



MINUTES OF OPENING OF PROPOSALS

**Procurement of Consultant Services
Program Management Consultant
for Assessment and Supervision Services for the Public Access to
Judicial Information Activity (Case Management Information System
“CMIS”) Ref: RFP / MFK / QCBS / 2020 / No. 002
14:30 (Kosovo time) of 07 September 2020**

A. Present

1. Arton Çitaku, Millennium Foundation of Kosovo (MFK)
2. Merolind Osmanaj, MFK

A.1 Present through Zoom meeting

1. National Center for State Courts, John Cipperly, Arlington VA USA
2. Kosova Information Technology, Artan Canhasi, Prishtina, Kosovo
3. PRAETOR d.o.o., Representative: Uroš Škufca, Ljubljana, Slovenia
4. Kosovo Legal Services Company; Arbereshe Zogjani, Pristina, Kosovo
5. NOVUS SH.P.K; Adelina Hoxha, Prishtina, Kosovo
6. Assec; Gentiana Polloshka, Prishtina, Kosovo
7. Assec; Merita Stublla-Emini, Prishtina, Kosovo

B. Introductions & Remarks

At exactly 14:30 Kosovo time, the opening ceremony commenced, with people listed above. The Arton Çitaku MFK Procurement Manager (MFK PM) welcomed all to the opening and thanked the firms who had submitted proposals.

C. Formal Opening of Proposals

MFK PM then proceeded to open the five (5) proposals received by the deadline (in the order they were received), from:

1. Kosova Information Technology SHA
2. National Center for State Courts (NCSC)
3. PRAETOR d.o.o.
4. JV: Kosovo Legal Services Company L.L.C & B&S Europe S.A
5. Assec SEE

The MFK PM read: the name, country addresses of the firms; the existence and signature of the Technical Proposal Submission Form, the existence of a written authorization and the

existence of a separately password protected of the Financial Proposal, that will remain password protected until the financial opening to be announced after the technical evaluation has been performed.

After the reading, the MFK PM informed everyone that the Opening minutes will be sent to all those who submitted proposals and posted in the MFK website.

D. Closing

The MFK PM thanked the representatives for their attendance and declared the opening closed. The MFK PM informed them that they were not to contact MFK (on this specific procurement process) during the evaluation, except officially and in writing.

The proposal opening came to an end at 15:55 (Kosovo Time).

Annexes

1. Proposal Opening Checklist
2. Proposal Submission Register
3. Attendance Register

Proposal Opening Checklist

Procurement of PROCUREMENT OF QUALITY Program Management Consultant for Assessment and Supervision Services for the Public Access to Judicial Information Activity (Case Management Information System "CMIS")

Reference No.: RFP / MFK / QCBS / 2020 / No. 002

Proposal Submission Deadline/Formal Opening:

07 September 2020, 14:00 (Kosovo Time)

The public opening conducted at 07 September 2020, 14:30 (Kosovo Time)

Nº	Name of Consultant	Country	Form TECH 1 - Technical Proposal Submission Form (present & signed)	Financial Proposal (password protected)	Power of Attorney
1.	Kosova Information Technology SHA	Prishtine, Kosovo	Present	Comply	Present
2.	National Center for State Courts (NCSC)	Arlington, VA, USA	Present	Comply	Present
3.	PRAETOR d.o.o.	Ljubljana, Slovenia	Present	Comply	Regular extract from the Business/Companies Register
4.	JV: Kosovo Legal Services Company L.L.C & B&S Europe S.A	Prishtine, Kosovo & Brussels, Belgique / Prishtine, Kosovo	Present	Comply	Present
5.	Asseco SEE	Prishtine, Kosovo	Present	Comply	Present



Arton Çitaku - MFK Procurement Manager



Meroinda Osmanaj - MFK Procurement Consultant

Proposals Submission Register

**Procurement of Program Management Consultant for
Assessment and Supervision Services for the Public Access to Judicial Information Activity (Case Management Information System "CMIS")**

RFP / MFK / QCBS / 2020 / No. 002

**RFP Submission Deadline:
07 September 2020, 14:00 (Kosovo Time)**

Nº	Name of Firm	Date	Time	Name of Submitter	Means of Submission
1.	Kosova Information Technology SHA	07 September 2020	06:57 am	Artan Canhasi	Upload by File request Link Dropbox
2.	National Center for State Courts (NCSC)	07 September 2020	07:10 am	John Cipperly	Upload by File request Link Dropbox
3.	PRAETOR d.o.o.	07 September 2020	10:50 am	Lara Valjavec	Upload by File request Link Dropbox
4.	JV: Kosovo Legal Services Company L.L.C & B&S Europe S.A	07 September 2020	13:26 pm	Kosovo Legal Services Company	Upload by File request Link Dropbox
5.	Asseco SEE	07 September 2020	13:43 pm	Gentiana Polloshka	Upload by File request Link Dropbox

Attendance Register

PROCUREMENT OF Program Management Consultant for Assessment and Supervision Services for the Public Access to Judicial Information Activity (Case Management Information System "CMIS")

Reference No.:

RFP / MFK / QCBS / 2020 / No. 002

The public opening will be conducted at
07 September 2020, 14:30 (Kosovo Time)

No	Name of Firm/Organization	Name of Representative	City, Country	Present
1.	Millennium Foundation of Kosovo	Arton Çitaku	Prishtine, Kosovo	Online through Zoom
2.	Millennium Foundation of Kosovo	Merolind Osmanaj	Prishtine, Kosovo	Online through Zoom
3.	National Center for State Courts	John Cipperly	Arlington VA USA	Online through Zoom
4.	PRAETOR d.o.o	Uroš Škufca	Ljubljana, Slovenia	Online through Zoom
5.	Kosovo Legal Services Company	Arbereshe Zogjani	Prishtina, Kosovo	Online through Zoom
6.	NOVUS SH.P.K	Adelina Hoxha	Prishtina, Kosovo	Online through Zoom
7.	Asseco	Gentiana Polloshka	Prishtina, Kosovo	Online through Zoom
8.	Asseco	Merita Stublla-Emini	Prishtina, Kosovo	Online through Zoom