



EXPRESSION OF INTEREST NOTICE

To:	Date: 27 March 2026
For the attention of: Mr./Mrs.	Sender: Sherif RRAHIMI
Address:	Position: Acting Head of the Gjilan RO, KPCVA
Tel:	Address: "Mother Teresa" Street, No. 302, Gjilan
Email:	Tel: +383 (0)280/320289; +383 (0)280 310288; +383 (0)280 310202
	E-mail: kpcva.mailbox@rks-gov.net

You are invited to submit your bid for the rental of premises , as follows:

Table-1

Description	Amount	Unit	Price per Unit (per Square Meter)	Total Price for One (1) Month	Grand Total for (12 Months
1. <i>Rent of Office Premises (location: center of Gjilan).</i>	250 Square Meters	m2			

Note:

1. The Bidder, if he/she wishes, may submit the bid on his/her official letterhead, including all the information requested in this form by the Kosovo Property Comparison and Verification Agency (KPCVA).
2. Taxes, if applicable, shall be borne by the bidder and must be included in the financial bid.
3. The bid may be submitted in person at the above-mentioned address or by email to: **kpcva.mailbox@rks-gov.net**
4. All bids must be signed, and where applicable, stamped by the bidder.
5. The bid price must be expressed in euros (€) and shall remain fixed and unchanged for the entire duration of the proposed contract.
6. The bidder must clearly specify the exact location, total surface (in m²), and a description of the internal layout of the premises.
7. Proof of ownership must be submitted with the bid (ownership certificate or an equivalent document).
8. KPCVA reserves the right to request additional information or documents from bidders during the evaluation process.
9. Only shortlisted bidders will be contacted for further steps in the procedure.
10. KPCVA is not obliged to accept the lowest or any other bid and reserves the right to cancel this call at any time without creating any legal or financial obligation towards the bidders.
11. KPCVA reserves the right to verify the factual condition of the premises before the final selection and to reject any bid that does not meet the conditions set out in this notice.
12. Any bid received after the deadline **will not be considered**.



Table -2

REQUIRED TECHNICAL CONDITIONS	
Office premises with a minimum surface area of	250 square meters
Premises must be located in Gjilan	Within the city, main street and easily accessible
Parking space	For at least five (5) office vehicles
Space for the generator	Premises must provide adequate space for the installation of a generator
Central Heating	Premises must have a functional central heating system
Toilets and water supply	Premises must have toilets with hot and cold water
Curtains	Premises must have adequate curtains for office use
Air-conditioning system	Premises must have a functional air-conditioning system
Finished flooring	Premises must have completed and finished flooring
Ownership certificate of the premises	An ownership certificate for the premises must be provided
Owner's ID copy	A copy of the owner's ID must be attached
Statement under Oath	Must be completed by bidder to confirm that all information provided in the application form is true and accurate.
DOCUMENTS REQUIRED FROM THE BIDDER:	
Bid for the premises in possession	The bid must be completed, fully filled out, and signed
Detailed written declaration on the functionality of the premises	A written declaration by the owner confirming that the premises are functional in accordance with KPCVA requirements
Certificate proving payment of utility obligations	Evidence that all obligations towards other parties (electricity and other utilities) have been paid
Certificate from the Tax Administration	A certificate from the Kosovo Tax Administration (KTA) confirming that the bidder has no outstanding tax obligations
Certificate of no criminal proceedings	Certificate from the relevant court confirming that the premises offered for rent are not subject to criminal proceedings
Rental Period	KPCVA plans to conclude a rental contract for a period of three (3) to five (5) years
Application Period	Two (2) weeks from the date of publication
Bid Submission Procedure:	The bid must be fully completed by the bidder and submitted in a sealed envelope to the following address: "Mother Teresa" Street, No. 302 60 000, Gjilan +383 (0)280 320 289; +383 (0)280 310288; +383 (0)280 310202 Alternatively, the bid may be sent by email to: kpcva.mailbox@rks-gov.net



Table - 3

ASSESSMENT CRITERIA	
✓ Compliance with the technical requirements (Table 2) ✓ Price ✓ The deadline for submission of the bid: 13 April 2026	✓ Acceptance of the KPCVA General Conditions ✓ Payment will be made within 30 days from the date the invoice is received by KPCVA

This invitation to bid consists of 3 pages.

Sincerely,

For the LESSOR:

<u>Owner of the Premises Name, Surname</u>	
<u>Owner's Signature:</u>	
<u>Date:</u>	
<u>Stamp (if applicable)</u>	