



al
By

Request for Quotation (RFQ) for Services

Provision of technical commissioning of works on the construction of building for the Social Housing in Obrenovac

RFQ Ref No: UNOPS-SFRS-2016-S-005

Version: v2016.1

Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for the Supply of services for provision of technical commissioning of works on the construction of building for the Social Housing in Obrenovac – RFQ Case No.: UNOPS-SFRS-2016-S-005.

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

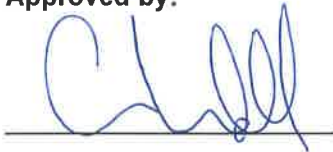
The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - Form A: Quotation Submission Form
 - Form B: Price Schedule Form
 - Form C: technical Quotation Form
 - Form D: Previous Experience Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:



Name: Graeme Tyndall
Title: UNOPS RSOC Manager
Date: 08 April 2016

Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the provision of Supply of services for provision of technical commissioning of works on the construction of building for the Social Housing in Obrenovac as further described in Section III: Schedule of Requirements.
Contact person for correspondence, notifications and requests for clarifications	All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to: srpc.procurement@unops.org United Nations Office for Project Services Republic of Serbia Operations Centre Šumatovačka 59 11000 Belgrade, Serbia ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below.
Clarifications	Requests for clarification from bidders will not be accepted any later than 13 April 2016. Responses to requests for clarification will be communicated through LBHT web site (http://www.sagradimodom.org) and European PROGRES website (www.europeanprogres.org) under RFQ Case UNOPS-SFRS-2016-S-004 (Public Calls/Tenders).
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 90 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in RSD (Republic of Serbia Dinars) . UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above.
Duties and Taxes	All quotations shall be submitted net of any direct taxes, customs duties and indirect taxes and VAT.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations must be submitted by 15 April 2016, 12:00h .
Quotation submission	Quotations must be submitted as follows: Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request. All quotations must be submitted to the following address Address: Šumatovačka 59, 11000 Belgrade, Serbia Or to E-mail: srpc.bids@unops.org Contact person: Suzana Tanaskovic Quotations submitted shall be binding and valid for a period of ninety 90 days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order. 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.

Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> 1. Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> - Bidder is eligible as defined in Instructions to Bidders, Article 3 - Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete - Bidder accepts UNOPS General Conditions of Contract 2. Qualifications of the Bidder will be assessed as per below qualification criteria: <ul style="list-style-type: none"> - Bidder should be in continuous business of providing similar services for the last five (5) years and has relevant proven experience - Bidder must also identify and disclose all information regarding any related entity/s, if any, by providing full legal name and address of the related entity/s. Should there be no related entities, the Bidder must provide a statement to that effect 3. Technical compliance of the offered services. The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> - Services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. 4. Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p>
Partial quotations	<p>Partial quotations shall not be allowed. Bidders must quote prices for the total services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.</p>

Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> • Form A: Quotation Submission Form • Form B: Price Schedule Form • Form C: Previous Experience Form • Copy of company's registration form; • References for at least 3 (three) similar projects (technical commissioning of the buildings) either for the company or for the each proposed team member, that have been implemented over the past 5 (five) years on the buildings bigger that 2,000m² • CVs of the proposed individual engineers, members of the proposed team which with relevant experience in technical commissioning in their respective areas of responsibility. This experience needs to be justified with the list of the commissioned buildings with details (decision of the appointing or the receipt for performed technical commissioning services), as the part of the submitted CV for each of the proposed team member; • Engineers with following licences for each type of the works: <ul style="list-style-type: none"> - for the construction works - one of the following licences: 400, 401, 410, 411, 300, 301, 310 or 311, - for the electric installation - one of the following licences: 450 or 350, - for the telecommunicating installation - one of the following licences: 453 or 353 - for the mechanical installation - one of the following licences: 430 or 330, - for the mechanical installation - one of the following licences: 433 or 333; - for the control of applied fire protection measures with licence for developing fire protection design, issued by Ministry of Internal Affair, Sector for Emergency management; - employment booklets or service contracts to prove the engagement for the company. Submitted service contract must be related to the technical commissioning of the subject building.
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): Small Services Contract
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS Conditions of Services for Contracts less than USD 50,000 in value</p> <p>The conditions are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</p>
Signing of Contract	UNOPS plans to award the Contract by 22 April 2016
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org.</p> <p>The Bidder may still submit a quotation 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</p>

Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- i. is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by UNOPS (UNOPS Ineligibility List) and other Agencies, Funds or Programs of the UN System;
- ii. is included in UN/PD's suspended and removed vendors list;
- iii. is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- iv. is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals;

All Bidders 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.

