



Call for Provision of Logistics Services and Goods

Terms of References

Project Name:	Support to previous returnee start-up beneficiaries through additional equipment as a response to the Covid-19 situation, and other returnees and people at risk of irregular migration through career capacity building measures
Project Number:	81262908
Service Provision for:	Provision of venues for rent for training and refreshments
Length of Contract:	5 months February 2022 – June 2022
Location / Place of Performance:	Kosovo – throughout seven (7) regions

Background Information on “BSCK”

BSCK has been operating in Kosovo since 2005, assisted by its partner SPARK, before becoming a fully independent, registered non-profit NGO in June 2009. BSCK supports existing and potential entrepreneurs between 18 and 35 years of age in establishing and strengthening micro, small and medium sized enterprises in Kosovo. The range of BSCK activities comprises training-the-trainer programs, vocational entrepreneurship and business trainings, administration of technical and management consulting and the making available financial start-up help in the form of preferential micro credits.

Funded by GIZ, BSCK is implementing the Project: **Support to previous returnee start-up beneficiaries through additional equipment as a response to the Covid-19 situation, and other returnees and people at risk of irregular migration through career capacity building measures**



The overall objective of the project is to contribute to the sustainable start-up development and job creation through further support with adequate tools and equipment needed for previous returnee beneficiaries' start-ups and through educational and career orientation measures for returnees and vulnerable groups at risk of irregular migration, which would lead to improved products/service offerings and job creation.

Purpose of the contract

Career Capacity Building support measure includes through the delivery of one-day info sessions of the targeted beneficiaries (500); ten-days soft skills training (280 beneficiaries); followed by the provision of two-days mentoring sessions to support preparation and promotion of the employment profile, CV-s, motivation letters, and matchmaking/mediating for their labour market entry, to each of the successfully certified beneficiaries from training course.

Specifically, the purpose of this contract for the selected Logistic Company will be the provision of:

- **Securing venues for rent for info sessions, in 7 regions of Kosovo for one-day Info Session per each region. The venues must include enough space for around 75 participants, projector, heating, chairs, tables, and proper lighting.**
- **Securing venues for rent for training, in 7 regions of Kosovo for 14 training groups (2 per each region), a group consisting of 10 days. The venues must include enough space for around 20 participants, projector, heating, chairs, tables, and proper lighting.**
- **Refreshments (drink and food) for 280 training participants (in 7 regions of Kosovo) for 10 training day. The refreshment portion must include at least a drink and a food ration for each participant during each training day.**



Annex 1 TOR refreshment and rent of training rooms

Please fill in this annex with your offer in Euro currency

Cost Component	Unit	# of Units	Price/unit	Total
Organization of Info Sessions 1 Info Session per Region	Events	7		
Rent, arrangement and offering of training rooms and logistics for trainings, including delivering participation lists, monitors, laptops, banners and training materials and other necessary logistics for a maximum of 25 beneficiaries per course Two (2) Training Groups per Region 14 Training Groups x 10 Training Days = 140 days	Days	140		
Refreshments for training participants which should include meal, coffee and water once per day/per participant. Meal and drinks should be served at training premises. 280 participants x 10 Training Days = 2,800 portions	Portions	2,800		
Total				EUR



Required Experience:

- Registered Company in Kosovo;
- Track record of similar assignments;
- Evidence of legal status of the company, organization and/or consortium: business certificate and contact details.

Indicative assignment dates: March 2022 to July 2022

Submission of application

Interested Companies should submit:

- Company Profile and Details;
- Business Registration Certificates; and
- Annex 1 – Financial Offer (BSCK is exempt from VAT as well as the project donor – GIZ).

Submission of applications should be done via email to info@bsckosovo.org – with the subject:

Name of the Company – Bid for Provision of Logistics Services and Goods - 81262908.

CRITERIA FOR CONTRACT AWARD

– Lowest price, meeting the minimum technical criteria

Application deadline: 15 February, 2022 at 16:00