Prishtinë 15/11/2023  
Ref. No. RfQ 01-11/23

**Subject: Request for quotation for** **renting project offices**

**About European Union Kosovo Justice Sector Programme**

*“European Union/Kosovo Justice Sector Programme”* is an EU-funded project implemented by a consortium consisting of the German Foundation for International Legal Cooperation (IRZ), Centre for International Legal Cooperation (CILC), and the Ministry of Justice and Public Administration of Croatia. The project seeks to support the reforms of the Kosovar justice sector in line with European and international standards.

European Union/ Kosovo Justice Sector Programme is requesting quotation for **renting project offices, for a 5-month period, from 1st February 2023 – 30th June 2023, with a possibility of extension.**

To be eligible to bid, the following documents are required:

* Business Unique Identification Number Certificate.
* VAT Certificate, if applicable.

In addition, please be informed that in case your offer is selected you will be required to submit the following document, within three working days upon request:

Tax Certificate, as proof that your company has no outstanding tax obligations.

If the bidders have debts towards KTA and the respective agreement with KTA for payment of those debts in installments, whereas the payments are executed according to such agreement, the bidder will be considered eligible in this procurement procedure.

Furthermore by submitting an offer your company gives a consent that **it is not** in one of the following situations:

* it is bankrupt, it is subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national law.
* the company is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the company belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence;
* the company is guilty of the fraud / corruption / conduct related to a criminal organization / money laundering or terrorist financing / terrorist offences or offences linked to terrorist activities/ child labour or other offences concerning trafficking in human beings.
* it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;
* the company has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business.

**REQUIREMENTS/ SPECIFICATIONS:**

The office shall accommodate at least 10 (ten) working / office spaces as well as 1 (one) suitable conference / meeting-room.

**Location:** Prishtina, preferred close distance to the Ministry of Justice (Ndërtesa e Qeverisë)

**Square Meters:** Minimum 210 square meters, maximum 280 square meters

**Availability:** from 01 February 2024 for 5 months (possible extension)

**Furnishing**: not furnished

**Further Specifications:**  Air Condition/ heating and 1 parking place included

**LAYOUT OF THE PREMISES**

The preferred layout of the premises would offer:

1 (one) conference room – space for 15 – 25 persons (ca. 50 m2)

10 (ten) to 12 (twelve) rooms offering working space for 2 (two) persons each.

1 (one) kitchenette

1-2 (one-two) bathrooms

**SUBMISSION OF PROPOSALS**

**Interested parties may submit their proposals with the following details/ documents:**

i) Details of the Property with Address

ii) Total Area

iii) Rate per Sq ft.

iv) Additional Charges

v) Security Deposit

vi) Property Owner’s Name and Contact Details

vii) Property Possession List

viii) Photographs covering different sides of the premises (both interior and exterior)

**BUDGET**

The maximum budget available for this contract is **15,000.00 € (monthly rent of 3,000.00 € gross).**

The Offeror's proposed price should include the VAT (if applicable), but please be informed that the European Union Kosovo Justice Sector Programme as an EU funded project, is exempted from paying VAT according to subparagraph 2.1 of Article 30 of Law No.05/L-037 on VAT and pursuant on sub-paragraph 3.1 of Article 33 of Law No.05/L-037 on VAT.

**PLEASE NOTE THAT THIS IS NOT A PURCHASE ORDER**

European Union Kosovo Justice Sector Programme reserves the right to award the contract without discussion (negotiation) based upon the initial proposals.

Request for additional information or clarifications are to be directed in written only, to the following email addresses: [procurement@eukojust.eu](mailto:procurement@eukojust.eu), cc: [sara.seferi@eukojust.eu](mailto:sara.seferi@eukojust.eu), [rondinella.gashi@eukojust.eu](mailto:rondinella.gashi@eukojust.eu), [ahmeti@irz.de](mailto:ahmeti@irz.de), at latest until Friday, 24th November, 2023.

**Date/time of closure**

Offers should be submitted in English language in pdf format to the contacts above, with the subject line: Renting project offices, at latest by Thursday, 30th November, 2023, at 16:00.

Offer validity should be at least 60 days after submission of the offer.