

INVITATION TO TENDER

Assignment name: TCT Support in preparation of Terms of Reference for Road Asset Management System – Road Infrastructure Expert

PS/SRV/LCE/036/2025

Section 1. Introductory information

1.1 Background information on the Permanent Secretariat of the Transport Community

The European Union - in accordance with Council Decision (EU) 2017/1937 - and the Republic of Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, the Republic of North Macedonia, and the Republic of Serbia ('the Contracting Parties') signed the Treaty establishing the Transport Community ('the TCT').

The aim of the TCT is the creation of a Transport Community in the field of road, rail, inland waterway and maritime transport, as well as the development of the transport network between the European Union and the South-East European Parties (hereinafter referred to as 'the Transport Community'). The Transport Community shall be based on the progressive integration of transport markets of the South-East European Parties into the European Union transport market on the basis of the relevant acquis, including in the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment, for all modes of transport excluding air transport.

In order to implement the TCT provisions and make the Transport Community operational, a Permanent Secretariat (hereinafter 'the TCT Secretariat') has been established. The seat of the TCT Secretariat is in Belgrade, as defined by the Agreement between the Transport Community and the Republic of Serbia signed on 30 January 2019.

* This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ opinion on Kosovo Declaration of Independence.



1.2 Objective of this procurement

The Ministry of Environment, Spatial Planning and Infrastructure of Kosovo requested assistance from the TCT Permanent Secretariat to engage one locally contracted expert to help in providing targeted technical assistance to define the scope, structure, and functional requirements of a national Road Asset Management System (RAMS) for Kosovo, aligned with EU standards and regional strategic goals. For the purpose of the procurement procedure, one tendering call for the requested expert is published by the TCT Secretariat.

TCT Secretariat seeks to engage an expert in Civil Engineering, Transport Infrastructure, Structural Engineering, or a closely related field to assist the Ministry of Environment, Spatial Planning and Infrastructure of Kosovo to determine which road infrastructure elements (carriageways, shoulders, bridges, culverts, tunnels, signage, drainage systems, etc.) are to be included in the system, and propose appropriate methods for data collection, validation, and updating.

1.3 Expected deliverables of the assignment are: as per the Terms of Reference.

1.4 Tentative timeframe: The assignment is expected to be performed during September 2025 – October 2025.

Section 2. Language of the supporting documentation

2.1 Language of application: The supporting documentation shall be prepared in English.

Section 3. Submission of the supporting documentation

3.1 Interested candidates are invited to submit a proposal consisting of the following documentation:

- CVs of experts with relevant experience in all fields related to this tender;
- Statement of Commitment from the expert (commitment letter) attached to this document;
- A short, detailed methodology/proposal on how the assignment will be delivered that will become part of the contract;
- Legal Entity File - attached to this document;
- Financial offer (which shall specify a total sum amount in euros) in a separate document (not part of the CVs, Methodology or the other supporting documentation). Financial offer is sent in a separate email, indicating in the subject line the reference number of the procurement.



Ref. No. 509-05-2025

3.2 The required documentation should be submitted electronically by e-mail to procurement@transport-community.org by **12 September 2025, 17:00h CET**. Late submissions will not be considered for evaluation. The application should contain in the e-mail title the following reference: Application for LCE – Road Infrastructure Expert on TCT Support in preparation of Terms of Reference for Road Asset Management System for Kosovo, **Ref: PS/SRV/LCE/036/2025**

Section 4. Evaluation of offers

4.1 The offer will be evaluated against the required criteria as defined in the Terms of Reference.

Section 5. Objection to Award Decision

5.1 The objection against the contract award decision shall be submitted within 5 days, starting from the day following the notification/communication/publication of the contract award notice.

Section 6. Final Considerations

6.1 The payment will be made in one instalment following the submission and approval of all deliverables, including, but not limited to, the timesheet, the invoice, and other documents relevant to this procurement.

6.2 The following documents are attached to this Procurement Notice: Terms of Reference, Legal entity sheet, Timesheet template, Draft contract, Financial offer template and Invoice template.

6.3 TCT Secretariat reserves the right to cancel this procurement procedure at any moment without compensating the applicants. The cost of preparing a proposal, including any related travel, cannot be reimbursed by the TCT Secretariat under any circumstances, nor can the TCT Secretariat be held liable for it, regardless of the outcome of the procurement procedure.

6.4 Should you need any further clarification regarding this procurement notice, please send an email to procurement@transport-community.org by **6 September 2025, 23:59 CET (midnight) at the latest**. The TCT Secretariat will post the response, including an explanation of the query without identifying the source of inquiry, at its website (<https://www.transport-community.org/>). Any request for clarification must be sent by standard electronic communication to the above e-mail address.

