

Ljubljana, 26 February 2014

Publication ref: EXPERT CONSULTANCY TO ANALYZE KOSOVO'S* MINE ACTION AND EOD NATIONAL CAPACITIES

Dear Sir/Madam,

Subject: LETTER OF INVITATION FOR DEPLOYMENT OF EXPERT CONSULTANCY TO ANALYZE KOSOVO'S* MINE ACTION AND EOD NATIONAL CAPACITIES

Further to the publication of the above-mentioned services procurement notice and in accordance with Article 19 of Statute of ITF Enhancing Human Security and Article 13.3. of U.S. Department of State – Federal Assistance Award, please find enclosed the following documents, which comprise the corresponding tender dossier:

VOLUME 1 INSTRUCTION TO CONSULTANTS/TENDERERS

VOLUME 2 TERMS OF REFERENCE

VOLUME 3 PROPOSAL SUBMISSION FORM

- Section 1 Form of Tender
- Section 2 Form of Affidavit Statement
- Section 3 Consultants/Tenderers Name
- Section 4 General information about Consultants/Tenderers
- Section 5 Key Personnel
- Section 6 Curriculum Vitae of Key Personnel
- Section 7 Qualifying Characteristics/References
- Section 8 Descriptive Narrative Plan and Program
- Section 9 Proposed budget

VOLUME 4 TECHNICAL QUALIFICATION CHARACTERISTICS WITH EVALUATION GRID

- Section 1 Evaluation Grid

VOLUME 5 FORM OF CONTRACT

- Section 1 Form of Contract
- Section 2 Special conditions of Contract

* This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence.

VOLUME 6 CHECK LIST WITH ADDITIONAL INSTRUCTIONS TO TENDERERS

If you request any clarification to the tender dossier, such a request must be received in writing by the Contracting Authority no later than 7 days before the deadline for submission of tenders. The Contracting Authority will reply to all Consultants/Tenderers' questions at least 3 days before the deadline for submission of tenders. If the Contracting Authority, either on its own initiative or in response to a request from a Consultant/Tenderer, provides additional information on the tender dossier, it will send such information in writing to all Consultants/Tenderers at the same time.

Costs incurred by the Consultant/Tenderer in preparing and submitting the tender proposals shall not be reimbursed. All such costs shall be borne by the Consultant/Tenderer.

Upon request submitted on email ursa.marinsek-srot@itf-fund.si, ITF will deliver documentation (Terms of Reference ToR) of the related RfP. Consultant(s)/Tenderer shall bear all costs associated with preparation and submission of this proposal and Contracting Authority is not responsible for these costs, regardless of outcome of the process.

We look forward to receiving your Tender Proposal before **12:00 on Tuesday, 18 March 2014** at the e-mail address:

info@itf-fund.si or ursa.marinsek-srot@itf-fund.si

Contracting Authority:

**ITF Enhancing Human Security,
Zabrv 12, 1292 Ig,
Slovenia**

Yours faithfully,

Dorjan Maršič
Interim Director ITF

VOLUME 1 INSTRUCTIONS TO CONSULTANTS/TENDERERS

Section 1

Based on the donation earmarked for enhancing the capacities of the Kosovo Security Forces (KSF) and Mine Action Center (MAC) to address landmine and battle area clearance more effectively, donated by Office of Weapons Removal and Abatement in the U. S. Department of State's Bureau of Political-Military Affairs through ITF Enhancing Human Security (ITF), ITF would like to announce the following:

REQUEST FOR PROPOSALS

FOR EXPERT CONSULTANCY TO ANALYZE KOSOVO'S* MINE ACTION AND EOD NATIONAL CAPACITIES

1. Publication reference:

Expert Consultancy to Analyze Kosovo's* Mine Action and EOD National Capacities

2. Procedure:

Request for Proposals (RfP)

3. Contracting Authority:

ITF Enhancing Human Security (ITF)

4. Scope of work

Scope of work required by Contracting Authority is described in the Terms of Reference in Volume 2. Only complete offers will be taken into consider.

5. How to obtain documentation:

Upon request, ITF will deliver documentation of the related RfP. Consultant(s)/Tenderer shall bear all costs associated with preparation and submission of this proposal and Contracting Authority is not responsible for these costs, regardless of outcome of the process.

