Better Skills - Better Life

INVITATION TO TENDER

SINGLE TENDER PROCEDURE – SUPPLY CONTRACT

Supply of IT Equipment Package: 4 Laptops, 1 Projector and 12 Tablets

Call for Tender No.: 001/2026

1. CONTRACTING AUTHORITY

Prishtina Regional Enterprise Agency (Prishtina REA)
Address: Str. Zagreb, H.23, No. 08, 10000 Prishtina, Kosovo

2. PROJECT INFORMATION

Project Title: Employment Opportunities through Cross-Border Partnership Kosovo–Montenegro – "Better Skills – Better Life"
Grant Contract Reference: CFCU/MNE/304
Project: IPA III Cross-Border Cooperation Programme Kosovo–Montenegro

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3. SUBJECT OF THE CONTRACT

Prishtina REA invites eligible economic operators to submit tenders for the supply and delivery of an IT equipment package within the framework of the project "Better Skills – Better Life".

The contract covers the following equipment:

No.	Description	Quantity
1	Laptop computers (minimum Intel Core i5/i7 processor, 16 GB RAM, 512 GB SSD, 15.6" Full HD display, Windows 11 Pro, including carrying bag)	4
2	Multimedia projector (minimum 3,500 lumens, Full HD resolution, HDMI/VGA/USB connectivity, including projection screen and remote control)	1
3	Tablet devices (minimum 10.1" display, 4 GB RAM, 64 GB/128 GB storage, Wi-Fi connectivity, including protective case)	12

All equipment must be new, unused and compliant with the minimum technical requirements specified in the Tender Dossier.

Place of delivery: Prishtina REA premises, Prishtina, Kosovo.
Delivery period: Within 15 calendar days from the date of contract signature.

4. PROCUREMENT PROCEDURE AND CONTRACT VALUE

The procurement shall be conducted under the **Single Tender Procedure for Supply Contracts**, in accordance with the applicable provisions of the Grant Contract, Annex IV, and the relevant European Union external action procurement rules (PRAG), as applicable.

Maximum available budget: EUR 5,800.00.

Budget Line: 3.2.1.

The maximum budget represents the financial ceiling for this procurement. Offers exceeding the available budget may be rejected.

The contract is intended to benefit from the applicable VAT, customs duty and fiscal charge exemptions under the relevant EU–Kosovo Framework Agreement and applicable national procedures. Tenderers shall follow the tax treatment and pricing instructions specified in the Tender Dossier.

5. ELIGIBILITY AND AWARD CRITERIA

Participation is open to eligible economic operators in accordance with the nationality and eligibility requirements established in Annex IV of the Grant Contract and applicable EU external action procurement rules.

Tenderers must not be in any exclusion situation under the applicable PRAG provisions or subject to EU restrictive measures.

The contract will be awarded to the **lowest-priced technically compliant tender**, provided that the tender meets all administrative, eligibility and technical requirements set out in the Tender Dossier.

6. TENDER DOSSIER AND REQUIRED DOCUMENTS

Interested economic operators may request the complete Tender Dossier from Prishtina REA.

The Tender Dossier includes the relevant administrative, technical and financial documentation, including:

Part A – Instructions to Tenderers and Technical Specifications

Part B – Technical and Administrative Offer, including:

- Signed Tender Submission Form;
- Signed Tenderer's Declaration;
- Copy of business registration certificate;
- Bank account details;
- Completed Technical Offer Table, indicating the proposed brands, models and technical specifications of the offered equipment.

Part C – Financial Offer, including:

- Completed Financial Offer Form;
- Detailed and itemised price breakdown in EUR;
- Confirmation of compliance with the applicable VAT exemption and tax treatment requirements.

All documents must be duly completed, signed and submitted in accordance with the instructions provided in the Tender Dossier.

7. DEADLINE AND METHOD OF SUBMISSION

Deadline for submission: 27 November 2026, at 16:00 (Prishtina local time).

Tenders received after the specified deadline shall not be considered.

Tenders may be submitted through one of the following methods, as permitted by the Tender Dossier:

- By hand delivery;
- By post or courier;

Submission Address:

Prishtina REA
Str. Zagreb, H.23, No. 08
10000 Prishtina, Kosovo

Tender Reference:
`Procurement 4 – CFCU/MNE/304 – IT Equipment Package`

The outer envelope must be clearly marked:

"NOT TO BE OPENED BEFORE THE TENDER OPENING SESSION"

For electronic submissions, the subject line must clearly indicate the Call for Tender number and contract reference. The detailed submission instructions in the Tender Dossier shall prevail.

8. REQUEST FOR THE TENDER DOSSIER AND ADDITIONAL INFORMATION

The complete Tender Dossier (Parts A, B and C) and any requests for clarification may be obtained by contacting:

Prishtina REA – Procurement Office
email address: dori@prishtina-rea.net

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