



ADVANCING KOSOVO TOGETHER – LOCAL SOLUTION PROGRAM

REQUEST FOR PROPOSALS AKT-LS-RFP- 005

Issuance Date: May 29, 2017

Submission Closing Date & Time: June 29, 2017 at 16:00pm

Dear Applicants,

USAID Advancing Kosovo Together-Local Solution (USAID AKT-LS) through its Municipal Development Component is inviting eligible companies or organizations in Kosovo to submit proposals for implementation of activities that increase the capacities of the Local Governments in AKT LS partner municipalities through provision of capacity building training on real property mass valuation and re-valuation process and techniques used for establishing the real property market values for taxation and other purposes.

The awarded bidder shall conceptualize the activities related to the implementation of the **Real Property Mass Valuation Training Program** presented in more details in section 4.0. The Property Tax Department of the Ministry of Finance shall be the key partner in this effort and the training program shall be designed for two (2) Property Tax Officers from each AKT LS partner municipality targeted by this program activity.

The scope of work is comprised of the following main deliverables:

- Training material in three languages (Albanian, Serbian and English) developed in coordination with the Property Tax Department of the Ministry of Finance;
- Four training modules organized and delivered to municipal Property Tax Officers from 12 partner municipalities with 3 days of effective group training per module;
- Weekly reports and the Final Report upon the completion of all activities foreseen by the project with the post-training assessment data.

The Proposal should be accompanied by a detailed description of capacity building activities and methodology that will be used; a detailed action plan and deadlines for implementation; CV and other proofs of competence and previous experience of Trainer(s)/Experts(s) on real property mass valuation process and techniques who will deliver the training.

The key areas to be covered by the training program are as follows:

1. Training on general knowledge on the market data processing;
2. Training on data analysis methodology and reflection of data on the map with property location;
3. Training on use of data and application of statistical methods in the calculation of reference values;
4. Training on implementation of the results and the introduction of parameters in the system.

The purpose of the RFP is to contribute towards the achievement of Advancing Kosovo Together–Local Solution program objectives, particularly Objective 3: *“Increase the efficiency and capacity of target municipal administrations to respond to the needs of all their citizens”* in 12 partner municipalities of AKT LS program: Gračanica/Gračanicë, Klokot/Kllokot, Novo Brdo/Novobërdë, Parteš/Partesh,



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The attached RFP contains all the necessary information for interested Offerors.

Award Information

For all inquiries concerning the contents of this RFP you can contact the Grants Manager by phone: 038 249 677/678 or email (grants@kcdf.org) no later than **June 06, 2017**. AKT - LS will respond to any question(s) received by **June 12, 2017**.

Please submit your proposal in a sealed envelope no later than **June 29 2017, 16:00 PM** to: the Grants Department, CDF Office, program Advancing Kosovo Together-Local Solution, str. Sejdi Kryeziu no. 32, Peyton, Prishtina. If the submitted proposals are not packaged and marked as required by Preparation and Submission of bids or they are received after the date and time set for admission, then such Proposals may be disqualified. **It is essential that you visit our website www.kcdf.org/AKT-LS for the full Request for Proposal.**



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1.0 RFP PURPOSE

Kosovo Advancing Kosovo Together – Local Solution Program (AKT - LS), a project funded by the U.S. Agency for International Development (USAID) issues the following RFP to support the implementation of the statement of work (SOW) for the Kosovo AKT - LS Cooperative Agreement as agreed to between CDF and the United States Agency for International Development. Under this subcontract, the awarded contractor shall assist AKT – LS in developing, organizing and delivering capacity building training program on real property mass valuation and re-valuation process, techniques and data analysis for the municipal Property Tax Officers in 12 partner municipalities of AKT LS program.

The overall objective of the project is to contribute to the improvement of efficiency of the Property Tax Offices at the local level of Kosovo governance. The project is expected to capacitate the Municipal Property Tax Officers for performing the valuation and re-valuation of real property thus improving the taxation system.

