

CONTRACT NUMBER: 2018/404-535

**HANDIKOS – EU FUNDED PROJECT:
"Promoting inclusiveness and outreach of
the consultative process for governance
and public administration reforms in the
disability sector at Local, National and
Regional Level".**

Address: Street: Dardania 4/7 Llam.D-2 Prishtina

E-mail: handikos@handi-kos.org

Date: 26/03/2021

SUBJECT: INVITATION No1/25.03.2021

Invitation for the submission of offers to award the provision of services for the design, development and production of the dissemination material and campaign, involving a subcontractor who will assume the above tasks in the context of the project "Promoting inclusiveness and outreach of the consultative process for governance and public administration reforms in the disability sector at Local, National and Regional Level", hereafter "Inclusive Kosovo", (contract No: 2018/404-535)

To Whom It May Concern,

HandiKos in the context of the implementation of the project "Inclusive Kosovo", (contract No. 2018/404-535), intends to proceed to an award for the design, development and production of the dissemination material and campaign of the project. The associate company will be engaged on a basis of a service contract agreement.

DESCRIPTION OF THE PROJECT

The project is comprised by the following individual assignments:

No.	DESCRIPTION OF WORK / DELIVERABLES
1.	Design of dissemination material
2.	Production of project leaflets
3.	Dissemination campaign (video production)
4.	Maintain the visibility and the communication of the project
5.	Establish and maintain project web page and social media page

Service provider's total involvement	In the provision of the above mentioned services, the Service provider's total involvement will be provided within the period: 15/04/2021 – 31/12/2022, following the actual progress of the project.
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Period of validity of offers: the offers submitted should remain valid for an overall period, at least equal to 60 calendar days from the submission date of the offer.

Evaluation of offers: Upon the evaluation of the offers, relevant prior experience in similar EU funded projects (experience in visibility services). In cases that there are more than one interested providers that satisfy the above technical standards, the most economically advantageous offer will be selected.

Based on the above we hereby invite interested providers to submit their financial offer (together with a brief description of company's profile / table of relevant experience) via email in the following email address: handikos@handi-kos.org dukagjin.kelmendi@handi-kos.org latife.neziri@handi-kos.org

The email should bear the following information as a subject: Inclusive Kosovo: contract No. 2018/404-535 (INVITATION No1/15.03.2021 –Services for the design, development and production of the dissemination material and campaign).

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Deadline for the submission of offers is the 7th of April 2021 at 16:00 (Local Time in Kosovo).

The Legal Representative

Afrim Maliqi

Executive Director of Handikos

Annexes:

- ANNEX I: Brief Description & Table of Technical Specifications and Aspects of Visibility Services of the Project
- ANNEX II: Sample of offer to be submitted

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Annex I - Brief Description of the Project

in the context of the project "Inclusive Kosovo", (contract No. 2018/404-535)

Project Outline:

Handikos in cooperation with Kosovo Association of Deaf (KAD), Kosovo Association of Blind (KAB), Disability Partnership Finland (DPF) and Thershold – Finland (Kynnys) is implementing a 4-year project titled: "Promoting inclusiveness and outreach of the consultative process for governance and public administration reforms in the disability sector at Local, National and Regional Level", hereafter "Inclusive Kosovo", (contract No: 2018/404-535). The project is funded by the EU Office in Kosovo, it started on January 2019 and will end on December 2022.

The overall objective of the action is "All-inclusive society in which persons with disabilities realize their full potential and live dignified lives as equal citizens".

The Specific Objectives of the project are three-folded:

- Government and public administration reforms in Kosovo are disability inclusive
- Strengthened capacity of different levels of government to draft, review and implement disability inclusive legislation
- Strengthened dialogue between DPOs and the Parliament and government at local and national level
- Improved joint advocacy by DPOs and their networks

In order to fulfil the abovementioned specific objectives, the following Results are foreseen:

R1: Increased awareness of the government at central and local levels on accessibility;

R2: Increased possibilities for DPOs to participate in the dialogue with the government;

R3: Strengthened commitment by different levels of government and DPOs to dialogue;

R4: Increased availability of data on disability issue;

R5: Increased organizational capacity of the DPOs and their networks;

R6: Increased knowledge and skills of DPOs and their networks on advocacy, media relations and accessibility;

R7: Strengthened partnerships between Disabled Peoples Organisations (DPOs) and DPO networks in Kosovo.

