

Tender Questions and Answers

Design and Implementation of the Digital Green Innovation Competition

1. **Question:** Could you please confirm whether legally registered private businesses/companies in Kosovo are eligible to apply for this call, or if the application is intended only for NGOs and non-profit organizations?

Answer:

Yes. The assignment is open to all legally registered entities in Kosovo, including private businesses/companies, NGOs, foundations, ICT and digital education providers, event management organizations, and other qualified service providers, as specified under Section 5 “Eligibility” of the RFP. Applications may be submitted either by a single entity or as part of a consortium.

2. **Question:** Should applications be submitted exclusively by individuals, or are they expected to come from groups/teams? If team applications are allowed or encouraged, is there a minimum or maximum number of persons required to form a group?

Answer:

This question requires clarification depending on whether it refers to the procurement process under this RFP or to participation in the future Digital Green Innovation Competition itself.

If the question refers to the procurement process under the RFP, applications may only be submitted by legally registered entities in Kosovo, either as a single entity or as part of a consortium, in accordance with Section 5 “Eligibility” of the RFP. Applications from individuals are therefore not eligible.

If the question refers to participation in the future Digital Green Innovation Competition to be designed and implemented under this assignment, the RFP does not prescribe whether competition applicants should participate individually or as teams/groups, nor does it define minimum or maximum team sizes. As stated in Section 3 of the Terms of Reference, the service provider is expected to propose and clearly define the participant profile and eligibility approach as part of the competition concept and methodology included in the technical proposal.

3. **Question:** Could you please clarify what is encompassed by the term “digital technologies for green solutions” within the scope of this call?

Answer:

Within the scope of this assignment, “digital technologies for green solutions” refers to innovative digital tools, platforms, systems, or applications that can support SMEs in their green transformation. This may include, but is not limited to, solutions related to resource efficiency, energy management, circular economy practices, waste reduction, environmental compliance, traceability, sustainable production, climate resilience, monitoring systems, data analytics, automation, or other digital innovations with practical applicability for improving environmental sustainability in SMEs.

4. **Question: With regard to the technical proposal, would you expect a fully detailed methodology covering all stages of implementation at the submission stage, or would a more general methodological framework be considered appropriate at this point, given that Task 1 (Section 4 of the ToR) foresees the selected contractor developing and submitting a detailed implementation plan for approval?**

Answer:

At the proposal stage, bidders are expected to provide a sufficiently detailed technical approach and methodology demonstrating a clear understanding of the assignment, including the proposed competition concept, implementation logic, key phases, outreach approach, evaluation process, and indicative work plan. The methodology should be detailed enough to allow proper evaluation of the proposal under the technical criteria. Following contract award, the selected service provider will further elaborate and operationalize these elements through the detailed Implementation Plan under Task 1, subject to GPEK approval.

5. **Question: Under Task 5 (section 4 of ToR), it is stated that the contractor will track progress, identify challenges, and document early results as part of the post-competition monitoring process. Could you please clarify whether the contractor’s role is limited to identifying and reporting challenges, or whether it is also expected to include recommendations on how to address these challenges? In this regard, would it be acceptable to include in the proposal an additional component focused on proposing mitigation measures and corrective actions where relevant?**

Answer:

The contractor’s role is not limited only to identifying and reporting challenges. Bidders are encouraged to include recommendations, mitigation measures, and proposed corrective actions where relevant, particularly if these contribute to improving the implementation potential and sustainability of the winning solutions. Such value-added elements may strengthen the quality of the proposed methodology.

6. **Question: Under the section “Corporate Capabilities, Experience, and Past Performance”, it is stated that applicants should provide a minimum of 2 relevant references of similar scope and complexity. Could you please clarify whether**

these references must be from the applying company/entity itself, or whether relevant experience and references of key individual experts/team members would also be considered acceptable?

Answer:

The requirement concerning submission of two relevant references relates to the Corporate Capabilities section of the RFP and therefore applies to the bidding organization/entity, not to individual experts included in the proposed team. Accordingly, bidders are required to submit two relevant references demonstrating the organization experience and capacities of the bidder/ applying company. Relevant experience and references of key personnel will not replace the organizational experience requirements under the “Corporate Capabilities, Experience, and Past Performance” criterion.

7. **Question: Regarding the eligibility requirement stating that the assignment is open to legally registered entities in Kosovo: in the case of a consortium application, would it be permissible for the lead applicant to be a Kosovo-registered company while including an international company as a consortium partner?**

Answer:

Yes. A consortium application may include an international partner, provided that the lead applicant is a legally registered entity in Kosovo and the consortium complies with all other eligibility and contractual requirements specified in the RFP. The lead entity will remain the primary contractual counterpart responsible for contract management and coordination.

8. **Question: Could you kindly confirm whether alternative supporting documentation, such as detailed CVs, employment confirmations, and descriptions of relevant projects and responsibilities, would be considered sufficient and acceptable for fulfilling the requested “relevant experience” criteria under this RFP, in cases where project-specific reference letters or certificates are not available?**

Answer:

Please refer to the answer provided under Question No. 6.