

# Welcome to the Pre-Bid Conference for Shopping Procurement For **“One vehicle for KOSTT PIU” Ref. No. 24-1008**

Purpose: To provide guidance  
and tips for a successful offer  
submission

August 02, 2024



# Procurement Opportunities Advertisements

How can you learn about procurement opportunities?

## General Procurement Notice

General Procurement Notice, which shall include procurements planned for upcoming period:

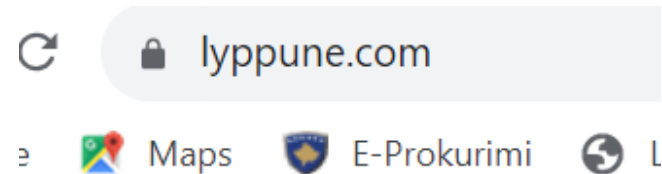
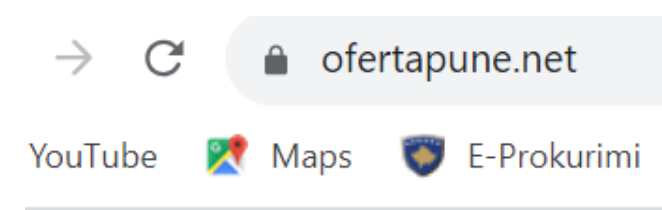
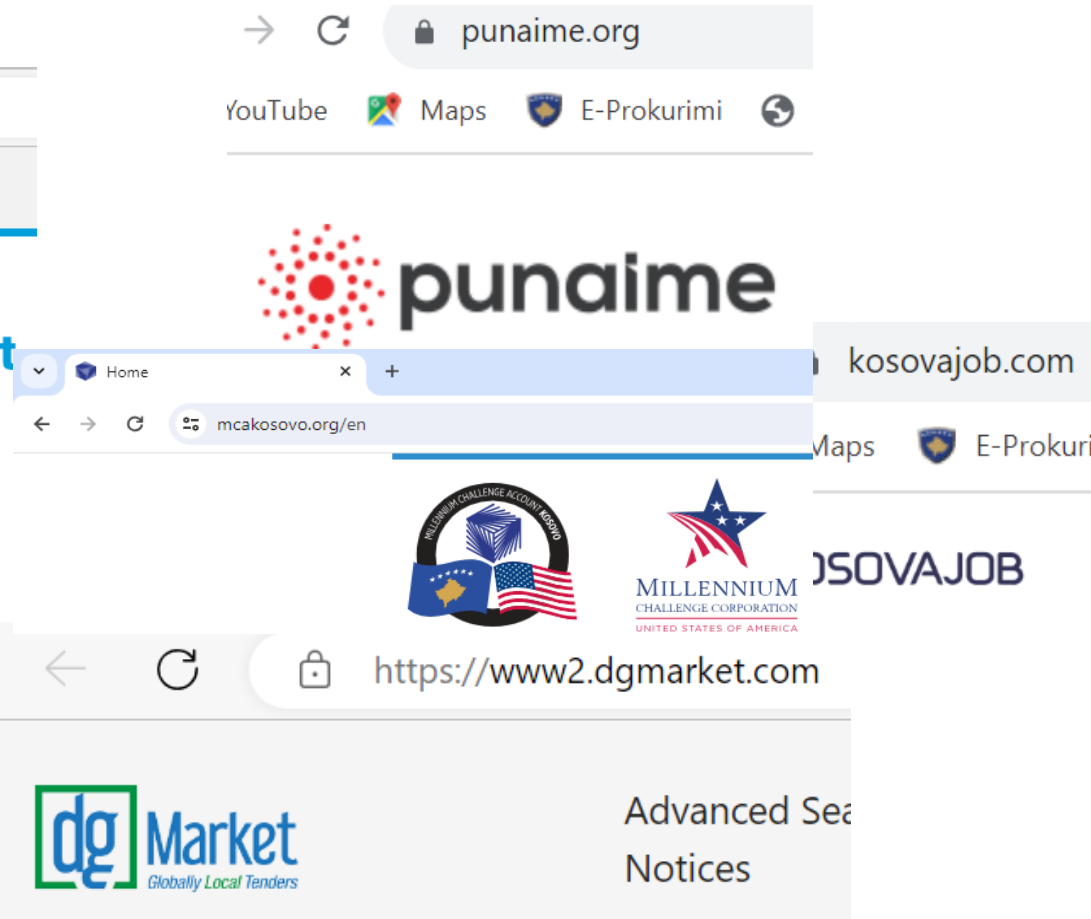
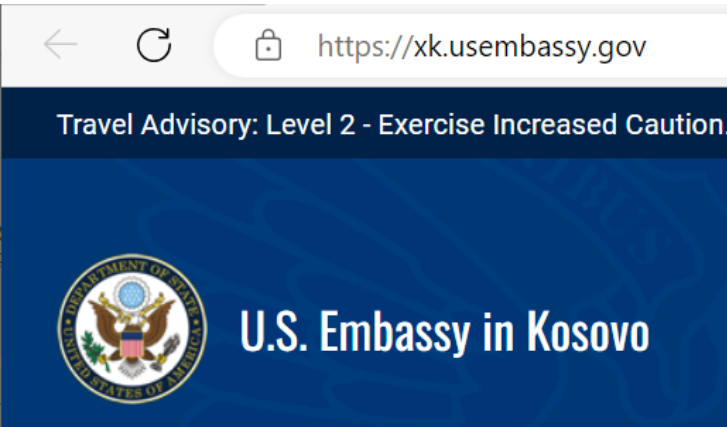
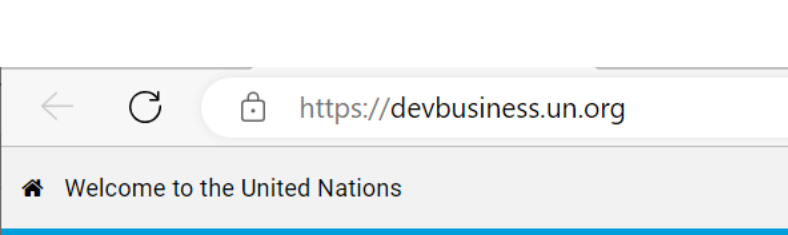
- every quarter and
- upon updates to the approved Procurement Plan

