

EXPRESSION OF INTEREST

Ref.: No. 01/KCSF/2015 - EOI

Invitation to Contractors to Express Interest to Tender for:

KCSF Center Facilities – office space and meeting rooms in Prishtina

INVITATION

Kosovar Civil Society Foundation (KCSF) is an independent, not-for-profit organization focused in supporting local civil initiatives leading to a strong civil society movement that will promote a democratic culture and will be responsive to the socio-economic needs of Kosovo with a strong focus on supporting and contributing to the EU Integration Process.

To contribute to its mission and to further advance its actions for civil society development in Kosovo, KCSF is seeking to establish a panel of suitable Prequalified Contractors, in possession of suitable facilities for KCSF Center, that wish to be considered for selection for sale of property.

The procurement process is open to firms (legal persons) and individuals (physical persons), who are the sole legal owners in possession of facilities as per KCSF Center needs detailed below.

Expression of interest (EOI) is the initial stage of this procurement procedure and all interested parties should adhere to the EOI forms and requested supporting documents to be prequalified.

EOI instructions to applicants and forms can be found at www.kcsfoundation.org/?page=2,6,402.

Deadline for submission of EOI applications as per the instructions is September 15, 2015 at 12:00.

Hereby, you are invited to apply.

BACKGROUND

For nearly two decades, the Kosovar Civil Society Foundation has been a leading actor on building and strengthening civil society in Kosovo and the wider region. Over this period it has implemented dozens of projects, it has served as a re-granting facility for key donors, it has organized numerous capacity building events, it has served as a central reference point for information about and for the civic sector, it has published extensively and engaged in high-level advocacy in support of civil society, and it has managed the School for European Integration which now boasts more than 1,000 alumni.

KCSF is governed by a distinguished Board of Directors and has a staff of 13 professionals and support staff. It has consistently focused on a set of issues, ensuring a deep degree of in-house capacities around its activity areas. This is especially so, given KCSF's low staff turnover since its inception. Over the years KCSF has gained the trust and support of such donors as the European Union, the United Nations, the Swiss Agency for Development and Cooperation, the British Embassy, the Royal Norwegian Embassy in Kosovo, United Nations Development Programme, the European Fund for the Balkans, the Open Society Foundations, the Balkan Trust for Democracy, and various other bilateral and multilateral agencies.

KCSF has three main programs:

1. **THE CIVIL SOCIETY PROGRAM** - focused on creating an enabling environment for the functioning of civil society and supporting the internal capacities of local CSOs;
2. **THE EUROPEAN INTEGRATION PROGRAM** - focused on increasing understanding on the European Integration process and advancing the European agenda of Kosovo; and,
3. **GRANT GIVING SCHEME** - focused on supporting local CSOs in the field of democratization, active citizenry, transparency and accountability, gender and minority areas.

Even though separate, all programs complement each other and have numerous cross-cutting issues and activities with their main target being civil society, public authorities and the media as another very important targeted sector. Most of the program activities pertain to enabling civil society to become an important actor in Kosovo's public life, including Kosovo's EU agenda. This is achieved through capacity building and coaching for CSOs, provision of information on civil society and EU related issues, provision of regular data and studies, improving the dialogue between civil society and government, as well as advocacy and input in policy and law making process.

PROJECT INFORMATION

Kosovar Civil Society Foundation (KCSF), in the scope of its mission, its leading role on civil society development and the needs of the civil society in Kosovo, envisages upgrading its Centre (<http://kcsfoundation.org/?page=2,28>) for civil society development towards a sustainable action with systematic and permanent support to civil society. This entails embarking into proactive program delivery, primarily for the needs of the sector in Kosovo and secondly for promotion of civic engagement and activism within youth, through an 'open door' facility for CSOs and citizen initiatives in Kosovo.

In doing so, KCSF aims upgrading its Center in terms of creation of an independent infrastructure and development of a permanent support program for capacity building, information gathering and provision, and advocacy for civic activity in Kosovo.

