



Kosovo Women's Network

Serving, Protecting and Promoting the Rights of Women and Girls

Section 3: Data Sheet and Technical Specification

1	Introduction & Overview	The Kosovo Women's Network (KWN) and Queens University in Kanada are organizing a workshop to be held in Prishtina on 15-17 April 2026. KWN is seeking for offers for accommodating a group of approximately 35 participants in Pristina. We are anticipating that the workshop attendees will arrive to Pristina anytime between 12-14 April 2026 (depending on available flights from home country) and will be departing Pristina anytime between 18-20 April 2026 (depending on available flights to return to home country).
2	Purpose of the Service	To provide accommodation, catering, and conference hall with confidential, high-quality services.
3	Brief Description of the Required Services	Professional accommodation, catering, and conference hall. Other services such as additional meeting rooms, pool, and spa are optional but welcome.
4	Objective and Scope	The objective is to ensure a positive, comfortable, confidential environment that will facilitate networking.
5	List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Provide Accommodation: 35 single rooms, with appropriate access to entrances, elevators, rooms, restrooms, and the conference hall. <p>Provide Meals:</p> <ul style="list-style-type: none"> • Cost per person per breakfast (if in addition to the accommodation; if included in accommodation, please state this); • Cost per person per lunch; • Cost per person per dinner; • Accommodation per person per night for up to 35 rooms and approximately 5 nights per room (the precise number of rooms will be confirmed at a later date and a couple participants may arrive earlier or later; therefore, please provide the cost per night per person). • Meals should include options for vegetarian, vegan, gluten-free, halal, etc. <p>Provide Conference Hall: Conference Room:</p> <ul style="list-style-type: none"> • Cost per day for a meeting room for approximately 35 participants; • Cost per day for a larger, spacious meeting room; • Cost for sound system and if it is available; • Cost per person for catering services for coffee/tea and small snacks during breaks; • Equipment (optional: please indicate availability and cost for each): projector, screen, audio system, 2-4 wireless handheld microphones, podium, Wi-Fi for all participants, water for speakers. <p>Professional service and availability to quickly resolve issues that may arise related to accommodation, catering, and the conference hall.</p>
6	Location of work	Pristina, Kosovo

7	Expected duration of contract	Five days								
8	Target start date	12.04.2026								
9	Estimated completion date	20.04.2026								
10	Language of Proposal	English								
11	Pre-proposal conference	N/A								
12	Travels Expected	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required								
13	Names and CV of individuals involved in providing services	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required								
14	Currency of Proposal	EUR								
15	Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes								
16	Bid Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required								
17	Financial Standing	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required								
18	Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, KWN may request tenderers to extend the validity of bids. The Bidder shall then confirm the extension in writing, without any modification to the bid.								
19	Partial Quotes	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted								
20	Payment Terms	<table border="1"> <tr> <th>Instalments</th> <th>Deliverables</th> <th>Tentative Timeframe</th> </tr> <tr> <td>1.</td> <td>Completed provision of services</td> <td>24 April 2026</td> </tr> </table>	Instalments	Deliverables	Tentative Timeframe	1.	Completed provision of services	24 April 2026		
Instalments	Deliverables	Tentative Timeframe								
1.	Completed provision of services	24 April 2026								
21	Type of Contract	Service Contract								
22	KWN will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on following factors:								
23	Annexes to this ITT	<input checked="" type="checkbox"/> Invitation to Tender (ITT) <input checked="" type="checkbox"/> Instruction to Bidders or Consultants <input checked="" type="checkbox"/> Data Sheet and Scope of Work <input checked="" type="checkbox"/> Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest <input checked="" type="checkbox"/> Technical Proposal Form <input checked="" type="checkbox"/> Financial Proposal Form <input checked="" type="checkbox"/> Template of Proposed Contract								
24	Deadline for Submission of requests for clarification	See Timetable in the Instructions to Bidders								
25	Documents to be submitted:	<input checked="" type="checkbox"/> Technical Proposal (<i>Section 5.1</i>) <input checked="" type="checkbox"/> Financial Proposal (<i>Section 5.2</i>) <input checked="" type="checkbox"/> Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest (<i>See Section 4</i>)								
26	Qualification Requirements:	<ul style="list-style-type: none"> Eligible bidders are legally registered hotels or conference centres located in Pristina Municipality. 								

		<ul style="list-style-type: none">The conference hall, dining area, as well as some rooms and restrooms, must be accessible for all participants.										
27	Award Criteria	<table><tr><th>Criteria</th><th>Points</th></tr><tr><td>Level of compliance with the requirements of the Invitation to Tender (ITT)</td><td>40</td></tr><tr><td>Additional services offered at discounted or no price</td><td>10</td></tr><tr><td>Financial offer (lowest price)</td><td>50</td></tr><tr><td>Total</td><td>100</td></tr></table>	Criteria	Points	Level of compliance with the requirements of the Invitation to Tender (ITT)	40	Additional services offered at discounted or no price	10	Financial offer (lowest price)	50	Total	100
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		Level of compliance with the requirements of the Invitation to Tender (ITT)	40									
		Additional services offered at discounted or no price	10									
		Financial offer (lowest price)	50									
Total	100											

Technical Specifications / Scope of Work

In addition to the specifications and scope of work provided in the Data Sheet, the Technical Proposal should make clear the following, which should also be clearly represented in the Financial Proposal:

- Does the Bidder provide other benefits, such as the availability of:
 - Indoor pool
 - Spa
 - Smaller meeting rooms
 - Larger meeting roomsPlease state whether these are included in the Financial Proposal or available at an additional cost.
- Payment policy
- Cancellation conditions
- Conditions for changes in the number of rooms, including: (1) whether changes are possible; (2) the number of people and rooms that may change while retaining the same cost per person and room; (3) deadlines by when such changes can be made; and (4) costs of changes, if any. Please note that the precise number of persons for accommodation and meals may change slightly, which is why the price per unit is requested.
- Any additional benefits provided for free or at a discount (e.g., free use of the hall)