

## **REQUEST FOR QUALIFICATIONS**

# **CONSTRUCTION OF RIT KOSOVO (A.U.K) COLLEGE ANNEX BUILDINGS IN PRISHTINA, REPUBLIC OF KOSOVO**

November 19, 2024

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## Section I: Invitation

RIT Kosovo (A.U.K) College hereby formally requests statements of qualifications for the purpose of selecting economic operators and consortia of economic operators that demonstrate the legal, technical, and financial capacity required to participate in a competitive tender procedure to design and build three Anex buildings attached to the main building as represented in the bird view below: Section B, C and D.



The procurement is conducted pursuant to a two-stage procurement procedure. Qualified Respondents will be invited to submit proposals for the design and build contract in accordance with the relevant Request for Proposals (“RFP”) tender document.

Interested Parties and Prospective Bidders are hereby requested to submit their qualifications in the form and substance detailed herein. The determination of eligibility and qualification of Respondents will be made in accordance with the procedures and criteria established herein, as verified by an **independent selection committee**.

## **Section II: Introduction and General Information**

### ***II.1. Legal Notice***

This Request for Qualifications (“RFQ”) tender dossier is being issued by RIT Kosovo (A.U.K) College. This RFQ is the first part of a two-stage procurement procedure for the award of a design and build contract.

Neither RIT Kosovo (A.U.K) College, nor any of its respective agents, representatives, advisors or consultants make, will make, or will be deemed to have made, any representation or warranty, express or implied, as to the accuracy, reliability or completeness of the information contained herein or any information otherwise provided, whether orally or in writing, other than such representations or warranties expressly stated as such in duly promulgated tender documents or in a definitive contractual agreement executed between RIT Kosovo (A.U.K) College and a Selected Bidder. Neither the receipt of this RFQ, nor any information contained herein or supplied herewith or subsequently communicated to any Person, whether orally or in writing, in connection with the proposed project involving RIT Kosovo (A.U.K) College or its representatives, advisors, or consultants shall constitute, or be interpreted as constituting, the giving of financial, legal, technical or other advice.

None of the information set forth herein constitutes a formal offer to enter into a contract, nor does this RFQ oblige RIT Kosovo (A.U.K) College or any other related entity to proceed with the project.

Neither RIT Kosovo (A.U.K) College nor any of their agents, representatives, advisors or consultants shall be held liable or responsible to any economic operator for any cost or expense incurred in responding to this RFQ or in any investigation or transaction, whether or not consummated, which may follow.

This RFQ does not purport to contain all the information that an interested party or Prospective Bidder may need or desire to make an investment decision. Respondents should conduct their own investigations and analysis of the information set forth in this RFQ.

### ***II.2 Contracting Authority***

For the purposes of this RFQ and related tender procedures, the Contracting Authority is RIT Kosovo (A.U.K) College.

### ***II.3 Two-Stage Procurement Process***

This RFQ is the first part of a two-stage procurement procedure for an envisioned design and build contract.

The purpose of this RFQ is to pre-select economic operators and consortia of economic operators that demonstrate the legal, technical, and financial capacity required to participate in a competitive tender procedure for the Project.

All Qualified Respondents will be invited to submit proposals for the award of a design and build contract in accordance with the relevant Request for Proposals (“RFP”) tender document.

## **II.4 Definitions**

Except where otherwise defined, the following definitions shall apply throughout this Request for Qualifications tender dossier:

- (i) “Affiliate” means an Economic Operator directly or indirectly controlling, controlled by, or under direct or indirect common control with another Economic Operator.
- (ii) “Bidder” means a Qualified Respondent that submits a proposal in response to an RFP;
- (iii) “Contract” means a written design and build contract to be executed by RIT Kosovo (A.U.K) College and the Selected Bidder as a result of an RFP;
- (iv) “Contracting Authority” shall have the meaning set forth section II.2 herein;
- (v) “Economic Operator” means any business organization, including a partnership, legal person, company, association, joint venture, trust, or other entity or organization, that engages in economic or business activities;
- (vi) “Project” means “construction of three annex buildings to be added to the existing main building structure”;
- (vii) “Ineligible Response” or “Ineligible Respondent” means a Response or Respondent not meeting all mandatory criteria set forth in this RFQ and is therefore deemed ineligible to participate in a future tender relating to the Project.
- (viii) “Parent Company” means an Economic Operator directly or indirectly controlling or exercising common control over a Respondent. For purposes of this definition, “control” means the power to elect a majority of the board of directors (or other similar constituent body) or otherwise direct the management and policies of the Respondent, directly or indirectly, whether through the ownership of voting securities, by contract, or otherwise;
- (ix) “Prospective Bidder” or “Prospective Respondent” means an Economic Operator or a consortium of Economic Operators that reasonably intends to respond to the present RFQ in order to become a Qualified Respondent and present a proposal in response to the RFP;
- (x) “Qualified Respondent” means a Respondent possessing the qualifications described in this RFQ;
- (xi) “RFP” means a Request for Proposals tenders dossier for the provision of services described herein that may be issued to all Qualified Respondents;
- (xii) “RFQ” mean the process described in this Request for Qualifications tender dossier;