The target groups/stakeholders of the project are Disabled People Organisations, Institutional authorities, rule-of-law institutions, and other CSO supporting disabled persons, central and local government authorities responsible for social service delivery, as well as beneficiaries of the projects, Persons with Disabilities (PWD).

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Table of Technical Specifications and Aspects of Visibility Services of the Project

LIST OF PROMOTIONAL TOOLS			
	Description of Visibility Tools	Unit description	Unit number
1	<p>Development and broadcasting video clips in the field of disability. The content of 2 video clips will be life stories of persons with disabilities.</p> <p>The content of 1 video clip will be story about gender equality of Women's with disabilities.</p> <p>The content of 1 video clip will consist of messages of public figures that will promote the message on the rights of people with disabilities.</p> <p>The video clip will last for a 3 up to maximum of 5 minutes. It will have introduction about the project and the donor (EU) up to 5 seconds, and concluding part of the same length. Targeted persons will be recorded from several angles, indoors, with adequate lights. The video clip content should be presented in sign language (corner of the screen) & subtitles in Albanian, English and Serbian language.</p>	Per clip	4
2	Broadcasting the video clip in 3 national TV's (RTK, KTV and Klan Kosova). Transmission should be done for one month, 6 times a day.	Per clip	4
3	Production of promotional radio clip. Length up to 60 seconds. The clip should be produced in Albanian and Serbian.	Per clip	4
4	Broadcasting the radio promotion clip. Broadcasting in 2 national radio stations, and 1 radio station outside Pristina. The clip should also be broadcasted on a Serbian radio station (or Serbian public radio station). The broadcast time is 10 days, 6 times a day.	Per clip	4
5	Develop, design & share web based visibility messages via Social media. The messages will be made in Albanian, Serbian and English language. Facebook boost (lump sum) one month 100,000 reached.	Per msg./boost	12
6	Design and printing of notebook A5 format, hard cover, Approx. 70-90 pg. inside 100 -150 gsm bz, wire binding (with the Project and EU logo)	Per pcs	300
7	Printing of Schneider pens FAVE ballpoint pen with Project logo	Per pcs	300
8	<p>Annual Disability Report: Development, Design, Layout and printing (3 times * 100 copies!</p> <p>The report – 18 pages, A4 format, colored print, 130g front page (front cover), 90gr inside. The design will be made in 3 separate languages. The design will be printed in 70 copies in Albanian, 15 in Serbian, and 15 in English language.</p>	Per copy	300

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9	Designing and maintaining the web page including design of web project logo.	Per year	2
10	Brochures: A4 format, three-fold, multi-color, two-sided printing. 2 designs of the brochure. Both designs will be made in Albanian, Serbian and English language. The quantity of the first design is 380 brochures in Albanian, 60 in Serbian, and 60 in English language. The second design will be printed in 400 copies in Albanian, 80 in Serbian and 20 in English language.	Per pcs	1000

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Annex II - Sample of offer to be submitted
in the context of the project "Inclusive Kosovo", (contract No: 2018/404-535)

FROM:

TO:

HANDIKOS

Postal Address: Dardania, Prishtina

Tel: +383 (0)49 970 581

email: handikos@handi-kos.org

dukagjin.kelmendi@handi-kos.org

latife.neziri@handi-kos.org

Date: DD/MM/YYYY

SUBJECT: SUBMISSION OF OFFER - INVITATION No1/26.03.2021

submission of offers to award the provision of services for the design, development and production of the dissemination material and campaign, involving a subcontractor who will assume the above tasks in the context of the project "Promoting inclusiveness and outreach of the consultative process for governance and public administration reforms in the disability sector at Local, National and Regional Level", hereafter "Inclusive Kosovo", (contract No: 2018/404-535)

