* United Nations Development Programme*

**REQUEST FOR PROPOSAL**

**Technical Documentation for the Construction of the New National Football Stadium in Belgrade - Re-Advertised**

**RFP No.: 614**

Project: Provision of Management and other Support Services

Country: Serbia

Issued on: 24 October 2019

**Contents**

[Section 1. Letter of Invitation 4](#_Toc508440476)

[Section 2. Instruction to Bidders 5](#_Toc508440477)

[A. GENERAL PROVISIONS 5](#_Toc508440478)

[1. Introduction 5](#_Toc508440479)

[2. Fraud & Corruption, Gifts and Hospitality 5](#_Toc508440480)

[3. Eligibility 5](#_Toc508440481)

[4. Conflict of Interests 6](#_Toc508440482)

[B. PREPARATION OF PROPOSALS 6](#_Toc508440483)

[5. General Considerations 6](#_Toc508440484)

[6. Cost of Preparation of Proposal 6](#_Toc508440485)

[7. Language 7](#_Toc508440486)

[8. Documents Comprising the Proposal 7](#_Toc508440487)

[9. Documents Establishing the Eligibility and Qualifications of the Bidder 7](#_Toc508440488)

[10. Technical Proposal Format and Content 7](#_Toc508440489)

[11. Financial Proposals 7](#_Toc508440490)

[12. Proposal Security 7](#_Toc508440491)

[13. Currencies 8](#_Toc508440492)

[14. Joint Venture, Consortium or Association 8](#_Toc508440493)

[15. Only One Proposal 9](#_Toc508440494)

[16. Proposal Validity Period 9](#_Toc508440495)

[17. Extension of Proposal Validity Period 9](#_Toc508440496)

[18. Clarification of Proposal 9](#_Toc508440497)

[19. Amendment of Proposals 10](#_Toc508440498)

[20. Alternative Proposals 10](#_Toc508440499)

[21. Pre-Bid Conference 10](#_Toc508440500)

[C. SUBMISSION AND OPENING OF PROPOSALS 10](#_Toc508440501)

[22. Submission 10](#_Toc508440502)

[23. Deadline for Submission of Proposals and Late Proposals 12](#_Toc508440503)

[24. Withdrawal, Substitution, and Modification of Proposals 12](#_Toc508440504)

[25. Proposal Opening 12](#_Toc508440505)

[D. EVALUATION OF PROPOSALS 12](#_Toc508440506)

[26. Confidentiality 12](#_Toc508440507)

[27. Evaluation of Proposals 13](#_Toc508440508)

[28. Preliminary Examination 13](#_Toc508440509)

[29. Evaluation of Eligibility and Qualification 13](#_Toc508440510)

[30. Evaluation of Technical and Financial Proposals 13](#_Toc508440511)

[31. Due Diligence 14](#_Toc508440512)

[32. Clarification of Proposals 14](#_Toc508440513)

[33. Responsiveness of Proposal 15](#_Toc508440514)

[34. Nonconformities, Reparable Errors and Omissions 15](#_Toc508440515)

[E. AWARD OF CONTRACT 15](#_Toc508440516)

[35. Right to Accept, Reject, Any or All Proposals 15](#_Toc508440517)

[36. Award Criteria 15](#_Toc508440518)

[37. Debriefing 16](#_Toc508440519)

[38. Right to Vary Requirements at the Time of Award 16](#_Toc508440520)

[39. Contract Signature 16](#_Toc508440521)

[40. Contract Type and General Terms and Conditions 16](#_Toc508440522)

[41. Performance Security 16](#_Toc508440523)

[42. Bank Guarantee for Advanced Payment 16](#_Toc508440525)

[43. Liquidated Damages 16](#_Toc508440526)

[44. Payment Provisions 16](#_Toc508440527)

[45. Vendor Protest 16](#_Toc508440528)

[46. Other Provisions 17](#_Toc508440529)

[Section 3. Bid Data Sheet 18](#_Toc508440530)

[Section 4. Evaluation Criteria 23](#_Toc508440531)

[Section 5. Terms of Reference 32](#_Toc508440532)

[Section 6: Returnable Bidding Forms / Checklist 47](#_Toc508440533)

[form a: technical proposal submission form 48](#_Toc508440534)

[form b: bidder information form 49](#_Toc508440535)

[form c: joint venture/consortium/association information form 50](#_Toc508440536)

[form d: qualification form 52](#_Toc508440537)

[form e: format of technical proposal 55](#_Toc508440538)

[form f: financial proposal submission form 59](#_Toc508440539)

[form g: financial proposal form 60](#_Toc508440540)

[form h: form of proposal security 62](#_Toc508440541)