- (xiii) “Respondent” means an Economic Operator that submits, or intends to submit, a Response to this RFQ;
- (xiv) “Selected Bidder” means a Qualified Respondent who is the successful proponent to an RFP and who will enter into a design and build contract with the Contracting Authority;

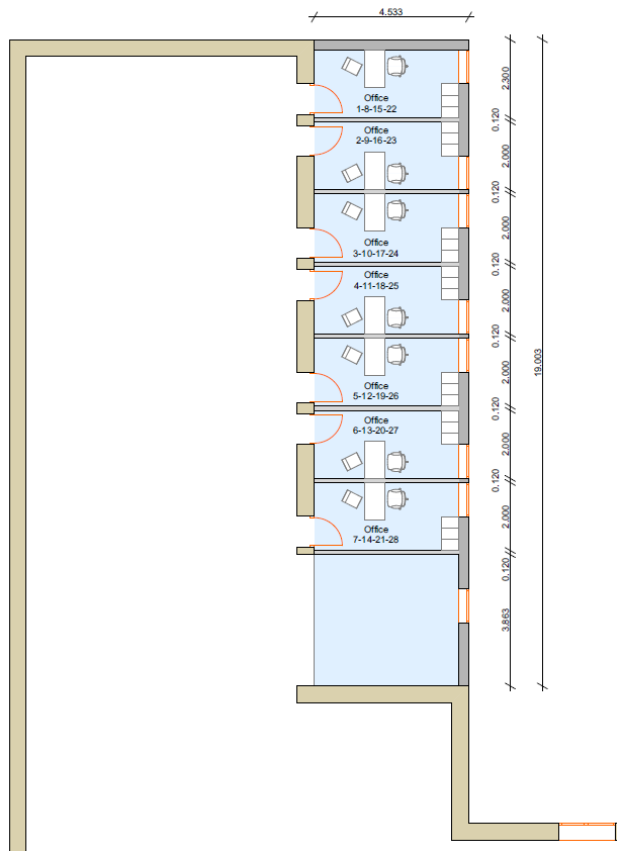
## Section III: Project Description

### III.1 Background and Objectives

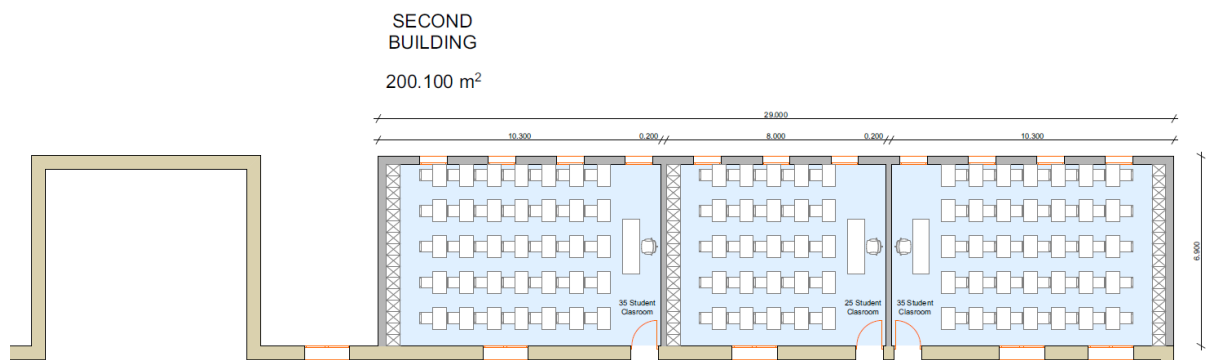
RIT Kosovo (A.U.K) College project involves the construction of three annex buildings to be added to the existing main building structure.

