* United Nations Development Programme*

**REQUEST FOR PROPOSAL**

**Preparation of Technical Documentation for Reconstruction and Expansion of the Serbian Academy of Sciences and Arts in Belgrade**

**RE-ADVERTIZE**

**RFP No.:** **612**

Project: Memorandum for Provision of Management and other Support Services

Country: Serbia

Issued on: 18 October 2019

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# Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

* Form A: Technical Proposal Submission Form
* Form B: Bidder Information Form
* Form C: Joint Venture/Consortium/Association Information Form
* Form D: Qualification Form
* Form E: Format of Technical Proposal
* Form F: Financial Proposal Submission Form
* Form G: Financial Proposal Form
* Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [procurement.rs@undp.org](mailto:procurement.rs@undp.org), indicating whether you intend to submit a Proposal or otherwise. You also should utilize the “Accept Invitation” function in e-Tendering system. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

UNDP Serbia

# Section 2. Instruction to Bidders

|  |  |
| --- | --- |
| GENERAL PROVISIONS | |
| Introduction | * 1. Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>   2. Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.   3. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://www.ungm.org)). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature. |
| Fraud & Corruption,  Gifts and Hospitality | * 1. UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti>   2. Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.   3. In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.   4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <http://www.un.org/depts/ptd/pdf/conduct_english.pdf> |
| Eligibility | * 1. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.   2. It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. |
| Conflict of Interests | * 1. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:   2. Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;   3. Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or   4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.   5. In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.   6. Similarly, the Bidders must disclose in their proposal their knowledge of the following:   7. If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and   8. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.   Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.   * 1. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal. |
| PREPARATION OF PROPOSALS | |
| General Considerations | * 1. In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.   2. The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP |
| Cost of Preparation of Proposal | * 1. The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| Language | * 1. The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS. |
| Documents Comprising the Proposal | * 1. The Proposal shall comprise of the following documents:   2. Documents Establishing the Eligibility and Qualifications of the Bidder;   3. Technical Proposal;   4. Financial Proposal;   5. Proposal Security, if required by BDS;   6. Any attachments and/or appendices to the Proposal. |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 1. The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP’s satisfaction. |
| Technical Proposal Format and Content | * 1. The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.   2. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.   3. Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP   4. When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS. |
| Financial Proposals | * 1. The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.   2. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.   3. Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| Proposal Security | * 1. A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.   2. The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.   3. If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.   4. In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.   5. The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:      1. If the Bidder withdraws itsoffer during the period of the Proposal Validity specified in the BDS, or;      2. In the event that the successful Bidder fails:      3. to sign the Contract after UNDP has issued an award; or      4. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder. |
| Currencies | * 1. All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:  1. UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and 2. In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP’s preference, using the conversion method specified above. |
| Joint Venture, Consortium or Association | * 1. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.   2. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.   3. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.   4. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement.  All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.   5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:  1. Those that were undertaken together by the JV, Consortium or Association; and 2. Those that were undertaken by the individual entities of the JV, Consortium or Association.    1. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.    2. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm. |
| Only One Proposal | * 1. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.   2. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:   3. they have at least one controlling partner, director or shareholder in common; or   4. any one of them receive or have received any direct or indirect subsidy from the other/s; or   5. they have the same legal representative for purposes of this RFP; or   6. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;   7. they are subcontractors to each other’s Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or   8. some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal. |
| Proposal Validity Period | * 1. Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.   2. During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price. |
| Extension of Proposal Validity Period | * 1. In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.   2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.   3. The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated. |
| Clarification of Proposal | * 1. Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.   2. UNDP will provide the responses to clarifications through the method specified in the BDS.   3. UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary. |
| Amendment of Proposals | * 1. At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.   2. If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals. |
| Alternative Proposals | * 1. Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.   2. If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal” |
| Pre-Bid Conference | * 1. When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP. |
| SUBMISSION AND OPENING OF PROPOSALS | |
| Submission | * 1. The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.   2. The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.   3. Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions. |
| **e-Tendering submission** | * 1. Electronic submission through eTendering, as specified in the BDS, shall be governed as follows:  1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 2. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 3. The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. 4. Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. 5. Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/> |
| Deadline for Submission of Proposals and Late Proposals | * 1. Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP   2. UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals. |
| Withdrawal, Substitution, and Modification of Proposals | * 1. A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.   2. Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”   3. eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.   4. Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened |
| Proposal Opening | * 1. There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened. |
| EVALUATION OF PROPOSALS | |
| Confidentiality | * 1. Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.   2. Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP’s decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP’s vendor sanctions procedures. |
| Evaluation of Proposals | * 1. The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.   2. Evaluation of proposals is made of the following steps:   3. Preliminary Examination   4. Minimum Eligibility and Qualification (if pre-qualification is not done)   5. Evaluation of Technical Proposals   6. Evaluation of Financial Proposals |
| Preliminary Examination | * 1. UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage. |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).   2. In general terms, vendors that meet the following criteria may be considered qualified:   3. They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;   4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,   5. They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;   6. They are able to comply fully with UNDP General Terms and Conditions of Contract;   7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and   8. They have a record of timely and satisfactory performance with their clients. |
| Evaluation of Technical and Financial Proposals | * 1. The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.   2. In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.   3. The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.   4. When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:   Rating the Technical Proposal (TP):  **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100  Rating the Financial Proposal (FP):  **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100  Total Combined Score:  **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
| Due Diligence | * 1. UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:      1. Verification of accuracy, correctness and authenticity of information provided by the Bidder;      2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;      3. Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;      4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;      5. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;      6. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| Clarification of Proposals | * 1. To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.   2. UNDP’s request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.   3. Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals. |
| Responsiveness of Proposal | * 1. UNDP’s determination of a Proposal’s responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.   2. If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission. |
| Nonconformities, Reparable Errors and Omissions | * 1. Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.   2. UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.   3. For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:  1. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; 2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and 3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.    1. If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected. |
| AWARD OF CONTRACT | |
| Right to Accept, Reject, Any or All Proposals | * 1. UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP’s action. UNDP shall not be obliged to award the contract to the lowest priced offer. |
| Award Criteria | * 1. Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS. |
| Debriefing | * 1. In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder’s submission shall not be discussed. |
| Right to Vary Requirements at the Time of Award | * 1. At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| Contract Signature | * 1. Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals. |
| Contract Type and General Terms and Conditions | * 1. The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Performance Security | * 1. 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at   <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective. |
| Bank Guarantee for Advanced Payment | * 1. Except when the interests of UNDP so require, it is UNDP’s preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default> |
| Liquidated Damages | * 1. If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor’s delays or breach of its obligations as per the Contract. |
| Payment Provisions | * 1. Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract. |
| Vendor Protest | * 1. UNDP’s vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html> |
| Other Provisions | * 1. In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.   2. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.   3. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer> |

# Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail**.**

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| --- | --- | --- | --- |
| **BDS No.** | **Ref. to Section.2** | **Data** | **Specific Instructions / Requirements** |
| 1 | 7 | Language of the Proposal | English |
| 2 |  | Submitting Proposals for Parts or sub-parts of the TOR (partial bids) | Not Allowed |
| 3 | 20 | Alternative Proposals | Shall not be considered |
| 4 | 21 | Pre-proposal conference | Will not be conducted  Time: N/A  Date: N/A  Venue: N/A |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | Bid Security | Required in the amount of USD 6,000.00 for foreign or RSD 600,000.00 for Serbian bidders (one of the options marked below will be accepted)  Bank Guarantee (See Form H for template)  Any Bank-issued Check/Cashier’s Check/Certified Check (menica sa punovažnom meničnom izjavom i potvrdom o deponovanom potpisu)  Other negotiable instrument  Cash (exceptionally, if none of the other forms are feasible)  Others *[pls. specify]*  The Bid Security shall be valid up to 30 days after the final date of validity of bids.  **Important Remark:** Scanned copy of the Bid Security documentation must be submitted as a part of Technical proposal file.  The Original Copy of Bid Security must be physically received by UNDP prior to the deadline for submission of offers indicated in the eTendering module. The address for submitting Bid Security is as follows:  UNDP,  Bulevar Zorana Djindjica 64  11070 Novi Beograd, Serbia  REFERENCE: RFP 612 (Bid Security Only) |
| 7 | 41 | Advanced Payment upon signing of contract | Not Allowed |
| 8 | 42 | Liquidated Damages | Will be imposed as follows:  Percentage of contract price per day of delay: 0.5%  Max. no. of days of delay: 20  After which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | Will be required from Selected Bidder in the amount of 10 % of the contract value, to be submitted within 7 days after the contract signing  Form: Bank guarantee  Validity: 1 months after completion of all services |
| 10 | 18 | Currency of Proposal | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications/questions | 5 days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions | Focal Person in UNDP:  E-mail address: [procurement.rs@undp.org](mailto:procurement.rs@undp.org) |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | Posted directly to eTendering |
| 14 | 23 | Deadline for Submission | **As indicated in the eTendering Event for this tender.**  Offers submitted to UNDP after the above-mentioned date and time will not be accepted by the eTendering Portal. |
| 14 | 22 | Allowable Manner of Submitting Proposals | Submission by:  eTendering ONLY  **eTendering Portal link:**  <https://etendering.partneragencies.org>  **Insert BU Code and Event ID number**  **SRB10, Event # 0000004682**  Format: PDF files and/or .DOC file  **File names must be maximum 60 characters long** (Ref. No. of tender and Bidder’s name and Technical or Financial Proposal reference to be indicated) and must not contain any letter or special character other than from English Latin alphabet/keyboard.  **All files must be free of viruses and not corrupted.**  **Technical and Financial Proposals must be separately uploaded. Financial Proposal file must be password protected. Password for Financial Proposal must not be provided to UNDP until requested by UNDP, in case bidder’s Technical Proposal is found technically responsive.**  **Max. Size of uploaded Files must not exceed: 35 MB**  Documents which are required in original: Bid Security documentation submission instructions are provided above |
| 15 | 22 | Proposal Submission Address | N/A |
| 16 | 22 | Electronic submission (email or e-Tendering) requirements | **1 duly signed/stamped electronic copy of technical proposal, and**  **1 duly signed/stamped electronic copy of financial proposal (Password Protected),**  **in separate files**.  Uploaded documents must be titled as “Technical Proposal” and “Financial Proposal”, with indicated tender “**REFERENCE**” number of tender (please see the 1st page above) and name of the bidder.  **Remark:** **Technical and Financial Proposals shall be submitted/ uploaded in the separate documents. Technical Proposal must be submitted preferably in one file as .pdf or .doc document.**  **The price in the eTendring Portal’s “Price” field for RFP processes must be populated as “1”and quantity must be populated as “1” as per the sample in the printscreen below – the only place where the offered price (and the associated breakdown, if requested) is to be actually indicated by the Bidder is in the Financial Proposal file that is uploaded as a part of the bid. Financial Proposal document must be password protected.** |
| 17 | 27  36 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively    The minimum passing score of technical proposal is 70% |
| 18 |  | Expected date for commencement of Contract | November 30, 2019 |
| 19 |  | Maximum expected duration of contract | up to 12 months |
| 20 | 35 | UNDP will award the contract to: | One Proposer Only |
| 21 | 39 | Type of Contract | Purchase Order and Contract for Goods and Services for UNDP  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Professional Services  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 23 |  | Other Information Related to the RFP | **IMPORTANT REMARK ON (online) eTENDERING SUBMISSIONS:**  **On the following link:** [**https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/**](https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/)  **you may find step-by-step instructions in English, French, Spanish, Russian, Chinese and Arabic languages on:**   * **How to register in the eTendering Module as a bidder,** * **How to find the tender you wish to submit your offer for,** * **How to submit your offer,** * **All other information related to the eTendering Module (bidder’s support).** |

