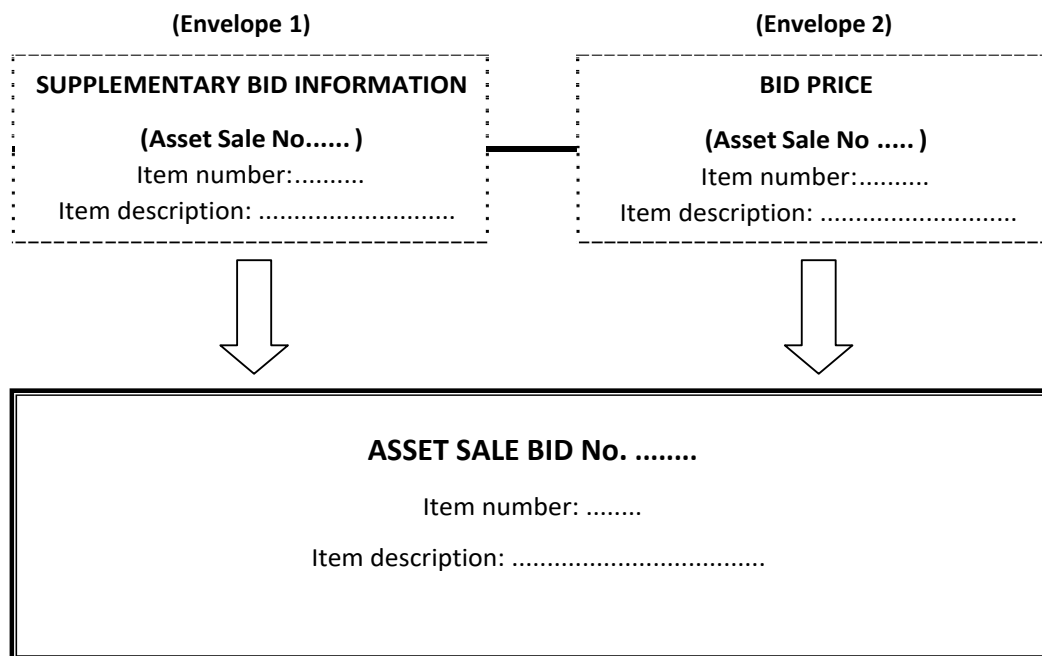




Guideline September 2022 How to prepare bid for submission for Liquidation Asset Sale?

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



(Zarfi 3)

- **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:

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

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

Bid deposit	Account No: 1000510000000076
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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:

€ _____, _____, _____.⁰⁰

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.

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**”.

SUMMARY
The sealed “ SUPPLEMENTAL BID INFORMATION ” envelope contains: <ol style="list-style-type: none">1) Copy of the valid ID card or passport of the bidder or the person who is the signer of the bid2) Proof of payment of the bid submission fee, and3) Proof of payment of the bid deposit fee (refundable)
- The sealed “ BID PRICE ” envelope contains a sheet of paper indicating your bid price. (Appendix “B”) In the section "Bidder Contact Information": <ul style="list-style-type: none">• If the bidder is a person: - Name and Surname;• If the bidder consist more than one person: - Name and Surname of all persons;• If the bidder is a legal entity: - Name of the legal entity.
- These 2 (two) envelopes must be placed in a sealed envelope “ ASSET SALE BID No.: xxx ”, and afterward the bid must be submitted in offices of Agency in Prishtina and/or in a location designated by the Agency.

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:

€ _____, _____, _____.⁰⁰

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

Adress:

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Personal number/ Business registration number:

ACKNOWLEDGMENT

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Signature:

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