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ or bid process by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person, will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENC(IES)

The quotation shall be made in the currenc(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currenc(ies). UNOPS may accept quotation s submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the UNOPS Vendor Sanctions Procedures, and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

12. BID PROTEST

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org.

Section III: Schedule of Requirements

TERMS OF REFERENCES

Technical commissioning of the works on the construction of building for the Social Housing in Obrenovac

I. Background:

"Serbia Floods Rehabilitation Support" (SFRS) project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), the Delegation of the European Union to the Republic of Serbia (DEU), as well as the resident United Nations agencies in Serbia, as a response to devastating floods that hit Serbia in May 2014.

The objective of the project is to support the citizens of Obrenovac and Krupanj to restore their living conditions through repair of private dwellings, and throughout the whole flood-affected region to establish normal functioning of kindergartens, schools, medical centres and other public institutions of primary importance, as well as to enhance the capacities of the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of sanitation efforts.

The project will deliver seven results:

- Result 1: Housing solutions provided to up to 370 families in Obrenovac, Krupanj and other municipalities if needed, through reparation or reconstruction of damaged private houses, provision of prefabricated houses, and reparation of facilities for small businesses, respecting human rights standards and non-discrimination principle of good governance
- Result 2: Improved living conditions in temporarily shelters and enhanced capacities for monitoring and coordination of return process in municipalities Obrenovac and Lazarevac
- Result 3: Working conditions restored to normal functioning in up to 30 public institutions (kindergartens, schools, medical centres etc) in the municipalities affected by the floods
- Result 4: Normalised transport of goods and people between Krupanj and Loznica through Korenita and Krst
- Result 5: Enhanced capacities of the Government of Serbia Office for Flood Affected Areas Assistance and Recovery (FAAARO) to manage and monitor recovery process in the flood affected municipalities
- Result 6: Reduced risk of spreading infective diseases through reduction of mosquitoes population in the areas affected by the floods
- Result 7: The project results communicated to general public

The final beneficiaries of this project are:

- Up to 370 families from Obrenovac and Krupanj who were affected by the floods and currently live in unsatisfactory conditions or in the collective centres
- Thirty public institutions of primary importance (kindergartens, schools, medical centres) that are out of function due to the damage caused by the floods, which besides reparation and reconstruction need equipment for normal functioning
- Government of Serbia's Office for the Flood Affected Areas Assistance and Recovery – (FAAAR Office), responsible for the overall monitoring of the flood response.

The project closely cooperates with the key stakeholders in order to achieve the planned results: the Government of Serbia Commission for Damage Assessment, the SEIO, the line ministries (the Ministry of Construction, Transport and Infrastructure, the Ministry of State Administration and Local Self Government, the Ministry of Education, Science and Technology Development, the Ministry of Health); organisations implementing the same scope of activities in different municipalities affected by the floods: ASB, DRC, HELP and FAO; local self-governments, the Serbian Chamber of Engineers and other UN agencies dealing with specific parts of intervention.

II. Justification

One of the Project's results is to support the citizens of Obrenovac to restore their living conditions and provide housing solutions for families affected by the floods.

Apart from the reconstruction of damaged private houses and construction of the new ones; the European Union will fund the provision of social housing solutions to 32 flood affected families in Obrenovac. This will include construction of 32 social housing flats for families accommodated in the collective centres Hotel Obrenovac and Military Barracks. These families do not have the ownership on the real estate and fall under the most vulnerable categories as they were neither eligible for any Government support and have not been considered for housing in any other donation effort, while having been kept in the collective centres from the first days of the May flooding to date.

The affected families should receive flats in a newly constructed building, following the model of social housing, in the available plot of land of the "Termoelektro" barracks, as is agreed with the Municipality of Obrenovac.

"Serbia Floods Rehabilitation Support" project is implementing project Construction of Social Housing building for the provision of social housing solutions to 32 flood affected families in Obrenovac, based on the SFRS project document. The project proposal envisages the procurement of services for performing the technical inspection and commissioning of the building as Project's responsibility, while City of Belgrade is tasked with issuing the usage permit and completing the property registry procedure.

III. Scope of assignment

The Technical Commissioning team will, under the direct supervision of SFRS Project Engineer and overall supervision of UNOPS Infrastructure Advisor, work on the Technical commissioning of the works on Construction of Social Housing building for the provision of social housing solutions to 32 flood affected families in Obrenovac.

The company selected to perform the technical commissioning will ensure that contractor and technical supervision team incorporated all legal and technical requirements defined by State Regulations, as well as certify that all works are performed according to the Design for Execution of works and approved changes in the design during the construction process.

