



## **Request for Quotation (RFQ) for Services**

**Provision of consultancy services for certification of 16 enterprises and agricultural cooperatives in Southeast and Southwest Serbia for food safety and international quality standards**

RFQ Ref No: UNOPS-EP-2016-S-065

## Invitation letter

Dear Sir/Madam,

**Subject: Request for Quotations for Provision of consultancy services for certification of 16 enterprises and agricultural cooperatives in Southeast and Southwest Serbia for food safety and international quality standards**

**RFQ Case No.: UNOPS-EP-2016-S-065**

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 goods/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: Marko Vujacic

Title: National Programme Manager, European PROGRES

Date:

## Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the <b>Provision of consultancy services for certification of 16 enterprises and agricultural cooperatives in Southeast and Southwest Serbia for food safety and international quality standards</b> , 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 the following e-mail address: <a href="mailto:srpc.procurement@unops.org">srpc.procurement@unops.org</a>  United Nations Office for Project Services Republic of Serbia Operations Centre Šumatovačka 59 11000 Belgrade, Serbia  <b>ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</b>
Clarifications	Requests for clarification from bidders will not be accepted by any later than <b>08 August 2016</b> . Responses to requests for clarification will be communicated at LBHT web site ( <a href="http://www.sagradimodom.org">http://www.sagradimodom.org</a> ) and European Progres website ( <a href="http://www.europeanprogres.org">www.europeanprogres.org</a> ) under RFQ Case UNOPS-EP-2016-S-065 (Public Calls)
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for ninety <b>90 days for RFQ</b> from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in RSD (Republic of Serbia Dinars) for domestic companies and in USD for companies registered out of Serbia. 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.
<b>Deadline for Quotation Submission</b>	All quotations must be submitted by <b>12:00, CET on 12 August 2016</b> .
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  <b>Address: Šumatovačka 59, 11000 Belgrade, Serbia</b> <b>Or to E-mail: <a href="mailto:srpc.bids@unops.org">srpc.bids@unops.org</a></b> <b>Contact person: Nenad Sucurovic</b>  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	Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:  1. <b>Preliminary Examination.</b> The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> <li>• Bidder is eligible as defined in Instructions to Bidders, Article 3</li> </ul>

	<ul style="list-style-type: none"> <li>• Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete</li> <li>• Bidder accepts UNOPS General Conditions of Contract</li> <li>• Registration, financial and legal documents: <ul style="list-style-type: none"> <li>○ Registration Document from Business Registry Agency or equivalent institution in charge for registering the business entities;</li> <li>○ Accredited for introduction of Ü-Mark for timber panel elements according to the German state building codes by German Institute for Construction (Deutsches Institut für Bautechnik)</li> </ul> </li> </ul> <p>2. <b>Qualifications of the Bidder</b> will be assessed as per below qualification criteria:</p> <ul style="list-style-type: none"> <li>• Registered for a minimum three years (before July 2013)</li> <li>• Accredited for introduction of Ü-Mark for timber panel elements according to the German state building codes by German Institute for Construction (Deutsches Institut für Bautechnik)</li> <li>• Substantial and provable<sup>1</sup> business experience with at least 5 introduced Ü-Mark for timber panel elements according to the German state building codes and RAL Quality Mark for timber house building (RAL GZ 422/1+2)</li> <li>• Substantial human &amp; technical capacities with at least one staff members (full time or on-call) with background and experience related to introduction of Ü-Mark and RAL Quality Mark<sup>2</sup></li> </ul> <p>3. <b>Technical compliance of the offered goods/services.</b> The following technical criteria will be reviewed for compliance compared to UNOPS requirements:</p> <ul style="list-style-type: none"> <li>• services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements – Terms of Reference</li> </ul> <p>4. <b>Financial evaluation.</b> 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> <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	Bidders shall be allowed to quote prices for one or more lots identified in Section III: Schedule of Requirements. However, Bidders must offer 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Evaluation will be done per lot.
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>• Form A: Quotation Submission Form</li> <li>• Form B: Price Schedule Form</li> <li>• Form C: Technical Quotation Form</li> <li>• Form D: Previous Experience Form</li> <li>• Registration, financial and legal documents: <ul style="list-style-type: none"> <li>○ Registration Document from Business Registry Agency or equivalent institution;</li> <li>○ Copy of accreditation for certification of the corresponding standards.</li> </ul> </li> <li>• Other relevant documents: <ul style="list-style-type: none"> <li>○ List of team members;</li> </ul> </li> </ul>

