

# **Request For Quotation (RFQ) for services**

**Provision of Legal and Regulatory Advisory services**

**RFQ No: UNOPS-RSPC-2015-S-005**

**Request For Quotation (RFQ)  
for Provision of Legal and Regulatory Advisory services  
RFQ NO. UNOPS-RSPC-2015-S-005**

Date: 05 February 2015

UNOPS is accepting quotations from suppliers for Provision of Legal and Regulatory Advisory services. All interested parties must complete and return the attached price sheet to the following email address: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

## 1 Requirements and Price List (Annex A)

Quotations must be submitted by using the Requirements and Price List contained in Annex A.

## 2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

All suppliers are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

## 3 Currency

All prices shall be quoted in RSD – Republic of Serbia Dinar.

UNOPS reserves the right not to reject any bids submitted in a currency other than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the Bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

## 4 Evaluation

UNOPS evaluates quotations based on the lowest priced technically compliant quotation received.

## 5 Delivery (for goods) – N/A

All items shall be delivered by \_\_\_\_\_, (date(s)) and shipped Incoterms (DAP place / FCA .. / ..)  
[select appropriate Incoterms].

## 6 Mobilization and duration (for services) – n/a

Service provision shall commence in March 2015. The successful supplier is expected to complete the services on when needed basis until March 2016 with possibility for extension.

## 7 Quotations due

Bidders are responsible for the timely return of their quotation. All quotations must be received at the email address stated below no later than:

Date: 16 February 2015  
Time: 12:00h noon CET  
E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)  
Contact person: Procurement Unit

Quotations submitted shall be binding and valid for a period of thirty (90) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

## 8 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses: <http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

## 9 Clarifications

Suppliers with questions or requests for clarification are encouraged to send questions by email to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above named contact person, will not be considered binding or official.

## 10 Quotation form (Annex B)

The attached Quotation Form must be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

**Approved by:**

Date:



**Graeme Tyndall, UNOPS Serbia Operations Centre Manager**

## ANNEX A Requirements

The following documents form part of this RFQ and must be completed and returned with your offer:

1. Quotation form
2. Terms of Reference
3. Financial offer
4. Document from Business Registers Agency. Not older than 6 months from the deadline for submission of quotations
5. Reference letters to be provided from minimum 3 clients/companies
6. A brief resume of Law Office containing the list of engaged lawyers and their qualifications, departments within the office ...
7. CV of proposed Law Office Manager/Team Leader to be provided
8. CVs of proposed Senior Associates to be provided
9. List of all law cases completed or on-going together with the list of clients

## TERMS OF REFERENCE

### Provision of Legal and Regulatory Advisory services

#### I. Background:

The United Nations Office for Project Services (UNOPS) mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure, and procurement in a sustainable and efficient manner. UNOPS provides its partners with advisory, implementation and transactional services and its focus is always on developing national capacity.

In Serbia, UNOPS has been active since 2000, while it established the Serbia Project Centre (RSPC) in 2013. We use local contractors, and at the same time set the international standards, engaging our beneficiaries, which in turn contributes to enhancing their skills. UNOPS Serbia has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio-economic reforms, and facilitation of European integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

The UNOPS is looking for proposals from a legal entity to provide legal advice in written and from different area of law.

#### II. SCOPE OF CONSULTANCY:

UNOPS seeks for reputable company/Law Office for provision Legal and Regulatory Advisory Services, on when needed basis, including:

- Provision of Legal opinions related to any legal aspect
- Provision of Legal analysis and advices
- Vetting legal documents
- Provision opinion on regulatory issues
- Provide replies to legal notices
- Determine and provide detailed explanation of current legislation Laws (Banking Law, Commercial Law, Civil Law, Dispute Resolution, Employment and Labour Law, Administrative Law, Law on Infrastructure ...) in Republic of Serbia and how they affect UNOPS
- Provide legal advice on best ways for RSPC to protect UNOPS and its assets in accordance with relevant legislation and UNOPS rules and regulations

#### III. DELIVERABLES

- Legal opinions
- Legal analysis and advices

#### IV. QUALIFICATIONS OF THE LEGAL ADVISORY AGENCY

For the company:

- Registered for provision of required legal services. Document from Business Registers Agency to be provided. Not older than 6 months from the deadline for submission of quotations.
- Minimum 5 years of related experience in providing Legal and Regulatory Advisory services
- Reference letters to be provided from minimum 3 clients/companies
- A brief resume of Law Office containing the list of engaged lawyers and their qualifications, departments within the office ...
- List of all law cases completed or on-going together with the list of clients (if not under confidentiality)

For the Manager of the Law Office or the Team Leader:

- PhD in Law
- Minimum 10 years of relevant work experience
- Excellent knowledge of the legal procedures as governed by the Republic of Serbia legislation,
- Good knowledge of the legal framework under which the UN and International Organizations operate; Experience in working with UN or International Organisations is a strong plus;

CV to be provided.

For Senior Associates (minimum 3):

- Masters Degree in Law
- Minimum 5 years of relevant working experience
- Good knowledge of the legal procedures as governed by the Republic of Serbia legislation
- CVs of minimum 3 Senior Associates to be provided

#### V. ANTICIPATED DURATION

The consultancy will be required in two year period on when needed basis. It is expected that the commencement date of contract will be in March 2015.

**NOTE:** Bidder's offer must comply with requirements laid up in the description of services. The required description present minimum requirements. Bidders may offer more people with more years of working experience and references and such offers are accepted as appropriate.

**FINANCIAL OFFER**

QUOTATION				
<b>BIDDER'S PRICES (Price &amp; Currency to be entered by Bidder)</b> <b>For evaluation and comparison purposes, UNOPS shall convert all bid prices expressed in amounts in various currencies into an amount in USD, using the United Nations exchange rate.</b>				
ITEM	DESCRIPTION	UP TO MAXIMUM WORKING DAYS	CURRENCY:	
			TOTAL OFFERED PRICE (VAT excluded)	
			Per working day	Total
1.	Provision of Legal and Regulatory Advisory services	150		

## Annex B RFQ – Quotation Form

The Quotation Form must be completed, signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions of Quotation No. RFQ-(UNOPS-RSPC-2015-S-005 set out in the attached document, hereby offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated, and subject to the terms and conditions set out or specified in the bid document.

I, the undersigned, declare that:

- a) Our firm and our personnel have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.
- b) Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation.
- c) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with clause 2, Eligibility.
- d) We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any contract awarded.

I, \_\_\_\_\_ (name of signing official), certify that I am  
\_\_\_\_\_ (position) of \_\_\_\_\_ (legal name of company);  
that by signing this RFQ bid for and on behalf of \_\_\_\_\_ (legal name of company)

I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

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

Mailing address (street name/number/city/town/province/state): \_\_\_\_\_  
\_\_\_\_\_

Tel.no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Offer valid until: \_\_\_\_\_ Must be at least 60 days

Currency of offer: \_\_\_\_\_ (state currency)

Payment terms 30 days accepted: YES / NO

Are you a UNOPS registered vendor?  Yes  No If yes, provide vendor number: \_\_\_\_\_

Quotation to be addressed to:

Reference RFQ UNOPS-RSPC-2015-S-005

UNOPS

Procurement Unit,

Sumatovacka 59, 11 000 Belgrade, Republic of Serbia

E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

**BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.**

Quotes are due on 16 February 2015, 12:00h noon, CET



UNOPS Headquarters  
Marmorvej 51  
P.O. Box 2695  
2100 Copenhagen  
Denmark  
Tel: +45 45 33 75 00  
Fax: +45 45 33 75 01

