

Section I: Request for Quotation RFQ – 13/2021

Letter of Request for Quotation

Dir madam/sir,

I. Advocacy Training and Resource Center (ATRC) kindly request you to submit your quotation for Translation/interpretation and Rental of Simultaneous Equipment Services, in accordance with the enclosed Instruction to Bidders or Consultants and Scope of Work.

II. Quotations may be submitted on or before 17:00 o'clock on 21 September 2021 via email, and shall remain open in the event that the aforementioned final date for submission of this procurement activity is extended. All submitted documents must conform to the requirements outlined in the tender dossier.

III. You are required to complete and return the Cover letter, Technical and Financial Submission Form together with all appendices listed as requested at Data Sheet and at Instructions to bidders section.

IV.

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| Contract Title: | Translation/interpretation and Rental of Simultaneous Equipment |
| RFQ Number: | RFQ – 13/2021 |
| Date of Publication: | 07 September 2021 |
| Closing Date: | 21 September 2021 |
| Contracting Authority: | Advocacy Training and Resource Center (ATRC) Str. Sejdi Kryeziu, 26 10000 Prishtina, Kosova |
| Funded by: | International Donors Subject of all ongoing and upcoming projects/contracts |
| Email Address for submission: | procurement@advocacy-center.org |

Please find enclosed the following documents, which constitute the tender dossier:

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| Section II: | Instruction to Bidders or Consultants |
| Section III: | Data Sheet and Scope of Work |
| Section IV: | Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest |
| Section V: | Technical and Financial Submission Form |
| Section VI: | Template of Framework Contract |

V. For additional information about this procurement activity and Scope of Work please send your questions to the email address below:

E-mail: procurement@advocacy-center.org
Closing date for questions: 14 September 2021.

By submitting a bid you accept to receive notification of the outcome of the procedure by electronic means.

Please ensure that you submit your bid in the manner and by the timetable described in the Instruction to Bidders or Consultants section.

Yours,
ATRC