

Request for Quotation (RFQ) for Services

Provision of Examination Report on the causes for PVC floor deformations in three schools in Obrenovac

RFQ Ref No: UNOPS-SFRS-2016-S-023

Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for provision of Examination Report on the causes for PVC floor deformations in the primary schools Jovan Jovanović Zmaj, Posavski Partizani and Agro-Chemical School in Obrenovac – RFQ Case No.: UNOPS-SFRS-2016-S-023.

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: 18 October 2016

Section I: RFQ Particulars

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| Scope of Quotation | This RFQ refers to the provision of Provision of Examination Report on the causes for PVC floor deformations in the primary schools „Jovan Jovanović Zmaj“, „Posavski partizani“ and Agro – Chemical School 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 27 October 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-023 (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 31 October 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. |

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| 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 and properly signed - Bidder accepts UNOPS General Conditions of Contract and UNOPS General Conditions for Professional Services 2. Qualifications of the Bidder will be assessed as per below qualification criteria: <ul style="list-style-type: none"> - Bidder must be authorized, accredited institution, registered for provision of similar services and should be in continuous business for the last five (5) years; - The bidder has to be accredited by the Accreditation Body of Serbia and possess the Accreditation Certificate under the SRPS ISO/IEC 17025:2006 standard with the scope of accreditation related to the examination of physical, chemical and mechanical properties of the building materials; - Bidder paid all local and national taxes; - Bidder has relevant experience proven by provision of minimum three similar contracts and references or the final payment certificates supporting the submitted contracts; - Proposed team of engineers has the necessary educational background, expertise and professional 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, proposed work plan and detailed methodology 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> |

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| 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; • Document from Business Registers Agency, not older than 6 months from the date of the proposal; • Accreditation Certificate under the SRPS ISO/IEC 17025:2006 standard issued by the Accreditation Body of Serbia with the scope of accreditation related to the examination of physical, chemical and mechanical properties of the building materials; • Tax administration receipts that the company paid all local and national taxes or the proof that they are on the vendors/qualified bidders list with the Business Registers Agency – document not older than 6 months from the date of the proposal; • Minimum three contracts for services related to examination of physical, chemical and mechanical properties of the building materials executed successfully in the last five years; • Letters of Recommendation or Final Payment Certificates supporting the submitted contracts listed in Previous Experience Form during the last five years; • CV of Team Leader with relevant educational background and experience in similar projects; • List of proposed Team Members as well as the personal CVs with relevant educational background and experience in similar projects; • Employment booklets or service contracts for engaged personnel employed (Team Leader and Team Members); • Proposed work plan and detailed methodology/approach |
| Type of Contract to be awarded | UNOPS will sign the following contract with the awarded Bidder(s): Contract for Services |
| 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 07 November 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 CURRENCY(IES)

The quotation shall be made in the currency(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 currency(ies). UNOPS may accept quotations 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 REFERENCE

Provision of Examination Report on the causes for PVC floor deformations in the primary schools „Jovan Jovanović Zmaj“, „Posavski partizani“ and Agro – Chemical School in Obrenovac

I Background:

“**Serbia Floods Rehabilitation Support**” project funded by **the European Union** was 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 was to support the citizens of the municipalities affected by the floods to restore their living conditions through (re)construction of private dwellings, and throughout the whole flood-affected region to establish normal functioning of kindergartens, schools, and other public institutions or road/s of primary importance, as well as to enhance capacities of the Government of Serbia's Office for Public Investment Management (former Flood Affected Areas Assistance and Recovery Office) in management and monitoring of salvage efforts.

The project has delivered the following seven results:

- **Result 1:** Housing solutions provided for up to 450 families in Obrenovac, Krupanj and other 14 flood affected municipalities included in the Project, through the reparation or reconstruction of damaged private houses, the construction of new houses, the construction of a social housing building in Obrenovac and the reparation of facilities for up to 40 small businesses, respecting human rights standards and non-discrimination principle of good governance.
- **Result 2:** Improved living conditions in the temporary 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 21 public institutions (kindergartens, schools, water supply facility and bridges) in the municipalities affected by the floods.
- **Result 4:** Normalized transport of goods and people between Krupanj and Loznica through Korenita and Krst.
- **Result 5:** Enhanced capacities of the Government of Serbia Office for Public Investment Management (PIMO) 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.