To Whom It May Concern,

With the present financial offer we hereby accept your invitation for the submission of offer according to your initial document (**Invitation No1/26.03.2021**) for the provision of design, development and production of the dissemination material and campaign, involving a subcontractor who will assume the above tasks in the context of the project "Promoting inclusiveness and outreach of the consultative process for governance and public administration reforms in the disability sector at Local, National and Regional Level", hereafter "Inclusive Kosovo", (contract No: 2018/404-535)

OFFERED SERVICES / TECHNICAL REQUIREMENTS

No.	DESCRIPTION OF WORK / DELIVERABLES
1.	Design of dissemination material
2.	Production of project leaflets
3.	Dissemination campaign (video production)
4.	Maintain the visibility and the communication of the project
5.	Establish and maintain project web page and social media page
Service provider's total involvement	Within the period: 04/2021 – 12/2022

FINANCIAL OFFER

Our financial offer for the provision of the above requested services amounts to **..... € in total**, exclusive of applicable VAT.

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Specifically, the financial offer for the provision of the above requested services are allocated as follows:

LIST OF PROMOTIONAL TOOLS – SUB-CONTRACTOR OFFER					
	Description of Visibility Tools	Unit description of offer	Unit number of offer	Unit price of offer	Total price of offer
1	<p>Development and broadcasting video clips in the field of disability.</p> <p>The content of 2 video clips will be life stories of persons with disabilities.</p> <p>The content of 1 video clip will be story about gender equality of Women’s with disabilities.</p> <p>The content of 1 video clip will consist of messages of public figures that will promote the message on the rights of people with disabilities.</p> <p>The video clip will last for a 3 up to maximum of 5 minutes. It will have introduction about the project and the donor (EU) up to 5 seconds, and concluding part of the same length. Targeted persons will be recorded from several angles, indoors, with adequate lights. The video clip content should be presented in sign language (corner of the screen) & subtitles in Albanian, English and Serbian language.</p>	Per clip	4		
2	Broadcasting the video clip in 3 national TV’s (RTK, KTV and Klan Kosova). Transmission should be done for one month, 6 times a day.	Per clip	4		
3	Production of promotional radio clip. Length up to 60 seconds. The clip should be produced in Albanian and Serbian.	Per clip	4		
4	Broadcasting the radio promotion clip. Broadcasting in 2 national radio stations, and 1 radio station outside Pristina. The clip should also be broadcasted on a Serbian radio station (or Serbian public radio station). The broadcast time is 10 days, 6 times a day.	Per clip	4		
5	Develop, design & share web based visibility messages via Social media. The messages will be made in Albanian, Serbian and English language. Facebook boost (lump sum) one month 100,000 reached.	Per msg./boost	12		
6	Design and printing of notebook A5 format,	Per pcs	300		

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	hard cover, Approx. 70-90 pg. inside 100 -150 gsm bz, wire binding (with the Project and EU logo)				
7	Printing of Schneider pens FAVE ballpoint pen with Project logo	Per pcs	300		
8	Annual Disability Report: Development, Design, Layout and printing (3 times * 100 copies! The report – 18 pages, A4 format, colored print, 130g front page (front cover), 90gr inside. The design will be made in 3 separate languages. The design will be printed in 70 copies in Albanian, 15 in Serbian, and 15 in English language.	Per copy	300		
9	Designing and maintaining the web page including design of web project logo.	Per year	2		
10	Brochures: A4 format, three-fold, multi-color, two-sided printing. 2 designs of the brochure. Both designs will be made in Albanian, Serbian and English language. The quantity of the first design is 380 brochures in Albanian, 60 in Serbian, and 60 in English language. The second design will be printed in 400 copies in Albanian, 80 in Serbian and 20 in English language.	Per pcs	1000		

This offer remains valid for 60 calendar days from the submission date of the current offer.

Attachments:

- **Brief description of company's profile / table of relevant experience**

Sincerely,

[signature/ stamp]

[Name & Surname]