### III.2 Description of the Infrastructure Facility

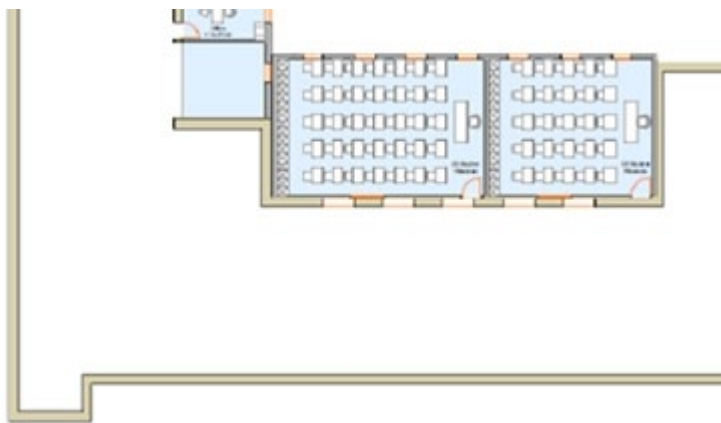
Building 1 will be a new structure with a total area of 86.1 m<sup>2</sup> on each floor, same build is expected in each of the four floors. It will primarily serve as office space for staff, with internal access from the existing building. Floor plan addition to the existing part of the building visualised below:



Building 2 will be a new structure with a total area of 200.1 m<sup>2</sup>, designed for educational purposes. Each floor will feature two classrooms with a capacity of 35 students each and one classroom accommodating 25 students.



Building 3 will be a new structure with a total area of 140 m<sup>2</sup>, like second building - designed for educational purposes. Each floor will feature one classroom with a capacity of 35 students and one classroom accommodating 25 students.





## Section IV: Tender Requirements

### IV.1 Deadline for Response Submission

Responses to this RFQ must be received by the Contracting Authority at the address indicated herein by **Friday, December 13, 2024, 3 pm**. Only complete Responses delivered before said deadline will be accepted. Responses delivered after this time will be automatically rejected.

### IV.2 Delivery of Responses

Responses to this RFQ shall be delivered to the Contracting Authority at the following address:

RIT Kosovo (A.U.K) College  
Shpetim Robaj str. nn  
10000 Pristina, Kosovo

### IV.3 Sealing and Marking of RFQ Responses

All Responses must comply with the following conditions:

- (i) All pages shall be **JOINED** and **COUNTED**;
- (ii) All Responses must be submitted in one (1) original and one (1) copy. The original Response shall be placed in an individual envelope marked "**Original**". The copy shall be signed in the same way as the original and placed in a separate envelope marked "**Copy**". The Respondent shall clearly indicate the **Procurement Number RITKOSOVOOP2/2024** and include the name and address of the Respondent on the front page of each one of the envelopes.
- (iii) The individual envelopes shall then be sealed in one outer envelope or package bearing only the following information:

Address for Submissions:	<i>RIT Kosovo (A.U.K) College, Shpetim Robaj str. n.n, 10000 Prishtina, Kosovo</i>
PPP Procurement Title:	<i>Statement of Qualifications for a Design &amp; Build Contract</i>
Procurement Number:	RITKOSOVOOP2/2024
Notice:	<i>DO NOT OPEN BEFORE 3 P.M. ON 02.12.2024</i>
Name of Respondent:	_____
In case of a Consortium, list all Consortium members:	_____ _____ _____

#### ***IV.4 Language***

Respondents shall prepare and submit their Response and any related documents in the English language.

#### ***IV.5 Requests for Clarification and Additional Information***

Prospective respondents requiring additional information or desiring clarifications with regard to this RFQ must present a written request for clarification to the Contracting Authority. A written request for clarification may be submitted to the Contracting Authority by email at the following addresses: [procurement@auk.org](mailto:procurement@auk.org)

Any such request for clarification must be received by the Contracting Authority no later than **48 h upon received request. Questions will be answered in writing and communicated simultaneously to all Prospective Respondents who have registered with the Contracting Authority.**

Prospective responders may only direct questions in writing and any attempt arrange individual meetings with the Contracting Authority during the procurement period may result in the disqualification of the Respondent from the prequalification procedure.

#### ***IV.6 Bidding Consortia***

##### **IV.6.1 Right to form Consortia**

For the purposes of this procurement and the subsequent execution of any contractual agreements, an Economic Operator, together with other Economic Operators, may form a Bidding Consortium.

##### **IV.6.2 Exclusivity**

An Economic Operator may only be included in one Response. A member of a Bidding Consortium may not participate in any other Bidding Consortium, nor may a member of a Bidding Consortium present an individual Response as a single Economic Operator. A violation of this rule shall cause the immediate disqualification of the Bidding Consortia sharing any individual members, as well as of the Economic Operator(s) involved.

##### **IV.6.3 Member Designations**

In the event that a Response is submitted by a Consortium, the Consortium must designate one of its members as the Leader (“Lead Member”). The Lead Member shall act as the contact point for the Consortium and shall be is duly authorized by all other Consortium members to act on their behalf.