<sup>1</sup> Business experience is proven by recommendation letters and/or service contracts

<sup>2</sup> As proven by staff CVs and employment contracts with the applicant

comprising the Quotation	<ul style="list-style-type: none"> <li>• Form A: Quotation Submission Form</li> <li>• Form B: Price Schedule Form</li> <li>• Form C: Technical Quotation Form</li> <li>• Form D: Previous Experience Form</li> <li>• Registration, financial and legal documents: <ul style="list-style-type: none"> <li>○ Registration Document from Business Registers Agency;</li> <li>○ Certified Financial Statements or Tax administration receipt that the company paid taxes (for Entrepreneurs) for the last three years or proof of registration within Official Bidders Registry of the Republic of Serbia;</li> <li>○ Copy of accreditation for certification of the corresponding standards.</li> </ul> </li> <li>• Other relevant documents: <ul style="list-style-type: none"> <li>○ List of team members;</li> <li>○ Recommendation letters and/or service contracts for respective food safety standard or internationally recognized quality standards as requested in the Terms of Reference;</li> <li>○ CVs, and decision of the appointing for a minimum three staff members.</li> </ul> </li> </ul>
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): <b>Small Services Contract</b>
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract for goods</p> <p>The conditions are available at: <a href="http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx">http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</a></p>
Signing of Contract	UNOPS plans to award the Contract by <b>15 August 2016</b> .
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 <a href="http://www.ungm.org">www.ungm.org</a>.</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

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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

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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 RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

### 3. BIDDER ELIGIBILITY

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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

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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

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

### 6. QUOTATION CURRENC(IES)

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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

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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

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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

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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

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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

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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

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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](http://www.unops.org).

## Section III: Schedule of Requirements - Terms of Reference

### For provision of consultancy services for certification of 16 enterprises and agricultural cooperatives in Southeast and Southwest Serbia for food safety and international quality standards

#### 1. The Background

European PROGRES is a multi-donor Programme, financed by the European Union (EU), the Government of Switzerland and the Government of Serbia, designed to support sustainable development in the South East and South West Serbia. The Programme has been conceptualised jointly with the European Integration Office of the Government of the Republic of Serbia (SEIO), whose responsibility is to monitor implementation and provide assistance and facilitation. The United Nations Office for Project Services (UNOPS) has been granted with an initial budget of 17.46 million Euros and has the overall responsibility for the Programme implementation.

Through a multi-sector approach this Programme will contribute to sustainable development of underdeveloped areas and creation of more favourable environment for infrastructure and business growth by strengthening local governance, improving vertical coordination, planning and management capacities, improving business environment and development, as well as enhancing implementation of social inclusion and employment policies.

The Programme works towards achieving four main results, while good governance principles are interwoven as a crosscutting aspect of the entire intervention:

1. Strengthened local governance, planning and management capacities through introduction of new, or improvement/elimination of existing procedures and processes in line with the principles of good governance
2. Increased competitiveness of local economy through improved business environment and management/organisational capacities of small and medium enterprises/agricultural cooperatives
3. Improved access to employment, offering equal opportunities to both men and women, and social inclusion of the most vulnerable and marginalised groups through development and implementation of local policies resulting in reduced migration from South East and South West Serbia
4. Effects of Serbia's European accession communicated to general public.

The final beneficiaries, but also the key stakeholders and financial contributors of this Programme are 34 local governments from the third and fourth group of development level, which have the responsibility of taking ownership of activities implemented in their territory:

- Novi Pazar, Raška and Tutin in the Raška District
- Nova Varoš, Priboj, Prijepolje, Sjenica in the Zlatibor District
- Ivanjica in the Moravica District
- Prokuplje, Blace, Žitorađa, Kuršumlija in the Toplica District
- Leskovac, Bojnik, Vlasotince, Lebane, Medveđa and Crna Trava in the Jablanica District
- Vranje, Bosilegrad, Bujanovac, Vladičin Han, Preševo, Surdulica and Trgovište in the Pčinja District
- Brus in the Rasina District
- Aleksinac, Gadžin Han, Doljevac, Merošina and Svrlijig in the Nišava District
- Babušnica, Bela Palanka in the Pirot District
- Knjaževac in the Zaječar District.