The identified need for infrastructure consists of easily accessible facilities and its cost free usage by the CSOs, to undertake independent initiatives and activities regardless of the availability of funds. The facility is planned to be established in an area of 450 - 600 square meters, accommodating:

- A fully equipped modular conference room up to 60 people sitting in roundtable, with the possibility of modelling to 2-3 training rooms;
- A press conference corner for outreach and promotion of civil society initiatives;
- A common resource area hosting: a library, a working and meeting area for interested parties, and a PC and multimedia corner;
- Shared office spaces for selected networks and platforms;
- Center and KCSF office spaces.

Detailed need for infrastructure setup is outlined below and will be subject to evaluation and prequalification.

Area distribution:

- Total area: 450-600m²
- 200-300m² office space for 20 persons with minimum ceiling height 2.70 meters
- Modular space of 300m² for a conference room, divided into maximum three modular training rooms, with a minimum ceiling height of 3.4 meters
- area split into a maximum of two consecutive floors

Location: Urbanized area of city - Prishtina, Kosovo.

Associated infrastructure: electricity, water, sanitation and access to a main street.

Facility status: finalized/refurbishment needed/in construction.

CONTRACT

The contract will be based on the KCSF General Conditions of Contract.

EXPRESSION OF INTEREST PROCESS

An Evaluation Panel comprising of representatives of KCSF will evaluate the EOI applications received and short listed applicants to form a tenderer panel for subsequent selective tendering.

KCSF will then invite tenders and issue full tender documents.

INDICATIVE PROJECT PROGRAM

An indicative project program is as follows:

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|--|--------------------|
| • Invite Expressions of Interest (EOI) | July 29, 2015 |
| • EOI Applications close | September 15, 2015 |
| • Assess applications and select tenderer panel* | October 2015 |
| • Invite tenders* | November 2015 |
| • Tender closure* | January 2016 |
| • Award Contract* | May 2016 |
| • Target Completion* | December 2016 |

Please note that the Project Information and Project Program are subject to final approval.

Set dates (marked with “*”) are indicative and might be subject to change.

EOI APPLICATIONS

A capability statement is to accompany the EOI applications. The statement should use the EOI template. In case of property in construction, the capability statement should indicate financial capacity of the applicant and its liquidity to finalize the construction.

In addition, applicants must submit responses to each of the following key criteria.

Property Legal and Ownership Status

- evidence of the applicant’s ownership of the proposed property; and,
- evidence of legal construction and acceptance of property.

Property setup and layout

- description of location and surrounding area, including proving documents (i.e. map, photographs, etc.);
- presentation of property exterior and interior, highlighting the proposed area/space distribution for this EOI;

- presentation of the existing floor layout plan for the proposed area/space distribution for this EOI; and,
- evidence of existing associated infrastructure (electricity, water and sanitation).

Property finalization schedule (for properties in construction or refurbishment)

- presentation of finalization schedule of properties in construction or refurbishment; and,
- indication of potential date of entry to properties.

In addition, applicants are to complete and submit the following enclosed forms:

1) Declaration of Conformity

Declaration of Conformity detailing possession of documents issued by relevant authorities for legal compliance and ownership status of the property.

2) Declaration of Capability

Declaration of Capability detailing ability to engage into contract for this project and (in case of properties in construction) financial capacity/liquidity of the applicant to finalize the property.

An application that does not address all of the above criteria may be considered as not acceptable.

Please note the following:

- KCSF and the Evaluation Panel reserve the absolute discretion to accept or reject an application or all applications. No guarantee is given that an application or any applications will be accepted.
- Written applications should be no longer than ten (10) pages, excluding annexes (i.e. photographs and layout plans).
- The final tenderer selection process will be in accordance with the KCSF Tendering Process and Guidelines.
- The project information and project program is subject to change. Tenders must be based on the tender documents provided by KCSF at the time tenders are invited.
- Unless specifically stated in this Request for EOI, KCSF will not be liable for any costs or damages incurred by applicants through participation in the EOI process.

LANGUAGE OF APPLICATIONS

The applications, all correspondence and documents related to the tender exchanged by the tenderer and KCSF must be written in the language of the procedure which is Albanian, Serbian and English.