## Specific Procurement Notice

- After the GPN, specific procurement announcements and details for offer submission are advertised.
- Used to announce prequalification or short-listing procedures and inform about the availability of bidding or proposal documents.
- Same web-sites as the GPN.



# MCA entity will publish the GPN & SPN:



# Offers' Database

- MCA has a common database for various offerors and consultants.
- Following the publication of the GPN and SPN, any offeror may contact us at to provide information about their organization and share their e-mail addresses.



[mcakosovopa@dt-global.com](mailto:mcakosovopa@dt-global.com) to **contact you**  
**when bids are published!**

- This enables us to include them in our records for potential future procurement activities.



# Procurement Procedure Overview

## Shopping

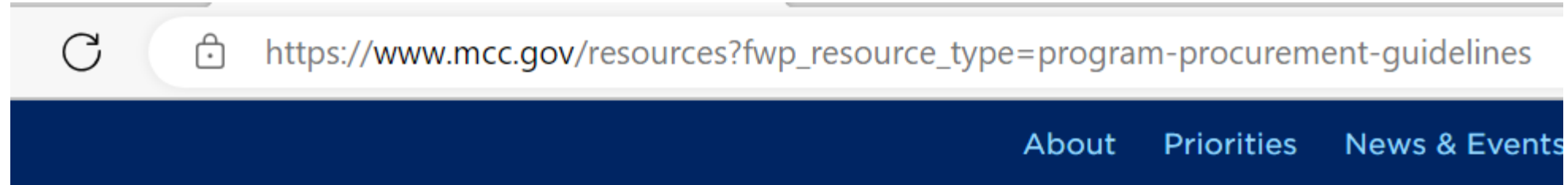
- Price quotations from at least three offerors
- Goods, non-consulting services or simple civil works
- RFQ can be sent via e-mail or published on a local website
- Offers are submitted electronically via pCloud (*no public opening required*)

## Review of offers & Contract

- Approved Review committee (3 members)
- Contract typically awarded to the substantially and lowest compliant offer
- Price reasonableness analysis
- No negotiation, only clarifications before award
- Compliance with procedures



# Evaluation Procedures



Where We Work

Evaluation of quotations in accordance with MCC procedures



<https://www.mcc.gov/resources/doc/010124-ae-program-procurement-policy-guidelines/>



# Local Offerors can apply

## Shopping Procurement

- MCA primarily engages with local offerors for contracting small value services or provision of goods or works.
- Local offerors can respond to requests faster.