# Section 4. Evaluation Criteria

**Preliminary Examination Criteria**

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

* Appropriate signatures
* Power of Attorney
* Minimum documents provided
* Technical and Financial Proposals submitted separately
* Bid Validity
* Bid Security submitted as per RFP requirements with compliant validity period

**Minimum Eligibility and Qualification Criteria**

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

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| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY** |  |  |
| **Legal Status** | Vendor is a legally registered entity.  **Remarks:**  As per attached Terms of Reference (Section 5 of this RFP), Vendor must be a company registered by the competent authority of its country for services in the requested line of business for minimum 10 years  *(For JV/Consortium/Association, The Lead partner shall meet requirement while other members must be registered by the he competent authority of its country for the requested line of business for at least 5 years)* | Form B: Bidder Information Form |
| **Eligibility** | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with ITB clause 4. | Form A: Technical Proposal Submission Form |
| **Bankruptcy** | Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Technical Proposal Submission Form |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-2)** | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. | Form D: Qualification Form |
| **Previous Experience** | Minimum one similar assignment in preparation of urban planning documentation and minimum two similar assignments in preparation of technical documentation performed in last 10 years, as follows: | Form D: Qualification Form |
| * + - 1. Experience in preparation of urban planning documentation of similar nature, complexity and value, having completed one or more similar assignments in the last 10 years. As similar assignments will be considered preparation of Urban Development Designs for public or combined public/private facilities with a total surface area of no less than 3,000 m². As Urban Development Designs will be considered urban planning documentation as prescribed by the Law on Planning and Construction and relevant bylaws applicable in the Republic of Serbia for “Urbanisticki projekat”. International references must include proofs and explanations on similarity of the content of the reference with the content prescribed by the Serbian legal framework for Urban Development Designs.       2. Experience in preparation of technical documentation of similar nature, complexity and value, having completed at least two or more similar assignments in the last 10 years from categories listed below. As similar assignments will be considered preparation of technical documentation (from the Concept Design to the Design for Execution of Works) for the construction or substantial reconstruction of facilities from the following categories:  1. Buildings registered as cultural monuments (“spomenik kulture”) in the Republic of Serbia or buildings registered in the relevant national or international cultural/historical heritage registers for facilities located outside of the Republic of Serbia with minimum gross floor area of 5,000 m2; 2. Public buildings such are academic and research institutions (e.g. universities, academies, institutes, libraries, archives or laboratories), shopping malls, conference halls, office buildings and hotels with minimum gross floor area of 10,000 m2; 3. Museum and galleries with minimum gross floor area of 5,000 m2; 4. Theatres and concert halls with minimum gross floor area of 5000 m2 and seating capacity for at least 300 people.   ***Important Remark:***  As complete technical design it shall be considered the following:   * + 1. All disciplines design (at least architectural, landscaping, structural, mechanical, electrical and plumbing installations) on one similar facility.     2. Architectural, landscaping and structural technical design on one similar facility supplemented with mechanical, electrical and plumbing design on other similar facility.   It shall be considered as a complete technical design only if technical documentation includes at least the Concept Design and the Design for Execution of Works.  *(For JV/Consortium/Association, all Parties cumulatively shall meet requirement)* |
| **Financial Standing** | Minimum annual turnover of USD 450.000 per year for the last two years (2017 and 2018).  *(For JV/Consortium/Association, all Parties shall cumulatively meet the requirement).* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  *(For JV/Consortium/Association, all Parties shall cumulatively meet the requirement).* |
| **Number of employees** | Minimum 10 permanent employees out of which 8 must be engineers.  (In case of *JV/Consortium/Association, all Parties shall cumulatively meet the requirement).* | Form B: Bidder Information Form |
| **Licences/Certificates** | Possession of relevant licence (P090А1) for design of facilities within the spatial cultural-historical units which are under protection of the Republic Institute for the Protection of Cultural Monuments of Serbia.  *(For JV/Consortium/Association, all Parties cumulatively shall meet requirement)* | Form B: Bidder Information Form |
| **Key staff** | The Bidders shall propose a team of 5 key engineers who shall be engaged, if selected, in the preparation of the technical documentation. These team members shall possess the following relevant experience and licenses:   1. Team leader 2. With minimum 20 years of experience in architecture design; 3. Has successfully completed the designs, as team leader, for at least one facility of similar nature and complexity as those specified under Previous experience criteria no. 2) a. above; 4. Architect 5. With minimum 15 years of experience in architecture design; 6. Holder of relevant license 300, 301 or 302 issued by the Serbian Chamber of Engineers; 7. Has successfully completed designs, as the lead architect, for at least one facility of similar nature and complexity as those specified under Previous experience criteria above, regardless of the category. 8. Civil engineer 9. With minimum 15 years of experience in civil design; 10. Holder of relevant license 310 or 302 issued by the Serbian Chamber of Engineers; 11. Has successfully completed designs, as the lead civil engineer, for at least one facility of similar nature and complexity as those specified under Previous experience criteria above, regardless of the category. 12. Electrical engineer 13. With minimum 15 years of experience in electrical design; 14. Holder of relevant license 350 issued by the Serbian Chamber of Engineers; 15. Has successfully completed designs, as the lead electrical engineer, for at least one facility of similar nature and complexity as those specified under Previous experience criteria above, regardless of the category. 16. Mechanical engineer 17. With minimum 15 years of experience in mechanical design; 18. Holder of relevant license 330 issued by the Serbian Chamber of Engineers; 19. Has successfully completed designs, as the lead mechanical engineer, for at least one facility of similar nature and complexity as those specified under Previous experience criteria above, regardless of the category.   Important remarks:  If selected, the proposed key staff shall be available for the following time engagements on this assignment:  Team Leader 33%, Architect 50%, Civil engineer 33%, Electrical engineer 25% and Mechanical engineer 25% of time out of total 365days on this project. UNDP reserves the right to reject the offer, if the bidder proposes a key staff who is currently engaged in other projects in a time which is not allowed their engagement on this assignment in the above required proportions.  In case a sub-contracting is envisaged, the majority of the required/ proposed team members (key personnel) must be the Bidder’s (legal entity’s) employees, to include the Team Leader. Bids containing majority of the proposed team members that are a sub-contractor’s personnel shall be rejected.  The Selected Bidder shall be required to follow all requirements of the Serbian Law on planning and construction and relevant bylaws including those on the requirements for the company and personal licenses for the preparation of the technical documentation. Following the above-mentioned, in order to fulfill this requirement, company which is not registered in the Republic of Serbia shall sign and provide consortium agreement with Serbian company or submit self-declaration confirming that, in case of contract award recommended, shall establish and register representative office in the Republic of Serbia, within 15 days after notification of award.  Also, bidders who do not employ engineers that possesses required licenses issued by the Serbian Chamber of Engineers can fulfil the above-mentioned requirement in one of the following ways:   1. Such Bidders can submit offers in Joint Venture / Consortium with Serbian company/ies that employ engineers who possess valid licenses issued by the Serbian Chamber of Engineers and who shall be evaluated as the key staff; 2. Such Bidders can propose the key personnel who are not Bidder’s employees. In that case, Bidders shall submit a self-declaration of availability during the project implementation signed by each proposed key personnel, along with their CVs and copies of required licenses issued by the Serbian Chamber of Engineers. In addition, such bidders shall submit a signed self-statement, declaring that they shall employ the above-mentioned proposed staff, if their bid is selected. Such staff must be employed by the recommended bidder within the 7 days after receiving the notification of their bid's recommendation from UNDP. Such bidder will be obliged to provide copies of employment contracts with the proposed Key personnel. If the recommended bidder fails to submit the above-mentioned contracts within 7 days after notification, UNDP reserves the right to award the Contract to the second best Bidder;   Bidders may propose more experts (i.e. bigger team), on the basis of their knowledge and experience. However, UNDP shall score/evaluate only CVs of the Key Experts mentioned above during the technical and financial evaluation of received proposals. Bidders must provide a Structure Chart in their offer with clearly indicated names and functions of each proposed team member (e.g. Team Leader, etc.) as well as chart indicating engagement of the proposed Key personal on this and other projects they are currently working on. | Form E: Format of Technical Proposal |

