|  |
| --- |
| **Statement of Needs and Determination of Availability of Funds*****According to Article 9 of the Public Procurement Law No. 04/L-042 of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092*** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date |  |  |  |  |  | Reserved for the CPA |
|  |  |  |  |  | Date of receipt \_\_\_/\_\_\_/\_\_\_\_\_ |
| Procurement No: |  |  |  |  |  |  |  | Identifier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# SECTION I: CONTRACTING AUTHORITY IDENTIFICATION (CA)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of CA |  | Contact Person |  |
| e-mail |  |
| Address  |  | Postal code  |  |
| Town  |  | Region  |  |
| Telephone |  | Fax | [ |
| e-mail |  | URL:  |  |

# SECTION II: OBJECT OF THE CONTRACT

## II.1. ASSESMENT OF NEEDS

## II.1.1 Classification (CPV):

|  |
| --- |
|  |

## II.1.2 Nature and scope:

|  |
| --- |
| [Describe the precise nature and the scope of specific needs] |

##

## II.1.3 Estimated Value:

|  |  |
| --- | --- |
| **€** |  |

##

## II.1.4 Material Terms:

|  |
| --- |
| The subject of the contract is:*[describe the general description of the contract and give the indication of quantity]*  |

## II.1.5 Functional specifications, benefits and costs:

Refer to Annex I attached.

## II.1.6 Planning:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Was this procurement activity included in the procurement forecast? | Yes |  | No |  |

If no, state the reason as to why it was not so included

|  |
| --- |
| *[statement]* |

##

## II.1.7 Statement as to how the procurement will promote the institutional objectives of the contracting authorities:

|  |
| --- |
| *[statement]* |

##

|  |  |
| --- | --- |
| Requesting Department: | *[insert name of Requesting Department]* |
| Requesting Officer: |  *[insert name of the Requesting Officer]* |
| Date: | *[insert date of the request]* |
| Signature of the Requesting Person | *[insert signature]* |

## II.2 Availability of Funds

## II.2.1 Statement of availability of funds:

The Chief Financial Officer “CFO” shall formally ensure that funds are available for the concerned procurement.

[in case of a public authority or a budget organisation]

The Chief Financial Officer “CFO” shall formally ensure that funds have been appropriated for the concerned procurement in an amount sufficient to fulfil any financial obligations that may arise during the course of the then-current fiscal year as a result of such procurement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Is it a multi-year project? | Yes |  | No |  |

## II.2.2 Statement on non-availability from another public authority (if CA is a Public Authority or a budget organisation):

|  |
| --- |
| *[Statement]* |

|  |  |
| --- | --- |
| Chief Financial Officer: |  *[insert name of the CFO]* |
| Signature of the Chief Financial Officer: | *[ signature of the CFO]* |
| Date of the approval by the CFO: | *[insert date of the approval]* |

##

## II.2.3 Approval:

For the concerned procurement activity indicated in this form, the Chief Administrative Officer acknowledges that the requirements of Sections 9.1 - 9.4 of the PPL have been complied with by the indicated Contracting Authority and gives his/her consent to the initiating of the procurement activity.

|  |  |
| --- | --- |
| Chief Administrative Officer: |  *[insert name of the CAO]* |
| Signature of the Chief Administrative Officer: | *[ signature of the CAO]* |
| Date of the approval by the CAO: | *[insert date of the approval]* |

# SEctiOn 3: REVIEW

To be filled up **before the** publication of the contract award notice

This “Statement of Needs and Determination of Availability of Funds” shall be reviewed by the persons having signing authority before the publication of the contract award notice in order to reconfirm that financial information has not materially changed.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Changes:

If Yes, indicate the paragraph reference(s) and the modified information

|  |  |
| --- | --- |
| **§** |  |
| **§** |  |

**Commitment and Payment Order (CPO) Document Nr*. [insert CPO Nr]***

**Copy of this CPO document shall be attached**

Signatures:

|  |  |  |
| --- | --- | --- |
| Responsible Procurement Officer: | Name: | Signature:Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ |
| Chief Financial Officer: | Name: | Signature:Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ |
| Chief Administrative Officer: | Name: | Signature:Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ |

**ANNEX I**

II.1.4) Functional specifications, benefits and costs (per object to be procured):

|  |  |  |  |
| --- | --- | --- | --- |
| **Object** | **Functional specifications** | **Benefits expected** | **Cost of ownership**  |
| **1** | ***[insert main specifications on functionality of the procurement activity]*** | ***[state the benefits expected from the procurement contract]*** | ***[State the annual cost that will result of this procurement activity (manpower cost, maintenance, consumables…]*** |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |