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Qeveria  
Vlada-Government

## INTEGRATED WATER RESOURCES MANAGEMENT IN KOSOVO (IWRM-K)

Phase 2  
May 2024 – April 2029

### Request for Offer 2025-002

## Procurement of Laboratory Equipment for the RWC Mitrovica

March 2025



Integrated Water Resources  
Management in Kosovo

*The IWRM-K is a Swiss Agency for Development and Cooperation (SDC) and Government of Kosovo Program, implemented by Skat Consulting Ltd. (Switzerland) in consortium with the Environment Agency Austria (EAA)*

**skat** Swiss Resource Centre and  
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**umweltbundesamt**<sup>U</sup>

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## 1. INVITATION FORM

**Integrated Water Resources Management in Kosovo (IWRM-K) Program – Phase 2**

**DATE: 14 March 2025**

**REFERENCE: Procurement of Laboratory Equipment for the RWC Mitrovica**

Dear Sir / Madam:

The “Integrated Water Resources Management in Kosovo” Program<sup>1</sup> (hereinafter the Program or IWRM-K – Phase 2) kindly invites you to submit your Offer<sup>2</sup> in EUR (VAT excluded) for **RFO-2025-002 for Procurement of Laboratory Equipment for the RWC Mitrovica**. The Offer must be submitted in a sealed envelope on or before **16.30h CEST on 03 April 2025**, to the address below:

**The Offers should be submitted electronically to the following dedicated email:**

**[tender@skat.ch](mailto:tender@skat.ch)**

**Please use the following e-mail subject: RFO-2025-002 Procurement of Laboratory Equipment for the RWC Mitrovica**

**The Technical and Financial Offer MUST be submitted in one PDF document. The Offer shall be DIGITALLY signed or signed and scanned in the \*.pdf format. The same submission time as for hard copy offers applies.**

**Max. size of uploaded files (per document) must not exceed 20 MB**

Companies failing to meet these requirements will be disqualified. Your Offer must be valid for a minimum period of 120 days.

In the course of preparing your Offer, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Offers that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Goods proposed shall be reviewed and evaluated based on completeness and compliance of the Offer and responsiveness with the requirements of the RFO and all other annexes providing details of this procurement.

Any discrepancy between the unit price and the total price shall be re-computed by the IWRM-K Program, and the unit price shall prevail, and the total price shall be corrected. If the Bidder does not accept the final price based on IWRM-K’s re-computation and correction of errors, its Offer will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by the IWRM-K after it has received the Offer. At the time of Award of Contract or Purchase Order, the IWRM-K reserves the right to vary (increase or decrease) the

<sup>1</sup> The Program is funded by the Swiss Agency for Development and Cooperation and the Government of Kosovo, and implemented by the Consortium of Skat Consulting Ltd., St. Gallen, Switzerland and the Environment Agency Austria. This procurement is organized by Skat Consulting Branch Office in Kosovo.

<sup>2</sup> Please be guided by the form attached hereto as **Annex 3**, in preparing your Offer.

quantity of services and/or goods, without any change in the unit price or other terms and conditions<sup>3</sup>.

Any contract that will be issued as a result of this RFO shall be subject to the Terms and Conditions indicated herein. The mere act of submission of an Offer implies that the Bidder accepts without question the General Terms and Conditions of the IWRM-K.

Please be advised that the IWRM-K is not bound to accept any Offer, nor award a contract, nor be responsible for any costs associated with a Bidder preparation and submission of an Offer, regardless of the outcome or the manner of conducting the selection process.

The IWRM-K encourages every prospective Bidders to prevent and avoid conflicts of interest, by disclosing to the IWRM-K if you, or any of your affiliates or personnel, were involved in the preparation of the Terms of References, or other requirements, cost estimates, and other information used in this RFO.

Thank you and we look forward to receiving your Offer.