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| **Summary of Technical Proposal Evaluation Forms** | | **Points Obtainable** |
| 1. | Bidder’s qualification, capacity and experience | 400 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 280 |
| 3. | Management Structure and Key Personnel | 320 |
|  | **Total** | **1000** |

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| **Section 1. Bidder’s qualification, capacity and experience** | | **Points obtainable** |
| 1.1 | Reputation of Organization and Staff Credibility/Reliability/Industry Standing   |  |  | | --- | --- | | **Means of evidence** | **Sub-Score** | | Affirmed statements by previous clients | 30 | | Opinion polls and market surveys | 5 | | Certifications | 5 | | Awards | 20 | | Articles in the press or in specialized publications | 10 | | 70 |
| 1.2 | General Organizational Capability which is likely to affect implementation   |  |  | | --- | --- | | **Means of evidence** | **Sub-Score** | | Financial stability: 70 points (Bidders who had a turnover of at least USD 450,000 in the previous year (2018) will receive 50 points. For each additional USD 100,000 in the previous year, the bidder will receive an additional 5 points up to maximum 70 points in total) | 70 | | Age (experience) of the firm: 20 points (Bidders who have been registered for services in the requested line of business for previous 10 years will receive 14 points. For each additional year, the bidders will receive additional 1 point up to maximum 20 points in total). In case of Joint Venture, age (experience) of the Leading partner shall be evaluated/scored | 20 | | Consortium structure:   * One company or consortium with previous experience of working together 15 points * Consortium with no previous experience of working together, 10 points | 15 | | 105 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements   |  |  | | --- | --- | | **Means of evidence** | **Sub-Score** | | Key references in preparation of urban planning documentation: 50 points (Bidders who successfully completed one contract for preparation of urban planning documentation of similar nature, complexity and value over the period of the last 10 years will obtain 34 points. For each additional successfully completed contract bidder will receive an additional 8 points up to maximum 50 points in total. | 50 | | Key references in preparation of technical design documentation: 175 points (Bidders who successfully completed two contracts from category listed in Terms of Reference for technical documentation of similar nature, complexity and value over the period of the last 10 years will obtain 125 points. For each additional successfully completed contract for similar assignments bidder will receive an additional 25 points up to maximum 175 points in total. | 175 | | 225 |
| **Total Section 1** | | **400** |

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| **Section 2. Proposed Methodology, Approach and Implementation Plan** | | **Points obtainable** |
| 2.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 60 |
| 2.2 | Description of the Offeror’s approach and methodology. Is it meeting or exceeding the requirements of the Terms of Reference? | 70 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered. Does the methodology contain organizational plan, are all engineering disciplines and licenses included? | 80 |
| 2.4 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic | 70 |
| **Total Section** **2** | | **280** |

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| **Section 3. Management Structure and Key Personnel** | | | **Points obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? | | 25 |
| 3.1 | Team Leader | | 75 |
|  | Team Leader with minimum 20 years of experience in architecture design will obtain 21 points. For each additional year of experience in architecture design, additional 1 point will be received up to maximum 30 points in total. | 30 |
| Team leader who successfully completed the designs, as team leader, for at least one facility of similar nature and complexity as those specified under Previous experience criteria no. 2) a. above will obtain 30 points. For each additional reference, 5 points will be received up to maximum 45 points | 45 |
| 3.2 | Architect | | 55 |
|  | Architect with minimum 15 years of experience in architecture design will obtain 18 points. For each additional year of experience in architecture design, additional 1 point will be received up to maximum 25 points in total. | 25 |
| Architect who successfully completed designs, as the lead architect, for at least one facility of similar nature and complexity as those specified under Previous experience criteria above, regardless of the category will obtain 20 points. For each additional reference, 5 points will be received up to maximum 30 points | 30 |
| 3.3 | Civil engineer | | 55 |
|  | Civil engineer with minimum 15 years of experience in civil design will obtain 18 points. For each additional year of experience in civil design, additional 1 point will be received up to maximum 25 points in total. | 25 |
| Civil engineer who successfully completed designs, as the lead civil engineer, for at least one facility of similar nature and complexity as those specified under Previous experience criteria above, regardless of the category will obtain 20 points. For each additional reference, 5 points will be received up to maximum 30 points | 30 |
| 3.4 | Electrical engineer | | 55 |
|  | Electrical engineer with minimum 15 years of experience in electrical design will obtain 18 points. For each additional year of experience in electrical design, additional 1 point will be received up to maximum 25 points in total. | 25 |
| Electrical engineer who successfully completed designs, as the lead electrical engineer, for at least one facility of similar nature and complexity as those specified under Previous experience criteria above, regardless of the category will obtain 20 points. For each additional reference, 5 points will be received up to maximum 30 points | 30 |
| 3.5 | Mechanical engineer | | 55 |
|  | Mechanical engineer with minimum 15 years of experience in mechanical design will obtain 18 points. For each additional year of experience in mechanical design, additional 1 point will be received up to maximum 25 points in total. | 25 |
| Mechanical engineer who successfully completed designs, as the lead mechanical engineer, for at least one facility of similar nature and complexity as those specified under Previous experience criteria above, regardless of the category will obtain 20 points. For each additional reference, 5 points will be received up to maximum 30 points | 30 |
| **Total Section 3** | | | **320** |

# Section 5. Terms of Reference

**Title:** Preparation of Technical Documentation for Reconstruction and Expansion of the Serbian Academy of Sciences and Arts in Belgrade

**Programme:** Memorandum for Provision of Management and other Support Services

**Reporting:** UNDP Project Coordinator

**Duration:** November 2019 – 30 November 2020

# 1. Purpose

To prepare technical documentation for reconstruction and expansion of the Serbian Academy of Sciences and Arts in Belgrade.

# 2. Objective

To support public investments in the academic institutions in the Republic of Serbia.

# 3. Background information

UNDP, at the request of and in cooperation with the Public Investment Management Office (PIMO) of the Government of the Republic of Serbia, is currently implementing a project activity of preparing technical documentation for reconstruction and expansion of the Serbian Academy of Sciences and Arts in Belgrade (hereinafter the “Academy”).

Within the scope of this project, UNDP shall conduct a competitive process in order to engage a qualified company/consortium to prepare technical documentation for reconstruction and expansion of the Academy.

UNDP is currently looking for a legal entity (hereinafter the “Selected Bidder”) to produce the technical documentation in line with this Terms of Reference and in compliance with relevant normative and legal framework applicable in the Republic of Serbia who shall, in the course of preparing the documentation, apply all standards and exercise good professional practice necessary for designing this type of facilities.

# 4. Description of services

4.1 Present state

The Academy is located in Knez Mihailova 35 street in Belgrade on the cadastral parcels 1866, cadastral municipality Stari Grad. The parcel covers a land area of 2,884 m2, while the gross floor area of the facility is approximately 9,500 m2.

The Academy building was designed in 1912 by architects Andra Stevanovic and Dragutin Djordjevic and construction was finalised in 1924 as a representative facility of the most prominent academic institution of Serbia. The building was designed in the style of eclecticism with neo-baroque and Art Noveau influences, showcasing numerous exterior and interior decorative elements of architectural and cultural value. Since then the building has undergone two major reconstructions in 1940s and 1950s, followed by several minor ones that had limited scope of works. Today the facility is in a deteriorated state with inadequate organisation of functional units and structural problems related to foundations and roofing in particular.

The facility is comprised of a building with seven levels encompassing a central courtyard (atrium). The building levels include basement and six flours inclusive of ground floor and mezzanine in-between the ground and first floors. The organisation of the building is complex as it is currently housing numerous offices with auxiliary rooms, as well as several meeting rooms, archives and libraries with storage areas, technical rooms and two galleries.

There are visible cracks in walls indicative of a structural problem that is most likely related to foundation settlement as the result of undue load of archive/library material. Furthermore, the roof has deteriorated and is leaking causing moisture in upper floors. Most of the building’s external and internal joinery has been preserved and only partially replaced in recent years. The hydrotechnical, power electrical, mechanical and telecommunication installations have only been partially, and often inadequately, reconstructed which resulted in installations that are outdated and in deteriorated state.

The facility is declared cultural monument (“*spomenik kulture*”) and as such is protected by the Institute for the Protection of Cultural Monuments of the City of Belgrade. Furthermore, it is also part of “Knez Mihailova street” spatial cultural-historical unit (“*prostorno kulturno-istorijska celina“*) which is under protection of the Republic Institute for the Protection of Cultural Monuments of Serbia.

