



**U.S CONSULATE GENERAL**  
**Regional Procurement Support Office**  
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Germany  
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December 07, 2021

**PRE-SOLICITATION NOTICE**  
**Solicitation No.: 19GE5022R0024**

The U.S Consulate General, Frankfurt provides the following Pre-Solicitation Notice regarding the issuance of a Request for Proposal (RFP) for:

**AUDIO, RECORDING AND DIGITALIZATION SYSTEM PROJECT OF KOSOVO COURTS AND KOSOVO CORRECTION SERVICE, INL OFFICE AT U.S. EMBASSY PRISTINA, KOSOVO**

The Regional Procurement Support Office in Frankfurt, Germany intends to issue a Firm Fixed-Price Type Contract in calendar year 2022

The INL Office at the U.S Embassy Pristina, is looking for a responsible contractor to provide, deliver audio, recording and digitalization system for the Kosovo courts and Kosovo correction service. The successful contractor shall have proof of past performance, technical expertise and experience to implement/install the requested system that meets INL, KJC and KCS requirements.

The INL Office at U.S. Embassy Pristina will support the Kosovo Judicial Council (KJC) as it modernizes Kosovo court rooms by installing a system to maintain digital records of criminal court hearings and to allow remote appearances in court proceedings. INL will assist the Kosovo Correction Service (KCS) by providing video conferencing equipment that would enable internal communication for the KCS and facilitate communication between courts and correction facilities.

The design includes 41 KJC and KCS facilities. The KJC facilities include basic courts and their branches, appellate courts and the KJC Secretariat. The KCS facilities include correctional centers, detention centers, the transportation unit and the KCS headquarters.

The Audio & Video systems described herein, shall include providing and integrating a fully functional and seamlessly integrated audiovisual system complete with high quality professional and commercial grade audiovisual and electronic products, which include, but is not limited to, the following equipment and systems:

Ceiling Microphone Array,	I/R Radiator,
Ceiling Speaker,	Headset Receiver,
Desk active speaker,	Interpreter Unit,
Monitor 24/7, 55",	Flush Language Selector,
Monitor 21",	Videoconference,
PTZ Camera,	Local UPS,
Document Camera,	Rack Cabinets with equipment,
Headset/Headphone,	Local Storage Servers.
Conference Desk Microphones,	Centralized Storage Server
	Centralized Videoconferencing Server

Companies interested in the solicitation shall express their interest by e-mail to Ms. Alexandra Perez Acevedo at [perezacevedoa@state.gov](mailto:perezacevedoa@state.gov) **not later than January 7, 2022** using the solicitation number **19GE5022R0024** in the subject line.

Additionally, you are **required** to complete and include in your expression of interest the below **checklist**. All requests for the solicitation document that are submitted without the checklist, or with an incomplete checklist, will be rejected.

Firms shall be knowledgeable in written and spoken English and possess **all appropriate permits and licenses to perform work in Republic of Kosovo**

**DO NOT TELEPHONE.** All requests for a copy of the solicitation **MUST** include the following information: Name of Firm, Unique Entity Identifier (Former Dun's #), Name, Telephone and Email Address of Point of Contact and Complete Physical and Mailing Address of Firm.

The solicitation package will **only be available in the English language**. All requirements for translations will be at the expense of the Contractor. Solicitation and award will be subject to the laws and regulations of the United States of America.

**NOTE:** Registration in the US System for Award Management (SAM) database is **mandatory** to be considered for award. Offerors may obtain information on registration and annual confirmation requirements via the internet at the help tab of <https://www.sam.gov>.

The Contract Specialist for the administration of this contract is Ms. Alexandra Perez Acevedo, email [perezacevedoa@state.gov](mailto:perezacevedoa@state.gov), tel.: +49 69 7535 3337.

**APPLICATION FOR SOLICITATION DOCUMENTATION CHECK LIST**  
**SOLICITATION NO. 19GE5022R0024**

**COMPANY NAME:** \_\_\_\_\_

In checking the boxes of this check listing, you are acknowledging that your company is able to reach compliance with the following highlighted requirements included in the solicitation.

In accordance with DOSAR 652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999) it will be necessary for your organization to possess authorization to operate and do business in the country in which this contract will be performed. Contractors shall be required to provide:

- a. A thorough description as to what steps you have taken to investigate all requirements to obtain authorization to perform in the given country,
- b. Details of your findings and a description of what your organization will actually be required to undertake to obtain licensing, and
- c. Specific information concerning the period of time you anticipate it will take to obtain appropriate authorization.

You will be required to provide information that clearly shows you are able to perform work in the country of **Republic of Kosovo** and conduct business there, taking into consideration any current COVID-19 related restrictions and the cost of compliance with any quarantine requirements. Any entry or work visa issues requirements must be clearly discussed with a plan to mitigate any risk clearly identified.

If you have a Unique Entity Identifier\* and have been SAM\*\* registered, please include below. Please note that the requirement to obtain a Unique Entity Identifier and for your company to be SAM registered, shall be a mandatory requirement **before** contract award.

Unique Entity Identifier: \_\_\_\_\_ SAM Registered: ( ) Yes ( ) No

\* Unique Entity Identifier: [www.sam.gov](http://www.sam.gov)

\*\* System for Award Management: [www.sam.gov](http://www.sam.gov)

**The failure to provide the above documentation when submitting your proposal may result in your proposal being found technically unacceptable and removed from the competition without further discussions.**

Solicitation and award will be subject to the laws and regulations of the United States of America. This requirement is being competed utilizing full and open competition procedures.

The Contract Specialist for the administration of this contract is Mr. Alexandra Perez Acevedo email [PerezAcevedoA@state.gov](mailto:PerezAcevedoA@state.gov) .