The technical commissioning services have to be performed in accordance with the Law on Planning and Construction of Republic of Serbia and the Rulebook on the scope and terms of conducting technical commissioning and issuance of usage permit (Official Gazette of Republic of Serbia No27/2015).

1. Introduction

The building is constructed based on the Design for Execution of works that is developed by Design Company "KEJ"doo Valjevo. The Design for building permit and the Design for Execution of Works are prepared based on the Location conditions issued by Secretariat for urban planning and Construction City of Belgrade – IX-20 No 350-554 dated on 17 July 2015.

SUMMARY OF TECHNICAL DESCRIPTION FOR CONSTRUCTION OF SOCIAL HOUSING BUILDING IN OBRENOVAC

The works will include construction of a residential building with social apartments on the cadastral plot No. 1457/1 in Cadastral Municipality Obrenovac, landscaping and construction of parking places on the plot with four access points for vehicles from two surrounding streets. The building is freestanding.

Building is functionally divided in two independent units with separate entrances, Unit A and Unit B, with windshields, ground floor and four upper floors in Unit A and five upper floors in Unit B. Each unit has 16 individual apartments, 32 in total. Both units have an elevator. The total gross building area of all floors is 2468,49 m² and the net area is 2.037,41 m².

Apart from apartments, ground floor contains the heating substation, two common rooms and two storage rooms. The upper floors consist of apartments and staircase in each unit.

Building is designed in the massive structural system. The roof is single pitched with slopes of 10° and 7° and covered with galvanised steel sheeting. All façade walls are designed with adequate openings.

The building is connected to the public heating system, equipped with installations of medium and low voltage and plumbing and sewage system. Both units have elevator.

The Design for building permit and the Detail design was completed in August 2015.

2. Documentation available to the Company for Technical Commissioning
 - The construction permit IX-20 No 351-326/2015 issued by Secretariat for Urban Planning and Construction City of Belgrade administration on 15 October 2015.
 - Confirmation of commencement of works IX-20 No 351-326/2015 issued by Secretariat for Urban Planning and Construction City of Belgrade administration on 27 October 2015.
 - Approval on the Design for Execution of Works issued by Sector for Emergency Management City of Belgrade, Ministry for Internal Affairs, No 217.3-658/15 date 2 December 2015.
 - Design for Execution of Works for the building developed by KEJ doo Valjevo with all books listed below.
 - Energy Efficiency Inspection Report
 - All construction site documentation (daily log, construction books, inspection books, correspondence,
 - All attest documentation for all material that was used during the construction process
 - All surveys needed for the construction (geodetic survey, geotechnical survey ...)
 - All tests, and results of inspections and measurements for the works performed on site
 - Other necessary documentation that will enable the company to perform technical commissioning of the building

Detailed design for construction works contains the following books:

1. Detailed Architectural design
2. Detailed Construction design
3. Traffic solution and parterre Detailed design
4. Detailed design of the hydro-technical installations
5. Detailed design of the electric installations
6. Detailed design of the telecommunication installations
7. Detailed design of the thermo-technical installation
8. Detailed design of the elevators
9. Detailed design of the fire protection
10. Energy efficiency elaborate
11. Geotechnical investigation elaborate
12. Protocol of regulation and geodetic marking elaborate

NOTE: Separate Company is contracted to perform the energy efficiency inspection and to issue the Energy Certificate.

3. The works that will be commission by the Technical commissioning team
The Technical commissioning team will commission the subject works according to the Rulebook on the content and terms of conducting technical commissioning and issuance of usage permit (Official Gazette of Republic of Serbia No27/2015).

The overall scope of Technical commission is:

- Verification of the completeness of technical and other documentation for the construction of the building and execution of works;
- Reviewing the quality of the construction and installation works and confirming the compliance with the Design for Execution of Works and approved changes in the design during the construction process.

IV. Outputs:

1. Review of all documentation related to the construction of the building and external yard arrangement
2. Completion of the draft report based the review of the documentation and review of the executed works; provision of the instructions to the contractor and technical supervision team on the providing of additional documentation if needed
3. Preparation of the Final report that will enable City of Belgrade administration, Secretariat for Urban Planning and Construction to issue usage permit for the building

V. Activities:

Activities include, but are not necessarily limited to these tasks:

- Understand the SFRS Project background,

- Permanent communication with the Contractor and technical supervision team during the process of technical commissioning,
- Active and timely communication with the client – SFRS Project regarding progress of the technical commissioning process of works,
- Other connected activities that will enable commissioning of the building and external yard and issuance of the Usage permit.