II Justification:

One of the project results was to restore working conditions to normal functioning in up to 21 public institutions in the municipalities affected by the floods. Within these activities, three schools in Obrenovac („Jovan Jovanović Zmaj“, „Posavski partizani“ and Agro – Chemical School) were reconstructed in order to remedy the damages caused with extremely severe floods' effects. The reconstruction works in these schools were performed from August 2014 till January 2015.

During the Defect Notification Period for performed works, the significant deformations of the newly installed PVC floor covering occurred in all three facilities.

The common facts for all three schools are:

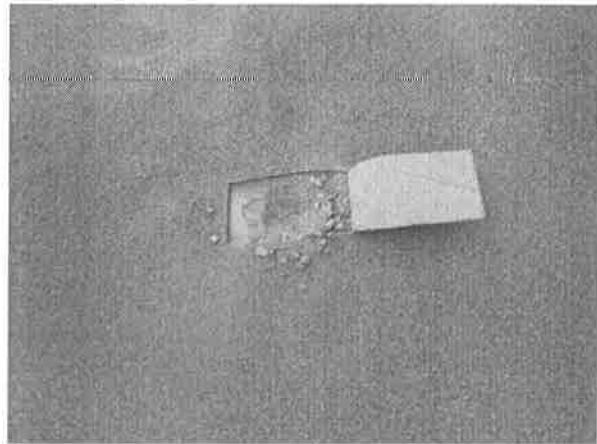
- All were heavily flooded, exposed to approximately 2m of water for several days.

- Reconstruction works started few months after the water withdrawal, in August and September 2014, and were performed under the time pressure to restore working conditions for pupils as soon as possible.
- Floor installation was mainly done during the winter period, and except for the smaller zones, all were installed on the existing cement screeds.
- The contractor used basically the same materials for floor installation, all from the Henkel Thomsit line:
 - o RS 88 (Rapid through-drying and hardening repair mortar)
 - o R766 (Rapid screed primer, reduces the usual drying and waiting times)
 - o DD+ (Self-levelling mass for flattening the screed surface)
 - o K1720 (Neoprene adhesive used for PVC peripheral strips)
 - o K188 (Dispersive adhesive used for floor coverings)
- When the floors were laid the level of cement screed humidity was controlled. The measurements showed that it was within the permitted limits, except in the "Jovan Jovanović Zmaj" where it was 4% why the additional R755 spread was used as "reliable moisture barrier, up to 6% on cement screeds".

Specific circumstances for each school:

PS "Jovan Jovanović Zmaj"

- Older part was built in 1959/60 and new part in 1976/77 year.
- PVC floor covering was installed mainly in the older part of school, 1200m² in total.
- In order to shorten reconstruction time, before the floor installation, the walls were plastered and the ceramic tiles laid to a height of 1.5m. After that, the descending humidity in the screed showed the increased value (information from the technical supervisor). This caused the application of the R755 spread in this case.
- The written complain on the floor deformation was received in March 2016, although they were noted before, in November 2015.
- Initiated by received notification, the contractor performed sample testing on screed humidity, using the CM method, on 1 July 2016 and registered increase (4.7%) compared to the value in the time of installation.
- The deformations are manifested as the hard and softer bumps, somewhere spread rather densely over the floor surface.

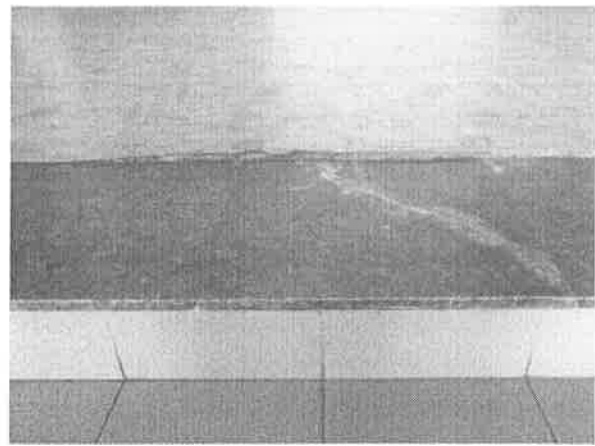


Deformations on PVC floor in the school "Jovan Jovanović Zmaj"

PS "Posavski partizani"

- School was constructed in 1968 and the Main design documentation exists in the school. According to the documentation there is hydro insulation above the concrete slab on the ground and below the cement screed.
- PVC floor was installed in the entrance hall and classrooms in total of 640m².
- The deformations are first noted in the entrance hall, almost ten months after the reconstruction was completed. Later, the same happened in the classrooms.

