Request for Proposal for Extension of Existing Student Canteen Terrace

Date: November 1, 2018.

From: RIT Kosovo (A.U.K)

Reference Number: RFP: RITK2018/19-003 – Proposal for Extension of Existing Student Canteen Terrace

The RIT Kosovo (A.U.K) is accepting Request for Proposals (RFP) to solicit proposals for construction of 87 square meter terrace attaching to the existing Student Canteen terrace. The Contractor shall provide the Services based on the services specified in the following document.

Submission Deadline

Parties interested in responding are asked to submit a proposals no later than 12:00 pm on November 15, 2018 via mail or in person; and email.

RIT Kosovo (A.U.K)
Reference Number: RFP: RITK2018/19-003
Str. Shpetim Robaj, n.n.
Prishtine, 10000, R. e Kosoves
procurement@auk.org

Deadline for RFP Questions

The deadline to submit questions related to this RFP is November 10, 2018 by 12:00 pm. All questions regarding this Request for Proposal should be directed via e-mail to:

Hasan Salihu
Operations Manager
hsalihu@auk.org
Reference Number: RFP: RITK2018/19-003

The following schedule provides key events and their associated completion dates and is provided primarily for planning purposes. RIT Kosovo (A.U.K) may modify the project timeline at its discretion.

- Request for Proposal Issued – November 1, 2018
- Questions Due - within timeframe
- Answers sent to all - within timeframe
- Submission Deadline Date - November 15, 2018 at 13:00
The RIT Kosovo (A.U.K) without liability, cost, or penalty, may at any time prior to or after closing time:
Alter any dates in this RFP; Cancel this RFP; Amend or supplement this RFP; Issue a new RFP for the same or similar services.

Background Information: About RIT Kosovo (A.U.K)

RIT Kosovo (A.U.K) is Kosovo's only private, nonprofit higher education institution which teaches entirely in the English language. It is also the single institution in Kosovo whose degrees are accredited and recognized world-wide thanks to the partnership with the Rochester Institute of Technology (RIT) in New York.

Required documentation/certificates

- Cover Letter
- Legal Documents (Business Registration Certificate, Activities Form, VAT and Fiscal number Certificate)
- Professional Qualifications (Architects or Designers Certificate/License)
- Key Personnel Resumes
- 3 references
- Organization Chart (organogram)

Scope of Work

The bid should fulfill the following specifications:

- *digging the ground for basement area underneath the terrace (approximately 90m2),*
- *removing/digging ground for the walkway (approx. 55 m3),*
- *construction of foundation piles,*
- *construction of support beams,*
- *construction of cement plaque at the same level as the existing terrace,*
- *construction of staircase,*
- *Installing approximately 250 square meters of ceramic tiles – flooring.*
- *An itemized cost breakdown, including a grand total*

The RIT Kosovo (A.U.K) reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor.

The RIT Kosovo (A.U.K) reserves the right to reject any or all bids and any item or items therein,
and to waive any non-conformity of proposals with this RFP, whether of a technical or substantive nature, as the interest of the RIT Kosovo (A.U.K) may require.

- 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).
- 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).
- 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).
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.

**Evaluation Criteria**

The award of this RFP will be based upon a review and analysis of all proposals. Determine which proposal/proposals best meet the Institution’s needs as measured against the criteria listed below. Based on 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. The proposals submitted will be assessed by the Evaluation Committee using the selection criteria and weighting outlined below.

<table>
<thead>
<tr>
<th><strong>Evaluation Criteria Scheme</strong></th>
<th><strong>Maximum Points</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Background, Profile and Operations</strong>&lt;br&gt;<strong>Company history, philosophy, profile Services provided, track record of success Experience with similar organizations</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Company Resources, Expertise, and Experience</strong>&lt;br&gt;<strong>Proposed Personnel and Management</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Company Proposed Work-plan and Budget</strong>&lt;br&gt;<strong>Quality, capability, and capacity of proposed team</strong></td>
<td>70</td>
</tr>
<tr>
<td>References</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>100</td>
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</table>
*** Existing and proposed space

*** Detail and Cuts

*** Ground floor – terrace