



Funded by
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INVITATION FOR BID

Organization:	HANDIKOS (Association of Paraplegics and Paralyzed Children of Kosovo)
Project Name:	"Promoting inclusiveness and outreach of the consultative processes for governance and public administration reforms in the disability sector at Local, National and Regional level – Inclusive Kosovo".
Contract Title:	Contract for hoteliery services
Location:	In the Prishtina area (in Kosovo)
Publication date:	05/08/2022
Closure date:	12/08/2022
Bid evaluation date:	15/08/2022
Email:	handikos@handi-kos.org

1. SUMMARY

HANDIKOS (Association of Paraplegics and Paralyzed Children of Kosovo) was established in 1983 with the main objective to achieve full recognition and participation of people with disabilities in society. HANDIKOS actively lobbies and advocates at local and central level for the rights of people with disabilities, aiming to create an enabling and inclusive environment through increasing employment opportunities, improving access to education, including PWDs in social welfare and social security schemes and improving physical accessibility.

HANDIKOS, in partnership with Disability Partnership Finland, and Threshold (Finish NGO's) and Kosovo Association of Deaf & Kosovo Association of Blind, is currently implementing the EU funded project named "Promoting inclusiveness and outreach of the consultative processes for governance and public administration reforms in the disability sector at Local, National and Regional level – Inclusive Kosovo. Within this project, a three-days workshop is planned, for which HANDIKOS is looking for bidders who provide hotel services in the area of Prishtina. All bidders must include the following services:

- Full board accomodation for person (price for single room);
- Training room suitable for up to 25 people;
- Lunch for participants (with one non-alcoholic drink included in the price; please attach your menu/plates)
- Water for participants (price for one);
- Coffee for participants (price for one).

2. CRITERIA FOR APPLICATION

All bidders must meet the following criteria:

- Must be available to accomodate 2 persons for the dates 12,13,14,15,16 &17 September 2022 (6 nights);
- Must be available to accomodate 1 person for the dates 26,27,28,29&30 September 2022 (5 nights);
- Must have an available training room suitable for 25 persons during the dates 27,28&29 September (3 days);
- Must be located in the Prishtina area (preferably in the city center);
- Must have physical access for people with disabilities in the training room and at least in one of the guest rooms (preferably a separate toilet for people with disabilities);
- Must have enough space in the training room, which provides accommodation for up to 30 people while respecting the physical distance;
- There should be sufficient lighting and adequate space for projector use;
- Should have experience in providing services similar to other local and international organizations (experience with organizations in the field of disability is a priority);
- It is preferable to have a projector, a table for holding letters and opportunities for printing.

3. SELECTION CRITERIA:

The criteria for selecting the most suitable bidders for the required services are:

- Submission of complete documentation;
- Fulfillment of all application criteria;
- Lowest price.

4. CONTRACT DURATION AND PAYMENT TERMS

Payment will be made only after receiving the service, through bank transfer in the billing currency and will be made up to 30 days after receiving the invoice and receiving the service. The duration of the contract will be until the end of the year, respectively 31.12.2022.

5. DOCUMENTS FOR SUBMISSION AND CONTENT OF THE BID:

- Bussines registration certificate;
- Prices of services in euros exclusive VAT (HANDIKOS is exempt from VAT therefore prices should be without VAT);
- Financial bid with specific prices for: accomodation, training room, lunch, water, coffee.
- The bid should be signed and stamped/or with official logo.

6. INSTRUCTIONS FOR BIDDERS

Bidders are welcome to submit their applications for hotel services to handikos@handi-kos.org, with the caption: "Bid for hotel services", no later than 12/08/2022 by 16:00. Proposals received after the deadline will not be considered.

This offer is open to all hotels/restaurants that are legally registered and can provide the required services.