



# Kosovo Women's Network

*Serving, Protecting and Promoting the Rights of Women and Girls*

## SERVICE CONTRACT (DRAFT)

**Title:** Provision of Meeting Room, Catering, and Accommodation Services in Pristina

**Contract Reference no:** KWN-SC-##-2026

This Contract is concluded between:

**The Kosovo Women's Network (KWN)** (hereinafter referred to as the Contracting Authority)

Registration number: 5102267-0

Fiscal number: 600238332

Address: Kadri Gjata str., Kati I, nr. 8, 10000 Pristina, Republic of Kosovo

Represented by: KWN Executive Director

Email: [info@womensnetwork.org](mailto:info@womensnetwork.org)

Phone:

And

**Name** (hereinafter referred to as The Contractor)

Located at:

Fiscal number:

Represented by:

Email:

Phone:

### Article 1. Contract documents

The documents hereafter are considered to form an integral part of the Contract, in the order of priority given below:

1. This Contract
2. KWN Invitation to Tender, including the Invitation Letter, Instruction to Bidders, Data Sheet and Technical Specification dated x December 2025
3. The Contractor's narrative and financial offers

If any difference exists between these documents, this Contract shall take precedence.

### Article 2. Contract value and payments

This is a unit price Contract with the unit price as agreed in the Finance Proposal. Payments will be made after receiving the final invoice within seven (7) days following the provision of the Services to the Contracting Authority's full satisfaction.

Payments shall be made at the following:

Bank name:

Account holder

Account number:

### Article 3. Performance Period

The performance period is set from 12 April 2026 to 20 April 2026.

#### **Article 4. Termination of the Contract**

This contract shall terminate:

- Upon the successful completion of the foreseen deliverables.
- Upon written agreement between the contracting parties before the project period ends and/or all project activities are completed; or
- Due to the inability of either or both parties to perform their contractual obligations (e.g., force majeure, administrative issues). If, by any reason, the obligations of this agreement will not be fulfilled, any of the parties may immediately cancel the agreement. When the agreement is terminated, the unused amount shall be returned to The Contracting Authority.

#### **Article 5. Confidentiality**

This Contract is confidential and shall not be made publicly available without the consent of the Parties, except in cases provided by the relevant national Laws. During the implementation of the Contract, and after its expiry, the Contractor shall demonstrate full discretion and keep confidential all information concerning the Contracting Authority's business and any information related to the work carried out as part of the Contract. This shall not apply to statements or facts publicly available, or statements or facts whose nature does not require any permission. The Contractor acknowledges that any breach of confidentiality shall constitute a gross misconduct and may result in immediate termination of this Contract.

#### **Article 6. Environmental Guidelines**

The Contractor shall consider the environmental impact of all aspects of this project, which may involve the manufacturing, transport, packing, use and disposal of the goods and services in a non-polluting manner. The Contractor agrees to strive to purchase products and services that have less negative impact on the environment, as well as to limit the use of resources where possible (e.g., electricity, water, gasoline, and avoidance of plastic products).

#### **Article 7. Applicable Law**

This Contract is subject to and shall be construed in all respects in accordance with the laws in effect in the Republic of Kosovo.

#### **Article 8. Resolution of Dispute**

The Contracting Parties shall endeavour that all issues arising under this contract are resolved via mutual consent. If such a solution is not possible, the jurisdiction of the Court in Prishtina, Republic of Kosovo shall be used.

#### **Article 9. Contract Copies**

This contract is made in two (2) identical copies. Each party shall receive one (1) original copy of the signed contract.

Date and signature  
**Contracting Authority**

Date and signature  
**For the Contractor**

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**Igballe Rogova**  
Executive Director  
Kosovo Women's Network

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**Name**  
**Title**  
**Business**