# 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 may also 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   6. 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. |
| **Hard copy (manual) submission**  **Email Submission**  **eTendering submission** | * 1. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:   2. The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.   3. The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:   i. Bear the name and address of the bidder;  ii. Be addressed to UNDP as specified in the BDS  iii Bear a warning that states “Not to be opened before the time and date for proposal opening” as specified in the BDS.  If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.   * 1. Email submission, if allowed or 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. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. 3. 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 correct password may result in the proposal being rejected.    1. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: 4. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 5. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 6. 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. 7. 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. 8. 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 |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | Bid Security | Required in the amount of USD 200,000.00  Acceptable Form of Bid Security:  Bank Guarantee (See Form H for template)  The Bid Security shall be valid up to 30 days after the final date of validity of bids.  **Important Remark:** A scanned copy of the Bid Security documentation must be submitted within the Technical Proposal file. The Original Copy of Bid Security must be 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 614 (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 2 weeks after contract signing  Form: Bank guarantee  Validity: 1 month after completion of all services |
| 10 | 18 | Currency of Proposal | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications/questions | 7 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>  **BU Code and Event ID number**  **SRB10, Event # 0000004736**  Format: .PDF and/or .DOC files  **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**  Bid Security documentation is requested to be submitted in the original copy by this RFP document and original/s must be submitted as per the instructions provided within the “Bid Security” section above. |
| 15 | 22 | Proposal Submission Address | N/A |
| 16 | 22 | Electronic submission (email or eTendering) 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 or as zipped file.**  **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 technical score required to pass is 70%. |
| 18 |  | Expected date for commencement of Contract | January 15, 2020 |
| 19 |  | Maximum expected duration of contract | Up to twenty-four 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 contracts (goods and/or 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 all UN 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:***  Be registered by the competent authority of its country and have continuity in the requested line of business (technical design consultant) for minimum 15 years.  *In case of Joint Venture/Consortium/Association the Lead partner shall meet the requirement, while other members must be registered by the competent authority of its country and have continuity in the requested line of business* (technical design consultant) *for minimum 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** | 1. Minimum two technical designs for the construction of the football stadiums with at least 45,000 seats in the last 15 years. The technical designs shall include at least architectural, landscaping, structural, mechanical, electrical and plumbing installations and shall include at least concept design and design for building permit/main/detailed design.   At least one of these two completed technical designs must actually be fully constructed at the time of bid submission, while the other needs to be officially accepted by the Investor itself. The Bidders shall submit relevant building permit documents, technical acceptance documents, photos of construction and constructed facility and relevant news articles as evidence that the stadium is being actually built. Only newly built stadiums shall be considered, i.e. reconstructions and expansions of the existing facilities shall not be considered as relevant.   1. Minimum one technical design for complex facilities listed below in the last 15 years. Type of facilities which shall be considered as complex for the purpose of this criterion are: 2. Sports facilities with minimum capacity of 20,000 seats for stadiums or 10,000 seats for closed sport halls; or 3. Theatres, concert halls, operas or similar sophisticated and complex performance facilities with capacity of 1,000 seats or more and surface area of minimum 20,000 m²; or 4. International passenger and cargo airports, railroad stations, mixed use transport interchange developments with minimum surface area of 30,000 m²;   The technical design shall include at least architectural, landscaping, structural, mechanical, electrical and plumbing installations, which may be done on the same or different facilities and shall include at least concept design and design for building permit/main/detailed design).  Only newly built facilities shall be considered, i.e. reconstructions and expansions of the existing facilities shall not be considered as relevant.  At least one of the, previously completed technical designs specified above under #1 and #2, must have been developed in the Building Information Modelling (BIM) software, BIM LOD 300.  Bidders shall submit signed and stamped statements by the Investor as evidence for the references required under the above criteria #1 and #2. These statements must confirm, as a minimum, that the technical design was completed up to the satisfaction of the Investor and shall contain at least the following information:   1. duration of contract for design, including annexes and reasons for delay, if any; 2. contract value; 3. description of the design scope (complete design or only some parts of it, such as architecture, structure, MEP or other) and level (concept design and/or detailed design and/or execution design or other); 4. description of the design methodology (i.e. BIM or other); 5. description of the facility with details on the number of seats, surface area, the construction budget, and functions and other key information as may be considered as relevant; 6. name and position of the person signing for the Investor and Investor’s contact details.   (In case of *JV/Consortium/Association, all Parties shall cumulatively meet these requirements (1 and 2))* | Form D: Qualification Form |
| **Financial Standing** | Minimum annual turnover of USD 9,000,000 for any of the last 5 years (2014,2015,2016, 2017, 2018).  *(In case of JV/Consortium/Association, all Parties shall cumulatively meet this requirement).* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  *(In case of JV/Consortium/Association, all Parties shall cumulatively meet this requirement).* | Form D: Qualification Form |
| **Minimum number of employees** | 30, out of which minimum 20 engineers  *(In case of JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form B: Bidder Information Form |
| **Key staff** | * + - 1. Team Leader * MSc or equivalent in Architecture or Engineering; * Minimum 20 years of professional experience; * Having successfully conducted at least one technical design on the position of the team leader for the facilities described under criterium 1 - Previous Experience above.   + - 1. Main Architect * MSc or equivalent in Architecture * Minimum 15 years of professional experience in architecture designs, supervision or execution of works; * Having successfully conducted at least one technical design on the position of the main architect for the facilities described under criterium Previous Experience above.   + - 1. Main Civil Engineer * MSc or equivalent in Civil engineering; * Minimum 15 years of professional experience in structural designs, supervision or execution of works; * Having successfully conducted at least one technical design on the position of the main structural engineer for the facilities described under criterium Previous Experience above.   + - 1. Main Electrical engineer * MSc or equivalent in Electrical engineering; * Minimum 15 years of professional experience in electrical services designs, supervision or execution of works; * Having successfully conducted at least one technical design on the position of the main electrical engineer for the facilities described under criterium Previous Experience above.   + - 1. Main Mechanical engineer * MSc or equivalent in Mechanical engineering; * Minimum 15 years of professional experience in mechanical services designs, supervision or execution of works; * Having successfully conducted at least one technical design on the position of the main mechanical engineer for the facilities described under criterium Previous Experience above.   + - 1. Main Water and Wastewater Services Engineer * MSc or equivalent in Civil or Mechanical engineering; * Minimum 15 years of professional experience in water and wastewater services designs, supervision or execution of works; * Having successfully conducted at least one technical design on the position of the main water and wastewater engineer for the facilities described under criterium Previous Experience above.   + - 1. Financial Analyst * MSc or equivalent in economy and/or finances; * At least 10 years of experience in financial analysis of complex construction projects, and the managing the process of feasibility studies, preferably for complex sport facilities;   + - 1. Quantity Surveyor * MSc or equivalent in architecture or engineering; * At least 10 years of experience in quantity surveying and cost estimates on complex construction projects;   Bidders may propose more experts on the basis of their knowledge and experience in their technical proposal. However, only CVs of the Key Experts mentioned above shall be scored during the technical and financial evaluation of received proposals.  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 personal licenses for the preparation of the technical documentation. The Selected Bidder shall provide copies of personal licenses for each of the engineering disciplines required by Serbian legislation on planning and construction to UNDP before the submission of the first deliverable per this ToR. | Form E: Format of Technical Proposal |

**Technical Evaluation Criteria**

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| **Summary of Technical Proposal Evaluation Forms** | | **Points Obtainable** |
| 1. | Bidder’s qualification, capacity and experience | 390 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 260 |
| 3. | Management Structure and Key Personnel | 350 |
|  | **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 | 20 | | Opinion polls and market surveys | 5 | | Certifications and awards | 10 | | Articles in the press or in specialized publications | 5 | | 40 |
| 1.2 | General Organizational Capability which is likely to affect implementation   |  |  | | --- | --- | | **Means of evidence** | **Sub-Score** | | Financial stability: Bidders who had annual turnover of USD 9,000,000 in any of the previous five years (2014, 2015, 2016, 2017 and 2018) will receive 42 points. For each additional USD 250,000, the bidder will receive additional 3 points up to maximum 60 points in total.  Important remark: Maximal Annual turnover from these 5 years period will be considered for scoring under this criteria. | 60 | | Age (experience) of the firm: Bidders who have been registered for services in the requested line of business for 15 years will receive 14 points. For each 1 additional year, the bidders will receive an additional 1 point up to maximum 20 points in total. | 20 | | Size of the firm: Bidders who employ 30 staff will receive 14 points. For each additional 5 staff, the bidders will receive an additional 3 points, up to maximum 20 points. | 20 | | Consortium structure:   * One company or consortium with previous experience of working together 10 points * Consortium with no previous experience of working together, 7 points | 10 | | 110 |
| 1.3 | Relevance of specialized knowledge and experience on similar and complex engagements   |  |  | | --- | --- | | **Means of evidence** | **Sub-Score** | | Relevant experience: Bidders who completed two contracts for technical designs for the construction of the football stadiums of the similar size and complexity as it is required under the Qualification criteria - Previous experience above - Criteria No. 1. over the period of the last 15 years will obtain 120 points. For each additional complete above-mentioned reference bidder will receive an additional 20 points up to maximum 160 points in total. | 160 | | Relevant experience: Bidders who completed one contract for preparation of complex technical documentation as it is required under the Qualification criteria - Previous experience above - Criteria No. 2. over the period of the last 15 years will obtain 60 points. For each additional completed above mentioned reference bidder will receive an additional 10 points up to maximum 80 points in total. | 80 | | 240 |
| **Total Section 1** | | **390** |

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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? Does the bidder understand goals of the intervention? Is it demonstrated in the proposal? | 30 |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference. Structure of the methodology, is it developed in detail? Are all activities of the assignment developed in a clear and logical manner? Clarity of the proposed procedures, their relevance and connection with the expected outcomes? | 120 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered. Are there sufficient details on coordination with other stakeholders and bidder’s role in the process? | 50 |
| 2.4 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic? | 60 |
| **Total Section** **2** | | **260** |