Other beneficiaries include institutions founded by LSGs and public utility companies, civil society organisations (CSO) and media in the participating LSGs. It is the inhabitants of the South East and South West Serbia who will feel the biggest benefits of the Programme.

#### 2. Introduction to the Intervention

Standards contribute to the overall quality and safety of a product or service. They assure compatibility, reduce unnecessary variety, increase the cost-effectiveness of processes and procedures and remove the

barriers to trade. Standards also help to protect the health of human beings, the general environment, and they create transparency in technical and technological issues by offering a common terminology.

The importance of standardisation is confirmed by recent studies linking growth in the stock of standards with productivity growth in the EU and at the National level, it has been confirmed by the Strategy for Development of small and medium size, Entrepreneurship and Competitiveness. The Strategy underlines importance of encouraging investments in new technologies, processes and services, as well as investments in the development of products with higher added value, which meet European and international standards, with the aim of strengthening the competitive position.

According to data from the Government of Serbia Republic Statistic Office, participation of Small and Medium Sized Enterprises (SMEs) from the Programme area in the total annual profit of the SMEs in Serbia is very low, the SMEs are primarily micro enterprises and the export share from the Programme area is 2.5% on average. An average of three to 18 SMEs per 1,000 inhabitants indicates that the Programme LSGs are far from the EU standard of 40 SMEs per 1,000 inhabitants.

The lack of production standards is an impediment to value chain establishment and increased export. The Baseline Competitiveness Study developed under the EU PROGRES Programme notes small number of SMEs holding international standards, primarily ISO 14001 even though food safety standards, ISO 22000 and HACCP are mandatory for any export-oriented company.

In September – December 2015 period, European PROGRES conducted a Call for Proposals for Provision of Support for Introduction of International Quality or Food Safety Standards<sup>4</sup> inviting eligible entities to apply for support.

As a result, the Programme's support includes certification of 16 SMEs and cooperatives for the following standards: One BRC Global Standard, one IFS (International Featured Standard), one Global BAP (Good Agricultural Practices) standard, two HACCP (Hazard Analysis Critical Control Point) standards, nine ISO 9001 (Quality Management System) standard and two IMS standards. Basic information on the 16 beneficiaries is presented in the below table:

Beneficiary	Org. Form	Location	Requested Standard	Type of business/ Certification Scope	No. of employees
Flora doo	SME	Ivanjica	BRC	Production and processing of fruits/ Freezing of fresh fruits, production of jam, comfiture, puree and thermostable fruit fillings	19
Moravac	Agricultural Cooperative	Leskovac	IFS	Purchase, processing and sale agriculture products/ Production process for plums, cherry, blackberries and raspberries	17
Strela doo Klajic	SME	Leskovac and Lebane	Global GAP	Purchase, processing and sale of agriculture products/ plums (22 ha), cherries (57 ha), raspberries (12 ha), blackberries (5 ha)	104
Enco doo	SME	Novi Pazar	HACCP	Production of bread, fresh pastry and cakes	8
R-2 Plus doo	SME	Priboj	HACCP	Production and processing of fruits/ Deep-frosting, processing and packing	29
Crown Forest doo	SME	Ivanjica	ISO 9001	Production of pellet and parquet and sawn and production of wooden elements	24

<sup>4</sup> The Call is available at: <http://www.europeanprogres.org/konten/en/305/>

AP SZTR Novak	SME	Prijepolje (Brodarevo)	ISO 9001	Production of cardboard boxes	13
LTD Zenit	SME	Prijepolje	ISO 9001	Purchase, processing and sale agriculture products	38
Milutinovici doo	SME	Ivanjica	ISO 9001	Production of wooden elements	26
FreeTech doo	SME	Prokuplje	ISO 9001	Production on non-asbestos friction products	8
Doo Eloxal Company	SME	Novi Pazar	ISO 9001	Production of Poly Vinyl Chloride (PVC) joinery	16
Nova DPI doo	SME	Novi Pazar	ISO 9001	Services – architecture project bureau	7
Hanibal doo	SME	Vranje (Bonusevac)	ISO 9001	Production of spring cores for furniture industry	6
Dasa Namestaj doo	SME	Novi Pazar	ISO 9001	Production of furniture	62
Novatex doo	SME	Nova Varos	IMS	Production of protective clothes	7
Dimenzija doo <sup>5</sup>	SME	Aleksinac	IMS	Design and production of mechanical parts	3