##### **IV.6.4 Consortium Agreement**

In the case of a Bidding Consortium, the Respondent must submit a signed original of a legally binding document establishing the Bidding Consortium (the “Consortium Agreement”). Said Consortium Agreement must be duly notarized and signed by an authorized officer of each Consortium member and include, at a minimum, the following:

- (i) Identities of all members of the Consortium and their anticipated role in the event that the Consortium is awarded the Contract;
- (ii) Designation of the Lead Member of the Consortium;
- (iii) Authorization of the Lead Member to act on behalf of the Consortium and on behalf of all Consortium members for issues relating to this procurement;
- (iv) Confirmation of each member's commitment to the Consortium;
- (v) Express recognition that members of the Consortium shall be jointly and severally liable to the Contracting Authority for the contents of the Consortium's Response.

#### **IV.6.5 Liability of Members**

All members of the Consortium shall be jointly and severally liable to the Contracting Authority for the contents of the group's Response and, if the Contract is awarded to such Consortium, all members shall also be jointly and severally liable for the performance of the Contract.

### ***IV.7 Requirements of the Response***

#### **IV.7.1 Generalities**

Respondents must include the completed RFQ submission forms found in Annex 3 of this RFQ. The completed and signed Response submission form, together with the other required documents, constitutes the Response.

Each Respondent shall prepare and submit one signed and initialled original Response, and the number of copies specified above. In the event of any discrepancy between the copies and the original, the original shall prevail.

The original and all copies of the Response shall be typed or written in indelible ink. The person or persons duly authorized to legally represent the Respondent shall sign the relevant Response, by signing the original of Submission Form; and initialling all of the pages of the original Response, except for un-amended printed literature.

#### **IV.7.2 Form and Content of the Response**

Responses should be prepared simply and economically, providing a straightforward and concise description of the Respondent's relevant experience and qualifications.

In order to ensure a uniform review process and to obtain the maximum degree of comparability, the submissions in response to this RFQ should be organized in accordance with the standardized submission forms provided in Annex 3 herein. Submissions should include, at a minimum, the following:

- 1) Response Submission Form (Annex 3.A)
- 2) Description of the Respondent Organization (Annex 3.B), including
  - a. Respondent Organization (Form 3.B.1)
  - b. Basic Information Form (Form 3.B.2)
  - c. Consortium Agreement (Form 3.B.3)
  - d. Power of Attorney (Form 3.B.4)
- 3) Legal Eligibility (Annex 3.C)
- 4) Independence Criteria (Annex 3.D)

- a. Independence Affidavit (Form 3.D.1)
- 5) Technical Criteria (Annex 3.E)
- 6) Financial Criteria (Annex 3.F, including certified financial statements for the past three (3) fiscal years.

Responses should be duly signed by the Respondent's authorized representative.

## **Section V: Eligibility Criteria and Minimum Qualifications**

### ***V.1 Qualification of Respondents***

Any Respondent who desires to become a Qualified Respondent must have direct experience with the successful execution of projects of a similar nature to that envisioned herein or other urban works construction projects.

Therefore, a Respondent, whether acting alone or in consortium, shall be required to satisfy certain specific legal, technical, and financial criteria in order to qualify to participate in the RFP. A Respondent that satisfies the criteria set forth herein shall be designated as a "Qualified Respondent" and upon rendering required guarantees and fees, shall be eligible to participate in the aforementioned tender procedure.

### ***V.2 Bidding Consortium***

An Economic Operator may form, together with one or more other Economic Operators, a Bidding Consortium. In the event that a Respondent is a Consortium, said Consortium must evidence that it fulfills all minimum criteria set forth herein. The Contracting Authority shall consider the capabilities of each of the consortium members and assess whether their combined qualifications meet the minimum criteria set forth herein.

### ***V.3 Accreditation of Affiliates and Parent Companies***

Economic Operators, whether individually or in consortium, may be accredited with the experience of their Affiliates and/or Parent Company. In the event an Economic Operator wishes to be accredited with the experience of an Affiliate and/or Parent Company, said Economic Operator must present evidence demonstrating that the Affiliate and/or Parent Company meets the definitions of Affiliate and/or Parent Company set forth herein.

The Respondent must also present evidence demonstrating that the Affiliate and/or Parent Company whose experience is accredited shall provide support to the Respondent in the execution of the Contract, in the event that the Respondent becomes Selected Bidder.

### ***V.4 Eligibility Requirements***

A Respondent must evidence its compliance with the following minimum qualification criteria.

Respondents are expressly acknowledging the possibility of criminal or civil sanctions and penalties for intentionally or negligently submitting any document, declaration, or statement containing any materially false or misleading information.

Respondents must submit their credentials in accordance with the standardized forms set forth in Annex 3 of this RFQ.

#### **V.4.1 Legal Requirements**

The Respondent, or in the case of a Consortium, each member of the Consortium, must provide evidence of its registration under the laws of the Republic of Kosovo.

