

PUBLIC CALL FOR BIDS

Design and Implementation of the UK - Kosovo Tech Hub Space (Interior Design and Fit-out)

Contracting Authority: Kosovo Association of Information and Communication Technology (STIKK)

Project Supporter: British Embassy

Location: Tech Park Prishtina, Bernicë e Poshtme, Prishtina, Kosovo

Reference number	ToR: 001/2026/UK Hub//STIKK
Publication date	26.12.2025
Submission deadline	26.01.2026
Deadline for questions	25.01.2026
Notification of Applicants	28.01.2026
Complaint / Appeal period	30.01.2026
Planned contract start	02.02.2026
Submission method	Email submission in PDF format

1. Background and purpose

1.1 STIKK, with the support of the British Embassy, is implementing the UK - Kosovo Tech Hub initiative. The Hub will be located at Tech Park Prishtina and will serve as a focal point for information, events and cooperation between Kosovo's ICT ecosystem and UK partners.

1.2 Through this public call, STIKK invites eligible economic operators to submit bids for the design and implementation of the Hub space, including the necessary furniture and equipment.

1.3 The procurement is structured into two lots that form a single, phased assignment. Bidders must submit offers for both lots. STIKK intends to award one contract to one bidder covering both lots. Lot 2 is implemented only after Lot 1 deliverables are accepted by STIKK.

2. Procurement object and lots

2.1 The object of procurement is a design-and-build assignment for the UK - Kosovo Tech Hub space at Tech Park Prishtina, including interior design services and the complete fit-out, furnishing and equipping of the space, for an area of approximately 75 m².

2.2 Lot 1: Interior design of the Hub space.

2.3 Lot 2: Implementation of the approved design, including procurement, delivery, installation and commissioning of the required furniture and equipment.

3. Delivery deadlines

3.1 Lot 1 must be completed and submitted for acceptance no later than 08.02.2026.

3.2 Lot 2 must be completed, installed and ready for use no later than 05.03. 2026.

3.3 Bidders must include a delivery plan demonstrating how they will meet both deadlines.

4. Scope of services

4.1 Lot 1 includes: concept design; space planning; at least 6 3D render views; a procurement-ready bill of quantities.

4.2 Lot 2 includes: procurement of items required by the approved design; delivery and assembly; installation and minor fit-out works required to complete the design; basic cleaning after installation.

5. Deliverables and acceptance

5.1 Lot 1 deliverables must be submitted in a complete package that includes editable source files and exported PDF versions. Deliverables are accepted when STIKK confirms that the package is complete, implementable and aligned with the budget and functional requirements.

5.2 Lot 2 deliverables are accepted when the space is furnished and equipped according to the approved design, all items are installed and functional.

5.3 Ownership. Upon payment, all design outputs, drawings, and related files become the property of STIKK.

6. Bidder eligibility and minimum requirements

6.1 The bidder must be legally registered to provide relevant services and must have demonstrated capacity to deliver both interior design and implementation within the stated timelines and budgets.

6.2 The bidder must have at least two comparable references delivered within the last five years, either as a single entity or through a clearly defined consortium or subcontracting arrangement.

6.3 The bidder must declare any conflict of interest and confirm that no prohibited conflicts exist with STIKK, the British Embassy or other stakeholders of the project.

7. Required bid documents

7.1 The bid submission must include the administrative documents, technical offer and financial offer described below. Missing mandatory documents may lead to disqualification.

7.2 Administrative documents:

- Registration certificate

7.3 Technical offer:

- Methodology for delivering Lot 1 and Lot 2
- Preliminary concept note and indicative zoning sketch based on the provided layout information
- Key staff roles and availability

- Reference projects with contact details

7.4 Financial offer:

- Separate prices for Lot 1 and Lot 2 in EUR
- Total price
- Breakdown of what is included

8. Bid validity and pricing rules

8.1 Bids must remain valid for at least 60 calendar days from the submission deadline.

8.2 Lot 2 pricing must be presented as a maximum all-inclusive price covering procurement, delivery, installation and handover. Any exclusions must be clearly stated and may be evaluated as risk.

8.3 Supervision of the works is included in the price of Lot 2.

9. Evaluation and award

9.1 STIKK will evaluate bids using a combined technical and financial assessment. STIKK may request clarifications in writing during evaluation. STIKK reserves the right to reject bids that do not meet the requirements of this call.

9.2 STIKK intends to award one contract to one bidder covering both lots. The award will be based on the best overall value for money.

Evaluation criterion	Weight
Understanding of requirements and proposed methodology for design and implementation	25 %
Quality and relevance of references and proposed team capacity	10 %
Delivery plan and ability to meet deadlines	25 %
Financial offer and cost effectiveness within the maximum budgets	40 %

10. Submission instructions

10.1 Bids must be submitted in English in PDF format by email, no later than the submission deadline indicated on the first page.

10.2 The email subject line must be: Bid submission - UK - Kosovo Tech Hub design and implementation.

10.3 Bids must be sent to: info@stikk.org. Any other submission channel will not be accepted unless explicitly stated by STIKK in writing.

10.4 Bidders are responsible for ensuring successful delivery of the email and attachments.

11. Questions and clarifications

11.1 Requests for clarification must be submitted by email to: info@stikk.org by the deadline for questions stated on the first page.

11.2 Responses may be shared with all interested bidders where relevant to ensure equal treatment.

12. Anticipated contracting and payments

12.1 The selected bidder will sign a service contract with STIKK covering both lots. Lot 1 and Lot 2 will be implemented as two sequential phases.

12.2 Payments are expected to be linked to acceptance of milestones. The bidder may propose a milestone-based payment schedule in the financial offer.

13. Right to cancel and non-liability

13.1 STIKK reserves the right to cancel or repeat the procedure, or to not award a contract, without liability. This call does not constitute a commitment to award.

13.2 All costs incurred by bidders in preparing and submitting bids are the bidders' responsibility.

14. Contact details

Contracting Authority: Kosovo Association of Information and Communication Technology (STIKK)

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