- After the deformations were reported to the contractor, he performed sample testing on screed humidity, using the CM method, on 26 October 2015. The results showed significantly increased humidity of over 5%
- The deformations are manifested as softer bumps grouped in some zones of the floor surface.



Deformations on PVC floor in the school "Posavski partizani"

Agro-Chemical School

- The school was constructed in 2006 and the school has the Main design for construction but was not available at the moment of last visit.
- PVC floor is installed on the ground floor instead of the previous wooden planks in total area of 140m².
- According to the school secretary, the deformations were noted soon after the completion of reconstruction. When reported to the contractor the floor was fully replaced without any additional testing to establish the cause of deformities. On that occasion instead of DD+ mass, the DX was used because of current availability on the market.
- After the deformations were reported again, the contractor performed sample testing on screed humidity, using the CM method, on 21 September 2015. The results showed, also, increased humidity 4.2%
- The deformations in this school are smaller and in smaller zones compared to previously described cases. The floor is de-bonded in places with the soft bumps there.



Deformations on PVC floor in the Agro-Chemical School

III Immediate objective:

To support the implementing partner as well as the beneficiary institution in defining conditions and causes of deformations in PVC floors in the listed schools including the proposition of the remedial interventions.

IV Scope of consultancy:

The authorized, accredited institution will, under the supervision of UNOPS Infrastructure Advisor and project Engineer, perform the investigation activities, test and analysis on the field and in laboratory in order to establish the reason for floor deformations and propose the measures for final solution.

The activities will include:

1. Collecting necessary information – familiarisation with available technical and other documentation related to the works on PVC floor installation in the above schools.
2. Collecting information on materials applied in the floor installation process, insight in the performed analysis, findings and results obtained up to now considering problems that occurred.
3. Visual-macroscopic examination of the floors installed in above schools resulting in related graphical and photo documentation.
4. Performing of the *pull-off* tests on the sufficient number of spots in order to determine size of adhesion between final floor layer and the base (mostly the cement screed).
5. Removal of the smaller parts of the final layer, on sufficient number of spots, in order to examine the base (under-layer), including the measurement of its surfactant humidity.
6. Obtaining sufficient number of samples – “kern” from the floor and sub-layers in the full height of floor constructions, including the base lining (most probably soil), in order to have full insight in the complete floor composition. The samples will be used for laboratory examinations and also to determine the presence of hydro-insulation layer.
7. Laboratory investigations on the samples taken out the cement screed in order to define its basic physical and mechanical features: volume mass/density, hardness under compression, and total (inner) humidity.
8. Measuring of total (inner) humidity of the material of base layers (most probable soil) over which the floor covering was installed.
9. Analysis of all collected information and data, findings of performed examinations and results of the investigations in order to define the cause of the defects and floor deformations.
10. Proposal for the necessary remedial intervention with the Bill of Quantities (BoQ) and cost estimates for each separate case.

V Outputs:

The consultancy should submit the detailed Report, describing and explaining each step of the investigations, according to the list in the “Scope of consultancy”, documented with pictures, graphics and all findings underway of the examination process.

The Report should also include the BoQs and the cost estimates for the interventions proposed for necessary remedial of the investigated defects, all submitted in electronic form (on CD) and in five hard copies.

VI Inputs:

Contribution of the UNOPS Project Team:

The UNOPS Project Team shall ensure that the selected consultancy is forwarded all the available facts and information about the cases.

- The correspondence between contractor, subcontractor who performed the floor installation works, beneficiary institution.
- The reports of the humidity testing performed by subcontractor in the PS “Posavski partizani” and Agro-Chemical School.

Required conditions for consultancy expertise:

The consultancy has to be accredited by the Accreditation Body of Serbia and possess the Accreditation Certificate under the SRPS ISO/IEC 17025:2006 standard with the scope of accreditation related to the examination of physical, chemical and mechanical properties of the building materials.

All team members involved in the service delivery should be listed in the offer with the attached educational background and CVs.

One Key Expert should be appointed as the Leading/Focal person.

VII Timeframe of the activity:

This activity shall be conducted in period November 2016, and should not last longer than 25 calendar days from the contract signing.

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/PD, 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. | Provision of Examination Report on the causes for PVC floor deformations in the primary schools „Jovan Jovanović Zmaj“, „Posavski partizani“ and Agro – Chemical School in Obrenovac | insert |

Payment terms 30 days accepted: Yes

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] | | |
| | [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 : _____