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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? | 30 |
| 3.2 | Team Leader | 55 |
|  | Team Leader having minimum 20 years of professional experience and having successfully conducted at least one technical design on the position of the team leader for the facilities described under the Qualification criteria - Previous experience above - Criteria No. 1 will receive 40 points.  For each additional technical design reference specified under the Qualification criteria - Previous experience above - Criteria No. 1 on which the proposed Team leader had a team leader role, additional 5 points will be received, up to maximum 55 points in total. |  |
| 3.3 | Main Architect | 55 |
|  | Main Architect having minimum 15 years of professional experience and having successfully conducted at least one technical design on the position of the main architect for the facilities described under the Qualification criteria - Previous experience above - Criteria No. 1 will receive 40 points.  For each additional technical design reference specified under the Qualification criteria - Previous experience above - Criteria No. 1 on which the proposed Main Architect had a main architect role, additional 5 points will be received, up to maximum 55 points in total. |  |
| 3.4 | Main Civil Engineer | 45 |
|  | Main Civil Engineer having minimum 15 years of professional experience and having successfully conducted at least one technical design on the position of the main civil engineer for the facilities described under the Qualification criteria - Previous experience above - Criteria No. 1 will receive 35 points.  For each additional technical design reference specified under the Qualification criteria - Previous experience above - Criteria No. 1 on which the proposed Main Civil Engineer had main civil engineer role, additional 5 points will be received, up to maximum 45 points in total. |  |
| 3.5 | Main Electrical Engineer | 35 |
|  | Main Electrical Engineer having minimum 15 years of professional experience and having successfully conducted at least one technical design on the position of the main electrical engineer for the facilities described under the Qualification criteria - Previous experience above - Criteria No. 1 will receive 25 points.  For each additional technical design reference specified under the Qualification criteria - Previous experience above - Criteria No. 1 on which the proposed Main Electrical Engineer had main electrical engineer role, additional 5 points will be received, up to maximum 35 points in total. |  |
| 3.6 | Main Mechanical engineer | 35 |
|  | Main Mechanical Engineer having minimum 15 years of professional experience and having successfully conducted at least one technical design on the position of the main mechanical engineer for the facilities described under the Qualification criteria - Previous experience above - Criteria No. 1 will receive 25 points.  For each additional technical design reference specified under the Qualification criteria - Previous experience above - Criteria No. 1 on which the proposed Main Mechanical Engineer had main mechanical engineer role, additional 5 points will be received, up to maximum 35 points in total. |  |
| 3.7 | Main Water and Wastewater Services Engineer | 35 |
|  | Main Water and Wastewater Services Engineer having minimum 15 years of professional experience and having successfully conducted at least one technical design on the position of the main water and wastewater services engineer for the facilities described under the Qualification criteria - Previous experience above - Criteria No. 1 will receive 25 points.  For each additional technical design reference specified under the Qualification criteria - Previous experience above - Criteria No. 1 on which the proposed Main Water and Wastewater Services Engineer had main water and wastewater services engineer role, additional 5 points will be received, up to maximum 35 points in total. |  |
| 3.8 | Financial Analyst | 30 |
|  | Financial Analyst possessing at least 10 years of experience in financial analysis of complex construction projects, and the managing the process of feasibility studies will receive 21 points.  For each reference for Feasibility studies for complex sport facilities, additional 3 points will be received. up to maximum 30 points in total. |  |
| 3.9 | Quantity Surveyor | 30 |
|  | Quantity Surveyor possessing at least 10 years of experience in quantity surveying and cost estimates on complex construction projects will receive 21 points.  For each reference in quantity surveying and cost estimates on complex construction projects, additional 3 points will be received up to maximum 30 points in total. |  |
| **Total Section 3** | | **350** |

# Section 5. Terms of Reference

**Title:** Preparation of Technical Documentation for the Construction of the New National Football Stadium

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

**Reporting:** UNDP Portfolio Manager

**Duration:** January 2020 – January 15, 2022

# 1. Purpose

To prepare technical documentation and provide expert engineering services for the purpose of construction of a new National Football Stadium (hereinafter the “Stadium”) with a gross capacity of 52,000 spectators in accordance with UEFA and FIFA standards for top-level sport venues.

# 2. Objective

To support public investments in sport infrastructure and promotion in the Republic of Serbia.

# 3. Background information

The Government of the Republic of Serbia (hereinafter the “Government”) is planning on constructing a new football stadium in Belgrade with the aim of improving the existing sports infrastructure and developing the area of Belgrade in the vicinity of the Stadium. The Stadium is foreseen to be used for large-scale football events; such are the UEFA Champions League, Europa League and European Championship, as well as FIFA World Championship matches. The new Stadium shall be used as the main sport facility of the country and as a home stadium for the Serbian national football team.

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 of preparing technical documentation for construction of the Stadium.

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 the construction of the Stadium.

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, as well as applicable UEFA and FIFA requirements, 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 Location

The planned location of the Stadium is discussed in the Study for Early Public Review of the Special Purpose Area Spatial Plan for National Football Stadium (“S*tudija o ranom javnom uvidu u prostorni plan podrucja posebne namene nacionalnog fudbalskog stadiona*“). According to the Study, the Stadium and its associated infrastructure shall be located in the vicinity of the E-70 and E-75 highways, close to the Dobanovci interchange and Nikola Tesla Airport. The location is comprised of a number of Land Registry Plots (LRP) within the Land Registry Municipality (LRM) of Surcin occupying a total surface area of approximately 35 hectares.

The Stadium structure, as well as its adjacent parking spaces and internal traffic routes shall occupy parts of the following LRPs: 4729, 4756, 4728, 4742, 4727, 4741, 4726/1, 4757/2 and 4753.

Furthermore, the necessary traffic and utility infrastructure for the Stadium are foreseen to occupy the following LRPs: 4806, 4800/2, 4715/7, 4715/2, 4737/3, 4714/3, 4737/1, 4715/1, 4715/3 and 4737/2.

However, the Selected Bidder shall note that the above-mentioned LRP list shall be revised in accordance with the applicable planning documentation, i.e. the Special Purpose Area Spatial Plan for National Football Stadium (“Prostorni plan podrucja posebne namene nacionalnog fudbalskog stadiona”) that is currently being prepared. This being said, it shall be noted that the planned location of the Stadium and its accompanying infrastructure shall possibly include additional LRPs or parts of thereof within the LRM of Surcin.

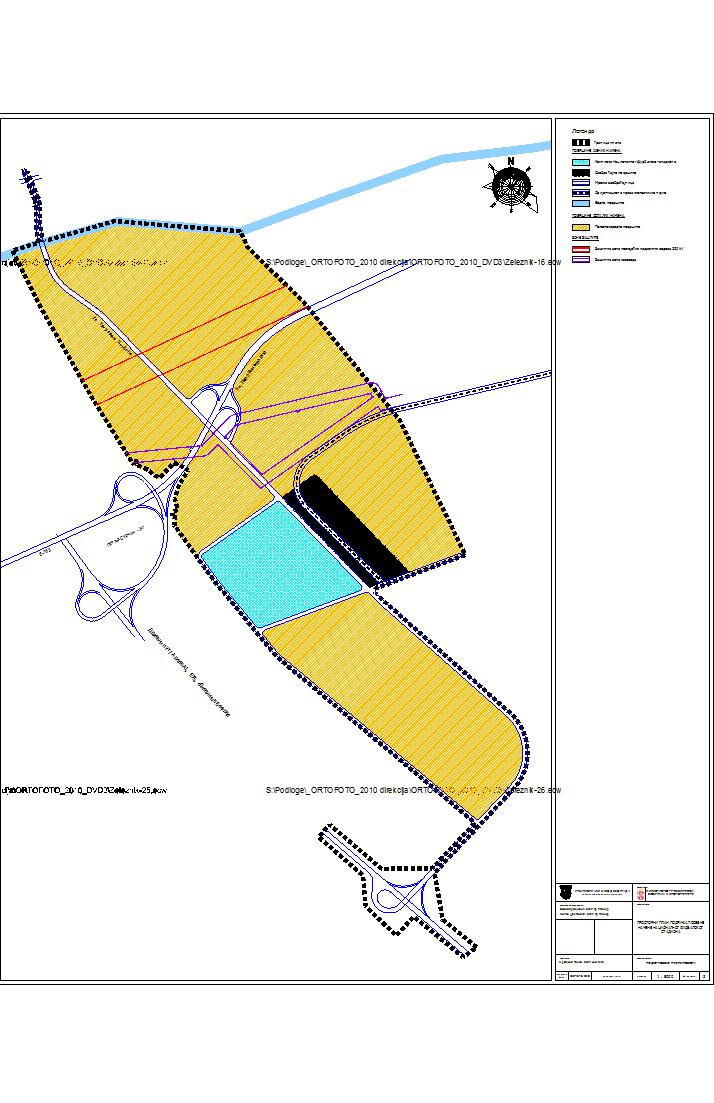
The preparation of the above-mentioned Special Purpose Area Spatial Plan was initiated by the Government whose decision was published in the Official Gazette of the Republic of Serbia, No. 86/2018. The Plan is expected to have been completed by the January 2020 according to the information published by the Ministry of Construction, Transport and Infrastructure of the Republic of Serbia at the following link: [*https://www.mgsi.gov.rs/lat/projekti/prostorni-plan-podrucja-posebne-namene-nacionalnog-fudbalskog-stadiona*](https://www.mgsi.gov.rs/lat/projekti/prostorni-plan-podrucja-posebne-namene-nacionalnog-fudbalskog-stadiona)*.*

There are no exiting facilities within the area of the planned location necessary for the design to consider.