Compliance with legal requirements shall be evidenced in the form of a sworn affidavit submitted by every Respondent, or in the case of a Consortium, by every member of the Consortium, attesting to its eligibility in accordance with the following criteria:

V.4.1.1 An Economic Operator shall not be eligible if in the past ten years such economic operator, or any executive, manager or director thereof has been:

- a) determined by a court of competent jurisdiction to have committed a criminal or civil offence involving corrupt practices, money laundering, bribery, kickbacks or activities similar to those described herein;
- b) declared ineligible, by reason of conduct such as those described above, by any bank, institution, or organization providing funds for general development, public investment, or reconstruction;
- c) determined by a court of competent jurisdiction to have committed a serious offence by participating in the activities of a criminal organization;
- d) determined by a court of competent jurisdiction to have committed an act of fraud or an act equivalent to fraud;
- e) determined to have engaged in unprofessional conduct by a court of competent jurisdiction, administrative agency or organization responsible for enforcing standards of professional conduct; or
- f) determined by the Procurement Review Board (“PRB”) or a court of competent jurisdiction to have made serious misrepresentation to any public authority in Kosovo or any other jurisdiction.

V.4.1.3 An Economic Operator shall not be eligible if the Economic Operator:

- a) has in the past two (2) years, been adjudged to be bankrupt or insolvent by court of competent jurisdiction or is currently the subject of proceedings: (i) for a declaration of bankruptcy, (ii) for an order for compulsory winding up or administration by the court of competent jurisdiction, (iii) any other procedure similar to the Kosovo Law or any other jurisdiction;
- b) is being wound up or administered by a court of competent jurisdiction;
- c) currently has in place an agreement or arrangement with its creditors providing for extended or reduced terms of payment if such terms were agreed to by such creditors because the Economic Operator had previously been unable to satisfy its obligations as they came due;
- d) is in any situation analogous to a, b or c above, arising from a similar procedure under the laws of its place of establishment or where it conducts business;
- e) is currently the subject of a judicial or administrative order suspending or reducing payments by or to such Economic Operator and resulting in the total or partial loss of the Economic Operator’s right to administer and/or dispose of its property;
- f) is currently the subject of a judicial or administrative proceedings that may result in judicial or administrative order suspending or reducing payments by or to such Economic Operator if such proceedings may also result in the Economic Operator being adjudged bankrupt or insolvent;
- g) has, in the past three years, been adjudged by a court of competent jurisdiction to have seriously breached a contract with any public entity, public authority or public undertaking in Kosovo or elsewhere;

- h) is currently delinquent in the payment any social security contributions in Kosovo or the Economic Operator's country of establishment is more than thirty (30) days delinquent in the payment of any amount owed to a public service operator in Kosovo for water, electricity, gas or heat;
- i) is currently delinquent in the payment of taxes in Kosovo or the Economic Operator's country of establishment;
- j) has a place of business in Kosovo but do not/does not have a current or valid certificate of registration issued by the Kosovo Registry of Business Organizations and Trade Names.

V.4.1.4 An Economic Operator shall not be eligible to participate if in the past five years such Economic Operator, or any executive, manager or director thereof, has been found guilty by a court of competent jurisdiction of fraud or of having materially falsified information or documents.

#### **V.4.2 Minimum Technical Qualifications**

The evaluation of technical capabilities will consider whether the Respondent adequately meets the technical capability requirements of the Project.

The Respondent shall demonstrate that it has successfully designed and constructed of at least four (4) similar Projects over the past five (5) years, with a total construction value of not less than EUR 5 million.

#### **V.4.4 Minimum Financial Qualifications**

The Respondent, or the members of the Consortium in aggregate, must evidence:

- Four (4) years of profitable operations documented by financial statements audited by a certified auditor;
- Creditworthiness for all phases of the project (design phase, construction phase) evidenced by bank references or evidence from previous projects;
- Annual revenue/turnover of EUR 1 million or more over the past four (4) years.

## **Section VI: Evaluation and Qualification of Respondents**

### ***VI.1 Evaluation of Responses***

The evaluation of Responses shall begin promptly after the Opening of Qualifications referred to above. The Contracting Authority, acting through a duly appointed Selection Committee, shall review all duly submitted Responses to this RFQ and shall evaluate and identify Qualified Respondents according to the qualification criteria set forth herein.

The Selection Committee will review Responses on a pass / fail basis against the mandatory criteria set forth in this RFQ. Responses not meeting all mandatory criteria will be deemed "Ineligible" and rejected without further consideration. A Response that does meet all the mandatory criteria will be deemed a "Qualified Respondent".

