*On the base of the* ***Sub-Award Agreement****, signed* ***21st June 2021*** *between The* ***Save the Children Kosova/o*** *and* ***Caritas Kosovo in Ferizaj,*** *Registration Business number 5200022-0, Fiscal Number 600246765, represented by the* ***General Director – Don Viktor Sopi****, non-profit organization, Rr. Rexhep Bislimi, 70 000 Ferizaj, Kosovo, within the realization of the project “Stop trafficking in human beings and domestic violence. Help!” funded by European Union Office in Kosovo, are requesting the following:*

|  |
| --- |
| **REQUEST FOR OFFER**  **[Provision of equipment for Victims of domestic violence and Human trafficking]** |

|  |  |
| --- | --- |
| **DOCUMENT NO:** | D-020-b/22 |
| **DRAFTED BY:** | Financial Officer – Danijela Ivanovic |
| **REVIEWED BY:** | Project Coordinator – Jakup Sabedini |
| **APPROVED BY:** | Executive Director – Alfred Pjetri |
| **STARTING TIME AND DATE:** | 05/10/2022 at 08:00 |
| **EXPIRING TIME AND DATE** | 25/10/2022 at 16:00 |
| **DURATION:** | Min 15 days |
| **DATE:** | 05/10/2022 |

**For provision of following office and IT equipment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO** | **ARTICLE NAME** | **ARTICLE DETAILS** | **UNITS** | **FOR SUPPLIER** | |
| **COMMENT** | **PRICE** |
| **1** | Desk for doctors |  | 1 | *Please, provide short description, content and/or explanation.* | *Please present the price per article.* |
| **2** | Child examination chairs |  | 1 | *Please, provide short description, content and/or explanation.* | *\_\_\_\_\_EUR per 1PCS* |
| **3** | Chairs for doctors |  | 1 | *Please, provide short description, content and/or explanation.* | *Please present the price per article.* |
| **4** | TV min 42’’ inch |  | 1 | *Please, provide short description, content and/or explanation.* | *\_\_\_\_\_EUR per 1PCS* |
| **5** | Lap top min i5 |  | 1 | *Please, provide short description, content and/or explanation.* | *\_\_\_\_\_EUR per 1PCS* |
| **6** | Printer 3in1 |  | 1 | *Please, provide short description, content and/or explanation.* | *\_\_\_\_\_EUR per 1PCS* |
| **7** | Air condition |  | 1 | *Please, provide short description, content and/or explanation.* | *\_\_\_\_\_EUR per 1PCS* |

* Delivery of equipment should be accomplished by the predicted action plan of the project, after contract ratification.
* Payment procedure will be on euro bank account upon successful submission of all deliverables by the subject/theme/cause and according to previously agreed price from the offer.
* Offer (pre-invoice) must contain all details about requested equipment (please find details in ToR).
* The Price of required services should not include VAT cost, since the Organization is exempted from the VAT costs.
* Delivery of services should be accomplished in agreed predicted period after contract ratification.
* Offer (pre-invoice) should be titled on the: NGO Caritas Kosova

-Main office address: Rr. Rexhep Bislimi, Sheshi, 70 000 Ferizaj, KOSOVA.

- Regional office address: Ul. Milana Milanovica, 43500 Leposavic, KOSOVA

-Subject Line: *“Provision of equipment for Victims of domestic violence and Human trafficking”*

* Registration Business Number and Certificate Number of your company should be clearly mentioned together with active bank account numbers were payment will be made, issued in Kosovo.
* Guarantee deadline should be precisely reported.
* After expiring time and date any offer will not be considered as a legal.
* Offers must be sent on following address:

[info@caritaskosova.org](about:blank)

cc: [danijela.ivanovic@caritaskosova.org](about:blank)

or hand delivered in before mentioned Caritas Kosova offices.

**Project coordinator**

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**Jakup Sabedini**