The following access points to the Stadium, as shown in the Fig. 1, shall be foreseen:

* an interchange at the junction of the existing Dobanovci – Bubanj potok bypass road;
* an interchange at the new Surcin – Obrenovac highway.

The planned location is situated in the broader area of the Belgrade water source protection zone and is as such subject to Conditions issued by the City of Belgrade, namely the Public Utility Company of Belgrade Water Supply and Sewage (“*Javno komunalno preduzece Beogradski vodovod i kanalizacija*”).

**Fig. 1.** The planned location of the Stadium

4.2 General conditions of the Terms of Reference

For the purpose of this Terms of Reference, the term “construction” means the construction of new facilities (“izgradnja”) as per terms of the Serbian Law on Planning and Construction.

The technical documentation 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, as well as applicable UEFA and FIFA requirements.

The technical documentation shall contain all elements required by the Serbian Law on Planning and Construction, as well as for the procurement and execution of the designed works.

The draft of the Study (Report) for Early Public Review of the Special Purpose Area Spatial Plan for National Football Stadium (“Elaborat *o ranom javnom uvidu u prostorni plan podrucja posebne namene nacionalnog fudbalskog stadiona*“), which was used for defining the location can be accessed on the following link:

<https://www.mgsi.gov.rs/lat/dokumenti/rani-javni-uvid-povodom-izrade-prostornog-plana-podrucja-posebne-namene-nacionalnog>

That being said, the Selected Bidder shall cooperate with the City of Belgrade in terms of providing expert support related to applicable UEFA and FIFA requirements during the preparation of the planning documentation.

Furthermore, the design shall consider a broader area of the planned location in terms of terrain preparation related to complex hydro-technical ameliorative facilities and terrain regulation up to the level of the high waters effect for the ground areas at altitudes of 72 metres above the sea level and below.

The design shall be prepared in accordance with the requirements issued by the City of Belgrade, namely the Public Utility Company of Belgrade Water Supply and Sewage (“*Javno komunalno preduzece Beogradski vodovod i kanalizacija*”) that are related to construction works within the Belgrade water source protection zone.

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. Furthermore, following the successful completion of each stage of the works, UNDP shall transfer the technical documentation to the Government. 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.

The complete technical documentation shall be approved by the UNDP Portfolio Manager, with the support of the Government.

Bidder’s technical proposal (methodology) shall include detailed description of how key experts and other experts of different specializations, such as sports architecture, landscaping, façade and roof, master plan and overlay, cable roof engineering, wind tunnel engineering, geotechnical engineering, fire alarm, firefighting, fire life and safety, ICT / AV / Media, sports lighting, special lighting, interior design, VIP y VVIP, inclusive design (disabled), crowd modeling, pitch, acoustics, vertical transport (lifts), catering, waste management consultant, cleaning and maintenance, way finding, security / access / CCTV, BIM and all other required specializations shall organize work. Also, methodology shall elaborate how the local legal requirements, such as company and personal licenses will be fulfilled.

***4.3 Requirements per types of works***

***4.3.1 Architecture***

The Stadium shall be “multi-use” i.e. flexible and adaptable for a wide range of uses to ensure its maximum utilisation. It would be used for football and other sports events, as well as major concerts, community and entertainment events.

The stadium shall be designed to have the maximum capacity of 52,000 seats.

In addition, the Stadium shall be designed in a way which allows the Investor to increase its seating capacity in the future, to up to 60,000 seats, to accommodate UEFA and FIFA competitions (or other large events) and allowing for dismantling of this addition and returning to the original capacity of 52,000 seats after the event. The design shall allow for this possibility in the way which is financially and economically justified, as demonstrated in the pre-feasibility and feasibility studies.

The conceptual architectural and structural solution shall be subject to approval of the UNDP, with the support of the Investor’s expert team, and must comply with the effective regulations in this area and all the standards and requirements specified in the applicable UEFA and FIFA regulations.

An integral part of the architectural design shall be the interior design, which shall include all indoor areas within the Stadium serving the purposes of the features and the activities.

All spaces covered by the Stadium structure shall be designed for a specific use. The commercial contents shall be developed at the stage of (pre)feasibility studies.

The spectator seating area shall be fully covered by the roof (100%), to ensure protection against sunlight and rain. The pitch itself shall not be covered.

The pitch shall be positioned along the north/south axis, with minimum discrepancy, which shall not exceed 15° in line with the good practices in Europe, to avoid putting either team in an unequal position in terms of sun exposure.

Additionally, the design shall consider the following aspects:

* Maximum level of comfort, safety and speed in case of evacuation of spectators;
* A balance between modern design and rational and cost-efficient feasible solutions;
* Solutions that can be useful for the wider community, as venues for football matches or other performances and events;
* Specific visual and architectural features representing the local culture, with a pronounced identity, that should be the pinnacle of aesthetic achievement. The aim of a unique architectural design is to create a visual impression on the visitors coming to Serbia via the nearby airport;
* The optimum geometry of the Stadium and good visibility of the pitch from the spectators’ perspective.

The access and movement of persons with disabilities, children and the elderly shall be designed in accordance with the effective national regulations in this field and in accordance with the requirements specified in the publication “UEFA-CAFE Access for All”.

**4.3.2 Structure**

The proposed structural engineering design, as a part of the overall project solution, shall be subject to approval of UNDP, with the support of the Investor’s expert team, at the initial conceptual design stage.

The entire Stadium structural engineering design must be in accordance with the effective national-Serbian regulations, and with the EUROCODE regulations for this type of construction. The Selected Bidder shall carry out dynamic load calculations pertaining to the vibrations produced by the spectators on the stands. For the wind load, apart from the data contained in the effective rulebook, the statistical data from the nearby meteorological stations shall also be reviewed (Belgrade, Belgrade Airport). The construction calculations shall consider the higher load values. The Selected Bidder shall carry out a valid wind tunnel test for the Stadium and use the test results in the development of the structural design to correctly optimise the structural design. The wind tunnel laboratory shall have relevant experience in physical model testing for stadium designs.

Considering the high seismicity of the area, the Selected Bidder shall carry out a seismic analysis (PBSD approach).

Within the framework of the structural design, a techno-economic analysis shall be conducted to determine the optimum structural system and technology. In line with the modern construction methods for this type of facilities, maximum standardisation of structural elements is expected.

The design shall provide a full roof cover over the spectator stands and the Stadium facilities. The roof structures shall be used for floodlight lighting, the public address (PA) systems, cameras and for other purposes.

**4.3.3 Hydrotechnical installations**

The water supply and sewage installations shall be included in the design to enable to connection to the city water supply and sewage network.