## ***VI.2 Clarifications and Additional Information***

To facilitate the examination and evaluation of Responses, the Contracting Authority may ask a Respondent individually for clarification of its Response or of some aspect relating thereto. All requests for clarification must be submitted in writing to the Respondent. Whenever such request for clarification is made, the Respondent shall provide the requested information by such date as may be specified by the Contracting Authority.

## ***VI.3 Notification***

Respondents will be notified of their eligibility or ineligibility by the Contracting Authority.

## ***VI.4 Invitation to Submit Proposals***

Upon rendering any required guarantees and fees, all duly Qualified Respondents shall be invited to respond to an RFP for the Project, if issued.

## ***VI.5 Limited Duration***

The Qualification status conferred to a Respondent under this process shall in no case apply to any tender issued after 90 days following qualification. The pre-qualifications status of a Qualified Respondent may be revoked at any time by the Contracting Authority, should said Qualified Respondent fail to meet the eligibility criteria set forth herein at the time of the issue of a RFP, at the time of submission of proposals, or at the time of Contract inception.

## ***VI.6 Acceptance of Responses***

This RFQ is not an agreement to purchase goods or services or to enter into any form of contract. The Contracting Authority is not bound to enter into a Contract with any Qualified Respondent, and the Contracting Authority excludes any and all pre-contractual obligations and liability. The Contracting Authority may at any time and at its will terminate the procurement process without any liability.



## Section VII: Attachments

Attached to this RFQ are the following Annexes which form an integral part of this dossier:

<b>Annex No.</b>	<b>Contents</b>	<b>Reference in the RFQ</b>
<b>Annex 1</b>	RFQ Announcement	
<b>Annex 2</b>	Request for Confidentiality	
<b>Annex 3</b>	Standard Submission Forms Annex 3.A - Response Submission Form Annex 3.B - Respondent's Organization Annex 3.C - Legal Eligibility Annex 3.D – Independence Criteria Annex 3.E – Technical Criteria Annex 3.F – Financial Criteria	
<b>Annex 4</b>	Request for Additional Information	
<b>Annex 5</b>	Submission Checklist	

## **Annex 1. RFQ Announcement**

Date of notification to the PPRC:

	<b>Media:</b>	<b>Date:</b>
<b>Publication of RFQ Notice (compressed version):</b>		

RFQ Announcement:

## **Annex 2. Request for Confidentiality**

To: RIT Kosovo (A.U.K) College  
xxx  
10000 Pristina, Kosove  
(Hereinafter “the Contracting Authority”)

RE: Request for Qualifications - RIT Kosovo (A.U.K)  
College  
Procurement No [...]

WHEREAS *[insert name of Respondent]* (hereinafter “the Respondent”), in attempting to evidence compliance with the minimum qualifications set forth in the RFQ for Procurement No. [...], has furnished the following information which it requests to be treated as privileged and confidential:

*Identification of specific information and documents which the Respondent requests to be treated as confidential:*

AND WHEREAS the said information hereby is declared (i) not to be in the public domain, and (ii) to be protected from intentional or negligent disclosure by the economic operator;

AND WHEREAS public access to the said information would result in material harm to the legitimate commercial interests of the Respondent for the following reasons:

*Statement of the nature of such material harm and the reasons why it would occur:*

THEREFORE, I, the undersigned, in legal representation of the Respondent, hereby formally request that the Contracting Authority classify and maintain the aforementioned information as confidential.

<b>Economic Operator Identification</b>	
<b>Company Name</b>	
<b>Full Address</b>	
<b>Represented by:</b>	
<b>Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

## ***Annex 3. Standard Submission Forms***

The following pages contain the standard forms for the presentation of Responses.

Annex 3.A	Response Submission Form
Annex 3.B	Respondent Organization
Form 3.B.1	Respondent Organization
Form 3.B.2	Basic Information Form
Form 3.B.3	Consortium Agreement
Form 3.B.4	Power of Attorney
Annex 3.C	Legal Eligibility
Annex 3.D	Technical Criteria
Annex 3.E	Financial Criteria

## Annex 3.A Response Submission Form

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[Location, Date]

To: RIT Kosovo (A.U.K) College  
Shpetim Robaj str. n.n  
10000 Pristina, Kosove

**REFERENCE:** Request for Qualifications RIT Kosovo (A.U.K)  
College / Procurement No. [...]

Dear Sir:

Pursuant to the Request for Qualifications dated [...], [Name of Respondent / Lead Member] hereby submits its Qualifications in conformity with the terms and conditions set forth in said RFQ, whose provisions we accept in their entirety, without reservation or restriction.

[Name of Respondent / Lead Member] hereby applies to become a Qualified Respondent in order to participate in a subsequent tender for a design & build contract in Pristina.