## 2. DESCRIPTION OF REQUIREMENTS

1	<b>Brief Description of the Required Goods</b>	The Regional Water Company (RWC) Mitrovica, as a key service provider to the citizens of the Mitrovica region, is committed to ensuring high-quality drinking water and wastewater monitoring in compliance with national and EU standards. To enhance laboratory capacity and improve water quality control, RWC Mitrovica, through support of IWRM-K Program, is procuring specialized laboratory equipment and accessories for analysing chemical and microbiological drinking water parameters.
2	<b>Deadline for the Submission of Offer</b>	3 April 2025, 16.30h CEST
3	<b>Location of work</b>	N/A
4	<b>Expected duration of contract (delivery period)</b>	60 days upon signing of the contract
5	<b>Target start date</b>	15 April 2025
6	<b>Estimated delivery date</b>	10 June 2025
7	<b>Language of the Offer</b>	English
8	<b>Pre-bidding conference</b>	Not Applicable
9	<b>Implementation Schedule indicating breakdown and timing of activities/sub-activities</b>	<input type="checkbox"/> Required, to be included in the Offer <input checked="" type="checkbox"/> Not Required
10	<b>Names and curriculum vitae of individuals who will be involved in completing the services</b>	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
11	<b>Currency of Offer</b>	<input type="checkbox"/> Other currency (if required) <input checked="" type="checkbox"/> Euro
12	<b>Value Added Tax on Price Offer<sup>4</sup></b>	<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
13	<b>Bid Security</b>	Will not be applied
14	<b>Liquidated Damages</b>	Will not be applied
15	<b>Performance Security</b>	Not Required
16	<b>Financial Standing</b>	Not Required
17	<b>Validity Period of Offers (Counting for the last day of submission of quotes)</b>	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days  In exceptional circumstances, the IWRM-K may request the Bidder to extend the validity of the Offer beyond what has been initially indicated in this RFO. The Offer shall then confirm the extension in writing, without any modification whatsoever on the Offer.
18	<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
19	<b>Joint Venture, Consortium or Association</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted

<sup>4</sup> The IWRM-K is VAT exempt in the country and all activities implemented by the Program directly or through contracts are also VAT exempt.

20	Payment Terms	Instalment	Deliverable
		Single payment 100%	Paid upon delivery and technical acceptance of the goods
21	Type of Contract to be Signed	<input type="checkbox"/> Contract for Professional Services – Long Term Agreement <input checked="" type="checkbox"/> Other Type of Contract [Contract for Goods]	
22	Evaluation Method/Criteria	<input checked="" type="checkbox"/> The contract will be awarded to a company/companies that will meet the specifications and offer the lowest price. <input checked="" type="checkbox"/> Full acceptance of the IWRM-K's Terms and Conditions for Contracts (TCC). This is a mandatory criterion and cannot be deleted regardless of the nature of the services/goods/works required. Non-acceptance of the TCC may be grounds for the rejection of the Offer. <input type="checkbox"/> Other:	
23	IWRM-K will award the contract to:	<input checked="" type="checkbox"/> One and only one Supplier <input type="checkbox"/> One or more Suppliers	
24	Contract General Terms and Conditions <sup>5</sup>	Terms and Conditions for Contracts (TCC)	
25	Annexes to this RFO <sup>6</sup>	<input checked="" type="checkbox"/> Annex 1: Term of Reference/Schedule of Requirements <input checked="" type="checkbox"/> Annex 2: Bidder Information <input checked="" type="checkbox"/> Annex 3: Financial Offer <input checked="" type="checkbox"/> Annex 4: Evaluation Criteria <input checked="" type="checkbox"/> Annex 5: Terms and Conditions for Contracts	
26	Contact for Inquiries (Written inquiries sent by email only) <sup>7</sup>	<b>Email to: skatconsultingkosovo@skat.ch</b>  Any delay in IWRM-K's response shall be not used as a reason for extending the deadline for submission unless IWRM-K determines that such an extension is necessary and communicates a new deadline to the Proposers.	
27	Deadline for Submission of requests for clarification	3 working days before the deadline	
28	Manner of Disseminating Supplemental Information to the RFO and responses/clarifications to queries	By e-mail to the requesting bidders. All potential bidders who submit questions before the deadline will receive supplemental information via email in response to their inquiries.	
29	Conditions for Release of Payment	<input checked="" type="checkbox"/> Completion of Unboxing, Training on Operation and Maintenance as required <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFO requirements <input type="checkbox"/> Others:	
30	Documents to be submitted	<input checked="" type="checkbox"/> Annex 2: Bidder Submission Form	

<sup>5</sup> Bidders are alerted that non-acceptance of the Terms and Conditions for Contracts (TCC) may be grounds for disqualification from this procurement process.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> This contact person and address is officially designated by IWRM-K. If inquiries are sent to other person/s or address/es, even if they are IWRM-K staff, IWRM-K shall have no obligation to respond nor can IWRM-K confirm that the query was received.