SUBMISSION OF APPLICATIONS

Applications must be received before the deadline: September 15, 2015 at 12:00. They must include all the documents specified herein and be sent to the following address:

Kosovar Civil Society Foundation (KCSF)
str. Fazli Grajqevci 4/a
10000 Prishtina, Kosovo

Applications must comply with the following conditions:

- All applications must be submitted in one original, marked “original” and one copy signed in the same way as the original and marked “copy”.
- All applications must be received at KCSF (above address), before the deadline September 15, 2015 at 12:00, by registered letter with acknowledgement of receipt or hand-delivered against receipt signed by KCSF’s representative.
- All applications, including forms and all supporting documents, must be submitted in a sealed envelope bearing only:
 - a) the above address;
 - b) the reference code of this tender procedure, (i.e., publication reference);
 - c) the name of the tenderer.

Failure to meet these requirements may result in the application being rejected.

CONTACT POINT

All enquiries in respect of this EOI are to be directed only via e-mail to tender@kcsfoundation.org.

Except the set e-mail communication set above, no contact is to be made by applicants or their representatives with KCSF regarding this Project, the EOI or related tendering process during this EOI stage.

Following the close of submissions for the EOI, applicants will be informed of appropriate contact persons for subsequent communication.

DISCLAIMER

KCSF is not committed contractually in any way to those applicants whose applications are accepted. The issue of this Request for EOI does not commit or otherwise oblige KCSF to proceed with any part or steps of the procurement process.

Whilst the information contained in this Request for EOI has been formulated with all due care, KCSF does not warrant or represent that the information is free from errors or omissions. The information is made available on the understanding that KCSF and its respective employees and agents, shall have no liability (including liability by reason of negligence) for any loss, damage, cost or expense incurred or arising by reason of any person using or relying on the information and whether caused by reason of any error, omission or misrepresentation in the information or otherwise.

Furthermore, KCSF takes no responsibility for the accuracy, currency, reliability and correctness of any information included in this EOI.

Declaration of Conformity

Reference: 01/KCSF/2015 – EOI

Name of Applicant:

Name of Representative *(in case of legal entities):*

Business Registration or ID number:

In response to your letter of invitation for Expression of Interest for the above referenced,

we, the undersigned, hereby declare that we possess the following documents:

No.	Document/Proof	Availability	Comments/Explanations
1	Business Certificate or Personal ID	YES/NO	<i>If no, provide clarifications</i>
2	Fiscal Registration Certificate	YES/NO	<i>If no, provide clarifications</i>
3	Construction permit issued by the Municipality	YES/NO	<i>If no, provide clarifications</i>
4	Possession document from the Cadastral office	YES/NO	<i>If no, provide clarifications</i>
5	Written consent/permit from competent authorities (electricity, water and sanitation)	YES/NO	<i>If no, provide clarifications</i>
6	Technical approval of the property by relevant authorities	YES/NO	<i>If no, provide clarifications</i>
7	No outstanding tax debt to local and central authorities	YES/NO	<i>If no, provide clarifications</i>

We acknowledge that, should we be subject to prequalification, we will present proof of all the documents listed above to KCSF in due time.

We also acknowledge the fact that failure to present proof upon request by KCSF will imply a failure to comply with the process requirements and thereof our application will not be considered.

Authorised Signatory:

 Name, Position

 Date

Declaration of Capability

Reference: 01/KCSF/2015 – EOI

Name of Applicant:

Name of Representative *(in case of legal entities):*

Business Registration or ID number:

In response to your letter of invitation for Expression of Interest for the above referenced,

we, the undersigned, hereby declare that the proposed property, subject to evaluation in this process, has no ownership and legal disputes. The undersigned is the sole owner of the property and hereby has the legal capacity to enter into any contractual arrangements for ownership transfer.

<< *[for properties under construction – delete if not applicable]* We also declare that we have the financial capacity and liquidity to finalize all constructions ongoing in the property. Hereby, we show our consent to disclose all relevant financial information (i.e. bank account balances, financial statements) or supply a bank guarantee to demonstrate our financial capacity and liquidity to finalize the construction works.>>

We acknowledge the fact that failure to present proof upon request by KCSF will imply a failure to comply with the process requirements and thereof our application will not be considered.

Authorised Signatory:

Name, Position,

Date