August 3, 2016

Request for Proposal:

Supply with Pellet for Heating

Reference Number: RFP: RITK2016/17-002

Information about RIT Kosovo™ (A.U.K)

RIT Kosovo is a trademark name deriving from a partnership between American University in Kosovo Foundation Inc. and Rochester Institute of Technology. RIT Kosovo™ (A.U.K) operates in the Republic of Kosovo as the Non-Governmental Organization (NGO) "A.U.K - The American College of Kosovo" (previously named "American University in Kosovo Foundation", “American University in Kosovo Foundation – Prishtina”, “BPrAL American College in Kosovo Foundation – Prishtina”) Registration No. 5200074-2, registered under Law No. 04/L-57, Section 9 On Freedom of Association in Non-Governmental Organizations, first registered May 08, 2002, in Prishtina, Kosovo. RIT Kosovo™ (A.U.K) is also supported by the U.S. Organization, “The American University in Kosovo Foundation Inc”, registered in the County of New York, State of New York, as a tax-exempt entity under section 501(c)(3), public charity status 170(b)(1)(A)(vi), Employer Identification Number (EIN) 20- 0105596, of the Internal Revenue Code. The mission of the RIT Kosovo™ (A.U.K) is to provide a high quality, English-language university education that will prepare its graduates to become leaders in their professions and communities. RIT Kosovo™ (A.U.K) offers undergraduate in areas which facilitate the development of the economy, society, and democratic institutions of Kosovo and the surrounding region.
Administrative Information

Institutional Contacts and Requirements:
All questions should be submitted via email with the subject heading:

RFP: RITK2016/17-002 – Supply with Pellet

Inquiries may be accepted by telephone. Questions or inquiries should be sent to procurement@auk.org.

All questions submitted will be answered in 48 hours.

In order to be considered for the award, all Proposals must be received at the appropriate location by the required time. Any package not received on time at the noted location will be rejected.

Submit one (1) copy your submission package (on CD or by email) with the label/title: RITK2016/17-002 – Supply with Pellet for Heating to:

Procurement Department,
Str. Shpetim Robaj, n.n. Prishtine, 10000, Republic of Kosovo

Due Date:
Submission must be received no later than August 19, 2016 at 13:00 hrs in the RIT Kosovo™ (A.U.K) procurement office located in Str. Shpetim Robaj, n.n. Prishtine 10000, Republic of Kosovo.

Schedule of RFP Events:
- Request for Proposal Issued - August 3, 2016
- Questions Due - within timeframe
- Answers sent to all - within timeframe
- Submission Deadline Date - August 19, 2016 at 13:00 hrs
Goods Requested and Conditions

RIT Kosovo™ (A.U.K) is seeking Pellet for Heating from producers and resellers in Kosovo who are interested in supplying 130 Tons of pellet for the winter season 2016/2017.

The bid should fulfill the following product and delivery specifications:

- 15 kg packages of eco-friendly pellet,
- A quality certificate or a guarantee for quality,
- Commitment to deliver Pellet on smaller quantities (15-20 Tons) when requested and
- An itemized cost breakdown, including a grand total

Bids that do not meet these requirements will be disqualified.

Conflicts/Appearance of Conflict

All proposers shall disclose in their Proposals under separate heading, all actual, potential or apparent conflict(s) as well as any current or past relationship and or dealings between their firm and RIT Kosovo™ (A.U.K) or its employees without limitation.
Selection Criteria

RIT Kosovo™ (A.U.K) reserves the right to reject any and all bids and to award to multiple firms, in whole or part, if it is deemed advantageous to do so by the Institution.

RIT Kosovo™ (A.U.K) reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous arrangements for RIT Kosovo™ (A.U.K). In addition, RIT Kosovo™ (A.U.K) reserves the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, RIT Kosovo™ (A.U.K) may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

Submission of a Proposal in response to this RFP is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the responsible proposer who is determined to be the most advantageous to the RIT Kosovo™ (A.U.K).

The award of this RFP will be based upon a review and analysis of all proposals to determine which proposal/proposals best meet the Institution’s needs as measured against the criteria listed below on the basis of the vendor’s ability to meet the requirements as specified above including long term service and support, at the best price in comparison to all other vendors who have submitted a bid.

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<thead>
<tr>
<th>Evaluation Criteria’s</th>
<th>Points</th>
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<tbody>
<tr>
<td>Price</td>
<td>0-60</td>
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<td>Quality and Packaging</td>
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<td>Delivery Terms</td>
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<td>Previous experience with the vendor</td>
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