

**MODEL INVITATION FOR PREQUALIFICATION
FOR THE CONSTRUCTION OF WORKS**

**RECONSTRUCTION AND REPAIR OF PUBLIC BUILDINGS AND DAMAGED
PRIVATE HOUSES WITHIN SERBIA EMERGENCY FLOOD RECOVERY
PROGRAMME**

20 June 2014

Subject: Invitation for prequalification for Reconstruction and repair of public buildings and damaged private houses within Serbia Emergency Flood Recovery Programme

Project: Serbia Emergency Flood Recovery Programme

Dear Sir/Madam,

The United Nations Office for Project Services (hereinafter "UNOPS") invites you to submit documents for prequalification in the English language under the project of reference for the reconstruction and repair of public buildings and damaged private houses within Serbia Emergency Flood Recovery Programme, under the terms set forth in this invitation for prequalification.

1. Required documentation.

1.1 The following documentation is required by UNOPS from all firms for the purposes of prequalification:

Checklist:

#	Document required	Provided Yes/No
a)	Document from Serbian Business Registers Agency;	
b)	Total volume of construction work performed over the last five years	
c)	Reference letters from the clients issued to the main contractor to be provided;	
d)	Project team and organizational structure should include all essential roles filled with people of the required experience	
e)	List of key assets	
f)	Reports on the financial standing of the firm(s), such as profit and loss statements and auditor's reports for the past three years;	
g)	List of on-going contracts with values to be provided with pre-qualification documentation	
h)	Work Safety and Security Act	
i)	Information regarding any litigation, current or during the last five years, in which the firm(s) is involved, the parties concerned and disputed amount – document from Serbian Business Agency;	
j)	Proposals for subcontracting components of the Works that might amount to more than 10% of the volume of work as estimated by the firm; and	
k)	Tax administration receipt that the company paid all local and national taxes.	

1.2 Prequalification documents submitted by a joint-venture or other form of temporal association shall conform with the following requirements:

- i) the documents shall include all information listed under 1.1 above for each partner;
 - ii) the documents shall be signed by a firm as leader of the joint venture, who would eventually also be the prime contractor with whom UNOPS would sign a contract; however, evidence must be shown that all partners in the joint venture are jointly and severally liable for the performance of the Works; and
 - iii) a copy of the joint venture agreement.
- 1.3 Your prequalification documents shall be prepared in one copy. The prequalification documents shall be sealed in one envelope, as detailed below.

**PREQUALIFICATION DOCUMENTS FOR RECONSTRUCTION
AND REPAIR OF PUBLIC BUILDINGS AND DAMAGED
PRIVATE HOUSES WITHIN SERBIA EMERGENCY FLOOD
RECOVERY PROGRAMME**

PROJECT: SERBIA EMERGENCY FLOOD RECOVERY
PROGRAMME
United Nations Office for Project Services
Sumatovacka 59, 11 000 Belgrade,
Republic of Serbia

The envelope shall also indicate your firm's name and address.

- 1.4 UNOPS strongly encourages association with a firm in the country where the Works are to be performed. However, any invited firm may only participate in one consolidated bid. Similarly, a local firm may associate with only one firm that has applied for prequalification.
- 1.5 The cost of preparing your prequalification documents, including any related travel, is not reimbursable nor can it be included in your future bid.
- 1.6 UNOPS reserves the right to modify any part of this invitation for prequalification, including the deadline for submission of prequalification documents, either at its own initiative or as a result of requests for clarification or otherwise from one or several firms.
- 1.7 Any requests for clarification about the contents of this invitation to bid should be addressed in writing to:

Procurement Unit
Srpc.procurement@unops.org

- 1.8 Any reply to a particular request for clarification may be copied to all other firms, at the discretion of UNOPS.

2. Submission of prequalification documents.

- 2.1 Prequalification documents must be received by UNOPS at the above address by **12:00h, noon, CET on 03 July 2014** . Any documents received after this date and time will be rejected.
- 2.2 Prequalification documents may be modified or withdrawn by means of a modification to the documents already submitted or by a notice of withdrawal, respectively. Modifications or notices of withdrawal shall be addressed in the same way as the prequalification documents and must reach UNOPS by the same and time specified in paragraph 2.1 above of this letter of invitation. The outer and inner envelopes shall be marked "MODIFICATION" or "WITHDRAWAL", as appropriate.

3. Evaluation of prequalification documents.

- 3.1 To assist in the examination, evaluation and comparison of prequalification documents, UNOPS may, at its discretion, ask any firms for clarifications. All requests for clarification shall be issued and responded to in writing, and no change in the substance of the documents shall be sought, offered or permitted.
- 3.2 In order to qualify for an invitation to bid for the Works, firms must meet the following minimum criteria:

Project Team and Organizational Structure

The bidder's project team and organizational structure should include all essential roles filled with people of the required experience.