The design shall include a firefighting water network, as well as a storm water sewage network for the whole complex.

Furthermore, the design shall foresee the irrigation system for the football pitches. The irrigation system dimensioning parameters shall be determined based on the analysis of the climate factors. The irrigation system shall consist of water sources, a distribution network and a sprinkling system. Depending on the capacity of the city water supply system, the design shall include a booster or a pumping station with a water tank or water supply from a water well, independent from the city water supply system. The distribution network shall be made of polyethylene (PE) piping of adequate diameter and class, according to the hydraulic calculation. The majority of automatic sprinklers shall be placed along the perimeter of the pitch and in the central part with an aim of ensuring uniform water distribution. The design shall include a control unit and a rainfall sensor within the irrigation system.

The design shall include a football pitch drainage system. The drainage system shall be selected according to the grass field layers and the possibility of connecting the drainage system to the existing city sewage network.

**4.3.4 Electrical power installations**

The electrical installation design shall be made in accordance with the valid Law on Planning and Construction, the Fire Protection Law, the Rulebook on Technical Norms for Protection of Low-Voltage Networks and Accompanying Transformer Stations, the Rulebook on Technical Norms on Low-Voltage Electrical Power Installations, the Rulebook on Technical Norms for Protection of Structures against Atmospheric Discharges Applicable in the Republic of Serbia, and other applicable and relevant rulebooks regulating this field in greater detail.

The design shall foresee a separate typical distribution substation for the Stadium. The design shall include a medium-voltage switchgear equipped with apparatus in sulphur hexafluoride (SF6) technology and in RING execution. The design shall ensure power consumption measurements at the medium-voltage side of the transformer station, using a combined measuring-incomer panel. If possible, connections to the 10 (20) kV distribution network shall be based on the input/output principle, i.e. avoiding radial connection. The design shall include dry-type power transformer with minimum apparent power of 400 kVA. The exact power requirements for the transformer shall be determined based on the load calculations and exploitation conditions. On the low-voltage side, the design shall foresee a main switch with an adjustable trigger unit. Additionally, a 185 mm busbar system with three-pole NH2 type fuse switch disconnectors shall be foreseen as well.

In case of power failure during sports events, it is necessary to ensure independent power supply, adjusted to the lighting levels and other conditions prescribed by the valid UEFA Stadium Infrastructure regulation for category 4 football stadiums, as well as by the relevant FIFA regulations.

The design shall include network analysers with graphic liquid-crystal displays (LCD) on all main distribution panels. The displays shall be able to show electrical measurements and other standard electrical indicators, as well as diagrams of both voltage and current harmonics.

The design shall include power installation of general consumption of all stadium premises. The distribution panels shall be equipped with automatic switches for short-current and overload protection, as well as residual-current devices (RCD). The number of single-phase and/or three phase switches shall be defined based on the intended use of the room and the number of persons in it.

The design shall include lighting installations for all stadium premises. Photometric requirements shall be adopted from the stricter of the prevailing standards and/or recommendations of Yugoslav Lightning Committee (“Jugoslovenski komitet za osvetljenje”). The design shall include LED lighting. The type and manner of installation shall be aligned with the architectural design.

The design shall include installations of anti-panic lighting in all premises and on emergency exit routes.

Floodlight lighting for the football pitches shall be designed in accordance with the guidelines provided in the UEFA Stadium Infrastructure Regulation. Light sources shall be selected based on the maximum fixture efficiency (the maximum ratio lm/W). The design shall include a centralised floodlight control system and shall foresee the floodlight operation modes according to the intended uses of the stadium (e.g. football matches broadcasted on TV, football matches not broadcasted on TV, training sessions or service operation mode).

The design shall include a central three-phase on-line uninterruptible power supply (UPS). Furthermore, the design shall ensure connections of all power consumers from the control room (power supply and the scoreboard control, video surveillance system, access control system, and other safety and security features of the facility) to the UPS. The UPS shall be designed to ensure aggregate power supply for the consumers from the moment of power failure to the moment of stable network.

The design shall include a grounding installation. If possible, the design shall foresee construction of a joint grounding connecting the operational, protective and lightning grounding for the facility. The grounding shall be made of high-quality and long-lasting materials, to ensure the prevention of electro-chemical corrosion of grounding fixtures.

The design shall include Franklin rods lightning protection system (LPS). The lightning protection zone shall cover both the football pitches and the area directly surrounding it. High-quality durable materials and equipment shall be foreseen.

The design shall include electrical power installations for supply and control of all other technical systems included in the other parts of the technical solution.

The design shall include the Energy Management Information System (EMIS). This system shall include metering devices for electricity, water, energy (calorimeters) and gas, each with a possibility of remote reading, a communication system, and the connection to the EMIS. More details about EMIS are available at [*http://www.mre.gov.rs/latinica/sistem-energetskog-menadzmenta.php*](http://www.mre.gov.rs/latinica/sistem-energetskog-menadzmenta.php).

**4.3.5 Telecommunication and signal installations**

The telecommunication installations shall be designed in accordance with the valid Serbian Law on Planning and Construction, the Law on Fire Protection, and other valid and relevant rulebooks that regulate this area in greater detail.

The design shall include an internal telecommunication distribution system with mono-modal fibre optic cables forming a redundant internal fibre optic network in ring topology.

Bidders shall identify one public telecommunication network access point. The access characteristics shall be specified based on the conditions issued by the authorisation holder.

The design shall include a local computer network with wired and wireless Internet access for the parts of the Stadium specified by the UEFA Stadium Infrastructure regulation, as well as by the relevant FIFA regulations.

The design shall include all necessary telecommunication systems that shall provide infrastructure for the media and TV broadcasting of the Stadium events.

The design shall foresee access control systems for all Stadium access points. The systems shall be connected to the control room.

The design shall include a closed-circuit video surveillance system for the supervision of the Stadium access points, corridors, spectator areas and other facilities. The control room shall contain a unified supervision centre housing all necessary equipment for recording and reproduction of video content.

The design shall include a fire alarm system in all parts of the Stadium where it is necessary. Furthermore, server rooms shall be equipped with inert gas fire suppression systems.

The design shall include a public address (PA) system capable of conveying voice messages to all indoor and outdoor areas of the Stadium instantaneously.

**4.3.6 Mechanical installations**

The mechanical installation design shall include the design of heating, ventilation and air-conditioning (HVAC) for all indoor areas within the Stadium, centralized sanitary water generation, the football pitch heating and fire protection systems in the indoor areas with the Stadium, in accordance with all applicable national-Serbian and international standards and norms.

The purpose of the HVAC system is to ensure the necessary working conditions for the equipment and comfort for the people staying on the premises intended for administration, spectators, and other purposes within the Stadium. In addition, a mechanical smoke extraction system shall be foreseen in order to remove smoke in the event of fire.

For all the premises intended for administration, spectators and other purposes within the Stadium complex, it is necessary to design the heating, ventilation and air conditioning system, as well as the HVAC control system, in full compliance with the valid regulations, laws, rulebooks and the requirements applicable in the Republic in Serbia, including the applicable FIFA and UEFA requirements.

In the occupied areas, the HVAC system shall fulfil the following requirements:

* the temperature of the indoor areas shall be in the 20°C to 24°C range;
* the volume of fresh air in the indoor areas shall be in accordance with the number of persons and the pressurisation requirements;
* the mechanical air extraction from the Stadium areas and the number of air changes shall be in accordance with the room type (toilets, kitchens, technical rooms).

The HVAC systems shall be designed to prevent the spreading of fire and smoke outside the fire compartments. The design shall facilitate isolating parts of the ventilation system with fire dampers. The fresh air supply intake to the fire compartments shall be located at an appropriate distance from the air extraction outlets and other fire compartment smoke vents, to prevent the intake of smoke.