[We are submitting our Qualifications in association with: [Insert a list with full name and address of each Consortium member]. We confirm, as a member in the consortium, that all members shall be jointly and severally liable by law for the performance of any future contract, that the lead member is authorised to bind, and receive instructions for and on behalf of each member, and that all members in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance, except when otherwise. We further confirm that we have designated [insert full name and address of Lead Member] as the Lead Member of our Consortium.]<sup>1</sup>

[Name of Respondent / Lead Member] hereby represents and warrants that all information and statements included in this Response are complete and accurate in all respects and accepts that any inaccurate or misleading information contained in this Response may result in disqualification.

[Name of Respondent / Lead Member] hereby confirms that it:

- i. agrees to comply with the pre-qualification criteria;
- ii. acknowledges that the Contracting Authority reserves the right to cancel the procurement or declare it void or otherwise without effect for any reason whatsoever, and that such action shall not entitle the Respondent to any claim whatsoever against the Contracting Authority, or any of their respective agents, representatives, advisors or consultants;
- iii. accepts the right of the Contracting Authority to: (i) request additional information from Respondents; (ii) clarify or amend the terms and conditions set forth in the RFQ; and (iii) clarify extend, or amend the expected schedule for the evaluation of Qualifications and any subsequent tender; and
- iv. accepts the exclusive application of the laws of the Republic of Kosovo with respect to this qualification and procurement process.

[Name of Respondent / Lead Member] hereby designates \_\_\_\_\_ as its representative to receive notices with respect to the prequalification and any subsequent tender at the following address, email, telephone and facsimile numbers:

[Representative's address, email, telephone and facsimile numbers.]

---

<sup>1</sup> [Delete in case no association is foreseen.]

Sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Respondent / Lead Member: \_\_\_\_\_

Address: \_\_\_\_\_

**Form 3.B.1 – Respondent's Organization**

*[Provide here a brief (two pages) description of the background and organization of the Respondent. In the case of a consortium, identify the envisioned role of each consortium member, specifically identifying the Lead Member. Likewise in the case of a consortium, please provide an organizational chart representing the general structure of the Consortium, indicating the percentage of participation of each member, where known.]*

## Form 3.B.2 – Basic Information Form

### Respondent Information (or Lead Member, if applicable)

- (i) Name:
- (ii) Type: (Corporation, Partnership, etc.)
- (iii) Nationality:
- (iv) Address of principal office:
- (v) Telephone number:
- (vi) Fax number:
- (vii) E-mail address:
- (viii) Primary business purpose(s):
- (ix) List of shareholders holding at least 5% of shares (if applicable):

### Other Consortium Members Information: (fill in details for all members)

- (i) Name:
- (ii) Type: (Corporation, Partnership, etc.)
- (iii) Nationality:
- (iv) Address of principal office:
- (v) Name of primary contact person:
- (vi) Title of primary contact person:
- (vii) Telephone number:
- (viii) Fax number:
- (ix) E-mail address:
- (x) Primary business purpose(s):
- (xi) List of shareholders holding at least 5% (if applicable):



### Form 3.B.3 – Consortium Agreement

*[In the event a Respondent is a Consortium, the Respondent must submit a signed original of a legally binding document establishing the Consortium (the "Consortium Agreement"). Said Consortium Agreement must be duly signed by an authorized officer of each Consortium member and include, at a minimum, the following:*

- (i) Identities of all members of the Consortium and their anticipated role in the event that the Consortium is awarded the Contract;*
- (ii) Designation of the Leader Member of the Consortium;*
- (iii) Authorization of the Lead Member to act on behalf of the Consortium and on behalf of all Consortium members for issues relating to this procurement;*
- (iv) Confirmation of each member's commitment to the Consortium;*
- (v) Express recognition that members of the Consortium shall be jointly and severally liable to the Contracting Authority for the contents of the Consortium's Response; and*
- (vi) Acknowledgment by all members of the Consortium that in the event the Consortium becomes the Selected Bidder, the Consortium will be required to legally formalize the relationship between members via the establishment an independent legal entity incorporated under the laws of Kosovo.]*

### Form 3.B.4 – Power of Attorney

<b>A</b>	Date:	[DATE OF EXECUTION]
<b>B</b>	Respondent:	[NAME OF RESPONDENT]
<b>C</b>	Representative:	[NAME OF AUTHORIZED REPRESENTATIVE ]

The undersigned, as members of [Name of Respondent], hereby appoint [*Name of Authorized Representative*] of [*legal address and title*], as our Authorized Representative for all matters relating to or deriving from Procurement Number [...].

