

REQUEST FOR QUOTATION (RFQ)

Production of Visibility Materials and Promotional Items

Uta në Sharr - Inclusive Education and Environmental Awareness through Storytelling, Animation, and Outdoor Learning

Utalaya Foundation invites qualified companies and/or individual service providers to submit a quotation for the **production and delivery of branded visibility and promotional materials** under the project “Uta në Sharr” implemented in Kosova. The assignment shall be carried out in accordance with the Terms of Reference (ToR) – **Production of Visibility Materials and Promotional Items**, attached to this RFQ.

SCOPE OF ASSIGNMENT

The selected service provider shall produce high-quality branded visibility materials as specified below.

- Ensure correct application of logos and donor visibility elements.
- Provide samples (if requested) prior to mass production.
- Deliver items within agreed timelines to a designated location in Kosovo.
- Ensure materials are durable, suitable for outdoor use (where applicable), and compliant with environmental and safety standards

SUBMISSION INSTRUCTIONS

Interested bidders are invited to submit their offer by email no later than: May 12, 2026, at 23:59 hrs, at the following address: utalayafoundation@gmail.com with the heading: “**Production of Visibility Materials and Promotional Items**”. Late submissions will not be considered.

REQUIRED DOCUMENTS

Technical Offer, including: Business registration certificate, Portfolio (similar assignments)
Financial Offer: Detailed unit prices and total cost in EUR, Prices must be inclusive of all taxes and delivery costs, Offer must be VAT-free if applicable.

Incomplete submissions may be disqualified.

EVALUATION CRITERIA

Offers will be evaluated based on:

- Compliance with RFQ requirements,
- Technical quality and relevant experience,
- Financial offer and value for money.

FINANCIAL CONDITIONS

All prices must include applicable taxes excluding VAT (project is VAT exempt where applicable). Payment will be made via bank transfer upon satisfactory delivery of services and submission of a regular invoice, as defined in the contract.

For further information, please contact:

Utalaya Foundation - utalayafoundation@gmail.com