Additionally the engineers must hold the following licences:

- a) **Construction engineer – 400 or 401 or 410 or 411.** For this purpose the bidder should provide adequate proof of his/her engagement (decision on appointment and sheets of final payment certificates signed by the investor, supervisor and responsible contracting engineer). CV of proposed engineer should also to be provided. The Bidder should also provide the evidence of his/her employment (employment record booklet or temporary employment contract).
- b) **Electrical engineer – 450.** For this purpose the bidder should provide adequate proof of his/her engagement (decision on appointment and sheets of final payment certificates signed by the investor, supervisor and responsible contracting engineer). CV of proposed engineer should also to be provided. The Bidder should also provide the evidence of his/her employment (employment record booklet or temporary employment contract).
- c) **Mechanical engineer – 430.** For this purpose the bidder should provide adequate proof of his/her engagement (decision on appointment and sheets of final payment certificates signed by the investor, supervisor and responsible contracting engineer). CV of proposed engineer should also to be provided. The Bidder should also provide the evidence of his/her employment (employment record booklet or temporary employment contract).

- d) **The Bidder should have minimum 10 construction workers** employed for implementation of this project. For this purpose the Bidder should provide the copy of employment record booklet or pre-engagement contract.

Capacity Experience, Work in Hand and Completed.

1. **3 (three)** similar contracts (construction of public buildings) executed successfully during the last 5 years. Reference letters from the clients issued to the main contractor to be provided. The Bidder should also provide the copy of the approved final payment certificates and contracts supporting the reference letters.
2. Minimum **RSD 100,000,000.00** (One Hundred Million Republic of Serbia Dinar) for buildings and **RSD 50,000,000.00** (Fifty Million Republic of Serbia Dinar) for houses of maximum 100 m² of total turnover within the last 3 years. Financial statements and solvency reports for last 3 years to be provided
3. Capacity to undertake contract within current workload. List of on-going contracts with values to be provided with pre-qualification documentation.
The Bidder should also provide for each tender the statement that the Bidder has adequate human, financial and technical capacities to cover the tendered works.
4. Key assets that the bidder shall demonstrate adequate ownership of, or access to:
 - Mini Crane (for buildings only)
 - 1 truck, 1.5 t
 - 2 Vibrating needles
 - Concrete mixer 350 lit
 - Concrete mixer 150 lit
 - Formwork min 200m²
 - Scaffolding min 500m²

Note: All of the above equipment should be hired or owned. Please provide adequate proof (hiring contracts or company's assets list) for this purpose.

Health and Safety Management System

The bidder's health and safety manual and preliminary plan demonstrate the bidder's capacity to consistently construct the works in a suitably safe manner. The Bidder should provide Work Safety and Security Act (first page of the document signed and stamped). The Bidder shall also provide the Letter of appointment for responsible person for the implementation of safety and security plan.

Before signing the contract the successful Bidder shall provide Bank guarantee for performance in 5% of the total contract amount.

The Bidder should provide the Document from Serbian Business Registers Agency. This document should not be older than 6 months from the pre-qualification date.

The Bidder should provide Tax administration receipt that the company paid all local and national taxes. Document should not be older than 6 months from the pre-qualification date.

4. Results of the prequalification.

- 4.1 UNOPS will communicate the results of the prequalification exercise to all firms having submitted prequalification documents. Such communication is foreseen to take place in July 2014.
- 4.2 Should UNOPS undertake the bidding process for the Works subject of this invitation, all firms prequalified by UNOPS for the construction of such Works shall receive in due course an invitation to bid.
- 4.3 Notwithstanding paragraph 3.2 of this letter of invitation, UNOPS reserves the right to accept or reject any firm for prequalification purposes, as well as to cancel the prequalification exercise or its results, at any time prior to the issuance of the invitation to bid, without thereby incurring any liability to the affected firm or firms or any obligation to inform them of the grounds for such action.

Finally, we would appreciate it if you would inform us by e-mail or telefax as soon as possible after your receipt of this invitation for prequalification, as to:

- i) your receipt of this invitation;
- ii) whether or not you will submit prequalification documents; and
- iii) the date and mode of submission.

Pre-cleared by:

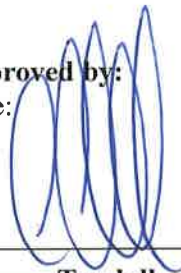
Date: 20/06/2014



Bozidar Radivojevic
Procurement Officer

Approved by:

Date:



Graeme Tyndall
Programme Manager

Company

Street

City

Country

Att.:

Tel.: +

Fax: +