2.0 BACKGROUND

USAID Advancing Kosovo Together-Local Solution (USAID AKT-LS) is a three year project dedicated to assisting 16 Kosovo municipalities, their leaders and citizens to promote good governance. USAID Advancing Kosovo Together-Local Solution (USAID AKT-LS) works closely with local officials to identify and achieve key outcomes: more effective governance, increased citizen trust in government, improved local services, more robust local economic development, and greater involvement of youth in civic affairs.

Specifically, USAID AKT-LS has three (3) Objectives:

1. **Objective 1:** Improve autonomous, horizontal communication between: (a) Kosovo Albanian and non-majority communities; and (b) the GoK and non-majority communities;
2. **Objective 2:** Improve economic opportunities in target municipalities;
3. **Objective 3:** Increase the efficiency and capacity of target municipal administrations to respond to the needs of all their citizens.

The capacity building program that is the objective of this RFP is targeted through the 3rd Component of the AKT – LS program.

The Component 3 of AKT LS program offers assistance to local municipalities to provide services in the most efficient manner, using transparent processes. In line with Objective 3, the program aims is **to enhance capacities of the 12 targeted municipalities** to improve the real property taxation practices and efficiency. The actions will include: (i) capacity building of municipal officials to enable them to better fulfil their current responsibilities; and (ii) to enable municipal governments to gradually become key agents of local development in this area.

To this end, this contract will engage a company/organization in order to assist the AKT-LS in capacity building and improving the efficiency of the Property Tax Offices in 12 partner municipalities: Gračanica/Graçanicë, Klokot/Kllokot, Novo Brdo/Novobërdë, Parteš/Partesh, Ranilug/Raniillug, Štrpce/Shtërpçë, Gjilan/Gnjilane, Istog/Istok, Klinë/Klina, Obiliq/Obilić, Pejë/Peć and Vushtri/Vučitrn.



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3.0 INSTRUCTIONS TO OFFERORS

3.1 Quotation Deadline

Quotations must be delivered to AKT - LS no later than 16:00 PM local time on **June 29, 2017**.

3.2 Inquiries

All inquiries concerning the contents of this RFP must be addressed in writing to the following address no later than **June 6, 2017**. AKT - LS will respond to any question(s) received by **June 12, 2017**.

Grants Department

Advancing Kosovo Together – Local Solution Office

Sejdi Kryeziu, no.32, Peyton, Pristina, 10000, Kosovo

E-mail: **grants@kcdf.org**

If using email, please put Subject Line: AKT-LS-RFP-005

3.3 Language

The proposal, as well as all correspondence and documents relating to the offer, shall be only in English.

3.4 Validity

Proposals shall remain valid for 120 days (One Hundred and Twenty Days) from the due date for receipt of proposals as indicated on page 1 of this RFP. In exceptional circumstances, prior to expiry of the original offer validity period, AKT - LS may request that the Offeror extend the period of validity for a specified additional period. The Offeror agreeing to the request will not be required to modify its proposal.

3.5 Delivery and Completion of Statement of Work

The awarded offeror must complete all work and handover all required deliverables within **3 months period**.

3.6 Currency, Taxes, Duties and Prices

Prices for products and services offered shall be quoted in local currency excluded from any Sales Tax, Value Added Tax, Government Taxes, Custom tax or any other levy taxes. AKT - LS will work with winning Offeror to secure tax exemption letter or establish VAT reporting procedures, as appropriate.

Offeror shall be entirely responsible for all duties, license fees, etc., incurred until delivery of the Products and Services to AKT - LS.



3.7 Preparation and Submission of Proposals

The Offeror's Proposal must be identified with RFP number RFP-005 and submitted in a packaged and labelled envelope to:

The Grants Department

Advancing Kosovo Together – Local Solution Office

Sejdi Kryeziu, no.32, Peyton, Pristina, 10000, Kosovo

Offeror should submit one (1) **original** and two (2) **copies** and one electronic version on CD clearly marking each as "Original Bid" or "Copy of Bid, Copy Number x" as appropriate. In the event of any discrepancy between them, the original shall govern. Copies numbers shall be in sequence (i.e. 1, 2,). One electronic copy on CD-ROM must be submitted along with hardcopies.

If the envelopes submitted by Offeror are not packaged and marked as required by Preparation and Submission of bids, then such Proposals may be disqualified.