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**Fig. 1.** Present state photos

4.2 General conditions of the Terms of Reference

For the purpose of this Terms of Reference, the term “reconstruction” means reconstruction and/or adaptation and/or restauration and/or restoration (“*rekonstrukcija, adaptacija, restauracija* and *revitalizacija*”), while the term “expansion” means extension of existing or construction of new parts of the building (“*dogradnja*”) as per terms of the Serbian Law on Planning and Construction.

The reconstruction foresees the reconstruction of all parts of the Academy building.

The expansion foresees works on new concert hall and new central foyer of the building that shall be constructed within the courtyard (atrium) area in accordance with the concept drawings prepared by the Academy member Milan Lojanica.

The reconstruction and expansion of the facility shall be foreseen in accordance with the part I of the existing General Regulation Plan (“*Plan generalne regulacije”*) for the City of Belgrade which is applicable for the municipality Stari Grad, as well as Detailed Urbanistic Plan (“*Detaljni urbanisticki plan*“) for the area of Knez Mihailova street. The General Regulation Plan is available at the following address <http://www.beoland.com/planovi/pgr-beograda/>.

The reconstruction and expansion of the facility shall entail all necessary construction, finishing and installation works that shall result in the facility that is ready for its intended use and in compliance with the laws, regulations and standards applicable in the Republic of Serbia.

The design shall foresee a revision of the existing functional organisation, relocation of certain units to new sections within the facility and formation of new functional units in accordance with identified and projected needs.

The design shall foresee a phased implementation of works, taking into consideration temporary relocations of the scientific and art collections, as well as archive and library materials of the Academy to the adequate locations, while limiting the disturbances for the staff and visitors.

The design shall consider and incorporate the following, already prepared, designs as per the documentation attached to this Terms of Reference:

* Annex I: Concept drawings of the new concert hall and new central foyer of the building prepared by the Academy member Milan Lojanica;
* Annex II: Extracts from the Design of Technical Protection Measures (“*Projekat za sprovodjenje mera tehnicke zastite*“) related to the works on façades and decorative elements of the roof dome prepared by the Institute for the Protection of Cultural Monuments of the City of Belgrade.

Please note that the complete Design of Technical Protection Measures shall be made available to the Selected Bidder.

Furthermore, the Selected Bidder shall examine all available archived documentation and shall conduct all necessary surveys that will result in a database required for the successful completion of the design. Attached to this Terms of Reference is the most recent layout drawings that are available in electronic format:

* Annex III: Layout drawings of the building levels describing the present state of the facility in 1988.

All three annexes are available on the following link: [https://www.undp.org.rs/download/tmp/Annexes18102019.zip](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.undp.org.rs%2Fdownload%2Ftmp%2FAnnexes18102019.zip&data=02%7C01%7Cbranko.velanac%40undp.org%7Cf6eaf923869042bd6ab108d753a44e23%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637069837462369164&sdata=q6dCUZ%2FyGjqSqHYX74OWeRAz2d%2BCcjqPST2dYGVNQz8%3D&reserved=0)

The technical documentation shall contain all elements required for obtaining the Location Conditions, the Building Permit, public procurement of works, as well as for complete execution of the designed and planned works.

In particular, the technical documentation shall foresee access, routes and facilities for persons with disabilities, children and elderly, including toilets and elevators, as well as energy efficiency and fire protection measures in accordance with the regulations and standard practise for this type of facilities.

The technical documentation shall be produced fully in accordance with the Guidelines for the preparation of technical documentation issued by Public Investment Management Office of the Government of the Republic of Serbia (available at [http://www.obnova.gov.rs/english/news/article/program-operation-manual-pom-for-program-for-reconstruction-and-improvement-of-state-owned-public-facilities-in-education-health-and-social-protection-sectors](http://www.obnova.gov.rs/english/news/article/program-operation-manual-pom-for-program-for-reconstruction-and-improvement-of-state-owned-public-facilities-in-education-health-and-social-protection-sectors%20) under “Program Operation Manual (POM) for Program for Reconstruction and Improvement of State-Owned Public Facilities in education, health and social protection sectors / Annex 3 Guidelines rev 12.09.2018.doc”).

All works on the facility, including the above-mentioned ones related to façade and roof, shall be planned, designed and executed in compliance with the Conditions issued by the Institute for the Protection of Cultural Monuments of the City of Belgrade and/or the Republic Institute for the Protection of Cultural Monuments of Serbia.

The technical documentation shall be produced fully in coordination with the end user in order to facilitate the specific needs of the Academy, namely those related to the new functional organisation.

The Selected Bidder shall assist the city of Belgrade (hereinafter the “Investor”) and act on its behalf in the process of submission of the technical documentation, as well as in the process of obtaining conditions, permits and/or decisions as foreseen by the Serbian Law on Planning and Construction and the Integrated Central Electronic Procedure (“*centralna evidencija objedinjenih procedura*”).

The Selected Bidder shall comply with UNDP visibility guidelines. The prepared technical documentation shall be submitted to UNDP and shall remain the property of UNDP. None of the materials, reports, designs, brochures or articles from the future Contract shall be used, published and/or distributed without the previous consent of UNDP.

4.3 Requirements per types of works

All existing hydrotechnical, electrical, telecommunication/signal, mechanical installations and equipment shall be checked and a proposal for the scope of intervention shall be submitted to UNDP Project Coordinator for approval before continuing with the preparation of the designs related to said installations. The scope of intervention depends on applicable standards, best practices in this area and the compliance of the existing installations with requirements of the reconstruction and expansion. The installations and the equipment that do not exist in the facility or that exist in insufficient volume shall be brought in line with the needs of the Academy, the applicable standards of the Republic of Serbia, as well as in line with the requirements indicated herein.

Furthermore, if the capacity of the existing public power electrical, water supply, sewage and telecommunication networks is insufficient to meet the needs of the foreseen reconstruction, the Selected Bidder shall prepare the necessary documentation and shall file an application for the increase of the supply capacity with the relevant public utility company.

The designs for different type of works shall be mutually coordinated and prepared in compliance with the Location Conditions and other requirements issued by the Public utility companies, the existing site situation, as well as other regulations governing the specific type of works applicable in the Republic of Serbia.

The Selected Bidder shall pay special attention to preserving and restoring the authentic appearance of the facility. All installations shall be done in walls, ceilings or otherwise concealed in such way as to be visually unobtrusive.

Furthermore, particular attention shall be paid to preservation and protection of valuable archives and art collections.

4.3.1 Architecture

The architectural design shall improve the existing functional organisation of the Academy by partially reorganising the existing and forming new functional units.

The design shall consider the implementation of the concept drawings prepared by Academy member Milan Lojanica. The concept drawings foresee the reconstruction of the central courtyard (atrium) and adjacent building structure up to the first floor, with the aim of transforming the area into a new concert hall with a foyer (central hall). Furthermore, the drawings foresee functional reorganisation of this part of the facility by introducing new functional units, as well as by expanding or removing the existing ones. The concert hall is foreseen to occupy approx. 183 m2 on the ground floor and to accommodate approx. 300 seats. The foyer is foreseen to be covered by a skylight framework. The reconstruction of the central courtyard is foreseen for a total floor area of approx. 2,000 m2.

As part of the above-mentioned courtyard reconstruction, the design shall also foresee new functional organisation of the Academy Archive, the Library, as well as the art and history collections (“*legati*”), particularly in terms of increasing the available storage space and improving storage conditions. Furthermore, the new functional organisation shall consider load distribution of the stored material in accordance with the structural design.

The design shall foresee restoration or replacement of the decorative elements throughout the facility in accordance with the Conditions issued by the Institute for the Protection of Cultural Monuments of the City of Belgrade and/or the Republic Institute for the Protection of Cultural Monuments of Serbia.

*Materials*

Materials to be used shall be suitable for the intended functions of the particular area, resistant to wear and tear, and harmless to human health. Additionally, the materials shall satisfy set aesthetic criteria in accordance with the preservation and restauration principles.

Façade and roof

The design shall foresee the reconstruction of both the external (street) and internal (courtyard) façades, roof, gutters and downspouts.

The reconstruction of the façades and roof dome shall be done in accordance with the Design of Technical Protection Measures (“*Projekat za sprovodjenje mera tehnicke zastite*“) prepared by the Institute for the Protection of Cultural Monuments of the City of Belgrade. The Selected Bidder shall include the Design as an integral part of the technical documentation.

Furthermore, the design shall also include an energy efficiency study and shall accordingly foresee hydrothermal insulation of the facility in line with the Design of Technical Protection Measures.

*Flooring*

The design shall foresee the replacement or restauration of flooring throughout the facility in accordance with the new functional organisation.

The new flooring shall be suitable for the intended functions of the particular area, resistant to wear and tear, and made of easy-to-clean materials.

Communications (corridors)

The design shall clearly define facility entrances, exits/access routes, and ramps. The number of entrances and exits to and from the facility shall be defined in accordance with the fire protection regulations applicable in the Republic of Serbia.

The design shall define routes in such way as to achieve functional connections between the functional units. Necessary ramps and elevators shall be foreseen for unobstructed access and movement of people with disabilities.

*Door and windows*

The design shall foresee replacement of the existing doors and windows with new ones in line with the energy efficiency requirements and the Design of Technical Protection Measures. Windows shall be equipped with adequate window covering, e.g. blinds or shutters.

*Bathrooms and toilets*

The design shall foresee the reconstruction of bathroom and toilets in accordance with the new functional organisation. The reconstruction shall be done in such way as to accommodate for the needs of people with disabilities.

