

## Part 1: Tender Invitation

# Purchase of a Waste Collection Vehicle

Democracy Plus (D+) is an independent, non-profit organization founded by a group of activists who strongly believe in democratic values and a democratic Kosovo. The primary goal of our organization is to support democratic values and practices in the areas of good governance, rule of law, elections and political parties, social issues, and human rights.

D+ is implementing the USAID-funded "Recycling Matters Activity Gračanica", aiming to enhance socio-economic cohesion among the Roma, Ashkali, and Egyptian communities engaged in informal waste collection. This initiative involves the private sector, youth, and the municipality of Gračanica, with the goal of creating sustainable recycling models in collaboration with all targeted groups.

**D+ aims to procure the following goods for the project beneficiaries' needs:**

- **One Waste collection vehicle with at least 5 tons of waste capacity with rear loading and with a compaction mechanism**

This is an invitation to tender for the above-mentioned goods. Attached, you will find the following documents, which constitute the tender dossier:

Part I: This Tender Invitation and Instructions to Bidders

Part II: Tender Data Sheet (TDS)

Part III: Cover Letter and Declaration under Oath

Part IV: Tender Submission Form

The procurement process will be conducted through an open procedure as defined in the Democracy Plus Procurement Procedures.

Questions may be submitted in writing electronically to [procurement@dplus.org](mailto:procurement@dplus.org) no later than **January 20, 2024**.

Economic Operators interested in submitting a proposal should register their interest by sending an email, with the reference and subject of the call "Waste Collection Vehicle" to Democracy Plus [procurement@dplus.org](mailto:procurement@dplus.org), giving full contact details of the entity. Non-registration will not disqualify economic operators. However, any change to this tender, as well as answers to potential questions will be communicated via email.

Bids can be submitted electronically to the email address indicated below. The deadline for bid submission is **January 29, 2024, at 14:00**.

Thank you,

Democracy Plus

## Instructions to Bidders

This procurement is carried out in accordance with D+'s Procurement Policy as the contracting authority and in compliance with the donor's rules, practices, and guidelines for the implementation of procurement activities.

All procurement activities conducted by Democracy Plus aim to be characterized by the efficient use of resources, promotion of good administrative practices, transparency in fund management, and prevention of corruption. The fundamental principle is that all procurements made by Democracy Plus will be marked by best business practices, fair competition, market pricing, integrity, and impartiality.

Bidders must adhere to all the requirements of this tender, including any written modifications or additions made by Democracy Plus.

During the preparation of the bid, bidders are expected to thoroughly review the Tender Invitation. Substantive deficiencies in providing the required information in the Bid Dossier may result in the rejection of the bid.

Bidders must ensure the submission of all documents listed in the Tender Invitation. No claims will be considered by the Contracting Authority arising from failure to scrutinize the details included here or obtain such information.

Bids received after the specified bid submission date in the tender invitation will not be considered.

The Contracting Authority reserves the right to reject one or all accepted bids or seek further explanations from the bidders.

## Part II: Tender Data Sheet (TDS)

1	Contract objectives	Procurement of: One waste collection vehicle
2	Division into lots	No
3	Estimated value	Approximately 110,000 Euro
4	Brief description of goods/services	One waste collection vehicle with at least 5 tons of waste capacity with rear loading and with a compaction mechanism
5	Mandatory Technical Specifications	Economic operator must submit documentary evidence for the proposed purpose of the contract, including:  a. Declaration of technical specifications for the offered goods that match those specified in the tender dossier.
6	Value Added Tax	The offer must not include Value Added Tax (VAT).
7	Terms and Delivery Requirements	The delivery must be made in Gračanica/Gračanicë. Bidders must have the technical capacities to deliver the supplies.
8	Estimated Contract Start Date	February 15, 2024
9	Timeline for Supply Delivery or Contract Completion	Maximum six months after contract signature.
10	Payment terms	Payment will be made within a 30-day period from the date of complete delivery of the goods.
11	Professional Suitability Requirements	Certificate of Business Registration. Value Added Tax (VAT) Certificate (if applicable). Tax Identification Number Certificate.