The Programme currently provides assistance to 15 SMEs and cooperatives to introduce standards and these will be ready for certification in the following months. One of the above companies (Dimenzija doo from Aleksinac) has already completed consultancy phase for introduction of standard and is immediately ready for certification.

### 3. Objectives of the Intervention

**Overall objective:** Increased competitiveness of local economy through improved management/organisational capacities of SMEs.

**Specific Objective:** Create potentials for business growth and enhanced quality of products and services, through certification of 16 selected SMEs and cooperatives for international quality or food safety standards

### 4. Approach to the Intervention

The European PROGRES will through an open and transparent process evaluate, select and contract eligible legal entity or entities (see below for details on eligibility) which have responded to the Request for Quotations (RFQ), whose integral part is this Terms of Reference (ToR), by submitting a valid quotation, according to this ToR requirements and other provisions set in the RFQ. A legal entity can apply in partnership with other legal entities.

The contracted legal entity will then carry out activities in accordance to their accepted descriptions, contents and timeframe, in accordance to the submitted and approved quotation.

### 5. Scope of the Intervention

The contracted legal entity or entities will plan and carry out the following activities for all of the above mentioned standards:

- In cooperation with the company/ cooperative, set the verification date and define verification plan for first audit visit. The plan is to be submitted to the company/ cooperative and approved by the representatives of the company/ cooperative.
- Implement the first phase of the certification audit. Detailed report on the audit is to be submitted to the company/ cooperative, with all perceived inconsistencies and opportunities for improvement

<sup>5</sup> The Company has completed consultancy for introduction of standard and is ready for immediate certification

- In cooperation with the company/ cooperative, set the verification date and define verification plan of the second audit visit. The plan is to be submitted to the company and approved by the representatives of the company/ cooperative.
- Implement the second phase of the certification audit. Detailed report on the audit is to be submitted to the company/ cooperative, with all perceived inconsistencies and opportunities for improvement.
- Review and verify effectiveness of corrective measures and propose eventual correction of identified non-conformities during the audit.
- If all standard requirements are met, issue and deliver certificate to the company/ cooperative.

## 6. Eligibility

Eligible to apply to this RFQ are legal entities working in certification for international food safety and standards adhering to the following conditions:

- Registered for a minimum three years (before July 2013)
- Accredited by Accreditation body of Serbia and/or other international accreditation bodies for certification for standards listed in the ToR
- Positive net profit at the end of the year (as proven by Annual Balance Sheets of the company and profit and loss statements for years 2013, 2014 and 2015)
- Substantial and provable<sup>6</sup> business experience with at least 30 beneficiaries certified for food – related standards in the past three years out of which at least two of the each requested food-related standard (BRC, IFS, Global GAP and HACCP) for LOT 1
- Substantial and provable<sup>7</sup> business experience with at least 40 beneficiaries certified for ISO standards in the past three years out of which at least one ISO 9001: 2015 for LOT 2
- Substantial human & technical capacities with at least three staff members (full time or on-call) with background and experience related to introduction of standards<sup>8</sup>

## 7. Outputs

The contracted implementer is expected to produce minimum following outputs:

- Prepare and submit an inception report outlining the work plan for introduction of standards
- Prepare and submit monthly narrative reports to the European PROGRES
- Prepare and submit the European PROGRES final narrative report

## 8. Timeframe

The consultancy will be conducted in the period August 2016 – March 2017.

## 9. Monitoring and Reporting

The contracted implementer will remain in close contact with appropriate European PROGRES staff and will discuss and agree upon all relevant matters during the implementation of the activities. The electronic copies of all reports or any other materials pertained to the project will be made available to European PROGRES/UNOPS in English. In particular, but not limited to:

- Short summary reports for each beneficiary will be submitted on regular monthly basis
- The final report, in a format previously agreed with the European PROGRES
- Ad hoc reports on the status of consultancy, per request

Methodology, data collected, analyses, reports and other products of the service contract, will remain the intellectual property of UNOPS.