The aforementioned Authorized Representative shall have full power and authority to act on behalf of [*Name of Respondent*] and on behalf of the undersigned for all matters relating to the aforementioned procurement. This power and authority shall empower the Authorized Representative to manage and conduct all of affairs and to exercise all legal rights and powers relating to this procurement process, including all rights and powers that the undersigned may acquire in the future with regard to a design & build contract. The Authorized Representative’s powers shall include, but not be limited to, the power to prepare, sign, and file documents with the Contracting Authority for matters relating to this procurement process.

This Power of Attorney shall become effective immediately and may not be revoked without prior written notice to the Contracting Authority.

IN WITNESS WHEREOF [*Name of Respondent or Consortium member*] has executed this Power of Attorney under seal (as appropriate) on the date set out above

[SEAL] _____ ) ) <b>SIGNATURE:</b> _____ <b>PRINTED FULL LEGAL NAME:</b> _____ <b>TITLE</b> _____	) ) <b>SIGNATURE:</b> _____ <b>PRINTED FULL LEGAL NAME:</b> _____ <b>TITLE</b> _____
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Unless otherwise stipulated in the Consortium Agreement, Power of Attorney should be signed by two authorized representatives of the Respondent, or in the case of a consortium, by two authorized representatives of each member of the Consortium.

### Annex 3.C Legal Eligibility

To be filled out and signed by the Respondent or in the case of a Consortium, by each individual member of the Consortium.

[Location, Date]

**REFERENCE:** Request for Qualifications - RIT Kosovo (A.U.K)  
College Procurement No. [...]

I, the undersigned, representing [*Name of Respondent, or in the case of a Consortium, the individual Consortium member*] hereby declare under oath that [*Name of Respondent, or in the case of a Consortium, the individual Consortium member*] meets the eligibility requirements for participating in the procurement, as set forth in Request for Qualifications dated xxx.

I hereby acknowledge and attest that I have read the Request for Qualifications dated xxx and certify that this Economic Operator does not find itself in any of the situations that would cause it to be legally ineligible to participate in the referenced procurement procedure.

I hereby also attest that neither [*Name of Respondent, or in the case of a Consortium, the individual Consortium member*], nor any owner, director, employee or representative thereof, has influenced or attempted to influence a decision or action by the Contracting Authority or any of its representatives, consultants, or advisors affecting or connected with this procurement activity.

I hereby acknowledge the possibility of criminal and civil sanctions, penalties and damages if this economic operator intentionally or negligently submits any document, declaration or statement containing materially false or misleading information.

I hereby accept the right of the Contracting Authority to independently investigate our compliance with the eligibility requirements and agree to immediately provide additional evidentiary information if so requested.

Name of Economic Operator: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Represented by:

Name: \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

SEAL

### Annex 3.D Technical Criteria

#### Minimum Experience in Designing and Constructing Facilities

*[Using the format below, provide information on each assignment for which the Respondent, or in the case of a Consortium, a member of the Consortium, was legally contracted, either individually or as one of the major companies within a consortium, to implement a design & build project with a construction value of not less than Euro five million (€5,000,000). Only include projects that were initiated in the past four (4) years. Please use no more than 5 pages.]*

Project name:	Name of Economic Operator:
Country: Location within country:	Aggregate Construction Value (in current Euro):
Name and address of Client:	Project start date (month/year):  Project completion date (month/year):
Name of associated consultants, if any:	Responsibility of Economic Operator in the Design-Build-Finance project:
Narrative description of Project:	
Description of actual services provided by Respondent (or in the case of a consortium, by the individual member of the Consortium):	

## Annex 3.E Financial Forms

### Form 3.E – Confirmation of Financial Criteria

*Respondents must submit financial statements, audited by a certified auditor, for the Respondent, or in the case of a consortium, for each individual member of the consortium, for each of the last 4 fiscal years. Additionally, using the format below, Respondents should confirm their compliance with the minimum financial criteria required for eligibility. The Respondents must also attach all evidentiary information required by the RFQ, including a credit history issued by the Central Bank of Kosovo, or an investment/credit rating.*

Name of Respondent:	
Annual revenues:	2023: € _____ 2022: € _____ 2021: € _____ 2020: € _____
Earnings before interest, taxes, depreciation and amortization:	2023: € _____ 2022: € _____ 2021: € _____ 2020: € _____
Annual net income/profit:	2023: € _____ 2022: € _____ 2021: € _____ 2020: € _____
Total Assets	2023: € _____ 2022: € _____ 2021: € _____ 2020: € _____
Gross Debt	2023: € _____ 2022: € _____

	2021: € _____ 2020: € _____
Net assets/shareholder funds	2023: € _____ 2022: € _____ 2021: € _____ 2020: € _____
Company auditor	

Respondent's name: \_\_\_\_\_