

## REQUEST FOR BID

HANDIKOS, Association of Paraplegics and Paralysis of Children of Kosovo, since 2019 is implementing the project "Promoting inclusiveness and outreach of the consultative processes for governance and public administration reforms in the disability sector at Local, National and Regional Level", in partnership with organizations of people with disabilities, and with the support of the European Union Office in Kosovo. Among other activities, there is a number of trainings and workshops planned within the framework of this project. Therefore, for implementation of these activities, HANDIKOS is looking for bidders for hoteliery services in the municipality of Prishtina.

All bidders must include the following services:

- Training room suitable for up to 25 participants;
- Training room suitable for up to 50 participants;
- Water for participants during the trainings/workshops (price for one);
- Coffee for participants during breaks (price for one);
- Lunch for participants (please describe what is included within the price)

### APPLICATION CRITERIA

All bidders should meet the following criteria:

- Must be located near the center of Prishtina;
- Must have physical access for people with disabilities;
- They should have enough space in the training room, which ensures the accommodation of participants respecting the distance;
- There should be sufficient lighting and adequate space for projector use;

### DOCUMENTS FOR SUBMISSION AND CONTENT OF THE BID:

- Business registration certificate;
- Prices of services in euros without VAT (HANDIKOS is exempt from VAT therefore prices should be without VAT);
- Financial bid with prices for: training room, water, coffee and lunch;
- The bid must be signed and stamped.

All interested parties are invited to submit their bids in the email: [handikos@handi-kos.org](mailto:handikos@handi-kos.org), with the subject "Bid for hoteliery services", no later than 16/02/2022. Bids received after the deadline will not be considered.