6. Eligibility and qualification requirements

Participation in the procedure is open on equal terms to all individuals and legal entities. Consultants/Tenderers shall have adequate experience and proven qualifications relevant to assessments/evaluations of a similar nature to the subject of this particular request for proposal.

Consultants/Tenderers if registered as legal person are obliged to register and obtain DUNS number at <https://iupdata.dnb.com/iUpdate/mainlaunchpage.htm> before applying for this tender.

All Consultants/Tenderers principals and key personnel will be checked against the U.S. Treasury Department's Office of Foreign Assets Control (OFAC) "Specially designated Nationals and Blocked Persons List Search".

Individuals and legal entities including their branch offices who **are** registered in one of the countries of SE Europe (SE Europe Countries: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Kosovo*, FRY Macedonia, Montenegro, Romania, Serbia and Slovenia) are not eligible to compete on this tender.

Consultants/Tenderers shall in the Proposal Submission Form (Volume 3) prove that they meet the above and all other eligibility criteria. If needed additional clarifications will be requested during the evaluation process.

7. Exclusion from award of contracts

Contract may not be awarded to Consultants/Tenderers who, during this procedure:

- (a) are subject to conflict of interest (e.g. are personally connected with the decision making process in Kosovo*, as legal person registered in SE Europe, implementing mine action activities in Kosovo*, etc....)
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information

8. Documents comprising the Request for Proposal

The Candidate shall complete and submit the following documents with his proposal:

- a. Form of Tender (Volume 3, Section 1) duly completed and signed by the Consultants/Tenderers
- b. DUNS Number Certificate
- c. Form of Affidavit Statement (Volume 3, Section 2) duly completed and signed by the Consultants/Tenderers
- d. Name of Consultants/Tenderers (Volume 3, Section 3)
- e. General information about Consultants/Tenderers (Volume 3, Section 4)
- f. Key Personnel of Consultants/Tenderers (Volume 3, Section 5)
- g. Curriculum Vitae of Key Personnel (Volume 3, Section 6)
(highlighting the Candidate's experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed)
- h. Qualifying Characteristics /References of Consultants/Tenderers (Volume 3, Section 7)
- i. Narrative Plan and Program (Volume 3, Section 8)

- j. Proposed budget (Volume 3, Section 9)
- k. Signed and stamped Contract (Volume 5)

The proposal and all correspondence and documents related to the RfP exchanged by the Consultant/Tenderer and the Contracting Authority must be written in the language of the procedure, which is English.

9. Financial proposal

The currency of the RfP is **USD** (United States of America Dollar). All sums in the Form – Proposed Budget and other documents shall be expressed in **USD**. (Volume 3, Section 9). The remuneration of the Candidate under the Contract shall be determined as follows:

Proposed budget: The Candidate shall prepare two part budget: part A indicating in budget proposal his/her proposed global remuneration for the performance of the Services. The Candidate shall be deemed to have satisfied himself/herself as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. to be incurred for the performance of the Contract. All other expenses (such as transport, accommodation, food, office, translations, etc.) will be presented separately within the part B (See Proposed budget in Volume 3, Section 9). The proposed price shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

10. Consultant's/Tenderer proposed personnel

The Consultant/Tenderer shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the Services. The key experts are those whose involvement is considered instrumental in the achievement of the contract objectives. The CV of each key expert shall be provided highlighting his/her experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed. The Candidate whose proposal is accepted shall provide, if so requested by the Contracting Authority, copies of diplomas and employers' certificates or references proving the key experts' education, professional experience and language proficiency.

In the Proposal Submission Form, Volume 3, the Candidate shall provide detailed information about key experts' actual availability for the performance of the Contract.

If, before the signing of the Contract, a key expert proposed in the proposal is no longer available the Candidate shall inform the Contracting Authority immediately and the proposal will in such case be considered invalid.

11. Validity

Proposals shall remain valid and open for acceptance for 30 days after the closing date.

12. Submission of proposals and closing date

Tender Proposal must be delivered at the e-mail address: info@itf-fund.si or ursa.marinsek-srot@itf-fund.si **before 12:00 hours (local time) on Tuesday, 18 March 2014**, which is closing date of this RfP procedure.