		<input checked="" type="checkbox"/> Copy of the registration from the relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business; (no translation required)  <input checked="" type="checkbox"/> Annex 3: Financial Offer  <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, letters of accreditation, awards, and citations received by the Bidder, if any  <input checked="" type="checkbox"/> Technical description of items: Full detail including technical and performance characteristics and country of origin enclose catalogue if available  <input checked="" type="checkbox"/> Proof of after-sales service capacity and appropriateness of service network in the form of statement for availability of after-sales service in a period of 20 days and description of capacity  <input checked="" type="checkbox"/> Warranty statement for all items listed in the specification
31	<b>INCOTERMS:</b>	Location for delivery of items: RWC Mitrovica/Water Treatment Plant, Shipol, Mitrovica, Kosovo
32	<b>Other:</b>	IWRM-K retains the right to reduce the quantity of or remove any items subject to this RFO depending on availability of funds, at any time during solicitation and evaluation of the bids.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

**IMPORTANT NOTES:** Please note that the given specifications are the minimum requirements that must be met by your Offer. The IWRM-K will not accept any specification that is below these requirements. You may, however, offer better performance and higher specifications. Contract will be awarded to a company/companies that will meet the specifications and offer the lowest price.

### Technical Specifications of the Laboratory Equipment

No.	Description	Unit	Quantity
<b>For Microbiological Use</b>			
1	<p><b>Manual Autoclave 23L</b>  <b>Efficient Heat Insulation &amp; Quiet Operation</b> for comfortable office environments  <b>Durable 316L Stainless Steel Chamber</b> with an <b>electro-polished finish door</b>  <b>Double Safety Locking System</b> prevents door opening while the chamber is pressurized  <b>Pressure-Activated Lock</b> ensures the door remains closed under pressure  <b>Door Failure Protection</b> prevents opening under high pressure <b>Automatic Safety Shutoff</b> prevents overheating  <b>Water Level Detector</b> with automatic shutdown  <b>Complies with International Standards:</b></p> <ul style="list-style-type: none"> <li>○ PED 97/23</li> <li>○ MDD 93/42</li> <li>○ ASME</li> <li>○ UL/EN 61010-1</li> <li>○ FDA</li> <li>○ ISO 13485:2003</li> <li>○ ISO 9001:2008</li> </ul> <p><b>Technical Specifications:</b>  <b>Chamber Volume:</b> 23L  <b>Overall Dimensions (D x W x H):</b> 21.5" x 20" x 14.4" (545mm x 510mm x 365mm)  <b>Chamber Dimensions:</b> 10" x 19" (254mm x 475mm)  <b>Standard Cassette Capacity:</b></p> <ul style="list-style-type: none"> <li>○ 3 half cassettes (8" x 5.5")</li> <li>○ 3 full cassettes (8" x 11")</li> </ul> <p><b>Rack Dimensions (D x W x H):</b> 6.7" x 16.3" x 0.8" (415mm x 170mm x 20mm)  <b>Cold Cycle Time:</b> 22 min <b>Hot Cycle Time:</b> 14 min <b>Voltage:</b> 120V <b>Frequency:</b> 50 / 60 Hz  <b>Power Consumption:</b> 1400W, 12A  <b>Warranty:</b> 1 Year</p>	pcs	1
2	<p><b>pH meter benchtop with stirrer integrated</b> - large LCD display,  Automatic calibration pH range: - 2.00 / 16.00 pH    pH accuracy: ± 0.01+1 digit  pH resolution: 0.01 pH  pH compensation: ATC: 0 / 100°C    Temp. range: 0 / 110°C  Temp. accuracy: ±0.2+1 digit    Temp. resolution: 0.1°C</p>	pcs	1
3	<p><b>Autoclavable Micropipette 100-1000µL</b> (Supplied with a Calibration Certificate from an ISO 17025 Accredited Laboratory)</p>	pcs	2
4	<p><b>Autoclavable Micropipette 20-10000µL</b> (Supplied with a Calibration Certificate from an ISO 17025 Accredited Laboratory)</p>	pcs	2
5	<p><b>Pipette pump electronical</b> - volume range 0,1 ml to 100 ml.</p>	pcs	2
6	<p><b>Precision Balance</b>  Max. Capacity: 1,200 g    Readability: 0.01 g  Pan Size: (140 mm x 170 mm) stainless steel  Linearity: ± 0.03 g  Repeatability, typical: 0.02 g  Stabilization Time: 1.5 s</p>	pcs	1



No.	Description	Unit	Quantity
7	<p><b>Swivel, high adjustment chair for laboratory.</b>                      Non-slip, comfortable seat and back are produced from soft polyurethane. Height is adjusted by gas lift. Available with adjustable, chrome footrest. Base is made from polyamide including fiberglass compound. Chair has glides in standard.                      Seat / backrest material: non-slip, easy-cleaning polyurethane, resistant to abrasive and cleaning detergents.                      Seat height adjustment range: 54 cm - 85 cm Gas lift / column adjust range: 39 cm - 70 cm Seat dimension: Width 46 cm - depth 44 cm.                      Backrest dimension: Width 41 cm - height 31 cm. Castors / glides: Glides.                      Footrest: Adjustable / chrome - diameter 45 cm.                      Base: Black polyamide with fiberglass - diameter 60 cm.</p>	pcs	4
8	<p><b>Colony Counter</b> - for fast and practical manual counting of colonies on any agar in petri dishes for petri dishes from 40 mm to 100 mm. Counter with LED digitron display allows fast and precise count of the colonies between 0 - 999. Numerical on the counter can be adjusted backward and forward manually. With a 90 mm high quality magnifier with 3x / 9x magnification power magnifier attached to a goose neck, flexible holder.                      Counting table is featured with a backward LED illumination with variable light control. Circular LED illumination system offers a shadow and flicker free illumination.</p>	pcs	1
9	<p><b>Safety Cabinet for Nutrient Media Preparation:</b>                      Overall dimensions minimum 1500x840x1450 Working area dimensions 1230x600x700                      Sloped front design for operational comfort. Sloped back side of the working chamber for the best down flow distribution.                      Cabinet carcass EN12298 tested and certified for air tightness                      Utilities inlets from the top of the cabinet.                      Stainless Steel internal surfaces with 2B finishing including spillage tray. Solid work surface 3 sections, not perforated and special designed front grill.                      Electrically operated sliding multilayer safety glass window max opening at 120°                      Comfortable 200mm front opening                      Comfortable lateral side windows                      Exposed exhaust Hepa filter for easy visual integrity check.                      H14 class High Efficiency Particulate Air filters with 99.999% efficiency on .3micron particles                      EN1822 and EN 13091:1999 tested and certified                      Filter change and maintenance from the front of the cabinet.                      Exhaust transitions easily installable.                      Key operated.                      Self-calibration cycle performed when cabinet is switched on.                      High speed rinse and set up cycle performed, before reaching the safe operating mode.                      Visual display of SAFE conditions.                      Pre-warning before actual alarm conditions are reached (visual and acoustic alarms)                      Interconnected UV and fluorescent lights.                      Exhaust and recirculating flow rates ensure 25 air changes/min in the working area 30% 70% split                      Front barrier air speed <math>\geq 0.5\text{m/sec}</math>                      Aperture protection Factor (Apf) <math>\geq 1.5 \times 10^5</math>                      Cleanability Index CC grade EN 12296 tested and certified                      Light intensity on work surface <math>&gt; 900\text{ lux}</math>.</p>	pcs	1
10	<p><b>Bunsen burner with a gas canister.</b></p>	pcs	1

No.	Description	Unit	Quantity
<b>For Physical-Chemical Use</b>			
1	<p><b>Colorimeter</b></p>	pcs	1
2	<p><b>Dispenser advanced model 1-10mL</b>                      With re-circulation valve + clear glass bottle 2L. Reliable results with bubble-free dispensing of liquids. Fully autoclavable body with high precision with consistent delivery.</p>	pcs	2