## 10. Visibility

<sup>6</sup> Business experience is proven by the list of issued certificates, recommendation letters and/or service contracts

<sup>7</sup> Business experience is proven by the list of issued certificates, recommendation letters and/or service contracts

<sup>8</sup> As proven by staff CVs and employment contracts with the applicant

All activities performed in public will have to be fully compliant with the visibility guidelines of the EU, the Swiss Government and the Government of Serbia. This will be provided to the Implementing Party by the European PROGRES.

## **11. Final Considerations**

Working language when contacting European PROGRES is both English and Serbian. However, all official correspondence should be in English only. Working language of the contracted implementer will be 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 Bidding 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/DP, 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.]

### Cost breakdown per component

Bidders are requested to provide the cost breakdown for the above given prices based on the following format. UNOPS shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties agree to a contract amendment on the future.

<b>Currency</b>	<b>RSD (Republic of Serbia Dinars)</b>
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<b>Provision of consultancy services for certification of 16 enterprises and agricultural cooperatives in Southeast and Southwest Serbia for food safety and international quality standards</b>				
<b>Cost component adjust as necessary]</b>	<b>Unit of measurement</b>	<b>Quantity</b>	<b>Remuneration per Unit</b>	<b>Total Rate for the Period</b>
<b>LOT 1 – Certification of food safety standards in 5 enterprises or agricultural cooperatives</b>				
<b>Personnel</b>				
<b>Sub-total Personnel</b>				
<b>Other expenses</b>				
<b>Sub-total Other expenses</b>				
<b>TOTAL for LOT 1</b>				
<b>LOT 2 – Certification of internationally recognized quality standards in 10 enterprises or agricultural cooperatives</b>				
<b>Personnel</b>				
<b>Sub-total Personnel</b>				
<b>Other expenses</b>				
<b>Sub-total Other expenses</b>				
<b>TOTAL for LOT 2</b>				

#### NOTES:

- 1) The offered prices are net of any direct taxes, customs duties and indirect taxes and VAT.

- 2) Bidders shall be allowed to quote prices for one or more lots identified in Section III: Schedule of Requirements. However, Bidders must offer 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Evaluation will be done per lot.
- 3) At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.
- 4) Budget breakdown is used for information, but financial evaluation of the offers will be done in line with *Section I: RFQ Particulars, part Evaluation method and criteria*.

Payment terms 30 days accepted:  Yes

**a) 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.

[Full legal name and address of subcontractors]

(A) \_\_\_\_\_

(B) \_\_\_\_\_

(C) \_\_\_\_\_

**b) List of legal entities associated to the Bidder**

Bidder must also identify and disclose any information regarding all associated legal entity/s, if any, by providing full legal name and address of the associated entity/s.

[Full legal name and address of the associated legal entity]

(A) \_\_\_\_\_

(B) \_\_\_\_\_

(C) \_\_\_\_\_

Should there be no related entities; the Bidder must sign the following statement to that effect:

**[Delete or cross out if not applicable]:**

I, the undersigned, certify that there are no legal entities associated to the **[insert full name of Bidder]**

\_\_\_\_\_ [

**c) Authorization to sign quotation**

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

RFQ reference no: [insert RFQ reference No.] \_\_\_\_\_

Name of Bidder: [insert name of Bidder] \_\_\_\_\_

### Delivery requirements — Comparative Data Table

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete Insert details
<b>Delivery time</b>	The contract with the implementer will start in August 2016 and it will end in March 2017. The exact date and time for the organisation of the trainings will be subsequently communicated by the Programme.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Prices and payment</b>	Prices are net of any direct taxes, customs duties and indirect taxes and VAT. Advance payments are NOT allowed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Consignee details</b>	UNOPS RSOC Sumatovacka 59 11000 Belgrade Serbia	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>UNOPS Right to vary requirements</b>	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered services are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements – Terms of Reference**

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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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 : \_\_\_\_\_