3.8 Source and Origin

- The authorized geographic code for procurement of goods and services under this award is 937. However, local procurement in the cooperating country is authorized provided the good or service does not originate in a policy restricted country (Cuba, Iraq, Iran, Laos, Libya, North Korea or Syria).
- Offerors are requested to comply with the enclosed RFP and USAID and FAR regulations, supply all necessary catalogs (i.e. software and hardware technical brochures), and any other additional information that may help in the evaluation process.

3.9 Marking and Branding

The winning Offeror shall comply with the requirements of the USAID "Graphic Standard Manual" available at www.usaid.gov/branding , or any successor branding policy.

3.10 RFP Changes and Addenda

3.10.1 AKT - LS reserves the right to amend, retract or cancel the RFP at any time. If the amendment occurs after the closing date for receipt of Proposals, AKT - LS may, at its sole discretion, allow Offerors to amend their proposals in response to the amendment if AKT - LS deems it necessary.

3.10.2 AKT - LS shall prepare a written addendum in response to all pertinent questions and requests for interpretation submitted by writing.

3.10.3 In the event it becomes necessary to revise any part of the RFP prior to or during the scheduled submittal date, an addendum shall be issued to all Offerors in relative stages.

3.11 Rejection

AKT - LS reserves the right to accept or reject any part of any proposal, and to accept or reject any or all proposals without penalty.

3.12 Award Criteria

AKT - LS is not obligated to make any award by virtue of having issued this solicitation. AKT - LS can only make an award if the product fully complies with the technical specifications mentioned in this RFP.

The following criteria are applicable to applicants:

- Applicants should be legally registered as NGOs or Private sector firms in Kosovo;
- Applicants are acting on their own behalf or as part of consortium and are genuinely interested in promoting inter-ethnic cooperation and communication;
- Do not entail any activities that are illegal under the Kosovo laws and constitutional order;
- Proven track record of management of similar budgets and projects with that requested through the grant application;
- Be innovative and unique;
- Be independently originated and developed by the applicant;
- Be consistent with and supportive of USAID/AKT – LS strategy and objectives;
- Be able to improve interethnic relations in target areas of the AKT – LS Program.

The applications under this RFP should be designed as such that they contribute to the development of municipality, communities, empowerment of vulnerable and marginalized groups.

3.13 Evaluation of Quotations

Best offer proposals are requested. Award will be made to a responsible Offeror submitting a proposal at the lowest cost and complying with the requirements and delivery schedule. Award will be made based on the criteria below. AKT - LS reserves the right to conduct negotiations and/or request clarifications prior to award.

3.13.1 Technical offer will be allocated 50% of the total score.

Technical qualification criteria will be distributed as follow

- Proposed methodology is clear and easy to follow
- Proposed methodology conforms with the requirements in the SOW
- Proposal addresses each of the deliverables
- Experience Staff skill set

3.13.2 Financial offer will be allocated 30% of the total score.

Financial Offer weighting criteria will be distributed as follow

- Level of effort is appropriate to SOW
- Costs are reasonable, allowable and allocable



- Price

3.13.3 Past Performance will be allocated 20% of the total score

Past Performance weighting criteria will distributed as follows:

- List of the proposed key experts must have minimum 3 years of relevant experience
- List of the completed projects, must be documented with the reference and contract.

Score will be equal to the sum of technical and financial score. The contract will be award to the highest bid score.

3.14 Proposal Preparation Cost

The Offeror shall bear all costs associated with the preparation and submission of its Proposal. In no case shall AKT - LS be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation process.

3.15 Quotation Negotiations

3.16.1 During the final offer evaluation and before awarding the contract, AKT - LS may -at its option- negotiate financial Proposals with Offerors whose Proposal(s) have the highest bid scores.

3.16 Payment Terms

3.16.1 Payment will be tied to defined deliverables (milestones) to be negotiated at the time of the award.

3.16.2 Request(s) for payment shall be made to CDF, AKT - LS at Sejdi Kryeziu, no.32, Peyton, Pristina, 10000, Kosovo, accompanied by an invoice describing the payment deliverable and amount along with the project name and subcontract number. Invoices may not be submitted until the deliverable being invoiced is approved by the AKT - LS Technical Officer.