No.	Description	Unit	Quantity
3	<b>Dispenser advanced model 2.5-30mL</b> - With re-circulation valve + clear glass bottle 2L. Reliable results with bubble-free dispensing of liquids. Fully autoclavable body with high precision with consistent delivery	pcs	2
4	<b>Digital burette, titras Pro</b>	pcs	2
5	<b>Destilator L003014 / LAUDA</b> - Water Still Puridest PD 4 R, 4l/h with storage tank	pcs	1
6	<b>Magnetic Stirrer with Heating</b> , 2 Positions (2x400 ml) (Heating and Stirring) Temperature Range: 0...120 °C Digital Display Speed Range: 100 - 1000 min <sup>-1</sup>	pcs	2
7	<b>Turbidimeter for Testing Drinking Water, Environmental Monitoring, Standard Reference Measurements according to DIN EN ISO 7027-1</b> <b>Light Source:</b> Infrared LED <b>Measurement Method:</b> Nephelometric (90° scattered light) <b>Display:</b> Illuminated graphic screen, 160 x 104 pixels <b>Keyboard:</b> Flat (foil) keyboard, easily cleaned with an alphanumeric entry option <b>Standard Calibration:</b> 5 points calibration (0.02 – 10.0 – 20 – 500 – 1000 FNU/NTU) <b>Measurement Range:</b> 0–1100 FNU/NTU <b>Resolution:</b> <ul style="list-style-type: none"> <li>• FNU/NTU in the range 0.00–9.99 FNU/NTU</li> <li>• 0.1 FNU/NTU in the range 10–99.99 FNU/NTU</li> <li>• 1 FNU/NTU in the range 100–1100 FNU/NTU</li> </ul> <b>Accuracy:</b> 0.01 FNU/NTU or ± 2% <b>Repeatability:</b> < 0.5% <b>Response Time:</b> 4 sec <b>Calibration Protocol and Interval Settings:</b> Yes/Yes <b>Data Storage:</b> 2500 readings <b>Sample Identification:</b> Alphanumeric entry via the keyboard <b>Connectivity:</b> RS 232, USB <b>Instrument Storage Conditions:</b> –25...+65 °C (13...149°F) <b>Operating Temperature Range:</b> +5...+55 °C (41...131°F), +5...+40 °C (41...104°F) when connected to power <b>Sample Vial:</b> 28 mm diameter, minimum volume 15 ml made of borosilicate glass, cap with phenolic resin and PTFE sealing ring <b>Sample Conditions:</b> Sample temperature < 70°C (158°F) <b>Certification:</b> CE <b>Includes:</b> <ul style="list-style-type: none"> <li>• Four 1.5V AA batteries, adapter, and USB-A to USB-B mini cable</li> <li>• 6 vials (28 mm) with labels for marking</li> <li>• Calibration kit (0.02 – 10.0 – 1000 FNU/NTU)</li> <li>• PC software for turbidimeter</li> </ul>	pcs	1
8	<b>Laboratory Multimeter pH/Conductivity/DO Meter + Magnetic Stirrer (Plate size Ø120)</b> One meter for all important parameters, supporting simultaneous measurement of 3 channels, either in the same or different samples. <b>Parameters:</b> Conductivity, Dissolved Oxygen (DO), Oxidation-Reduction Potential (ORP), pH <b>Sensor:</b> For 3 parameters <b>pH Measuring Range:</b> -2.000 – 20.000 <b>pH Resolution:</b> 0.001, 0.01, 0.1 <b>pH Accuracy (±):</b> 0.002 <b>Conductivity Measuring Range:</b> 0.001 µS/cm – 2000 mS/cm <b>Conductivity Resolution:</b> 0.001 – 2 <b>Conductivity Accuracy (±):</b> 0.5 % <b>DO Measuring Range:</b> 0.000 – 99 mg/L (ppm) <b>DO Resolution:</b> 0.001 <b>DO Accuracy (±):</b> <ul style="list-style-type: none"> <li>• ± 0.1 mg/L from 0 – 8</li> <li>• ± 0.2 mg/L from 8 – 20</li> </ul>	pcs	1

