FONDI KOSOVAR PËR GARANCI KREDITORE
KOSOVSKI FOND ZA KREDITNO JEMSTVO
KOSOVO CREDIT GUARANTEE FUND

ANNOUNCEMENT

Invitation for Procurement of Branding and Event Management Agency for the 10th Anniversary of the Kosovo Credit Guarantee Fund (KCGF)

In 2026, Kosovo Credit Guarantee Fund (KCGF) will mark its 10th Anniversary. On this occasion, KCGF plans to organize two high-level events in April 2026: a full-day International Conference, followed by a Gala Evening. Both events will take place on 23 April 2026 and are expected to host up to 300 participants each, including senior government officials, international donors and local partners, financial institutions, guests from international credit guarantee institutions and associations, representatives from the private sector, and other key stakeholders.

Through this procurement process, KCGF seeks to engage a qualified and experienced Branding and Event Management Agency to provide professional support in branding and visualization of this anniversary, promoting and communicating to the public through different media channels this important institutional milestone, design and production of marketing and communication materials, detailed coordination and delivery of the anniversary events, refining and implementing the pre-defined conference themes and gala dinner format.

The selected Agency will ensure the coherent presentation of content, consistent branding, and the high-quality visualization as well as the coordination and facilitation of execution of both events, in line with KCGF's institutional objectives and communication standards.

KCGF has prepared a Request for Proposal (RFP) for the required services and invites all qualified bidders that are professional companies registered in Kosovo to respond to the RFP.

Proposers' responses must clearly demonstrate that they meet the following mandatory criteria:

- Minimum five (5) years of proven experience in branding, design, and marketing services. Proven experience in the production and coordination of audio-visual and video materials, including event-related digital content. Strong creative, branding and design capabilities. Provide company profile and work portfolio within last three (3) years and three (3) references in the last three (3) years.
- Availability of qualified professional staff and adequate technical and operational resources to plan, manage, and deliver events of similar scale and complexity. Provide CV's of proposed team members and their roles.
- Recommended experience in the planning and delivery of similar activities. Preferably to provide three (3) references in the last five (5) years.
- Registration and valid business license in KBRA.
- A signed statement confirming transfer of full intellectual property rights (logo, visuals, etc.) to KCGF.
- Under oath declaration (https://fondikgk.org/mundesi-partneriteti/).

Failure to meet the above mandatory criteria by the proposer will result in exclusion from further consideration during the evaluation process.

Interested bidders that fulfil the eligibility criteria are invited to submit their proposals and all related documentation on the implementation of the assignment according to instructions as

specified in the RFP. KCGF will not be liable for any cost related to the preparation or submission of bids.

The deadlines are as follows:

- Deadline for requesting the RFP: **23.01.2026 at 15:00 hours**
- Deadline to submit questions: **23.01.2026 at 15:00 hours**
- Information session question and answers meeting will be held: **27.01.2026 KCGF office at 10:00 hours.**
- Deadline to submit the proposals: **30.01.2026 at 15:00 hours**

The RFP can be requested only by sending an email to procurement@fondikgk.org.

The email request should include:

- Name of the company, official registered address, phone number, email address and website.
- Name of the designated contact person/ liaison for the RFP in the company, title, email address and phone number.
- Email address that the RFP should be sent to if other than that of the contact person/ liaison.