3.16.3 Payments shall be made promptly by AKT – LS as per contract agreement.

3.17 Contract Award Type

Firm Fixed Price or service contract.

3.18 RFP Requirements

- Offeror should own an established NGO or Private sector firms for **at least three (3)** years.
- The Offeror shall submit at **least three (3)** relevant references during the last three years.
- Consultants should have individual and relevant references.

4.0 THE EXPECTED OUTPUTS and DELIVERABLES

PURPOSE

The purpose of this Scope of Work is to build the capacity of Property Tax Offices in 12 partner municipalities through provision of capacity building training on real property mass valuation and re-valuation process and techniques used for establishing the real property market values for taxation purpose.

The data on real property in Kosovo have not been updated for years and therefore do not reflect the real market value. This affects the efficiency of taxation practices and the property market development.

For that reason it is of great importance that the Municipal Property Tax Officers obtain required knowledge and skills for the mass re-assessment (valuation) of the real property (buildings) based on both the physical mapping technique and the application of GIS (Geographic Information System) technology.

As per request made by the Kosovo Tax Administration to program AKT-LS it is essential that this capacity building training is provided as soon as possible so that the targeted Municipal Officials will be able to master the new methods and techniques for the valuation of real property and soon apply the valuation process in updating the real property registry.

SPECIFIC TASKS

The key areas to be covered by the training program are as follows:

- 1. General knowledge of the market data processing.**
- 2. Data analysis methodology and reflection of data on the map with property location.**
- 3. Use of data and application of statistical methods in the calculation of reference values;**
- 4. Implementation of the results and the introduction of parameters in the system.**

The training program for the municipal Property Tax Officers regarding the real property mass valuation will be based on the application of hard copy maps (printed) and Geographic Information System (GIS) technology.

For the implementation of the training program described above the Contractor is expected to implement the following specific activities:

- Submit a detailed implementation plan with description of activities, timeline and methodology to AKT LS for approval;
- Develop training material in three languages (Albanian, Serbian and English) in cooperation with the Property Tax Department of the Ministry of Finance.
- Inform targeted Municipalities about the training program and invite them to participate with two Property Tax officers from each Municipality;
- Send invitations, agenda and other relevant information prior to each training;
- Organize the logistics for the training sessions: venue, printed training material in two languages, refreshment, audio and video presentation equipment, project visibility material, attendance lists, post-training evaluation sheets;
- Deliver training presentations and workshops on the given topics;



- Provide simultaneous translation for the participants who do not speak the language in which the training will be held;
- Submit weekly reports each Thursday;
- Submit Final Report with all supporting documents.

THE EXPECTED OUTPUTS

The trainer/instructor shall transfer her/his skills through presentations and practical workshops. In order to achieve sustainable capacity development, if possible, one part of the training should be implemented as individual or group on-the job training.

After the successful completion of the training the municipal Property Tax Officers are expected to be fully competent and skilled for performing mass valuation/revaluation of real properties based on hard copy maps and Geographic Information System (GIS). This project will enable the Municipal Officers to be active participants in the process of re-valuation and valuation.

DELIVERABLES

1. Detailed description of project activities in line with the objective of this call;
2. Detailed description of methodology and the action plan with deadlines for each action;
3. Trainer(s)/Expert(s) on real property mass valuation process and techniques contracted to deliver the training;
4. Training material developed in three languages (Albanian, Serbian and English) in coordination with the Property Tax Department of the Ministry of Finance, both as a Power Point presentation and printed handouts;
5. Partner Municipalities invited to participate in the project by appointing two Property Tax Officers for the training;
6. Four professional training modules delivered on the given topics for 24 Property Tax Officers from AKT LS partner municipalities (with minimum 6 hours of effective group training per day);
7. Weekly reports submitted each Thursday;
8. Final report on key project activities to be submitted upon the completion of all activities foreseen by the project, including the supporting documents: invitations, agenda, attendance lists, photos, post-training assessment data.

5.0 SCHEDULE

The assignment will begin on July 01, 2017 and will end September 30, 2017.

6.0 SUPERVISION

AKT-LS Head of Municipal Development Component will supervise the work of the Ngo or Private sector firms.