No.	Description	Unit	Quantity
	<ul style="list-style-type: none"> <li>± 10% from 20 – 50</li> </ul> <b>mV Resolution:</b> 0.1, 1 <b>mV Accuracy (±):</b> 0.1 <b>Temperature Range:</b> -30 °C – 130 °C <b>Temperature Resolution:</b> 0.1 °C <b>Temperature Accuracy (±):</b> 0.1 °C <b>Security and Compliance:</b> <ul style="list-style-type: none"> <li>21 CFR Part 11 support</li> <li>GLP (Good Laboratory Practice)</li> <li>Password protection</li> <li>Program SOPs (Standard Operating Procedures) into methods</li> <li>User management</li> </ul> <b>Memory Size:</b> 250 analyses (20,000 data points) <b>Data Transfer:</b> PC, Printer, USB stick <b>Flexibility and Modularity:</b> <ul style="list-style-type: none"> <li>Automation</li> <li>Barcode reader</li> <li>Lab X software</li> <li>Stirrer</li> <li>Upgrade for additional parameters</li> </ul> <b>Sensor Included:</b> Generalist Sensor <b>Languages:</b> Chinese, English, French, German, Italian, Japanese, Korean, Portuguese, Russian, Spanish <b>Display Type:</b> Color TFT Touchscreen <b>mV Measuring Range:</b> -2,000.000–2,000.000 <b>Dimensions:</b> 235 x 188 x 75 mm <b>Connectors:</b> LAN, USB A, USB B, RS232, Mini-DIN, BNC, Cinch/RCA, Mini-LTW <b>Compatible with Intelligent Sensor Management (ISM):</b> Yes <b>Magnetic Stirrer Features:</b> <ul style="list-style-type: none"> <li>Electronic speed control from 300 to 2,000 rpm for precise stirring, even at maximum speed.</li> <li>DC motor offering stirring volume up to 1.5 liters with a smooth start and quick stop.</li> <li>PET housing protects components from aggressive effects.</li> <li>Anti-slip silicone feet pads minimize vibration and ensure excellent stability.</li> <li>Adjustable clamp holder suitable for holding electrodes and other probes.</li> </ul>		
9	<b>Water Bath (according to DIN 12876)</b> Working temp. range: 25 ... 100 °C Ambient temp. range: 10 ... 40 °C Temp. stability: 0.1 ± K Heater power max.: 1.5 kW Size of bath: W400 x D245 x H165 mm Bath volume min. 7.5 / 13.9 L Overall dimensions: W500 x D440 x H275 mm	pcs	1
10	<b>Analytical balance max 220g sensitivity 0.1mg</b> Pan size: 90 mm Internal Calibration: InCal - Semi Automatic Draftshield: Included	pcs	1
11	<b>VORTEX MIXER</b> - "basic" perfect orbital vortex mixing with a single touch. With perfect mixing of a 50 ml tube in 3 seconds with 5.5 mm diameter orbital movement. Voltage: 100 - 240 V, Frequency:50 / 60 Hz, Motion dia.: 5.5mm, Range: 3000rpm	pcs	1

No.	Description	Unit	Quantity
<b>For Sampling</b>			
1	<b>Handheld Residual Chlorine Meter -</b> * Polarography method: Polarography method * Object measured: Free residual chlorine,	pcs	1

No.	Description	Unit	Quantity
	* Sample water: Tap water and pool water (pH: pH 5.8 to 8.0, conductivity: 8 mS/m or greater) * Measuring range: Residual Chlorine: 0~2.00mg/L, Temperature: 0~45°C		
2	<b>Portable Refrigerator with Car Charging Capability</b> , Minimum Capacity 25L, 12V	pcs	1
3	<b>Portable Conductometer and TDS Meter</b> Conductivity Range: 0.00 µS/cm - 200 mS/cm Conductivity Resolution: Automatic Conductivity Sensitivity: ±0.5% of the measured value Conductivity Calibration: 1 point (3 preferred standards) TDS Range: 0.01 mg/l - 200 g/l TDS Resolution: Automatic TDS Sensitivity: ±0.5% Temperature Range (°C): 0...+100 Temperature Resolution (°C): 0.1 Temperature Sensitivity (°C): ±0.5 Linear Temperature Compensation: 0.00%/°C - 10.00%/°C Reference Temperature: 20/25 °C 3.1" Segmented LCD Display Data Logging with memory capacity for the last 200 measurements Red LTW 7-pin Power Supply: 4 × AAA rechargeable batteries and battery charger The kit should contain: the instrument, the conductivity sensor (electrode), 1413 µS/cm and 12.88 mS/cm calibration standards (2 pieces), 4 cups for sample measurements, and a strong meter container for the area.	pcs	1
4	<b>DO meter Field-Kit - LED Status Light and uFocus measurement</b> screen providing mobile users with fast, high-quality data. Sensor: InLabOptiOx DO measuring range: 0.000 – 50 mg/L (ppm) DO resolution: 0.01mg/L DO accuracy (±): ± 0.1 mg/L from 0 – 8, ± 0.2 mg/L from 8 – 20, ± 10% from 20 – 50 Temperature accuracy (±): 0.1 °C Memory: 2000 measurements Protection Rating: Watertight and dustproof (IP67) Ease of Use: 1. Multilingual menu, 2. Calibration support, 3. Backlit Display: Graphic LCD display Sensor Included: Generalist Sensor Connectors: Mini LTW socket Temp. resolution: 0.1 °C Temp. Range: 0 °C – 50 °C Data Transfer: PC Security and compliance: 1.GLP, 2. Password protection, 3. User management	pcs	1
5	<b>pH, EC, Temp. Portable Meter</b> pH Range: 0.00 - 14.00 pH Resolution: 0.01 pH Sensitivity: ±0.01 pH Calibration in three points (4 types of buffers) mV Range: ±1999 mV Resolution: 1 mV Sensitivity: ±1 Temperature (°C): 0...+100 Temperature Resolution (°C): 0.1 Temperature Sensitivity (°C): ±0.5 Temperature Compensation: ATC & MTC Data Logging with memory capacity for the last 200 measurements 3.1" LCD Display Red BNC, Cinch, NTC 30 kΩ Power Supply: 4 × AAA rechargeable batteries and battery charger The kit should contain: plastic 3-in-1 electrode - pH electrode, buffers 4.01/ 7.00 / 9.21 x (2 pieces), 4 cups	pcs	1
6	<b>BLOW LAMP – CARTRIDGE TYPE</b> " Precise flame adjustment by a screwdriver gas control knob.	pcs	1
7	LDPE Bottle 1000 ml Ø 94x200 mm mouth Ø 45 mm	pcs	100