4.3.2 Structure

There are visible cracks in walls indicative of a structural problem that is most likely related to foundation settlement as the result of undue load of archive/library material.

The Selected Bidder shall conduct a survey examining the structural elements of the facility and shall obtain geotechnical study for the location.

A structural analysis discussing the load distribution in terms of the new functional organisation, i.e. the reconstruction of the courtyard, shall be a prerequisite for the preparation of the technical documentation. The analysis shall investigate basic support elements of the structure relative to the newly designed solution and shall foresee necessary reinforcements, repairs or reconstruction of the existing structural elements and systems.

**4.3.3 Hydrotechnical installations**

The facility is equipped with adequate sanitary blocks in a deteriorated state that are connected to the municipal waterworks and sewerage networks.

The design shall foresee complete reconstruction of the existing hydrotechnical installations.

*Water and sewerage*

The design shall foresee reconstruction of water supply and sewerage installations in line with the facility sanitation and fire protection demands.

A fire hydrant network shall be foreseen throughout the facility with wall-mounted hydrants fitted in wall cabinets and distributed in compliance with fire protection regulations. Wall cabinets to be designed in the way to fit in the enterier.

Sanitary water shall be supplied to sanitary ware, equipment and technology installations. In case that minimum pressure requirements cannot be obtained at the highest point of use and/or at the hydrants, the design shall foresee installation of adequate booster pump station.

Hot water supply shall be foreseen through centralised sanitary hot water generation system in accordance with the design of mechanical installations.

Storm water drainage from roofs shall be done by the means of vertical gutters directing water into the internal and, from there on, to public sewage network as per conditions issued by Public utility company.

*Sanitary ware*

Sanitary equipment shall be supplied and installed complete with accessories necessary for normal functioning and proper use. The design shall foresee standard first-class sanitary equipment and accessories.

**4.3.4 Electrical power installations**

The facility is connected to the public electrical power distribution system and there are electrical power supply installations in the facility. The design shall foresee complete reconstruction of the existing electrical installations necessary for full functionality and safety of the facility.

As the reconstruction of the facility involves a considerable increase of power supply requirements as the result of new consumers distributed across the facility, a new balance shall be created and, if necessary, an application shall be filed for the increase of installed power by the Investor with the help of the Selected Bidder.

*Diesel generator*

The facility shall be equipped with a diesel generator set to be used in case of power failure. The design shall foresee electrical power supply from the generator to all priority consumers as follows: lighting of the evacuation paths within the facility (emergency lightning), elevators, systems for smoke evacuation and pressure build-up in the evacuation paths, as well as other safety and security systems. The generator shall be designed to kick in automatically in case of power failure. Furthermore, the generator start-up, shut-down, motor protection and failure signalling functions shall also be performed automatically.

The priority consumers including safety and security systems shall receive power supply via an uninterrupted power supply system.

*Electrical power supply distribution*

The design shall foresee new distribution cabinets for the power supply distribution to all consumers of the facility. The cabinets shall be connected to the public power supply network and diesel generator. Dedicated distribution cabinets and cable termination boxes shall be used for the connection of priority consumers to the diesel generator. If possible, the cabinets shall be placed in separate rooms. The distribution cabinets shall be of standard dimensions, prefabricated, modular, made of metal, fully tested and sized with at least 30% of spare space for future installations.

All cables shall be defined according to the specific requirements in case of fire, as well as time requirements for the emergency evacuation of the premises, i.e. in compliance with fire protection requirements. All cables shall be of appropriate cross section, with self-extinguishing, halogen-free insulation that does not emit toxic fumes in case of fire. Additionally, NHXHXFE type cables shall be used for safety system.

Power supply to telecommunications devices shall be foreseen in line with the requirements of the actual equipment to be installed.

*Socket and switches*

The design shall foresee socket outlets, switches and other electrical connection and control elements suitable for the intended functions of a particular space. Furthermore, the installations shall comply with the specific aesthetic requirements related to preservation and restoration of the authentic appearance of the facility.

Lighting

The design shall foresee electrical installations for general (indoor and outdoor), emergency, anti-panic and decorative façade lighting.

The lighting installations shall be designed to be suitable for the intended functions of a particular space. The selection of lamps and light sources shall be made to match the finishing layers of walls and various types of ceilings. Photometric requirements for all lighting installations shall be adopted from the prevailing standards.

General (non-emergency) lightning shall be supplied from the public power supply network with 30% of lightning fixtures connected in parallel to the generator to create emergency lightning in case of power failure. Lamps for non-emergency and emergency lighting shall be light-emitting diode (LED) type with digital addressable lightning interface (DALI) dimmable drivers capable of measuring and controlling illumination in the premises. Where adequate, general indoor lightning fixtures shall be controlled by motion detection sensors. Automatic on/off functionality shall be foreseen for the control of outdoor lightning.

A decorative façade lighting design shall be prepared in accordance with the requirements of the Institute for the Protection of Cultural Monuments of the City of Belgrade and/or the Republic Institute for the Protection of Cultural Monuments of Serbia.

Earthing system (Equipotential bonding system)

The design shall foresee complete reconstruction of the facility’s earthing system. Appropriate tests on the existing installations shall be conducted to determine the scope of the earthing system design.

All objects made of metal including joinery, ventilation ducts, water and sewage installations, electrical and mechanical equipment, and anti-static floor grounding installations shall be connected to an equipotential bonding system, i.e. potential equalization busbars.

Lightning protection system

The design shall foresee complete reconstruction of the facility’s lightning protection system in accordance with the relevant standards applicable in the Republic of Serbia.

Heating of external surfaces

The design shall foresee a system for heating of roof drains, gutters and other outdoor surfaces such are access ramps and pedestrian paths that shall prevent formation of ice and snow on these surfaces.

*Photovoltaic system*

The design shall include a cost-benefit analysis of implementing a rooftop photovoltaic (PV) system within the facility. The design shall foresee PV system installations in accordance with the analysis and the architectural design.

Building Management System

The design shall foresee Building Management System (BMS) i.e. central monitoring and control system (“centralni sistem nadzora i upravljanja“) for:

* main distribution cabinets,
* diesel generator,
* elevators,
* lighting,
* heating, ventilation and air-conditioning (HVAC),
* safety and security systems.

A modern technical solution with direct digital control (DDC) devices shall be foreseen for the automatic control and monitoring of HVAC installations and its connection to the BMS.

Energy Management Information System

The design shall include integration to the energy management information system (EMIS). Accordingly, the technical documentation for electrical, mechanical and water installations shall foresee the following installations:

* Metering devices for electricity, water, energy (calorimeters) and gas, each with a possibility of remote reading;
* Adequate communication system for no less than three meters;
* Telecommunication links between the meters, the communication system and the EMIS.

The installations for the integration with EMIS shall be designed in line with the limitations of the existing systems and telecommunication networks.

More details about the EMIS are available at <http://ems-undp.rs/en-us/Blog/ISEM>.

4.3.5 Telecommunication and signal installations

The design shall foresee complete reconstruction or implementation of the following telecommunication and signal installations:

* Local area network (LAN) and wireless local area network (WLAN) installations with internet access and internet protocol (IP) telephone system;
* Fire detection and alarm system;
* Public address (PA) system;
* Video surveillance system;
* Access control system with work time recording functionality;
* Anti-burglar alarm system;
* Cable television (TV) distribution system;

All security systems shall be designed in accordance with the Serbian Law on Private security and Risk assessment study.

4.3.6 Mechanical installations

The design shall foresee complete reconstruction or implementation of the mechanical installations:

* Heating, ventilation and air-conditioning (HVAC);
* Centralised sanitary hot water generation;
* Clean agent fire suppression system;
* Elevators;
* Diesel generator.

*Heating*

The facility is equipped with a radiator heating system with a boiler room as the primary source of heating energy.

The design shall foresee the reconstruction of the existing system and shall include a cost-benefit analysis that shall determine the source of heating. The analysis shall cover the following two options:

* Boiler room (considering various type of fuels),
* Heat pumps.

Heat losses and temperature compensation shall be provided in accordance with the room type and technology design.

The radiator heating shall be provided in all occupied areas and corridors. All radiators shall be equipped with thermostatic heads for room temperature control.

*Air-conditioning*

The design shall foresee cooling load compensation in all occupied areas ensuring comfort environment for occupants.

Furthermore, air-conditioning shall also be provided in all information technology (IT), telecommunication and archive/library storage rooms ensuring optimal operating and storage conditions.

*Ventilation*

The design shall foresee the required amount of fresh air that shall be supplied to all areas based on the occupancy and pressurisation requirements.

Mechanical air exhaust systems shall be foreseen in kitchens and toilets.

Ventilation system and humidity control shall be provided in all storage and archive areas, in accordance with the facility technology design.

Smoke exhaust systems shall be foreseen in accordance with the regulations applicable in the Republic of Serbia.

*Sanitary hot water generation*

The design shall foresee centralised generation of sanitary hot water, as well as backup central electrical water heaters. Furthermore, the design shall consider the implementation of solar water heating system.

*Clean Agent Fire Suppression System*

The design shall foresee clean agent fire suppression system for all areas containing electrical/IT equipment, as well as valuable archive/library material in accordance with the regulations applicable in the Republic of Serbia.

*Elevators*

The facility is equipped with four elevators, out of which two are the main ones and operational. The two non-operational, auxiliary, elevators date from the time the facility was constructed and haven’t been reconstructed since.

