



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

**Provision of Technical control of the technical documentation for the protection from erosion and torrents in the basins of Jablanica, Pčinja and Vlasina rivers**

RFQ Ref No: UNOPS-EP-2016-S-105

Version: v2016.1

Invitation letter

Dear Sir/Madam,

**Subject: Provision of Technical control of the technical documentation for the protection from erosion and torrents in the basins of Jablanica, Pčinja and Vlasina rivers**  
**RFQ Case No.: UNOPS-EP-2016-S-105**

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).

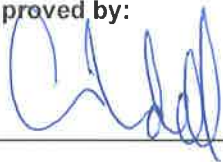
The RFQ consists of the following:

- 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:



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Name: Graeme Tyndall  
Title: UNOPS RSOC Manager  
Date: 24 October 2016

## Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the <b>Provision of Technical control of the technical documentation for the protection from erosion and torrents in the basins of Jablanica, Pčinja and Vlasina rivers</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:  <a href="mailto:srpc.procurement@unops.org">srpc.procurement@unops.org</a>  United Nations Office for Project Services Republic of Serbia Operations Centre Šumatovacka 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 any later than 01 November 2016.  Responses to requests for clarification will be communicated through LBHT web site ( <a href="http://www.sagradimodom.org/konkursi/tenderi/">http://www.sagradimodom.org/konkursi/tenderi/</a> ) and European PROGRES website ( <a href="http://www.europeanprogres.org/tenderi/sr/">http://www.europeanprogres.org/tenderi/sr/</a> ) under RFQ Case UNOPS-EP-2016-S-105 (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 <b>RSD (Republic of Serbia Dinars)</b> . 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 <b>03 November 2016, 12:00h.</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 Nakic</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. Preliminary Examination.** The following eligibility and formal criteria will be reviewed for compliance:

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

- Technical control of the designs for the structures for the protection from erosion and torrents,
- Thorough knowledge and understanding of Serbia's building and construction legal framework, as well as all regulations governing subject structures,
- Excellent communication and team building skills.
- The Company shall provide references for at least 3 (three) similar projects (technical control/design of the structures and similar works on flood protections).
- Each of the team members must have at least one reference – control/design of the structures and similar works for the projects that have been implemented over the past 5 (five) years.

- The Lead of the technical control team must have reference for minimum one technical control of the structures and similar designs on protection from erosion and torrents.

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 control in their respective areas of responsibility. This experience needs to be justified with the list of the designs (Main design of Design for the construction permit) with details (decision of the appointing of the designer or decision of the appointing of the technical control team member), as the part of the submitted CV for each of the proposed team member.

- Proposed team of engineers has the required licenses, 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:

- 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.

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.

Partial quotations	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.
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>• <b>Form A: Quotation Submission Form</b></li> <li>• <b>Form B: Price Schedule Form</b></li> <li>• <b>Form C: Previous Experience Form</b></li> <li>• <b>Document from Business Registers Agency</b>, not older than 6 months from the date of the proposal;</li> <li>• <b>Tax administration receipts</b> 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;</li> <li>• <b>Letters of Recommendation</b> The Company shall provide references for at least 3 (three) similar projects (technical control/design of the structures and similar works on flood protections),</li> <li>• Each of the team members must have at least one reference – control/design of the structures and similar works for the projects that have been implemented over the past 5 (five) years</li> <li>• The Lead of the technical control team must have reference for minimum one technical control of the structures and similar designs on protection from erosion and torrents and must possess one of the following licences: 313 or 314.</li> </ul> <p>The integral part of the references must be CVs of the proposed individual engineers, members of the proposed team.</p> <ul style="list-style-type: none"> <li>• The team members must have relevant experience in technical control in their respective areas of responsibility. This experience needs to be justified with the list of the designs (Main design of Design for the construction permit) with details (decision of the appointing of the designer or decision of the appointing of the technical control team member), as the part of the submitted CV for each of the proposed team member.</li> <li>• The team must have three engineers with following licences for each type of the works: <ul style="list-style-type: none"> <li>• for the forest engineers - one of the following licences: 375</li> <li>• for the civil engineers - one of the following licences: 313 or 314</li> <li>• for the geological engineers – one of the following licences: 391 or 392</li> </ul> </li> </ul> <p><u>Copies of valid professional licences issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers) should be provided.</u></p>
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): <b>Contract for Services</b>
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:  <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>10 November 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>
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## 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 ITB 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 CURRENCY(IES)

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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**

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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

### Technical control of the technical documentation for the protection from erosion and torrents in the basins of Jablanica, Pčinja and Vlasina rivers

#### I. 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), which has responsibility for monitoring implementation and providing 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 favorable 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 cross cutting 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/organizational 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 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.

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

- Novi Pazar, Ivanjica, Nova Varoš, Priboj, Prijepolje, Raška, Sjenica and Tutin, in the South West Serbia
- 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 Rasinska District
- Aleksinac, Gadžin Han, Doljevac, Merošina and Svrljig in Niški District
- Babušnica, Bela Palanka in Pirotski District
- Knjaževac in Zaječarski District.

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

#### II. Justification

European PROGRES is implementing project: Development of the technical documentation of Conceptual Design, Design for Construction Permit and Main Design for Protection from Erosion and Torrents in the basins of Jablanica, Pčinja and Vlasina rivers, based on the approval of the European PROGRES Project Steering Committee.