## ANNEX 2: BIDDER INFORMATION

<b>The legal name of Bidder</b>	
<b>Legal address</b>	
<b>Year of registration</b>	
<b>Bidder's Authorized Representative Information</b>	
<b>Country/ies of operation</b>	
<b>No. of full-time employees</b>	
<b>Quality Assurance Certification<sup>8</sup> (e.g. ISO 9000 or Equivalent) (If yes, provide a copy of the valid Certificate):</b>	
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a copy of the valid Certificate):</b>	
<b>Person IWRM-K may contact for requests for clarification during the Offer evaluation</b>	

### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFO. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFO; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFO process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

<sup>8</sup> The possession of such certification is not a mandatory requirement. However, it may result in acquiring slightly higher score on the Bidder's qualifications, capacity and experience assessment

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Offer you receive, and we certify that the goods offered in our Offer are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

## ANNEX 3: FINANCIAL OFFER

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFO reference:	[Insert RFO Title]		

We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule in the total amount of \_\_\_\_\_ EUR, VAT exempted.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- c) We do not employ, nor anticipate employing, any person who is or was recently employed by the IWRM-K

We confirm that we have read, understood, and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFO, and the General Terms and Conditions.

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counteroffer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Offer	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this offer and bind the company below in event that the offer is accepted.	
<p><i>Exact name and address of the company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>here to enter text. Click or tap</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised</p> <p>Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

## ANNEX 4: EVALUATION CRITERIA

The contract will be awarded to the Bidder that meets the criteria based on the pass/fail method and offers the lowest offer.

Minimum Requirements	Passed/failed	Status submitted yes/no
<b>For the Company:</b>		
A record of at least 3 clients to whom the company has supplied similar laboratory equipment		
At least 5-year experience in import and supply of laboratory equipment		
<b>For the staff:</b>		
CVs of respective technical staff proving the ability to organize unboxing, installation, trial operation of all equipment, and provide basic operation and maintenance guidance to the responsible staff of the beneficiary organizations.		
<b>Technical specification:</b>		
Provision of BoQ that includes all items described at Annex 1		

**NOTE: Failure to meet any of these requirements is considered grounds for disqualification.**



## ANNEX 5: TERMS AND CONDITIONS FOR CONTRACTS (TCC)

### 1. LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the IWRM-K. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of the IWRM-K. For the purposes of this agreement, the Contractor is defined as a business that agrees to conduct work for the IWRM-K as specified under the terms of a contract. The term "Contract" includes the general terms and conditions set forth in the body of this document (the "Terms and Conditions for Contracts Terms").

### 2. SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from anyone else but the IWRM-K in connection to its services under this contract. The Contractor shall refrain from any action that may adversely affect the IWRM-K and shall fulfil its commitments with the fullest regard to the interests of the IWRM-K.

### 3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### 4. ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims, or obligations under this Contract except with the prior written consent of the IWRM-K.