The primary HVAC system equipment (the chillers, air handling units and main circulation pumps) shall consist of 3 units each, with 50% of the required capacity, or 2 units each, with 100% of the required capacity, to ensure the necessary redundancy and continuous operation of the system.

The Selected Bidder shall prepare the best value option analysis prior to the selection of the heating source.

For all HVAC systems, the Selected Bidder shall present an assessment of the environmental impact of the proposed solutions, including recommendations for the optimum solution from the life cycle and operations perspective.

For the football pitch heating purposes, an under-soil system shall be designed to prevent the formation of ice or snow layers on the pitch.

The fire safety strategy shall define the fire protection requirements throughout the facility. In all indoor rooms that do not contain electronic and IT equipment sensitive to water, a stable sprinkler fire extinguishing system shall be foreseen.

The sprinkler system shall be in accordance with the fire protection analysis, and the applicable Serbian and international regulations and norms. The sprinkler system shall be functionally connected with the fire detection system. The design shall ensure the redundancy of the sprinkler pumps, as well as the necessary water reserve for a period sufficient to extinguish fire.

Centralized sanitary hot water generation shall be provided for the complex. The design shall provide for utilization of solar energy and the heat rejected from the chillers for sanitary hot water generation. Backup electrical heaters shall also be provided.

**4.3.7 Crowd movement**

The Selected Bidder shall pay special attention to the features, functions and space distribution, as well as to the circulation system planning, taking into consideration the movement of different user groups within the facility and the areas restricted to public.

When designing the movement flows within the Stadium complex, the following user groups and their needs shall be clearly delineated:

* the spectators and general public;
* VIP visitors and officials;
* players, coaches and team support staff;
* referees and the official staff;
* the media;
* the staff ushering the spectators;
* the staff of private security agencies;
* the maintenance staff;
* the administrative staff;
* commercial concessions;
* the emergency and security services;
* catering and other attendant functions.

The design shall provide a coordinated and integrated movement plan, identifying the points of entry for each user group, their internal distribution and circulation, as well as their final location before, during and after the match. Furthermore, the design shall foresee a controlled access and quick independent circulation from the external access points to the internal destinations for all above-mentioned user groups before, during and after the match.

The design shall consider security measures to be the key aspect in planning, designing, construction, use and management of the Stadium. Having said this, the design shall prioritise the security aspects of the Stadium in comparison to other aspects, e.g. spectator comfort.

The design shall foresee different design solutions that shall ensure maximum coordination and efficiency of all the services that play a role in increasing the security of the Stadium, such are emergency services, medical teams or private security agencies. A special attention must be paid to the security plan and the strategy of dividing rival supporter groups.

The relevant parts of the technical documentation shall include adequate waste handling measures. The design shall include a coherent cleaning and waste management strategy, which shall ensure efficient waste collection and disposal.

**4.3.8 Traffic and traffic signalisation**

The design shall include necessary works for the construction of access roads, parking spaces and the overall complex area dedicated to motor vehicles and pedestrians. Furthermore, the design shall include all necessary horizontal and vertical signalisation.

The design shall include necessary entry/exit points for firefighting and ambulance vehicles.

The Selected Bidder shall analyse the available forms of transport and shall accordingly foresee adequate design solutions in particular during the days of increased traffic to the Stadium, e.g. important sport of commercial event. Furthermore, the Selected Bidder shall analyse all the flows of traffic with an aim of improving accessibility for both general public and emergency vehicles.

The access communications shall be designed and incorporated in the design solution in such a way as to ensure simple traffic connections with the main surrounding traffic lines. Sufficient parking space shall also be provided for passenger vehicles and buses. The parking strategy shall be developed and coordinated in cooperation with the local law enforcement agencies in order to verify the optimum solution and minimize the disruption of order in the local community.

Separate parking areas with controlled access shall be foreseen within the Stadium complex for the following user groups: VIP visitors and local officials, players, referees, the media, the catering services, the Stadium staff and the first responders (ambulances, fire fighters and law enforcement). These user groups shall also have separate or common drop-off points located in the vicinity of the entry to the Stadium and the key circulation flows.

With respect to pedestrian access, a safe and sufficient space, such as sidewalks, squares and parks shall be included in the design. These areas in surrounding the Stadium shall be designed in such way as to receive a large number of visitors on the days when events are held. The pedestrian flows shall enable passable and simple access to all private and public means of transportation, including parking, buses and taxis.

**4.3.9** **External area landscaping, scenic architecture and horticulture**

The design shall foresee the construction/placement of the grass support, in line with the effective Serbian regulations and the common practice for such facilities. With respect to the composition, selection of materials and the use of natural and artificial support, the Selected Bidder shall propose the optimum design solution for this type of facility, and provide alternative solutions such as a natural, hybrid and/or artificial field.

In the case of grass fields, according to the effective UEFA Stadium Infrastructure regulations, football pitches shall be levelled and flat and shall be in accordance with the Laws of the Game prepared by The International Football Association Board (IFAB).

In the case of artificial grass fields, the following requirements shall be fulfilled:

* the field shall have a FIFA certificate, confirming that it meets all the FIFA standards;
* the certificate shall be issued after the testing of the field has been completed in a FIFA accredited laboratory;
* the field shall meet all the requirements of the effective national regulations.

The design shall include all the external works and installations for connection to the utility infrastructure, in accordance with the requirements provided by the utility companies. The Selected Bidder shall prepare a utility plan for the external installations.

The green area landscape design shall be in line with the potential of the area. The Selected Bidder shall develop a horticulture design including the undeveloped areas within the project site.

**4.3.10 Preparatory works**

The design shall foresee all preparatory works, including earthworks, demolition, dismounting, rubble removal and relocation of infrastructural lines including hydrotechnical ameliorative works.

**4.3.11 Other**

The sustainability of the project solutions is the key for the optimisation of the Stadium exploitation and maintenance costs. For this reason, the Selected Bidder shall pay special attention to the following:

* selecting a water consumption saving system;
* exploring the possibilities for the use of geothermal energy and other renewable energy sources;
* optimisation of the heating, ventilation and air conditioning systems;
* the usage of ecological materials;
* the waste management;
* the efficient and optimum lighting system, particularly concerning the pitch lighting and the use of daylight in the premises within the Stadium.
* the automatic energy consumption metering with a direct link to the national energy management system.

4.4 Deliverables and deadlines

The design shall unfold in phases and shall be accompanied by progress reports and guidelines for the activities that need to be monitored. The Selected Bidder shall prepare and submit the technical documentation, pursuant to the following timetable:

|  |  |  |
| --- | --- | --- |
| **No.** | **Deliverable (Documentation)** | **Deadline** |
| 1. | Land Registry Topographic Survey | 60 days from the date of signing of the contract |
| 2. | Study on Geotechnical Conditions | 60 days from the date of signing of the contract |
| 3. | Environmental Impact Assessment Study | 60 days from the date of signing of the contract |
| 4. | General Design | 90 days from the date of signing of the contract |
| 5. | Pre-feasibility Study | 90 days from the date of signing of the contract |
| The preparation of the technical documentation shall continue only after the Pre-feasibility Study and the General Design have been accepted by UNDP, with the support of the Government, and the documentation has been subsequently verified by the review commission. | | |
| 6. | Concept Design | 60 days from the date of acceptance of the General Design |
| The preparation of the technical documentation shall continue only after the Concept Design has been accepted by UNDP, with the support of the Government, and subsequently the Location Conditions have been issued. | | |
| 7. | Preliminary design | 90 days from the date of issuance of the Location Conditions |
| 8. | Feasibility Study | 90 days from the date of issuance of the Location Conditions |
| The preparation of the technical documentation shall continue only after the Preliminary Design and the Feasibility Study have been accepted by UNDP, with the support of Government, and the documentation has been subsequently verified by the review commission. | | | |
| 9. | Fire Protection Study | 180 days from the date ofacceptance of the Preliminary Design and Feasibility Study |
| 10. | Energy Efficiency Study | 180 days from the date of acceptance of the Preliminary Design and Feasibility Study |
| 11. | Design for Building Permit | 180 days from the date of acceptance of the Preliminary Design and Feasibility Study |
| The services shall be considered as completed only after the Design for Building Permit has been verified by the technical control, the building permit has been issued and all the Deliverables have been accepted by UNDP, with the support of the Government. | | |

