

Letter of invitation to tender - Supply with Pellet for HeatingReference Number: **RITKOSOVOOP01/2022 – Supply with Pellet**

RIT Kosovo (AUK) is seeking Pellet for heating from producers and resellers in Kosovo who are interested in supplying 120 Tons of pellet for the winter season 2022/2023.

The bid should fulfill the following product and delivery specifications:

- 15 kg packages of eco-friendly pellet,
- A quality certificate or a guarantee for quality,
- Commitment to deliver Pellet on smaller quantities (15-20 Tons) when requested
- The date when the company can start supplying
- An itemized cost breakdown, including a grand total

Schedule of events:

- Request for Proposal Issued - September 8, 2022
- Questions Due - within timeframe
- Answers sent to all - within timeframe
- Submission Deadline Date - September 22, 2022, at 14:00

Selection Criteria

RIT Kosovo (AUK) reserves the right to reject any and all bids and to award to multiple firms, in whole or part, if it is deemed advantageous to do so by the Institution.

Evaluation Criteria's	Points
Price	0-60
Quality and Packaging	0-15
Delivery Terms	0-15
Previous experience with the vendor	0-10

RIT Kosovo (AUK) reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous arrangements for RIT Kosovo (AUK). In addition, RIT Kosovo (AUK) reserves the right to suspend or terminate the procurement process described in this RFO at any time (in its sole discretion). Submission of a Proposal in response to this RFO is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the responsible proposer who is determined to be the most advantageous to the RIT Kosovo (AUK).

The award of this RFO will be based upon a review and analysis of all proposals to determine which proposal/proposals best meet the Institution's needs as measured against the criteria listed below on the basis of the vendor's ability to meet the requirements as specified above including long term service and support, at the best price in comparison to all other vendors who have submitted a bid.

Conflicts/Appearance of Conflict

All proposers shall disclose in their Proposals under separate heading, all actual, potential or apparent conflict(s) as well as any current or past relationship and or dealings between their firm and RIT Kosovo (AUK) or its employees without limitation.

Quotation/ Price

The language of the Quotation shall be in English and prices shall be quoted in Euro, inclusive of VAT. The Quotation shall remain valid for a minimum period of fifteen (15) calendar days, after the deadline for submission.

Interested vendors **MUST** provide a complete bid no later than 14:00 on Thursday, September 22, 2022 in the RIT Kosovo (AUK) Procurement Office located in Str. Shpetim Robaj, n.n. Prishtinë 10000, Republic of Kosovo.

Submit one (1) copy your submission package in person or by email with the label/title: RITKOSOVOOP01/2022 – Supply with Pellet.

The vendor/s chosen by RIT Kosovo will be contacted by a representative of the RIT Kosovo.

Questions or inquiries should be sent to procurement@auk.org. All questions should be submitted [via email](#) with the subject heading: **“RITKOSOVOOP01/2022 – Supply with Pellet”**.