		Proof from the Tax Administration that the company has no outstanding debts.
12	Validity of Bids	The minimum validity period of the offers must be at least 45 days from the date of the bid submission.
13	Subcontracting	Subcontracting is not allowed.
14	Establishment of Economic Operators' Group (Consortium)	Allowed with: a. <b>A clear statement</b> where all members of the group are jointly and individually responsible for the content of the tender group and, if the group is awarded the contract, for the execution of the contract. b. <b>A signed statement from each member</b> confirming their participation in the group and that they are not participating individually and/or in any other group participating in the same procurement procedure. c. <b>A signed statement</b> from all group members authorizing the lead partner to act on behalf of the group. d. All members of such a group must be eligible and will provide evidence of their eligibility according to this tender dossier.
15	Questions and clarifications	Questions can be submitted electronically to <a href="mailto:procurement@dplus.org">procurement@dplus.org</a> , no later than January 20, 2024.  Any information given to an Offeror concerning this procurement notice will also be furnished to all other registered entities as an Amendment to the Tender Notice, if that information is necessary for submitting proposals or if the lack of it would be prejudicial to any other Offerors.
16	Type of contract	Fix amount award
17	Currency and price description	The offered price by the Bidder will not be subject to change. The currency is Euro (€).
18	Selection criteria	The lowest price, technically acceptable, for responsive bidders.
19	Language and Applicable Law	The Kosovo applicable legislation will apply to all matters not covered by the provisions of the contract. The jurisdiction will be the relevant court in Pristina.  Economic Operators may prepare and submit their tenders and related documents in English, Albanian or Serbian.
20	Complaints	Complaints are acceptable and will be reviewed according to the rules and procedures of D+. Bidders who believe they are being treated unfairly may file a complaint within 5 (five) days from the notification date. Complaints should be addressed via email to: <a href="mailto:ethics@dplus.org">ethics@dplus.org</a> . An appropriate decision will be made no later than 15 days from the date of complaint submission.
21	Documents to be submitted	<ol style="list-style-type: none"> <li>1. Part 3: Cover Letter and Declaration under Oath</li> <li>2. Part 4: Tender Submission Form</li> <li>3. Certificate of Registration and Tax Identification Number</li> <li>4. Appendices in case of consortium organization (as per TDS requirements)</li> <li>5. Proof from the Tax Administration that there are no outstanding debts</li> <li>6. Proof of quality (as per TDS requirements)</li> <li>7. Proof of origin and the vehicle producer's catalog (as per TDS requirements)</li> <li>8. Proof of a licensed workshop not more than 100 km from Gračanica/Graçanicë municipality</li> <li>9. Evidence of standards certification as required by the Mandatory Technical Specification (MTS) and proof of compliance with technical specifications.</li> </ol>

## Mandatory Technical Specifications

### **Waste collection vehicle with at least 5 tons of waste capacity with rear loading and with a compaction mechanism**

The waste collection vehicles shall fulfil the minimum specifications that follow below. The body shall conform in strength, quality of material and workmanship to that provided by the best manufacturing and engineering practices in the industry.

New, unused, manufactured during 2022 or later.

## Detailed specifications

**General feature:** One Waste collection vehicle with **at least 5 tons of waste capacity** and with rear loading equipment according to EN 1501:2016-03 with a Rear lifting device able to load bins

**Corrosion protection:** Anti-corrosion protection and protective coating - all assemblies sandblasted, painted with a primer with two-component paint and the final layer with two-component paint; paint dried in drying chamber at high temperature.

The preferred vehicle color is WHITE or ORANGE

**Operating environment:** Urban and rural areas

**Load type:** Mixed municipal solid waste

**Load density:** Min 450 kg/m<sup>3</sup>

**Crew:** Driver +2

**Purpose:** Collection of municipal solid waste from 120lt up to 1.100lt containers (plastic or metallic) on wheels and transportation of collected waste to the final destination

**Lifting device:** Rear lifting device able to load bins with a volume of 1.1 m<sup>3</sup> and standard containers of: 80, 120 and 240 liters, made according to the EN 840 standard.

**Body Volume m<sup>3</sup>:** 10

**Waste capacity:** At least five tons

**Hopper Volume m<sup>3</sup>:** At least 1 m<sup>3</sup>

## Truck cab and chassis

The chassis shall be suitable to receive a refuse collection superstructure, confirmed by its manufacturer.

Designed for heavy-duty applications and has a setback steering axle to provide the best turning radius possible.

Day type cabin

Driver's seat +2 passengers

Air-conditioning

The vehicle's air conditioning system must use environmentally friendly coolants with zero ozone-depleting potential and minimal global warming potential, such as R-513A or R-600A. Alternatively, other coolants complying with EU regulations and relevant national legislation for refrigerants in MVAC systems may be utilized. A certification document confirming compliance with EU requirements for the coolant should be provided.

Seat belts for all passengers

Illumination and proper lighting

The floor of the crew cab shall be covered with non-slip material

Digital tachograph

The thickness of the chassis should be 5-7 mm

**Operation unit with command module and LCD graphic display including:** on/off switch, emergency off switch with locking, alarm/warning and error indicators, display of vehicle and lifter state, switch on/off of revolving lamps and working spotlights with a status display, access menus (compaction; lighting; maintenance; emptying; lifter; description of warning codes).