**Each of the above phases is a separate endeavour. Each subsequent phase shall commence only upon the approval of the deliverables from the previous phase. There shall be no expectation of continuation of the work on the subsequent phases and the UNDP can decide, at its sole discretion, to terminate the contract and effect payments only for the work completed.**

4.5. Description and content of deliverables

The technical documentation shall be submitted in twelve printed (hard) copies and one electronic copy on two data carriers. The drawings, technical specifications and calculations shall be submitted in:

* open format (the BIM format for drawings, the “Word” format for textual documents and “Excel” format for tables, preliminary measurements and calculations and invoices), and
* closed “pdf” format.

The language of the contract between the Selected Bidder and UNDP is English. The complete technical documentation shall be prepared in both English and Serbian languages. If translation services are necessary in the communication with the Government or other stakeholders, the Selected Bidder shall provide the translation services.

All technical documentation shall be prepared in full compliance with the valid Serbian legislation:

* The Law on Planning and Construction (“The Official Gazette of the RS”, No. 72/09 , 81/09, 64/10, 24/11, 121/12, 42/13 – Constitutional Court Decision, 50/13 - Constitutional Court Decision, 98/13 – Constitutional Court Decision, 132/14, 145/2014 and 83/2018) and any subsequent amendments thereto;
* The Law on Occupational Health and Safety (“The Official Gazette of the RS”, No. 101/2005 and 91/2015) and any subsequent amendments thereto;
* The Law on Fire Protection (“The Official Gazette of the RS”, No. 111/2009 and 20/2015) and any subsequent amendments thereto;
* The Law on Energy Efficiency (“The Official Gazette of the RS”, No. 25/2013) and any subsequent amendments thereto;
* The Law on State Survey and Land Registry and any subsequent amendments thereto;
* The Rulebook on the Contents, Manner and Procedure of Preparing and the Manner of Control of Technical Documentation, According to the Class and Purpose of the Respective Facility (“The Official Gazette of the RS”, No. 72/2018) and any subsequent amendments thereto;
* The Rulebook on the Standards for Planning, Design and Construction of Buildings to Ensure Unobstructed Movement for Persons with Disabilities, Children and the Elderly (“The Official Gazette of the RS”, No. 22/2015) and any subsequent amendments thereto;
* The Rulebook on the Classification of Buildings (“The Official Gazette of the RS”, No. 22/2015) and any subsequent amendments thereto;
* The Rulebook on the Technical Norms for Designing and Performance of the Final Works in the Construction Sector (“The Official Gazette of the RS”, No. 21/1990) and any subsequent amendments thereto;
* The Rulebook on the Contents, Manner and Procedure for Preparation and the Manner of Issuing Energy Certificates for Buildings (“The Official Gazette of the RS”, No. 61/2015) and any subsequent amendments thereto;
* The Rulebook on the Energy Efficiency of Buildings (“The Official Gazette of the RS”, No. 61/2011 and 69/2012) and any subsequent amendments thereto;
* The Rulebook on the Use of Public Sports Facilities and Performance of Sports Activities in Public Sports Facilities (“The Official Gazette of the RS”, No. 24/2011) and any subsequent amendments thereto;
* Other applicable Serbian standards, regulations and secondary regulations.

**4.5.1** **Land Registry-Topographic Survey (“Katastarsko topografski plan”)**

The Topographic Survey shall be prepared in accordance with the Serbian Law on Land Survey and Land Registry. The required Topographic Survey shall include all the elements necessary for the preparation of the urban planning technical documentation and the design-technical documentation, in accordance with the Serbian Law on Planning and Construction and the secondary regulations passed on the basis of the Law.

**4.5.2 Study on Geotechnical Conditions (“Elaborat o geotehnickim uslovima”)**

The Study on Geotechnical Conditions shall include the geotechnical conditions analysis, with all the investigations and laboratory tests necessary to determine the ground model and the geotechnical properties of the geological units, taking into consideration the intended use of the respective facility and the required degrees of safety, in accordance with the Serbian Rulebook on the Contents, Manner and Procedure of Preparing and the Manner of Control of Technical Documentation, According to the Class and Purpose of the Respective Facility, and in accordance with the Serbian applicable regulations on geologic investigations.

Due to the seismic hazards of the area, the design of the geotechnical works shall be made in accordance with the seismic standards, and it shall determine properly the parameters necessary for different units.

The investigation works shall encompass soil and land risks identification, including soil pollution, archaeological remains and historical sites. The scope of the investigation works shall include the field works, laboratory tests, field tests, geotechnical and other engineering analyses and reports.

The technical documentation for investigation and type of geotechnical and hydro-geologic works shall include, as a minimum, the following items:

* determining the geological profile of a particular land plot;
* determining hydro-geological conditions and identifying the ground water levels;
* physical-technical and chemical soil and ground water testing;
* interpreting the soil characteristics with the defined soil layers;
* calculating the loading capacity and soil parameters for the foundation calculations;
* recommending the type and depth of the foundations;
* recommendations for the stiffness of foundations for dynamic soil-structure interaction;
* recommendations for the type of and support for deep excavations and earthworks.
* other geotechnical and hydro-geological recommendations with respect to the position and the type of structure for a particular facility;
* conducting all additional investigations necessary for the preparation of the design required for the issuance of the building permit.

**4.5.3 Environmental Impact Assessment (“Studija o proceni uticaja na zivotnu sredinu”)**

The Selected Bidder shall conduct the Environmental Impact Assessment in accordance with the relevant Serbian regulations in this field, and specifically analyse the impacts of noise on the environment.

**4.5.4 General Design (“Generalni projekat”)**

The General Design shall be prepared in accordance with the valid Serbian Law on Planning and Construction and the respective secondary regulations on technical documentation, such as the Rulebook on the Contents, Manner and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation, According to the Class and Purpose of the Respective Facility, published in “The Official Gazette of the RS”, No. 23/15, 77/15, 58/16, 96/16, 67/17 and 72/18).

**4.5.5 Pre-Feasibility Study (“Prethodna studija opravdanosti”)**

The Pre-Feasibility Study shall be prepared in accordance with the valid Serbian Law on Planning and Construction and the respective secondary regulations on technical documentation, such as the Rulebook on the Contents, Manner and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation, According to the Class and Purpose of the Respective Facility, published in “The Official Gazette of the RS”, No. 23/15, 77/15, 58/16, 96/16, 67/17 and 72/18).

**4.5.6** **Concept Design (“Idejno resenje”)**

The Concept Design shall be prepared in accordance with the valid Serbian Law on Planning and Construction and similar and the respective secondary regulations on technical documentation, such as the Rulebook on the Contents, Manner and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation, According to the Class and Purpose of the Respective Facility, published in “The Official Gazette of the RS”, No. 23/15, 77/15, 58/16, 96/16, 67/17 and 72/18).

A 3D model showing the architectural exterior layout shall be prepared as part of the Preliminary Design.

The Concept Design shall be approved by the UNDP, with the support of the Serbian Government.

