



Millennium Challenge
Account Kosovo

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Minutes of Pre-Offer Conference

Procurement of Consultant Services

Design-Supervision for infrastructure works in University of Prishtina
Ref. No:25-4005

November 24, 2025



Date: November 24, 2025, at: 14:00 hrs (Kosovo local time)

A. Attendance (present & online via Teams)

On behalf of MCA-Kosovo

1. Drilon Potera - Acting Procurement Director, MCA-Kosovo
2. Burim Hashani- Deputy Executive Director for Programs, MCA-Kosovo
3. Shpresa Kusari- (DCO/EAPLA-O/LES), MCC
4. Hamit Qeriqi- Director of JETA Project, MCA-Kosovo
5. Dukagjin Kastrati -Infrastructure Specialist, MCA-Kosovo
6. Patricia Sanchez – Procurement Agent Manager (PA)
7. Aferdita Selmani - Senior Procurement Specialist, Procurement Agent (PA)
8. Agim Hoxha - Procurement Specialist, Procurement Agent (PA)

From the Participants:

- 10 participants attended the session, either in person at the University of Prishtina or via the online option. All represented different organisations.

B. Introductions & Opening Remarks

The Pre-Offer Conference for the “Design–Supervision for Infrastructure Works at the University of Prishtina” began promptly at 14:00 hrs. Patricia Sanchez, the Procurement Agent Manager, welcomed all participants and explained that the presentation will cover two main areas: the technical aspects and the procurement procedures.

The pre-offer conference organized by MCA-Kosovo aims to provide participants with first-hand information on the assignment, local conditions, and specific considerations, — particularly for offerors from outside the country.

The conference also provides an opportunity for attendees to ask questions and for MCA-Kosovo to clarify any issues identified in the bidding documents.

Attendees were informed that the meeting would be recorded for the preparation of the official minutes. These minutes will be shared with all attendees and registered offerors and will also be uploaded on the MCA-Kosovo website.

C. Scope of Services and RFO Presentations

i. Project and Scope of Work Presentation.

Mr. Dukagjin Kastrati, MCA-K Infrastructure Specialist, provided a detailed overview of the Scope of Work and the project objectives.

The scope of the assignment includes developing detailed architectural and engineering designs, preparing technical specifications and Bills of Quantities (BoQ). Providing professional supervision for renovation and adaptation works.

The Offeror will also assess and incorporate environmental and social risk mitigation measures during both the design and implementation phases.

During the supervision task the selected offeror will ensure that the contractor implements a robust Construction Environmental and Social Health and Safety (C-ESHS) Plans, in compliance with MCC requirements.

The architectural and engineering designs will be developed in close coordination with MCA-Kosovo, acting as the Contracting Authority responsible for coordinating the project and its stakeholders. This collaboration includes working with the ESF Implementation Consultant for the “JETA Energy Skills for the Future Activity” and the University of Pristina to identify project requirements and ensure that the designs meet the intended purpose.

The areas subject to renovation are distributed across three floors. The scope of work is divided into three key phases:

Design Phase – Development of detailed architectural and engineering designs, preparation of technical specifications and BoQs, and review of preliminary drafts.

Supervision Phase – Professional oversight of renovation and adaptation works, ensuring compliance with design specifications and C-ESHS requirements. Issuing Provisional Acceptance Certificates.

Defect Liability Period Phase – Monitoring and management of defects identified after project completion, ensuring that all issues are corrected before final acceptance.

The total duration of the assignment is estimated at 26 months.

MCA Kosovo, through the ESF Implementation Consultant, will provide the modules and training programs that will serve as for a key input to the architectural design of the training center. Additionally, the ESF Implementation Consultant will provide the technical specifications for the laboratory equipment, which the Design and Supervision Contractor will incorporate these specifications into the Detailed Design for adequate infrastructure of electrical, ventilation, flooring and waste management.

Mr. Hamit Qeriqi, Director of the JETA Project, emphasized that more than 90% of the existing spaces to be renovated are currently unused and in poor condition, requiring extensive attention during the design and adaptation process.

ii. Presentation of the RFO and the procurement Procedures

The Procurement Agent provided a detailed explanation of the key contents of the RFO which includes Part 1 – Selection Procedures and Part 2 – Contract documents as their respective sections, and the procurement process. Attendees were advised to download and carefully review the relevant sections of the RFO for a complete understanding of the requirements, specifically:

Section I: Instructions to Offerors (ITO)
Section VI: General Conditions of Contract
Section VIII: Contract Forms and Annexes.

