



Kosovo Women's Network

Serving, Protecting and Promoting the Rights of Women and Girls

Invitation to Tender

Date: 05 September 2025

Subject: Extension of the application deadline - Invitation to submit a bid for accommodation, food and conference room services in the Municipality of Durrës

To Whom It May Concern:

The Kosovo Women's Network (KWN) seeks offers for accommodating a group of approximately 120 people in Durrës Municipality for the period **26-28 September 2025** (2 nights) with **full board** and a conference hall. Please send your offer, including the following:

- **Accommodation:** 10 single rooms, 45-55 twin rooms (with two separate beds), and 5-10 rooms that are accessible for persons with disabilities, with appropriate access to entrances, elevators, rooms, restrooms, and the conference hall, totalling 65 rooms.
- **Quality Catering (Full Board):** Catering service from 26 to 28 September 2025, including lunches, dinners, breakfasts, and two coffee breaks, including:
 - 26 September: lunch and dinner
 - 27 September: breakfast, lunch, and dinner
 - 28 September: breakfast
 - Two coffee breaks on 27 September
 - Various dietary options must be included (vegetarian, vegan, gluten-free, halal, etc.)
- **Conference Hall:** Minimum capacity for 120 people in "theatre" format for on the afternoon of 26 September and all-day 27 September. The ability to provide audio-visual and technical equipment is optional, but welcome. Also, the request for additional, smaller meeting rooms for 0.5 days is optional. For details, see the Invitation to Tender.

We invite you to send your offers in accordance with the enclosed Tender Dossier. The offer should include: (1) Narrative Proposal (Form 5.1), (2) Financial Proposal (Form 5.2), and (3) Cover Letter and Declaration of Honour (Form 4).

Please send your offers to: procurement@womensnetwork.org with the subject: "Oferta – Hotel & Konferencë". The deadline for sending offers is **09 September 2025**. Offers sent after the deadline will not be considered.

Thank you for your interest and cooperation!