The design shall foresee reconstruction of all four elevators. If possible, the two auxiliary elevators shall be preserved and restored to its original state but only if such restoration can meet all applicable safety requirements.

*Diesel generator*

The design shall foresee diesel generator with fuel storage and transport system in accordance with electrical design and the regulations applicable in the Republic of Serbia.

Furthermore, diesel generator smoke exhaust system shall be foreseen accordingly.

4.3.7 Technology

The design shall foresee improvements of the existing technology of the facility, especially in terms of storage of valuable archive and art collections in accordance with the laws, regulations and standards applicable in the Republic of Serbia.

The design shall define the requirements for an improved functional organisation of the facility, namely of the Archive and the Library areas. Furthermore, the design shall include specific requirements for this type of facility that shall be taken into consideration when preparing the other parts of the design, e.g. power electrical and mechanical installations.

Considering its importance, the technology design shall be included through all design stages, starting from the Concept Design.

4.3.8 Preparatory works

The design shall foresee all preparatory works, including demolition, dismounting, rubble removal and relocation of infrastructural lines. Additionally, the design shall include a detailed plan of activities related to a phased implementation of works including temporary relocation of the Academy departments in the area with appropriate protection where needed.

4.4 Deliverables and deadlines

The Selected Bidder shall be responsible to prepare and submit the bellow mentioned documentation pursuant to the following timetable:

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **No.** | **Deliverable** | **Deadline** |
| 0 |  | Cadastre-Topographic Plan  (“*Katastarsko topografski plan“)* | 15 days from the Contract start date |
|  | Geotechnical Study  (“*Elaborat o geotehnickim uslovima“)* | 45 days from the Contract start date |
|  | Present State Design  (“*Projekat postojeceg stanja“)* | 60 days from the Contract start date |
|  | Structural Analysis Report  (“*Elaborat o postojecem stanju konstrukcije*“) | 60 days from the Contract start date |
| I |  | Concept Design  (“*Idejno resenje“)* | 80 days from the Contract start date |
|  | Urban Development Design\*  (“*Urbanisticki projekat“)* | 40 days from the approval of the Concept Design |
| II |  | Preliminary Design  (“*Idejni projekat“)* | 30 days upon the issuance of the Location Conditions |
|  | Feasibility Study  (“*Studija opravdanosti*“) | 30 days upon the issuance of the Location Conditions |
| III |  | Design for Building Permit  (“*Projekat za gradjevinsku dozvolu“)* | 120 days upon the issuance of the Location Conditions |
|  | Fire Protection Study  (“*Elaborat zastite od pozara“)* | 120 days upon the issuance of the Location Conditions |
|  | Energy Efficiency Study  (“*Elaborat o energetskoj efikasnosti“)* | 120 days upon the issuance of the Location Conditions |
| IV |  | Design for Execution of Works  (“*Projekat za izvodjenje“)* | 90 days upon the issuance of the Building Permit but not later than on the 30 September 2020 |
|  | Preventive Measures Plan  (“*Plan preventivnih mera“)* | 90 days upon the issuance of the Building Permit but not later than on the 30 November 2020. |
|  | Main Fire Protection Design  (“*Glavni projekat zastite od pozara“)* | 90 days upon the issuance of the Building Permit but not later than on the 30 November 2020 |
| \*Preparation of the Urban Development Design is foreseen by the applicable General Regulation Plan for the purposes of harmonisation of the requirements specified in the Detailed Urbanistic Plan and in the General Regulation Plan itself. After the approval of the Concept Design by UNDP with the support from PIMO and the end user, UNDP shall check the conformity of the Concept Design with the requirements specified in the Detailed Urbanistic Plan. Following the evaluation of the aforementioned requirements UNDP shall notify the Selected Bidder in writing whether the preparation of the Urban Development Design is necessary, i.e. whether the harmonisation of the aforementioned plans is needed. | | | |

The above-mentioned deliverables are divided into five phases. The commencement of each phase is conditioned by the successful completion of the previous phase.

The Design for Building Permit shall be subjected to Technical Control (“*tehnicka kontrola*”) prior to submission of the Request for Issuance of the Building Permit. The Technical Control shall be conducted by an independent company engaged by UNDP.

The complete technical documentation shall be accepted by the UNDP’s Project Coordinator, with the support from PIMO and the end user. The acceptance of the technical documentation, however, does not relieve the Selected Bidder from the obligation to act upon all remarks given by the Technical Control, the authority issuing Building Permits, as well as any shortcomings of the technical documentation that are subsequently detected, i.e. before or during the execution of works. The specified deadlines do not include the duration of the Technical Control or the issuance of the Location Conditions and the Building Permit. However, the time necessary to correct the documentation according to the comments until the submission of final documentation set shall be part of the deadline for the completion.

4.5. Description and content of deliverables

The technical documentation shall be prepared in accordance with the Serbian Law on Planning and Construction as well as in accordance with all accompanying bylaws and other laws, rulebooks, as well as technical and professional standards applicable in the Republic of Serbia.

The documentation shall be submitted in three printed copies, as well as an electronic copy on two data storage devices. The deliverables submitted as an electronic copy shall be prepared as one file in PDF format contain the complete documentation of the deliverable. Furthermore, the electronic copy of the deliverable shall contain relevant documentation (such are drawings, technical specifications and bills of quantities) as separate files in commonly used file formats (e.g. DWG, DOC/DOCX and XLS/XLSX).

Technical documentation shall be prepared in Serbian language, except for the following documents, that shall be submitted in both Serbian and English language:

* Bill of Quantities,
* Volume 0 – “Main volume”.

Complete technical documentation shall be produced fully in accordance with Serbian:

* Law on Planning and Construction (Official Gazette of the RS Nos. 72/2009, 81/2009, 64/2010 – CC, 24/2011, 121/2012, 42/2013 – CC, 50/2013 – CС, 98/2013 – CС, 132/2014, 145/2014 and 83/2018);
* Law on Health and Safety at Work (Official Gazette of the RS Nos. 101/2005 and 91/2015);
* Law on Fire Protection (Official Gazette of the RS Nos. 111/2009 and 20/2015);
* Law on Efficient Use of Energy (Official Gazette of the RS No. 25/2013);
* Law on Environmental Protection (Official Gazette of the RS No. 135/2004);
* Law on Waste Management (Official Gazette of the RS Nos. 36/2009, 88/2010 and 14/2016);
* Law on State Survey and Cadastre (Official Gazette of the RS Nos. 72/2009, 65/2013, 15/2015 – CC, 96/2015, 47/2017, 11/2017, 27/2018 and 41/2018);
* Law on Cultural Monuments (Official Gazette of the RS No. 71/1994, 52/2011 and 99/2011);
* Rulebook on the Content, Method and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation Depending on the Class and Designated Purpose of the Facility (Official Gazette of the RS No. 72/2018);
* Rulebook on the Technical Standard for Planning, Designing and Constructing Facilities Ensuring Unobstructed Movement and Access to Persons with Disabilities, Children and Elderly (Official Gazette of the RS No. 22/2015);
* Rulebook on the Process of Electronic Implementation of the Integrated Procedure (Official Gazette of the RS Nos. 113/2015, 96/2016 and 120/2017);
* Rulebook on the Manner of Electronic Exchanging of Documents and Submissions and the Form Foreseen for the Submission of Documents in connection with Integrated Procedure (Official Gazette of the RS No. 113/2015);
* Rulebook on Classification of Facilities (Official Gazette of the RS No. 22/2015);
* Rulebook on the Technical Norms for Designing and Executing Finishing Works in Construction (Official Gazette of the RS No. 21/1990);
* Rulebook on Conditions, Content and Manner of Issuing Energy Performance Certificate of Buildings (Official Gazette of the RS No. 61/2015);
* Rulebook on Energy Efficiency of Buildings (Official Gazette of the RS Nos. 61/2011 and 69/2012);
* Other applicable standards, laws and bylaws of the Republic of Serbia.

4.5.1 Cadastre-Topographic Plan (“Katastarsko topografski plan”)

The Cadastre-Topographic Plan shall be made in accordance with the Serbian Law on Land Survey and Cadastre. It shall include all elements that are necessary for the preparation of the urban planning and subsequent design documentation in accordance with the Serbian Law on Planning and Construction.

4.5.2 Geotechnical Study (“Elaborat o geotehnickim uslovima”)

The Geotechnical Study shall be prepared in accordance with the Rulebook on the Content, Method and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation Depending on the Class and Designated Purpose of the Facility, as well as in accordance with the regulations governing geological research in the Republic of Serbia.

4.5.3 Present State Design (“Projekat postojeceg stanja”)

The Present State Design shall include all the elements that are necessary to evaluate the present state of the building in terms of the foreseen reconstruction and expansion works. Namely, a particular attention shall be paid to documenting the problems related to the technology design of the Academy Archive and Library.

The Design shall include the following design volumes:

1. Architecture;
2. Structure;
3. Hydrotechnical installations;
4. Electrical installations;
5. Telecommunications and signal installations;
6. Mechanical installations;

4.5.4 Structural Analysis Report (“Elaborat o postojecem stanju konstrukcije“)

The Structural Analysis Report shall investigate and evaluate the existing structural elements and systems of the structure. Subsequently, the Report shall discuss the load distribution of the facility departments in terms of the new functional organisation, i.e. the reconstruction of the courtyard, and shall accordingly make concise and unambiguous recommendations in regard to the foreseen works. Furthermore, the recommendations shall foresee necessary reinforcements, repairs or reconstruction of the existing structural elements and systems.