Other important topics covered included:

- The method of selection of this procurement is Quality and Cost-Based Selection (QCBS). The Offerors shall prepare their proposals based on their own approach and methodology and all the key and non-key experts for the assignment.
- The submission of the Offers and its procedures. Clearly emphasized that two separated links have been provided for uploading the Technical and Financial Offers and that no Financial Prices should be included and/or uploaded in the Technical Offer and its link. The links for offers submissions will expire right after the set date and time and the Offerors were advised to upload the information with sufficient time in advance to prevent any technical issues during uploading the offers.
- Section III of the RFO, Qualification and Evaluation Criteria were explained, including the technical evaluation framework. Offerors were reminded of the mandatory criteria, emphasizing that the offeror will be rejected if its offer does not include evidence clearly demonstrating that it meets the mandatory criteria specified in the RFO.
- An overview of Section IV, offer submission Forms was also provided.
- Circumstances under which the proposals can be rejected, disqualified, or deemed non-responsive.
- Conflict-of-interest situations and procedures to disclose any situations or potential COI were explained.
- MCC anti-corruption policy and hotline was explained.
- Information about MCA-Kosovo's Bid Challenge System.

The Procurement Agent reminded attendees that all questions must be submitted in writing to the email address specified in the RFO document by the established deadline.

C. Questions and Answers

At the end of the presentation, Patricia Sanchez, Procurement Agent Manager, noted that some questions raised during the session will be answered, and questions without immediate responses will be included in the **Clarification No. 1**, to be issued to all registered Offerors.

The Procurement Agent Manager also highlighted that a **site visit** will be organized after the presentation to allow participants to view the premises where the design and supervision works will take place.

Below are the questions raised during the meeting.

Question 1:	for Key Staff 1: Project Manager, specifically the requirement for English proficiency at <i>C1 level</i> . Could you please confirm whether this language level must be demonstrated through an official certificate , or if it is acceptable to propose an expert who possesses the required level of English proficiency without submitting formal proof, based on their professional experience and background?
Answer 1:	This question will be answered within Clarification No. 1 to be issued by MCA-Kosovo.

Question 2.	For the bidding process of the works contractor, will FIDIC contract and procedures will be used?
Answer 2:	No, the FIDIC contract will not be used in this case

Question 3:	If the laboratory of the Faculty of Technical Sciences already exists, are we only expected to prepare the design for how it should look?
Answer 3:	The design will not be based on the building's existing layout; instead, it will be fully reconfigured to meet the new functional requirements and intended purposes. MCA-Kosovo and a Consultant already contracted to support the JETA Project will develop the training modules and the detailed specifications for the necessary equipment. This consultant will also determine the number and frequency of the trainings which will be taken into consideration for the design. As of now, it is being considered 16 students per class, but this might change. With this data and information, the selected offeror will develop a conceptual and detail design according to the ToR.

Question 4:	We are only responsible for carrying out the supervision?
Answer 4:	The scope of work includes three key phases: Design Phase, Supervision Phase and Defect Liability Period Phase.

Question 5:	Regarding the specific experience listed under Section III, can the Offeror submit evidence of contracts performed for the private sector?
Answer 5:	As indicated in Section III, the previous experience requires evidence of contracts conducted for public or international organizations. (copy of contract is required).

Question 6:	Regarding the key staff, can one expert apply for two positions?
Answer 6:	Section III – Qualification and Evaluation Criteria clearly specifies that each key staff member will be evaluated separately according to the criteria. Therefore, one professional shall be nominated for each position.

Question 7:	For prior experience, can a contract that involves multiple building constructions be considered if the contract is still ongoing, but some buildings have been already completed?
Answer 7:	Section III – Qualification and Evaluation Criteria of the RFO considers only completed contracts. Ongoing contracts will not be considered.

Question 8:	In which format should the files be submitted: BIM or CAD?
Answer 8:	This question will be answered within Clarification No. 1 to be issued by MCA-Kosovo.

D. Closing Remarks

The Procurement Agent Manager thanked all the attendees for their participation and informed that the minutes of the pre-offer conference will be sent by email including the recording of the session.

Also, invited all attendees to follow the site visit to inspect the premises where the tasks of the design and supervision will take place

The Pre-Offer Conference concluded at 14:49 hrs (Pristina time).

Attachments:

Annex 1	Meeting recording	https://e.pcloud.link/publink/show?code=XZXKBAZ1bh2jDCKJ8Y0D0NwW0XA0YkVTA7
Annex 2	Attendance record of the participants	- https://e.pcloud.link/publink/show?code=XZ8KBAZN39FhNkwBzuXoRKM6fIWRptmkzIV
Annex 3	Power Point presentation	https://e.pcloud.link/publink/show?code=XZRKBAZLMplw8PWA3br4J086dfcnVKv7s5V

Final Note: These answers were provided during the pre-offer conference; however, MCA-Kosovo may provide updated versions of the answers through the Clarification No. 1.