VI. Inputs:

Contribution from the SFRS Project and Partners

SFRS Project and partners on this project will assure that all available facts, information and documentation about the location, technical documentation, construction permit and site documentation is available to the commission and all support needed to enable commission to perform commissioning is provided.

Company's Input

The selected Company for Technical commission or each member of the commission should have proven expertise and experience in:

- Technical commissioning of the buildings that gross area is more than 2,000m²
- Thorough knowledge and understanding of Serbia's building and construction legal framework, as well as all regulations governing subject buildings,
- Experience in working with FIDIC modality construction contracts as an advantage,
- Excellent communication and team building skills.

The Company shall provide references for at least 3 (three) similar projects (technical commissioning of the buildings) either for the company or for the each proposed team member, that have been implemented over the past 5 (five) years on the buildings bigger that 2,000m². The integral part of the references must be CVs of the proposed individual engineers, members of the proposed team. The team members must have relevant experience in technical commissioning in their respective areas of responsibility. This experience needs to be justified with the list of the commissioned buildings with details (decision of the appointing or the receipt for performed technical commissioning services), as the part of the submitted CV for each of the proposed team member.

The team must have, as the minimum, engineers with following licences for each type of the works:

- for the construction works - one of the following licences: 400, 401, 410, 411, 300, 301, 310 or 311,
- for the electric installation - one of the following licences: 450 or 350,
- for the telecommunicating installation - one of the following licences: 453 or 353
- for the mechanical installation - one of the following licences: 430 or 330,
- for the mechanical installation - one of the following licences: 433 or 333,
- for the control of applied fire protection measures with licence for developing fire protection design, issued by Ministry of Internal Affairs, Sector for Emergency management:

The team members can be either permanently employed or be engaged on a service contract bases with the company. Submitted service contract must be related to the technical commissioning of the subject building.

VII. Timing:

The Technical commission will be conducted during the construction works. Time for completion of construction works is planned until mid-June 2016, and Final Positive Report should be issued by end of June.

VIII. Reporting:

The technical commissioning needs to produce:

- The preliminary commissioning report with remarks, requests and comments on the submitted documentation and executed works, If needed
- Final positive report that will enable City of Belgrade administration, Secretariat for Urban Planning and Construction to issue usage permit for the building

Both reports needs to be submitted timely with relevant details incorporated latest on 1 July 2016

The Preliminary reports need to include all details of the request and remarks from the commission to enable the contractor and technical supervision team to respond and provide requested in timely manner.

Official language of communication with client is English. The language of Technical Commissioning Report is Serbian.

Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed and return them as part of your quotation.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

Subject: Quotation for the supply of [Insert a brief description of goods/services] in [Name of country/city], RFQ Case No.[insert RFQ ref number], dated [insert date]

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract.
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: Bid Particulars, Period of Validity of Bids] from the date fixed for the bid submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- d. 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;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DPD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact
- g. We 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.
- h. 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, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this quotation and bind [insert full name of bidder] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Signature: _____

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

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

Currency	RSD
-----------------	-----

	Description	Total price
1.	Technical commissioning of the works on the construction of building for the Social Housing in Obrenovac	insert

Payment terms 30 days accepted: Yes

Bidder's discount for accelerated payment: _____ % of total firm price for each calendar day less than thirty (30) days

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

- (A) [Full legal name and address of subcontractors] _____
- (B) _____
- (C) _____

I, the undersigned, certify that I am duly authorized by **[insert full name of Bidder]** to sign this quotation and bind **[insert full name of Bidder]** should UNOPS accept this quotation:

Name : _____

Title : _____

Date : _____

Signature : _____

Form C: Technical Quotation Form

Section 1: Offeror's qualification, capacity and expertise	
1.1	<p>Brief description of the organization, including the year and country of incorporation, and types of activities undertaken</p> <p>[Insert response here]</p>
1.2	<p>Relevance of specialised knowledge and experience on similar engagements done in the country/region</p> <p>[Insert response here]</p>

Section 2: Proposed Methodology, Approach and Implementation Plan	
2.1	<p>Understanding of the requirement, description of available mechanisms and tools; how they shall be adopted and used for a specific requirement</p> <p>[Insert response here]</p>

Section 3: Key personnel proposed			
3.1	Name and Nationality	Position to be Assumed in this Contract	Requirements as per Terms of reference
	[Insert]		<i>Copy the requirements in the TOR</i>
	[Insert]		
	[Insert]		
	[Insert]		
3.2	<p>Qualifications of key personnel proposed</p> <p>[For each of the names identified above, attach his/her CV</p>		

Name : _____

Title : _____

Date : _____

Signature : _____

Form D: Previous Experience Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Description of services/goods	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Name : _____

Title : _____

Date : _____

Signature : _____