## Engine

Fuel Type: Diesel, water-cooled

Net power at least or over 200hp

Speed: maximum 90 km/h in the unloaded position

The engine should have a turbocharger, noise suppression, and heater for fuel supply filter

Emission standard: In line with applicable Kosovo legislation

**Transmission:** Heavy duty fully automatic or manual transmission

**Brakes:** disc brakes for both front and rear axles

**Steering:** left side, preferred height adjustable steering wheel

**Electrical system:** 24v voltage

## Loading body

The rear loading body and its hydraulically assisted body shall be mounted on suitable chassis and designed to perform the assigned work. It shall conform to the best practice known to the body fabrication trade in design, quality of material and workmanship.

New, unused, manufactured in during 2022 or latter

The superstructure shall be provided with compacting packer- plate system or rotary drum system and associated rear-end lifting device and hopper in compliance with EN 1501:2016-03

To prevent the corrosion from leachate, the body should be provided with:

- A seal to prevent liquid leakage from the bottom edge and Hopper sides.
- The floor shall have a slope for collection of leachates and fitted with underfloor sump and floor channels to ensure 100% leachate collection in the floor sump of the body.

It shall be reinforced by appropriate stiffeners (front, rear, side) where applicable to withstand continuous operation at maximum imposed loads and without harmful deformation or excessive wear.

In the case of packer plate system, the body interior shall have a smooth floor, sides and roof in order to prevent damage.

In the case of rotary drum system, it shall be equipped with an auger plate welded on the inside.

In the case of packer plate system, the body shall be constructed from high tensile steel, the main feature of the steel used for welding the body is to be wear and abrasion resistant, having a high hardness. Roof and sides: Shall be made of durable steel (Creusabro 4800 or similar), with a minimum thickness of 5 mm. Floor: Hardox 450 or similar, min. thickness 5 mm

Superstructure box waterproof up to a height of at least 300 mm.

Space is provided in the cargo box for collecting drainage water, with a capacity of at least 120 liters.

All steel parts surface free of rust and oil residue by sandblasting then will be applied with two layers of anti-rust primer and two layers of the final painting.

Outer: cavity sealers shall be provided to fill and seal a cavity in the body structure to prevent water, air, dust and fumes from intruding into the passenger and trunk compartments of a vehicle

### **Compactor Operating System**

A Hydraulic Compaction / power takeoff- system shall be provided

A Pneumatic acceleration device to raise engine speed to required RPM. during the packing cycle shall be provided.

The hydraulic pump shall be designed to operate continuously with peak loading at a frequent and short interval.

All hydraulic hoses shall be as per relevant standards for designed pressure.

Hoses shall have adequate safety factor over maximum relief valve pressure setting.

The hydraulic system is secured against overload by means of safety valves.

The hoses shall be rigidly mounted on the body, wherever possible and shall be protected wherever necessary

No cylinders, valves and other hydraulic components shall come in contact with refuse in the body.

The floor should be made with Hardox 450 or similar, with minimum 5mm thickness

Loading height shall not be higher than the top of the chassis frame rails or 1m.

Manual and automatic operation (automatically opening, closing and locking of the tailgate), safety lock; and safety bars to hold the tailgate for maintenance operation.

There shall be an automatic locking arrangement between the tailgate and vehicle hopper body, this locking system shall be completely liquid proofed by using a suitable sealing

The locking system between the tailgate with the compaction mechanism and the body shall be designed to withstand the compaction forces taking into account the maximum dynamic stress.

A 2-hand tailgate control shall be located close to the tailgate to prevent any harm to the operator when the refuse is being ejected from the body.

The hydraulic cylinder shall perform the required functions and duty and maintenance-free.

### **Control and monitoring devices**

Sound signal for communication of driver with the crew: buzz for informing the driver by the loading staff left and right on the control boards at the back of the vehicle

Emergency push buttons on both sides of the waste compactor; release switch; individual buttons for – lifter/tailgate; start/stop of the automatic cycle; on/off working lights

Two foldable anti-skid workers footboards with weight sensor safety system at the rear of the tailgate and hand grips

Side protection bars

Rear working light

Electrical System 24 V for the body functions consisting of a CAN-BUS Control according to EN 1501:2016-03

Quick action emergency switches to shut-down for moving components.

Moving components, including, in particular, the compactor/expulsion unit and the hopper, must include quick action emergency switches to shut-down

A manual, semi-automatic and automatic lifting device shall be foreseen.

Shall be suitable for emptying bins (containers) from 120 liters to 1.100 liters, sufficient tilting angle to facilitate easy bin emptying.