### III. SCOPE OF OBLIGATIONS

The Technical control team will, under the direct supervision of European PROGRES Engineer and overall supervision of European PROGRES Infrastructure Sector Manager, work on the Technical control of Conceptual Design, Design for Construction Permit and Main Design for Protection from Erosion and Torrents in the basins of Jablanica, Pčinja and Vlasina rivers.

The company selected to perform the technical control will ensure that designing team incorporated all legal and technical requirements defined by State Regulations.

The technical control services have to be performed in accordance with current Law on Planning and Construction of Republic of Serbia and Rulebook on the content and terms of conducting technical control according to the class and purpose of the structures (Official Gazette of Republic of Serbia no.23/2015).

#### 1. Introduction

PUC Srbijavode submitted project proposal "Preventing future floods disasters in South Serbia" to European PROGRES in October 2015. The project was approved by Project Steering Committee of European PROGRES programme in November 2015. Part of this project is development of the technical documentation for the protection from erosion and torrents in the basins of Jablanica, Pčinja and Vlasina rivers.

ToRs for the development of subject documentations are integral part of this ToR and attached at the end of this document in the following order:

1. Annex 1: ToR for Provision of Technical Documentation of Conceptual Design, Design for Construction Permit and Main Design for Protection from Erosion and Torrents in the basin of the river **Jablanica**
2. Annex 2: ToR for Provision of Technical Documentation of Conceptual Design, Design for Construction Permit and Main Design for Protection from Erosion and Torrents in the basin of the river **Pčinja,**
3. Annex 3: ToR for Provision of Technical Documentation of Conceptual Design, Design for Construction Permit and Main Design for Protection from Erosion and Torrents in the basin of the river **Vlasina**

European PROGRES signed contracts for the development of the above technical documentation with the Institute Jaroslav Černi, A.D. Belgrade in July 2016.

#### 2. Documentation available to the Technical Control Team

- Designs for the Construction permit for all three rivers developed in accordance with relevant ToR
- Copies of the contracts between UNOPS and Institute Jaroslav Černi, A.D. Belgrade.
- Other necessary documentation that will enable technical control (Investor's report on the acceptance of the concept design, Location conditions ...)

#### 3. The works that will be performed by the Technical control team

The Technical control team will perform the subject control for all three designs according to the Rulebook on the content and terms of conducting technical control according to the class and purpose of the structure (Official Gazette of Republic of Serbia no.23/2015).

The overall scope of Technical control is:

- Verification of the completeness of technical documentation (Designs for the construction permit) and other documentation needed for issuance of the construction permit;

#### **IV. Outputs:**

1. Review of all three Designs for construction permits for all three river basins
2. Completion of the draft report based the review of the documentation; provision of the instructions to the designing team on the provision of additional documentation and corrections if needed
3. Preparation of the Final report that will enable municipal urban planning departments to issue construction permits for the structures in all three river basins

#### **V. Activities:**

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

- Understand the European PROGRES background,
- Permanent communication with the designing team during the process of technical control,
- Active and timely communication with the client – European PROGRES regarding progress of the technical control of the designs for the construction permit,
- Other connected activities that will enable control and issuance of the Construction permits.

#### **VI. Inputs:**

##### ***Contribution from the European PROGRES and Partners***

European PROGRES and partners on this project will assure that all available facts, information and documentation about the location and technical documentation is available to the technical control team and all support needed to enable performing of the technical control.

##### ***Company's Input***

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

- Technical control of the designs for the structures for the protection from erosion and torrents
- Thorough knowledge and understanding of Serbia's building and construction legal framework, as well as all regulations governing subject structures,
- Excellent communication and team building skills.

The Company shall provide references for at least 3 (three) similar projects (technical control/design of the structures and similar works on flood protections). Each of the team members must have at least one reference – control/design of the structures and similar works for the projects that have been implemented over the past 5 (five) years.

The Lead of the technical control team must have reference for minimum one technical control of the structures and similar designs on protection from erosion and torrents and must possess one of the following licences: 313 or 314.

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 control in their respective areas of responsibility. This experience needs to be justified with the list of the designs (Main design of Design for the construction permit) with details (decision of the appointing of the designer or decision of the appointing of the technical control team member), as the part of the submitted CV for each of the proposed team member.

The team must have three engineers with following licences for each type of the works:

- for the forest engineers - one of the following licences: 375
- for the civil engineers - one of the following licences: 313 or 314
- for the geological engineers – one of the following licences: 391 or 392

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 controls of this type of documentation for the similar structures.

Copies of valid professional licences issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers) should be provided.

## **VII. Timing:**

The Technical control will be conducted in the period between November 2016 and January 2017.

## **VIII. Reporting:**

The technical control needs to produce:

- If needed, the First report with remarks, requests and comments on the submitted documentation,
- Final positive report that will enable municipal urban planning departments to issue the Construction permits.

Both reports needs to be submitted timely with relevant details incorporated.

The First reports need to include all details of the request and remarks from the commission to enable the designing team to respond and provide corrections in timely manner.

Official language of communication with client is English

## 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
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	Description	Total price VAT Excluded
1.	Provision of Technical control of the technical documentation for the protection from erosion and torrents in the basins of Jablanica, Pčinja and Vlasina rivers	insert

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

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]	Team leader	<i>Copy the requirements in the TOR</i>
	[Insert]	Team member	
	[Insert]	Team member	
	[Insert]	Team member	
	[Insert]		
	[Insert]		
3.2	<p><b>Qualifications of key personnel proposed</b></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 : \_\_\_\_\_