**4.5.7 Preliminary Design (“Idejni projekat”)**

The preparation of the Preliminary Design, for the purpose of obtaining the location conditions, shall be in accordance with the valid Serbian Law on Planning and Construction and the respective secondary regulations on technical documentation, such as the Rulebook on the Contents Manner and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation, According to the Class and Purpose of the Respective Facility, published in “The Official Gazette of the RS”, No. 23/15, 77/15, 58/16, 96/16, 67/17 and 72/18).

A 3D model showing the architectural exterior layout shall be prepared as part of the Concept Design.

**4.5.8 Feasibility Study (“Studija opravdanosti”)**

The Feasibility Study shall be prepared in accordance with the valid Serbian Law on Planning and Construction and the respective secondary regulations on technical documentation, such as the Rulebook on the Contents, Manner and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation, According to the Class and Purpose of the Respective Facility, published in “The Official Gazette of the RS” nos. 23/15, 77/15, 58/16, 96/16, 67/17 and 72/18).

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

The Design for Building Permit shall be prepared in accordance with the valid Serbian Law on Planning and Construction and the respective secondary regulations on technical documentation, such as the Rulebook on the Contents, Manner and Procedure of Preparing and the Manner of Conducting Control of Technical Documentation, According to the Class and Purpose of the Respective Facility, published in “The Official Gazette of the RS” nos. 23/15, 77/15, 58/16, 96/16, 67/17 and 72/18).

In addition to the legal requirements, the Design for Building Permit shall also:

* Be developed in the Building Information Modelling (BIM) methodology in such a way that, in its final phase, it reaches the minimum level of BIM LOD 300.
* Contain detailed Bill of Quantities with estimated unit prices, providing all details required for tendering of the works;
* Contain Technical Specifications of all works and equipment, providing all details required for tendering of the works. Technical Specifications and Bill of Quantities shall be developed in a clear technical language, with sufficient technical data, without favouring any particular product, brand or supplier and in accordance with the Serbian Law on Public Procurement.;
* Contain a video recording, lasting minimum 90 seconds, which shall contain a presentation of the designed facility and a 3D display of the exterior and the interior in the form of video. Ten exterior and fifteen interior 3D images shall be included in the presentation to explain the design. The images shall show the Stadium from aerial view, from ground level and shall cover the interior as well.

**4.5.10 Fire Protection Analysis (“Protivpozarni elaborat”)**

The Fire Protection Analysis shall be prepared in accordance with the effective Serbian Law on Fire Protection and the Rulebook on Fire Protection.

**4.5.11 Energy Efficiency Analysis (“Studija o energetskoj efikasnosti”)**

The Energy Efficiency Analysis shall be prepared in accordance with the effective Serbian Rulebook on the Energy Efficiency of Buildings, and shall cover the implementation of savings measures in the following areas:

* the functional and geometric features of the structure;
* the used construction materials, elements and systems;
* the installed technical systems;
* the types of energy sources for heating, cooling and ventilation;
* the thermo-technical installations and lighting systems;
* the use and share of renewable energy sources.

The adopted measures and solutions specified in the Energy Efficiency Analysis shall be harmonised with the technical documentation in the relevant fields.

**Qualifications**

**Corporate Requirements and Personnel requirements are indicated in the RFP Section 4 above.**

# 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?** |  |
| **Have you provided Bid Security?** |  |

**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

|  |  |
| --- | --- |
| **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); * 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, if needed. |

## 

If JV/Consortium/Association, to be completed by each partner and all documents requested herein must be submitted for each partner.

## **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:

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 assignments for preparation of technical designs of facilities described under criterium Previous Experience above (Section 4 – Qualification criteria) that have been successfully completed for the last 15 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client 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 to the list, Bidders shall provide the Statement of Satisfactory Performance for the completed assignments they specify in the list. These Statements must be signed and stamped by the Investor and shall contain information listed under criterium Previous Experience above (Section 4 – Qualification criteria). Only those assignments for which the Statement of Satisfactory Performance is submitted shall be considered for evaluation during the technical evaluation. Also, for the stadium/s which is/are actually constructed, Bidders shall provide relevant building permit documents, technical acceptance documents, photos of construction and constructed facility and relevant news articles as evidence that the stadium is being actually built. Also, bidders shall provide the evidence of fully constructed reference stadium/s by submitting relevant building permit documents, technical acceptance documents, photos of construction and constructed facility and relevant news articles.

The Bidder shall be prepared to substantiate the claimed experience by presenting copies of relevant documents, such as copies of contracts, part of contracts and TORs, if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 signed and stamped by the Investor for all references stated in the list above.

  Attached are the building permit documents, technical acceptance documents, photos of construction and constructed facility and relevant news articles for the stadium/s which is/are actually built.

**Financial Standing**

Bidders shall provide copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the required years.

|  |  |
| --- | --- |
| **Annual Turnover for the last 5 years** | Year 2014 USD  Year 2015 USD  Year 2016 USD  Year 2017 USD  Year 2018 USD |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 5 years** | | | | |
|  | Year 2014 | Year 2015 | Year 2016 | Year 2017 | Year 2018 |
|  | *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 CVs of below listed key staf.

|  |  |
| --- | --- |
| **Key Staff** | **Name** |
| Team Leader |  |
| Main Architect |  |
| Main Civil engineer |  |
| Main Electrical engineer |  |
| Main Mechanical engineer |  |
| Main Water and Wastewater Services Engineer |  |
| Financial Analysrt |  |
| Quantity Surveyor |  |

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

## **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 should 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, personnel capacity, 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 previous period.
  4. Quality assurance procedures and risk mitigation measures.
  5. Organization’s commitment to sustainability.

**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, synchronized 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. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
  5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  7. Any other comments or information regarding the project approach and methodology that will be adopted.

**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 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. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [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:  *[Provide names, addresses, phone and email contact information for the reference]*  Reference 2:  *[Provide names, addresses, phone and email contact information for the reference]* |

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)

## **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 or file 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.

This contract is deliverable-based (fixed price) and 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 Positions non-key staff in Table 2 and Other Costs in Table 3 if needed.

**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) |  |
| Other Costs (from Table 3) |  |
| **Total final and all-inclusive price quotation (VAT 0%)\*** | **USD** |

|  |  |  |
| --- | --- | --- |
| **1b) Financial proposal, per deliverable** | | **Amount(s) in USD** |
| 1 | Land Registry Topographic Survey |  |
| 2 | Study on Geotechnical Conditions |  |
| 3 | Environmental Impact Assessment Study |  |
| 4 | General Design |  |
| 5 | Pre-feasibility Study |  |
| 6 | Concept Design |  |
| 7 | Preliminary design |  |
| 8 | Feasibility Study |  |
| 9 | Fire Protection Study |  |
| 10 | Energy Efficiency Study |  |
| 11 | Design for Building Permit |  |
| **Total final and all-inclusive price quotation (VAT 0%)\*** | | **USD** |

**\* Note: The Total final and all-inclusive price quotation/proposal amount per type of cost provided in the Table 1a must equal the Total final and all-inclusive price quotation/proposal amount per deliverable provided in the Table 1b.**

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of days** | **Total Amount** |
| *A* | *B* | *C=A\*B* |
|  | Team leader |  |  |  |
|  | Main Architect |  |  |  |
|  | Main Civil Engineer |  |  |  |
|  | Main Electrical Engineer |  |  |  |
|  | Main Mechanical Engineer |  |  |  |
|  | Main Water and Wastewater Services Engineer |  |  |  |
|  | Financial Analyst |  |  |  |
|  | Quantity surveyor |  |  |  |
|  | *Non-Key staff, if proposed* |  |  |  |
|  | *Non-Key Staff, if proposed* |  |  |  |
|  | *Non-Key Staff, if proposed* |  |  |  |
|  | *Non-Key Staff, if proposed* |  |  |  |
| **Subtotal Professional Fees:** | | | | USD |

**Table 3: Breakdown of Other Costs**

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