## Pre-bid conference

- Offerors will be invited to attend to the pre-bid conferences.
- MCA-Kosovo provides instructions how to present the Offers.
- Respond to any questions of offerors.





# Frequently Requested Items & Most Common Mistakes



Frequently Requested Items	Most Common Mistakes
Business Registration Certificate	Sometimes the offerors fail to include the Business Registration Certificate which is required.
References <i>(The majority of RFQs do not require references to be provided)</i>	Sometimes offerors fail to include the references requested and this delays the processes, or it may cause disqualification if not provided after a request for clarification. Incomplete information, no contact details.
Timely Submission	Some offerors do not pay sufficient attention to deadlines. The dedicated <b>link for submissions will expire after the set date</b> .
Signed and stamp by the authorized representative	Sometimes offerors fail to sign and stamp the offer submission form by the authorized representative. This is a reason for disqualification.
Person signing the offer is not the authorized representative.	Sometimes the person signing the Offer is not the same authorized in Business Registration Certificate. If this is the case, the offeror must include in its offer a signed Power of Attorney providing authorization to sign the offer on behalf of the Offeror.



# Frequently Requested Items & Most Common Mistakes



Frequently Requested Items as Applicable	Most Common Mistakes
Proof of authorization or Power of Attorney not included.	Sometimes, offerors fail to include the proof of authorization or power of attorney given to the signatory of the offer, which is essential in legal, business, and administrative contexts.
List of relevant previous experience indicating: <ul style="list-style-type: none"><li>• name of the organization</li><li>• year of performance</li></ul>	Omitting to provide the name of organization/offeror and year of performance
Bid amount (mistakes, calculation errors)	Sometimes, the offerors fail to provide all the items' prices, or offers present miscalculations. No providing the prices of all the items is a reason for rejection of the offer.

# Request for clarifications

- Requests for clarifications shall be submitted to MCA in written only.
- Request for clarifications shall be submitted not later than **August 06, 2024**.
- Requests for Clarifications shall be sent to the following email: [mcakosovopa@dt-global.com](mailto:mcakosovopa@dt-global.com), indicating the **number** and the **name of the procurement**.

Quest. No	<u>Question</u> Points of Clarification requested by prospective Bidder's/Tenderer's	<u>Clarification</u> Response by Client/Employer	<u>Amendment</u> <u>of BDs</u> <u>YES/NO</u>
1.			



# Clarifications

- MCA-Kosovo will consolidate all questions received and will issue a Clarification document which is sent to all the bidders.
- Clarification on RFQ will be not later than **August 09, 2024.**





# Attachment 2 - List of Prices and Form of Quotation (1)

This Form must be completed and signed by the Offeror.

## Attachment 2

### PRICE AND COMPLETION SCHEDULE

No.	Description	Unit	Quantity	Price (€)	Delivery time
1.	Vehicle ( <i>as per Technical Specifications</i> )	Piece	1		
Total price					

Note: All prices shall be exempt from taxes (VAT, customs duties, excise). MCA-Kosovo as per Compact Agreement is exempt from taxes.





# Attachment 2 - List of Prices and Form of Quotation (2)

This Form must be completed and signed by the Offeror.

## FORM OF QUOTATION

(to be filled by the Offeror)

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

To: Millennium Challenge Account – Kosovo (MCA-Kosovo)  
Str. Migjeni no. 21  
10000, Prishtina,  
Republic of Kosovo

We offer to supply and deliver of **One vehicle for KOSTT PIU with Ref. No.: 24-1008** in accordance with the **Contract Terms and Conditions** and the **Price and Completion Schedule** accompanying this Quotation for the Contract Price of \_\_\_\_\_ [amount in words and numbers] (\_\_\_\_\_) [name of currency] \_\_\_\_\_. We propose to complete the delivery of Goods described in the Contract within the Delivery Time indicated in the **Price and Completion Schedule**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the **Request for Quotation** document and the **Contract Terms and Conditions**, respectively.