### 5. SUB-CONTRACTING:

In the event, the Contractor requires the services of sub-contractors in the course of the implementation of the assignment (unless specified in the Proposal/Offer/Bid), the Contractor shall obtain the prior written approval and clearance of the IWRM-K for all sub-contractors. The approval of IWRM-K of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

### 6. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of IWRM-K has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

### 7. INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless, at its own expense, the IWRM-K, its officials, agents, servants, and employees from and against all third-party claims, suits, obligations, causes of action, demands, and all losses, damages, judgments, the liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability, and liability arising out of the use of patented inventions or devices, copyrighted material, or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

### 8. INSURANCE AND LIABILITIES TO THIRD PARTIES:

The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection

with this Contract.

The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

#### **9. LIENS:**

The Contractor shall not cause or permit any lien, attachment, or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the IWRM-K against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

#### **10. TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by IWRM-K shall rest with IWRM-K and any such equipment shall be returned to IWRM-K at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to IWRM-K, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate IWRM-K for equipment determined to be damaged or degraded beyond normal wear and tear.

#### **11. COPYRIGHT, PATENTS, AND OTHER PROPRIETARY RIGHTS:**

Except as is otherwise expressly provided in writing in the Contract, the IWRM-K shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the IWRM-K under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the contract and the Contractor acknowledges and agrees that such products, documents, and other materials constitute works made for hire for the IWRM-K.

To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the IWRM-K does not and shall not claim any ownership interest thereto, and the Contractor grants to the IWRM-K a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

All maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the IWRM-K, shall be made available for use or inspection by the IWRM-K at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to IWRM-K authorized officials on completion of work under the Contract.

#### **12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF IWRM-K**

The Contractor shall not in any manner whatsoever use the name, emblem, or official seal of the IWRM-K in connection with its business or otherwise unless expressly allowed in writing by authorized IWRM-K officials.

#### **13. CONFIDENTIALITY:**

Information and data that is considered proprietary by either Party and that are delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party.

The recipient ("Recipient") of such information shall:

- a) use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
- b) use the Discloser's Information solely for the purpose for which it was disclosed.

Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract, the Recipient may disclose Information to:

- a) any other party with the Discloser's prior written consent; and,
- b) the Recipient's employees, officials, representatives, and agents who have a need to know such information for purposes of performing obligations under the Contract, and employees officials, representatives, and agents of any legal entity that it controls it, or with which it is under common control, who have a need to know such information for purposes of performing obligations under the Contract.

The Contractor may disclose Information to the extent required by law, provided that the Contractor will give the IWRM-K sufficient prior notice of a request for the disclosure of information in order to allow the IWRM-K to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

The IWRM-K may disclose Information to the extent as required by national law in Kosovo.

These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the IWRM-K, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the IWRM-K of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the IWRM-K shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the IWRM-K shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

Force majeure means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

#### **15. TERMINATION**

Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party.

IWRM-K reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case the IWRM-K shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

In the event of any termination by the IWRM-K no payment shall be due from the IWRM-K to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the IWRM-K may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the IWRM-K of the occurrence of any of the above events.

## **16. SETTLEMENT OF DISPUTES**

The parties shall use their best efforts to settle amicably any dispute, controversy, or claim arising out of this Contract or the breach, termination, or invalidity thereof. This Contract shall be construed and interpreted and the legal relations created hereby shall be determined in accordance with the laws of the Republic of Kosovo. The parties' consent to the exclusive jurisdiction of, and agree that venue lies solely with, the state courts located in the Republic of Kosovo.

## **17. TAX EXEMPTION**

IWRM-K is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the IWRM-K's exemption from such taxes, duties, or charges, the Contractor shall immediately consult with the IWRM-K to determine a mutually acceptable procedure.

Accordingly, the Contractor authorizes the IWRM-K to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with the IWRM-K before the payment thereof and the IWRM-K has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the IWRM-K with written evidence that payment of such taxes, duties, or charges has been made and appropriately authorized.

## **18. OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **19. AUTHORITY TO MODIFY:**

Only the IWRM-K Authorized Official possesses the authority to agree on behalf of the IWRM-K to any modification of or change in this Contract, to a waiver of any of its provisions, or any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against the IWRM-K unless provided by an amendment to this Contract signed by the Contractor and jointly by the IWRM-K.