

KOSOVO



**KOMITETI OLIMPIK I KOSOVËS  
KOSOVA OLYMPIC COMMITTEE**

Prishtinë, 10.05.2023

Kosovo Olympic Committee has the status of a legal entity. It is registered as a nongovernmental organization in Kosovo and its mission is to promote the Olympic Movement within the Republic of Kosovo. Kosovo NOC is committed to respect the provision of the Olympic Charter, therefore, as such Kosovo NOC cooperates with all sports organizations of the Republic of Kosovo, enters into various national and international collaborations, employs and engages legal entities and other individuals which are necessary for the achievement of its mission and goals.

The Executive Board of Kosovo NOC in order to achieve its long-term goals and mission, have seen as needed to make this public call for application for: "Preparation of Bidding Book Preparation for Mediterranean Games 2030 Application" for Kosovo NOC needs, therefore we request offers from companies as below:

**OPEN CALL FOR PROPOSALS**

**Preparation of Bidding Book Preparation for Mediterranean Games 2030 Application**

Bid Book preparation for Kosovo's application to host the 2030 Mediterranean Games.

The Kosovo Olympic Committee is seeking proposals from eligible companies to prepare a fully compliant Bid Book to be submitted to the International Committee of Mediterranean Games (ICMG).

The assignment will include the following work packages:

1. Bid Book preparation
  - a. Project management, authoring and production of the Bid Book; and
  - b. As a minimum the Bid Book shall include the following themes:
    - i. Vision and concept
    - ii. Organizational structure
    - iii. Technical requirements
    - iv. Venues and wider infrastructure
    - v. Sport programme
    - vi. Sports technical requirements
    - vii. Logistics
    - viii. Transport
    - ix. Accommodation
    - x. Catering
    - xi. Medical
    - xii. Security
    - xiii. Technology
    - xiv. Protocol
    - xv. Opening and closing ceremonies
    - xvi. Human resources
    - xvii. Volunteer programme

- xviii. Media and PR
- xix. Commercial programme, marketing & merchandising
- xx. Budget and financing

The Bid Book should present a compelling case for Kosovo as a reliable host country and should showcase the country's capabilities, infrastructure, and cultural offerings.

Interested companies should submit a proposal that outlines their experience and approach to each of the work packages. The proposal should include a timeline for completion, a detailed budget, and the qualifications of the team members who will be involved in the project. Special consideration will be given to those with a Project Director or Project Manager with relevant experience and has full professional proficiency in English.

Proposals should also include a summary of the proposed project team's relevant experience, particularly in the areas of planning and delivery of major multi-sport sporting events. Special consideration will be given to expertise and experience in workforce management, workforce capability building and commercial programmes and partnerships.

Proposals will be evaluated based on the following criteria:

- Relevance and completeness of the proposed approach to the work packages
- Experience and qualifications of the proposed project team
- Timeline and feasibility of the proposed project plan
- Quality and accuracy of the proposed budget and cost estimate
- Understanding and knowledge of local context, conditions and culture

Proposals should be submitted no later than 19.05.2023 to [metin.gestaj@noc-kosovo.org](mailto:metin.gestaj@noc-kosovo.org). Any questions regarding the proposal should also be directed to the same contact.

We look forward to reviewing your proposals and working with a qualified team on this important project.