We: (a) have not been associated with the party that prepared the design and specifications of the contract that is subject of this Request for Quotation; (b) are eligible to contract with MCA Kosovo; and (c) to the best of our knowledge, are not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Service Provider: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Name of Signatory: \_\_\_\_\_  
Title of Signatory: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email address (optional): \_\_\_\_\_



# Attachment 3: Offeror Declaration of compliance with the service technical requirements (1)



## Attachment 3

### Declaration of Compliance (to be completed by the Offeror)

**To be filled by the offeror**

No.	Description:	Requirements Data	OFFEROR'S CONFIRMATION OF SPECIFICATION
			Hereby declare our full compliance with the service technical requirements set forth by MCA-Kosovo. We affirm that we can provide the requested services in accordance with the specifications outlined below:  <i>(the offeror may write "Yes" or present its proposed alternative or specification)</i>
1	MANUFACTURER	Any manufacturer from an eligible country	
2	TYPE	PICKUP, DOUBLE CAB	
3	YEAR OF PRODUCTION	Brand new, 2023/2024 models	
4	COUNTRY OF ORIGIN	From any of the MCC eligible countries <sup>2</sup>	
5	QUALITY CONTROL	ISO 9001 - Quality Management Systems	
6	ENGINE	TDI, D-4D, or similar.	
7	Cylinder arrangement	4 to 6	
	1 Capacity (cc)	2000 to 3000	
	2 Valve mechanism	16 to 24	
	3 Fuel type	diesel	
	4 Fuel injection system	Direct injection, common rail	

<sup>2</sup> Eligibility requirements as per the AE [Program Procurement Guidelines \(mcc.gov\)](https://www.mcc.gov)



# Attachment 3: Offeror Declaration of compliance with the service technical requirements (2)



**To be filled by the offeror**

No.	Description:	Requirements Data	OFFEROR'S CONFIRMATION OF SPECIFICATION
			<p>Hereby declare our full compliance with the service technical requirements set forth by MCA-Kosovo. We affirm that we can provide the requested services in accordance with the specifications outlined below:</p> <p><i>(the offeror may write "Yes" or present its proposed alternative or specification)</i></p>
	5 Max. power (kW; rpm)	130 to 165; 3000 to 4000	
	6 CO2 emissions (g/km)	Euro 6	
	7 Transmission	7 or 8-speed automatic	
8	<b>BRAKES</b>		
	8 Rear	Mechanical locking differential or Drums	
	9 Front	Ventilated disc brakes	
9	<b>WHEELS AND TIRES</b>		
	10 Tyres	17alloy; 265/70, R17C, (M+S)	
	11 Full-sized spare wheel (alloy)	required	
10	<b>FLATBED/DECK SPECIFICATIONS</b>		
	12 Dimensions	Min. 150cm x 150cm	
	13 Cover	Lockable roll cover	
	14 Deck lining	High Density Polyethylene lining	
11	<b>CLIMATE CONTROL</b>		
	15 Cabin AC and climate control	Required	
	<b>ENTERTAINMENT CONSOLE</b>		
	16 Radio and navigation	Required	
	<b>SEATS</b>		
	17 Number of seats	5 seats - in 2 rows	
	(a) Height adjustable head restraints	required	
	<b>SAFETY</b>		
	(b) Driver, front passenger, and side airbags	required	
	(c) Front passenger airbag deactivation	required	
	<b>WINDOWS</b>		





# Attachment 3: Offeror Declaration of compliance with the service technical requirements (3)



**To be filled by the offeror**

No.	Description:	Requirements Data	<b>OFFEROR'S CONFIRMATION OF SPECIFICATION</b>  Hereby declare our full compliance with the service technical requirements set forth by MCA-Kosovo. We affirm that we can provide the requested services in accordance with the specifications outlined below:  <i>(the offeror may write "Yes" or present its proposed alternative or specification)</i>
	(d) Electrically adjustable windows-front and rear	required	
	(e) Heat-insulating glass all round	required	
	<b>MIRRORS</b>		
	(f) Electrically adjustable and heated exterior mirrors	required	
	(g) Electrically foldable, adjustable and heated exterior mirrors	required	
	<b>WINDSHIELD WIPER SYSTEM</b>		
12	2-speed intermittent wipers	required	
	<b>FUEL</b>		
	(h) Fuel tank (l)	≥ 75	
13	(i) Combined cycle (L/100 km)	Max. 13 L/100km	
	<b>AUXILIARY EQUIPMENT</b>		
	(j) 12V rope traction (front)	required	
	(k) Spot and Fog Lamps	required	
	(l) Set comprising detachable towbar	Required	
14	(m) Tire Iron and jack for field tire replacement	Required	
	Other Requirements After sales service	Technical assistance, after-sales services and spare parts shall be provided by the Manufacturer or by an officially authorized local Company, certified by the Manufacturer.	



# Attachment 3: Offeror Declaration of compliance with the service technical requirements (4)



**To be filled by the offeror**

No.	Description:	Requirements Data	OFFEROR'S CONFIRMATION OF SPECIFICATION
			Hereby declare our full compliance with the service technical requirements set forth by MCA-Kosovo. We affirm that we can provide the requested services in accordance with the specifications outlined below:  <i>(the offeror may write "Yes" or present its proposed alternative or specification)</i>
15	Max. delivery period	Within 120 days from contract signature	
16	Warranty: (a) The warranty period shall be: 60 months for mechanical, electric parts, electronic equipment or 100,000 km. (b) The warranty period shall commence on the date of delivery stated in the certificate. (c) The warranty certificate will be in the name of the final Beneficiary.	Required	

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Signature and Stamp of the Authorized Representative



# Attachment 4: List of previous similar contracts

(This shall be filled by the Offeror)



No.	Contract name	Name of the contracting authority	Period of contract	Contract value	Contact details of the contract manager or person who can provide reference
<i>[ 1. ]</i>	<i>[ name of contract... ]</i>	<i>[ name of contractor... ]</i>	<i>[ contract sing – contract completion ]</i>	<i>[ contract value ]</i>	<i>[ e-mail, name of the referrer or contract manager ]</i>

The Offeror shall provide at least two (2) reference letters from the clients on provision and maintenance services and copy of the contracts for the items listed above.



# Attachment 5: Sample of a Power of Attorney



## POWER OF ATTORNEY

*(to be filled by the Offeror, only if signatory party other than the representative named on the Business Certificate)*

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

To: Millennium Challenge Account – Kosovo (MCA-Kosovo)  
Str. Migjeni no. 21  
10000, Prishtina,  
Republic of Kosovo

We herewith authorize \_\_\_\_\_ (Name and Surname) to act on behalf of \_\_\_\_\_ (Company or Consortium Name), regarding:

### REQUEST FOR QUOTATION (RFQ) - GOODS AND RELATED SERVICES

Procurement Title: One vehicle for KOSTT PIU

Procurement Ref.: 24-1008

The aforementioned individual is authorized through all stages of the RFQ. Including, the submission of the offer and signature the Form of Quotation with the priced Price and Completion Schedule and Other Supporting Documents.

This Power of Attorney shall be valid until the process has been concluded.

Signature of the Authorizing Party

Signature of the Authorized Person

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

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





# Attachment 7: Manufacturer's Authorization Template

(to be filled and signed by a person with the proper authority to sign documents that are binding on such manufacturer).

Re:

Offer Ref:

*[This letter of authorization should be on the letterhead of the manufacturer of the Goods and should be signed by a person with the proper authority to sign documents that are binding on such manufacturer. An Offeror shall include this letter of authorization in its Offer].*

WHEREAS

We, *[insert name of manufacturer]* are reputable manufacturers of *[insert type of goods manufactured]* having factories at *[insert location(s) of factories]*.

THEREFORE, we do hereby

Authorize *[insert name of Offeror]* to submit an Offer in response to the Request for Quotation referenced above. The purpose of such Offer is to provide the following Goods: *[insert description of Goods]* manufactured by us, and to subsequently negotiate and sign the Contract for the supply of such Goods.

AND

Extend our full guarantee and warranty with respect to the Goods offered.

Signed:

In the capacity of:

[Print Name]





# Completing Offer Forms (3)



Business  
Registration  
certificate



References



Submitted quotation must  
be typed correct



Signed and stamp by  
the authorized  
representative.