Lifting device either 2 bins 120-360 liters in parallel, or one 660 - 1100 liters.

All moving components that pose a crushing or shearing hazard shall be protected/covered.

Two double-acting hydraulic cylinders, one on each side, to be provided.

Control lever for the operation to be installed at a convenient position such that the working of hydraulic cylinders can be controlled safely.

The bin arms shall have a self-locking arrangement to prevent bins sliding over during unloading operation. The arms shall be locked in folded position during vehicle movement on road.

Lift cycle time: 8-25 seconds

### **Discharge**

In case of rotary drum system, the container is emptied by changing the direction of rotation of the drum

In case of packer plate system, the ejector shield shall be equipped with a plastic scraper to prevent the waste from being pressed between the inner wall of the body and the ejector shield

The load shall be discharged utilizing a positive ejection system, dumping or rising of the body not acceptable.

### **Additional equipment and accessories**

Assemblies, subassemblies, components and accessories shall be standard and interchangeable. Accessories not specifically mentioned herein but necessary to furnish complete unit ready for use shall be included. The rear loading body shall be easy to handle and shall allow the loading personnel to operate the vehicle with minimum physical effort and maximum safety.

Rotating orange lights at the front (on the vehicle) and at the back (on the superstructure), with mechanical protection.

Lighting of the work space on the back side - work light 2 pieces

Emergency stop sign.

Standard first aid kit.

Lockable cabin, fuel filling cap, two sets of keys and two sets of ignition keys.

Broom brackets.



## After sales

**Guarantee period:** At least 24 months

**After-sales support:** Maximum distance to a licensed workshop not more than 100 km from Gračanica/Gračanicë municipality

Supply of the required spare and wear parts for the chassis and body to accommodate any needs for the operating period of 24 months after the expiry of the warranty period.

### **Evidence of compliance with technical specifications**

Bidders must provide evidence that their offer is in compliance with the required technical specifications.

### **Source**

The supplier must present an official certificate of origin of the goods along with the offer.

The goods must be locally produced or from countries where import is allowed according to the applicable rules and laws in Kosovo. Donor rules on origin will also apply. These rules include requirements that (1) goods must not originate from countries on the "List of Prohibited Source Countries" (<https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/310mac>) and (2) the origin of the goods must be from countries not on the Office of Foreign Assets Control list (<https://ofac.treasury.gov/>).

## Part III: Cover Letter and Declaration under Oath

I, the undersigned, representing: \_\_\_\_\_ [economic operator], declare under oath that I am eligible in accordance with this tender dossier.

I confirm that I have read the professional suitability requirements and verify that I meet the professional suitability requirements for participation in this procurement procedure.

I acknowledge the possibility of criminal and civil sanctions, fines, and penalties if, due to negligence, I submit any document or statement containing materially false or deceptive information.

Furthermore, we affirm that, to the best of our knowledge and belief:

- We have no close, family, or financial relationships with any other bidder submitting proposals in response to the above-mentioned Invitation.
- The prices in our offer have been independently calculated, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree with D+'s policies against fraud, bribery, and conflict of interest.
- We have not declared bankruptcy, are not involved in bankruptcy proceedings or financial obligations, and there is no pending judgment or legal action against us that could adversely affect the anticipated future operations.
- We have not been convicted of a criminal offense related to professional conduct by a competent authority of the Republic of Kosovo.

Authorized Person's Signature \_\_\_\_\_

Name and position of person signing \_\_\_\_\_

Date \_\_\_\_\_

Name and address of company \_\_\_\_\_

## Part 4: Tender Submission Form

# Purchase of a Waste Collection Vehicle

Submitted by:

Economic Operator Identification*	
Company name	
Full address	
Represented by:	
Name and Surname	
Position	
Signature	
Date	

\* In the case of a consortium of operators, use another sheet to list the other operators. See TDS for other requirements in the case of applying as a consortium of operators.

With the price:

NR	DESCRIPTION	UNIT	PRICE PER UNIT	TOTAL
1	Waste Collection Vehicle	1		
			<b>TOTAL</b>	

Prices should be exclusive of VAT. Democracy Plus will provide the VAT exemption certificate.

### Attached documents:

- Part 3: Cover Letter and Declaration under Oath
- Part 4: Tender Submission Form
- Certificate of Registration and Tax Identification Number
- Appendices in case of consortium organization (as per TDS requirements)
- Proof from the Tax Administration that there are no outstanding debts
- Proof of quality (as per TDS requirements)
- Proof of origin (as per TDS requirements)
- Proof of licensed workshop not more than 100 km from Gračanica/Gračanicë municipality
- Proofs of standards certification as required by the Mandatory Technical Specification (MTS) and evidence of compliance with technical specifications.