4.5.5 Concept Design (“Idejno resenje”)

The Concept Design shall be used for obtaining the Location Conditions. The Design shall be prepared in accordance with the Rulebook on the Content, Method and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation Depending on the Class and Designated Purpose of the Facility applicable in the Republic of Serbia and in accordance with the General Regulation Plan. It shall include the following design volumes:

1. Main volume;
2. Architecture;

The Design shall include architectural exterior 3D model of the facility.

4.5.6 Urban Development Design (“Urbanisticki projekat“)

The preparation of the Urban Development Design is foreseen by the applicable General Regulation Plan for the purposes of harmonisation of the requirements specified in the Detailed Urbanistic Plan and in the General Regulation Plan itself. If such harmonisation is not necessary, the Selected Bidder shall exclude the Urban Development Design from the technical documentation and shall only prepare the Concept Design for obtaining the Location Conditions.

The Urban Development Design shall be prepared in accordance with the Rulebook on the Content, Method and Procedure of Preparing Documents of Spatial and Urbanistic Planning applicable in the Republic of Serbia. The Design shall elaborate the cadastre parcels defined in this Terms of Reference in in accordance with the General Regulation Plan.

4.5.7 Preliminary Design (“Idejni projekat”)

The Preliminary Design shall be prepared in accordance with the Rulebook on the Content, Method and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation Depending on the Class and Designated Purpose of the Facility applicable in the Republic of Serbia, with the following design volumes:

1. Main volume;
2. Architecture;
3. Structure;
4. Hydrotechnical installations;
5. Electrical installations;
6. Telecommunications and signal installations;
7. Mechanical installations;

The Design shall include architectural exterior 3D model of the facility.

4.5.8 Feasibility Study (“Studija opravdanosti”)

The Feasibility Study shall be prepared in accordance with the Rulebook on the Content, Method and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation Depending on the Class and Designated Purpose of the Facility applicable in the Republic of Serbia.

4.5.9 Design for Building Permit (“Projekat za gradjevinsku dozvolu”)

The Design for Building Permit shall be prepared in accordance with the Rulebook on the Content, Method and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation Depending on the Class and Designated Purpose of the Facility applicable in the Republic of Serbia, with the following design volumes:

1. Main volume;
2. Architecture;
3. Structure;
4. Hydrotechnical installations;
5. Electrical installations;
6. Telecommunications and signal installations;
7. Mechanical installations;
8. Technology;
9. Traffic and traffic signalisation;
10. External arrangements/landscaping with synchro plan of installations and connections;
11. Preparatory works.

All the above-mentioned design volumes shall include Bill of Quantities using the generic specifications to enable tendering at a later stage and the accompanying estimated unit prices. Furthermore, the Design shall include architectural exterior and interior 3D model of the facility.

4.5.10 Fire Protection Study (“Elaborat zastite od pozara”)

The Fire Protection Study shall be produced in accordance with the Law on Fire Protection applicable in the Republic of Serbia.

4.5.11 Energy Efficiency Study (“Elaborat o energetskoj efikasnosti”)

The Energy Efficiency Study shall be prepared in accordance with the Rulebook on Energy Efficiency of Facilities applicable in the Republic of Serbia and shall include an analysis on the possible application of energy saving methods in the following areas:

* functional and geometrical characteristics of the facility;
* constructional materials, elements and systems;
* installed technical systems;
* types of energy sources used for heating, cooling and ventilation;
* HVAC installations;
* lighting installations;
* use of renewable sources of energy.

The adopted measures and design solutions from the energy efficiency study shall be synchronised with the corresponding design documentation.

4.5.12 Design for Execution of Works (“Projekat za izvodjenje”)

The Design for Execution of Works shall be prepared in accordance with the Rulebook on the Content, Method and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation Depending on the Class and Designated Purpose of the Facility applicable in the Republic of Serbia, with the following design volumes:

1. Main volume;
2. Architecture;
3. Structure;
4. Hydrotechnical installations;
5. Electrical installations;
6. Telecommunications and signal installations;
7. Mechanical installations;
8. Technology;
9. Traffic and traffic signalisation;
10. External arrangements/landscaping with synchro plan of installations and connections;
11. Preparatory works.

All the above-mentioned design volumes shall include Bill of Quantities using the generic specifications to enable tendering at a later stage and the accompanying estimated unit prices.

4.5.13 Preventive Measures Plan (“Plan preventivnih mera”)

The Prevention Measures Plan shall be prepared in accordance with the Serbian Law on Health and Safety at Work, and the Decree on Security at Work at Temporary or Mobile Construction Sites.

4.5.14 Main Fire Protection Design (“Glavni projekat zastite od pozara”)

The Main Fire Protection Design shall be produced in accordance with the Law on Fire Protection applicable in the Republic of Serbia.

# 5. Requirements for Bidders

5.1 Corporate

Bidders eligible to participate in this procurement procedure must:

1. Be registered by the competent authority of its country for the requested line of business for at least 10 years.

*(For JV/Consortium/Association, the Lead partner shall meet requirement while other members must be registered by the he competent authority of its country for the requested line of business for at least 5 years)*

1. Possess relevant licence (P090А1) for design of facilities within the spatial cultural-historical units which are under protection of the Republic Institute for the Protection of Cultural Monuments of Serbia.

*(For JV/Consortium/Association, all Parties cumulatively shall meet requirement)*

1. Possess the required financial capacity, meaning that in the following two years (2017 and 2018) the selected bidder must have annual turnover of at least 450,000 USD per each specified year.

*(For JV/Consortium/Association, all Parties cumulatively shall meet requirement)*

1. Possess relevant personnel capacity, namely a minimum of 10 employees out of which 8 shall be engineers.

*(For JV/Consortium/Association, all Parties cumulatively shall meet requirement)*

1. Possess relevant experience in preparation of technical documentation of similar nature, complexity and value, having completed at least two or more similar assignments in the last 10 years from categories listed below. As similar assignments will be considered preparation of technical documentation (from the Concept Design to the Design for Execution of Works) for the construction or substantial reconstruction of facilities from the following categories:
   1. Buildings registered as cultural monuments (“*spomenik kulture*”) in the Republic of Serbia or buildings registered in the relevant national or international cultural/historical heritage registers for facilities located outside of the Republic of Serbia with minimum gross floor area of 5,000 m2;
   2. Public buildings such are academic and research institutions (e.g. universities, academies, institutes, libraries, archives or laboratories), shopping malls, conference halls, office buildings and hotels with minimum gross floor area of 10,000 m2;
   3. Museum and galleries with minimum gross floor area of 5,000 m2;
   4. Theatres and concert halls with minimum gross floor area of 5000 m2 and seating capacity for at least 300 people.

*(From a. to d. above: JV/Consortium/Association, all Parties cumulatively shall meet requirement)*

1. Possess relevant experience in preparation of urban planning documentation of similar nature, complexity and value, having completed one or more similar assignments in the last 10 years. As similar assignments will be considered preparation of Urban Development Designs for public or combined public/private facilities with a total surface area of no less than 3,000 m². As Urban Development Designs will be considered urban planning documentation as prescribed by the Law on Planning and Construction and relevant bylaws applicable in the Republic of Serbia for “*Urbanisticki projekat*”. International references must include proofs and explanations on similarity of the content of the reference with the content prescribed by the Serbian legal framework for Urban Development Designs.

*(For JV/Consortium/Association, all Parties cumulatively shall meet requirement)*

5.2 Key staff

The Bidders shall propose a team of 5 key engineers who shall be engaged, if selected, in the preparation of the technical documentation. These team members shall possess the following relevant experience and licenses:

1. Team leader
2. With minimum 20 years of experience in architecture design;
3. Has successfully completed the designs, as team leader, for at least one facility of similar nature and complexity as those specified under similar assignment requirements from the category 5 a. above.
4. Architect
5. With minimum 15 years of experience in architecture design;
6. Holder of relevant license 300, 301 or 302 issued by the Serbian Chamber of Engineers;
7. Has successfully completed designs, as the lead architect, for at least one facility of similar nature and complexity as those specified above under similar assignment requirements, regardless of the category.
8. Civil engineer
9. With minimum 15 years of experience in civil design;
10. Holder of relevant license 310 or 302 issued by the Serbian Chamber of Engineers;
11. Has successfully completed designs, as the lead civil engineer, for at least one facility of similar nature and complexity as those specified above under similar assignment requirements, regardless of the category.
12. Electrical engineer
13. With minimum 15 years of experience in electrical design;
14. Holder of relevant license 350 issued by the Serbian Chamber of Engineers;
15. Has successfully completed designs, as the lead electrical engineer, for at least one facility of similar nature and complexity as those specified above under similar assignment requirements, regardless of the category.
16. Mechanical engineer
17. With minimum 15 years of experience in mechanical design;
18. Holder of relevant license 330 issued by the Serbian Chamber of Engineers;
19. Has successfully completed designs, as the lead mechanical engineer, for at least one facility of similar nature and complexity as those specified above under similar assignment requirements, regardless of the category.

Bidders may propose more experts (i.e. bigger team), on the basis of their knowledge and experience. However, UNDP shall score/evaluate only CVs of the Key Experts mentioned above during the technical and financial evaluation of received proposals. Bidders must provide a Structure Chart in their offer with clearly indicated names and functions of each proposed team member (e.g. Team Leader, etc.) as well as chart indicating engagement of the proposed Key personal on this and other projects they are currently working on.

# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**Technical Proposal Envelope:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Technical Proposal Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Proposal |  |
| * Form H: Proposal Security Form |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope)**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form |  |
| * Form G: Financial Proposal Form |  |

## **Form A:** Technical Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium  
/Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*Stamp with official stamp of the Bidder*]

## **Form B:** BidderInformation Form

In case of Joint Venture/Consortium/Association, this form shall be submitted for each partner.

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **No. of full time employed engineers** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured * Certificate of Incorporation/Business Registration (in case of consortium for each member of consortium). Certificate from APR for Serbian companies required; * Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder. Alternatively, bidders may submit signed self-declaration confirming they have requested issuance of the above-mentioned Certificate from the Tax Office and UNDP reserves the right to request submission of this Certificate during the bids evaluation phase as well as the right to disqualify the offer if such Certificate is not swiftly submitted upon the mentioned request; * Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country; * Power of Attorney. * List and value of on-going projects with contact details of clients and current percentage completion of each ongoing project; * License (P090А1) for design of facilities within the spatial cultural-historical units which are under protection of the Republic Institute for the Protection of Cultural Monuments of Serbia. |

## **Form C:** Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture ***OR***  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Form D:** QualificationForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

If JV/Consortium/Association, to be completed by each partner.

**Historical Contract Non-Performance**

|  |  |  |  |
| --- | --- | --- | --- |
| Contract non-performance did not occur for the last 3 years | | | |
| Contract(s) not performed for the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments in preparation of urban planning documentation and of technical design documentation successfully completed in the last 10 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Investor as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs.

**In addition, the Bidder shall attach the Statements of Satisfactory Performance from the Investors as per requirements defined in BDS and the TOR (Section 4 and 5 of this RFP).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.* HOWEVER, THE ABOVE TABLE MUST BE DULY FILLED.

 Attached are the Statements of Satisfactory Performance from the Investors as per requirements defined in BDS and the TOR (Section 4 and 5 of this RFP).

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 2 years** | Year 2017 USD  Year 2018 USD |
| **Latest Credit Rating (if any), indicate the source** |  |

The Bidder shall attach copies of the audited financial statements (balance sheets, including all related notes, and income statements) of the years required above

|  |  |  |
| --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 2 years** | |
|  | 2018 | 2017 |
|  | *Information from Balance Sheet* | |
| Total Assets (TA) |  |  |
| Total Liabilities (TL) |  |  |
| Current Assets (CA) |  |  |
| Current Liabilities (CL) |  |  |
|  | *Information from Income Statement* | |
| Total / Gross Revenue (TR) |  |  |
| Profits Before Taxes (PBT) |  |  |
| Net Profit |  |  |
| Current Ratio |  |  |

 Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**Number of Employees**

Please fill the table below, which refers to number of staff who currently full-time employed by Bidder.

The Bidder should be prepared to substantiate the claimed number of employees by presenting copies of relevant documents if so requested by UNDP.

|  |  |
| --- | --- |
| **Employee** | **Number of full-time employees** |
| Engineers: |  |
| Other Staff: |  |
| Total: |  |

**Key Staff**

Please fill the table below, which refers to key staff for this RFP. In addition, bidders shall attach CV and copy of valid licenses for each proposed key staff.

|  |  |
| --- | --- |
| **Key Staff** | **Name** |
| Team Leader |  |
| Architect |  |
| Civil engineer |  |
| Electrical engineer |  |
| Mechanical Engineer |  |

 Attached are the CVs of proposed Key staff in the form specified below (Form E – Format of technical proposal);

  Attached are Copy of valid Licenses of each proposed Key staff

**List of on-going projects**

Please fill the table below, which refers to Bidder(s) on-going project(s).

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Value** | **Contact details of Investor** | **Current percentage completion** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\*Please insert more rows if applicable*

## **Form E:** Format ofTechnical Proposal

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder’s proposal shall be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
  2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
  3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

This section should demonstrate the bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

* 1. A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  2. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  3. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  4. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  5. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  6. Any other comments or information regarding the project approach and methodology that will be adopted.

**IMPORTANT REMARK:** Failure to provide the Proposed Methodology, Approach and Implementation plan as described above, shell result rejection of the proposal as technically non-responsive.

**SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  2. Provide CVs and valid licenses for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| Employment Record/ Experience | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. Detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]*  *Important remarks: Only experience, that is in line with requirements defined above in this RFP document, shall be evaluated as relevant.* |
| [Insert] |
| Similar projects experience | *[List all experience in the design of the similar facilities, with all details on duration of contract (including dates of service commencement and completion), description of the designed facility (no. of seats, surface area, functions, capacities, and other key information), description of the position in the design team, design level (concept design and/or detailed design and/or execution design or other), design methodology (BIM or other), name of the design company and name of the Client.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

* 1. In addition to the CV, bidders must provide Copies of the licenses issued by Chamber of Engineers of the Republic of Serbia referred to in the CV in order to prove the fulfillment of all requirements defined in the BDS and ToR (Section 4 and Section 5 of this RFP).

## **Form F:** Financial Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## **Form G:** Financial ProposalForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Table 1b) will be used for payment matters. Breakdown of professional fees and costs is required to assess the Bidders reasonable understanding of the assignment and for the event that additional services are required.

**The following template of the financial proposal must not be altered, except for adding additional rows for descriptions of Non-Key Staff in Table 2 and Other Costs in Table 3.**

**Currency of the proposal: USD**

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
| **1a) Financial proposal,**  **per type of cost** | **Amount(s) in USD** |
| Professional Fees (honorarium for team members, from Table 2) | USD |
| Other Costs (from Table 3) | USD |
| **Total final and all-inclusive price quotation in USD (VAT 0%)** | USD |

|  |  |  |  |
| --- | --- | --- | --- |
| **1b) Financial proposal, per deliverable** | | | **Amount(s) in USD** |
| **Phase** | **Deliverable No.** | **Deliverable** |
| 0 | 1 | Cadastre-Topographic Plan  (“*Katastarsko topografski plan“)* | USD |
| 2 | Geotechnical Study  (“*Elaborat o geotehnickim uslovima“)* | USD |
| 3 | Present State Design  (“*Projekat postojeceg stanja“)* | USD |
| 4 | Structural Analysis Report  (“*Elaborat o postojecem stanju konstrukcije*“) | USD |
| I | 5 | Concept Design  (“*Idejno resenje“)* | USD |
| 6 | Urban Development Design\*  (“*Urbanisticki projekat“)* | USD |
| II | 7 | Preliminary Design  (“*Idejni projekat“)* | USD |
| 8 | Feasibility Study  (“*Studija opravdanosti*“) | USD |
| III | 9 | Design for Building Permit  (“*Projekat za gradjevinsku dozvolu“)* | USD |
| 10 | Fire Protection Study  (“*Elaborat zastite od pozara“)* | USD |
| 11 | Energy Efficiency Study  (“*Elaborat o energetskoj efikasnosti“)* | USD |
| IV | 12 | Design for Execution of Works  (“*Projekat za izvodjenje“)* | USD |
| 13 | Preventive Measures Plan  (“*Plan preventivnih mera“)* | USD |
| 14 | Main Fire Protection Design  (“*Glavni projekat zastite od pozara“)* | USD |
| **Total final and all-inclusive price quotation in USD**  **(VAT 0%)** | | | **USD** |

**\*Preparation of the Urban Development Design is foreseen by the applicable General Regulation Plan for the purposes of harmonization of the requirements specified in the Detailed Urbanistic Plan and in the General Regulation Plan itself. After the approval of the Concept Design by UNDP with the support from PIMO and the end user, UNDP shall check the conformity of the Concept Design with the requirements specified in the Detailed Urbanistic Plan. Following the evaluation of the aforementioned requirements UNDP shall notify the Selected Bidder in writing whether the preparation of the Urban Development Design is necessary, i.e. whether the harmonisation of the aforementioned plans is needed.**

**Note: The Total final and all-inclusive price quotation in USD (VAT 0%) (Table 1a) must be equal with the Total final and all-inclusive price quotation in USD (VAT 0%) (Table 1b).**

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Daily Fee Rate USD** | **No. of days** | **Total Amount**  **USD** |
| *A* | *B* | *C=A\*B* |
|  | Team Leader |  |  | USD |
|  | Architect |  |  | USD |
|  | Civil engineer |  |  | USD |
|  | Electrical engineer |  |  | USD |
|  | Mechanical Engineer |  |  | USD |
|  | Non-Key Staff  (please specify the position in the team) |  |  | USD |
| **Subtotal Professional Fees:** | | | | USD |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **UOM** | **Quantity** | **Unit Price**  **USD** | **Total Amount**  **USD** |
| International flights | Trip |  |  | USD |
| Subsistence allowance | Day |  |  | USD |
| Miscellaneous travel expenses | Trip |  |  | USD |
| Local transportation costs | Trip |  |  | USD |
| Out-of-Pocket Expenses | Lump Sum |  |  | USD |
| Other Costs: (please specify, e.g. administrative/office costs, communications etc.) |  |  |  | USD |
| **Subtotal Other Costs:** | | | | USD |

## **Form H:** Form ofProposal Security

Proposal Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called “the Bidder”) has submitted a Proposal to UNDP dated Click here to enter a date. to execute Services [Insert Title of Services] (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Proposal after the date of the opening of the Proposals;
3. Fails to comply with UNDP’s variation of requirement, as per RFP instructions; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*

1. Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted. [↑](#footnote-ref-2)