- Offerors shall submit with their quotation's copies of the following documents:

- a. Business Registration Certificate.
- b. At least 5 years of experience been in sales and maintenance of the proposed vehicles in the Kosovo's market. The five-years will be counted from the date of the Business Registration. **This will be evaluated on a "pass or fail" evaluation methodology.**
- c. **A list of minimum two (2) previous** contracts of experience in the last five (5) years supplying vehicles to similar organizations (Government and/or international organizations such as: US Embassy, UNDP, World Bank etc.) including the client's contact details (email address). Supplier shall provide at least two (2) reference letters from the clients on provision and maintenance services and copy of the contracts. This information is required as the MCA-Kosovo will conduct reference check. No providing the complete information as requested here may be a reason for rejection of your offer. **This will be evaluated on a "pass or fail" evaluation methodology.**
- d. Manufacturer's Authorization Form.
- e. The Manufacturer Catalog or Brochure of the proposed vehicle underlining the technical characteristics offered in much detail as possible to facilitate the evaluation of the technical specifications.
- f. A written Declaration of the Manufacturer's availability of spare parts, consumables for at least for 8 years from the date of delivery for proposed vehicle.
- g. A written and formal commitment of after sales services such as regular servicing according to the program provided by the manufacturer.
- h. A written description and formal commitment for continuous local technical support available - authorized service centers across Kosovo for vehicles by the manufacturer. **This will be evaluated on a "pass or fail" evaluation methodology.**

# Zipped Files

## Technical Advice



Link expires after deadline

## Instruction for uploading your submission

- Type this link correctly in a browser:  
<https://e.pcloud.com/#page=puplink&code=jdX7ZpJJCfbkYddhQ2GiwT7XAK75hUutV>
- Click Here to Add Files (select your quotation and all relevant documents and click upload)
- Enter your: Offerors Name and Email address.
- Upload

Late submissions will be automatically rejected as the link will expire on the set date and time.

**Files are uploaded!**

100% uploaded

3.7 MB







# Tips for a Successful Offer



**Thorough Document Review:** Carefully review offer documents for a clear understanding.



**Complete & Organized Submission:** Ensure your offer is complete, well-organized, and follows formatting guidelines.



**Early Submission:** Submit your offer well ahead of the deadline for ample time.

These steps help you submit a competitive and compliant.





# Bid Challenge



Offerors may challenge the results of a procurement

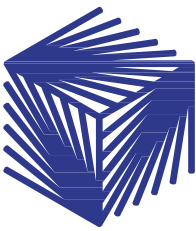


According to the rules established in the Bid Challenge System developed by MCA-Kosovo and approved by MCC:

<https://mcakosovo.org/storage/app/uploads/public/660/53d/35d/66053d35df65f803631911.pdf>



All Offerors should be informed of the decision and given 2 business days to submit a request for debriefing.



## Important Remarks

### Conflict of Interest

- Offerors must avoid conflicts of interest.
- To assess conflicts of interest, the definition of “offeror” includes the main bidding entity (such as a joint venture, association, or consortium) and any designated sub-consultant or sub-contractor.

### MCC anti-corruption policy Hotline

- Email to [hotline@mcc.gov](mailto:hotline@mcc.gov) or [mcchotline@usaid.gov](mailto:mcchotline@usaid.gov);
- Filling out web form on the website <https://oig.usaid.gov/complainant-select>)
- Telephoning the OIG at 1-800-230-6539 or 202-712-1023;
- Contacting a member of MCC’s AFC Team.



# Contract Information

The MCA entity may use:

- a purchase order (PO) and
- a formal sign contract depending on the procured goods.





# Deadline to submit offers

Reminder, it is essential that all offers are received by **August 15 at 15:00 Kosovo time** to ensure fair and equitable consideration.

- For clarifications, do not hesitate to reach out in writing to: [mcakosovopa@dt-global.com](mailto:mcakosovopa@dt-global.com)
- We are here to assist you and provide any necessary information.



# Looking Forward to Your Submissions!

- We would like to express our sincere gratitude for your interest in our bid process. Your involvement is greatly appreciated, we are excited to have you as potential partners in this endeavor.
- We look forward to your submissions and the opportunity to collaborate.
- Thank You!

