

UNOPS/SFRS

**Provision of reconstruction works on the heating system and construction of the pellet storage in the Primary School "Stefan Nemanja" in Novi Pazar**

**United Nations Office for Project Services ("UNOPS")**

## **Invitation to Bid Short Form Construction Contract**

**Contract No.: UNOPS-SFRS-2017-W-002  
Date of Issuance: 27 February 2017  
ITB Case No.: UNOPS-SFRS-2017-W-002**

## CONTENTS

|  |   |
|--|---|
| <b>1. INVITATION LETTER</b>                                  | .....   |
| <b>2. SECTION I – BID PARTICULARS</b>                        | .....   |
| <b>3. SECTION II – INSTRUCTIONS TO BIDDERS</b>               | .....   |
| <b>4. SECTION III – EVALUATION METHOD AND CRITERIA</b>       | .....   |
| <b>5. SECTION IV – RETURNABLE BID SCHEDULES</b>              | .....   |
| SCHEDULE 1   | Form of Bid .....   |
| SCHEDULE 2   | Form of Bid Security .....  |
| SCHEDULE 3   | Bidder’s Details .....  |
| SCHEDULE 4   | Lump Sum Contract Price .....   |
| SCHEDULE 5   | Bidder Preliminary Programmes.....  |
| SCHEDULE 6   | Proposed Project Team and Organizational Structure.....   |
| SCHEDULE 7   | Insurances .....  |
| SCHEDULE 8   | Capacities, Experience, Work in Hand and Work Completed .....                                     |
| SCHEDULE 9   | Works Management System .....   |
| SCHEDULE 10  | Proposed Sub Contractors and Suppliers.....   |
| SCHEDULE 11  | Proposed Sources of Naturally Occurring Materials and Outline Statement of Proposed Methods ..... |
| SCHEDULE 12  | Declarations .....  |
| SCHEDULE 13  | Conflicts of Interest .....   |
| SCHEDULE 14  | Dispute Details .....   |
| SCHEDULE 15  | Addenda to ITB .....  |
| <b>6. SECTION V - UNOPS SHORT FORM CONSTRUCTION CONTRACT</b> | .....   |

## INVITATION LETTER

Dear Sir/Madam,

**Subject: Provision of reconstruction works on the heating system and construction of the pellet storage in the Primary School "Stefan Nemanja" in Novi Pazar – ITB Case No.: UNOPS-SFRS-2017-W-002**

The United Nations Office for Project Services (UNOPS) is pleased to invite prospective bidders to bid in accordance with the requirements and process as set out in this Invitation to Bid (ITB).

The ITB consists of the following:

- This Invitation Letter;
- Bid Particulars (Section I);
- Instructions to Bidders (Section II);
- Evaluation Method and Criteria (Section III);
- Returnable Bid Schedules (Section IV);
- UNOPS Short Form Construction Contract (the Contract) (Section V).

A complete set of the above bidding documents in English may be obtained from UNOPS by downloading them from our website at [www.unops.org](http://www.unops.org), [www.sagradimodom.org](http://www.sagradimodom.org) or [www.europeanprogres.org](http://www.europeanprogres.org).

If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and process as set out in this ITB and submit your bid to UNOPS by the Deadline for Bid Submission set out in the Bid Particulars in Section I of the ITB.

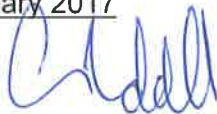
We look forward to receiving your bid.

Name: Graeme Tyndall

Title: UNOPS RSOC Manager

Date: 27 February 2017

Signature: \_\_\_\_\_



SECTION I

BID PARTICULARS

|  |  |
|--|--|
| <p>Works<br/>(Article 1)</p>   | <p>The works include reconstruction of the existing heating system in the Primary School "Stefan Nemanja", installation of the new hot water central heating boiler using pellet as a fuel and construction of the storage for pellet of approximately 100m<sup>2</sup> gross area.<br/>The works are further described in Section V of this ITB.</p>  |
| <p>Contact for correspondence, notifications and requests for clarifications<br/>(Article 1)</p> | <p>All correspondence, notifications and requests for clarifications in relation to this ITB shall be sent to:</p> <p style="text-align: center;">Procurement Unit<br/>United Nations Office for Project Services<br/><a href="mailto:srpc.procurement@unops.org">srpc.procurement@unops.org</a></p> <p><b>ATTENTION: BIDS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR BID SUBMISSION AS SET OUT BELOW (see Art. 23).</b></p>   |
| <p>Bidder Eligibility<br/>(Article 4)</p>  | <p>No nationalities are excluded from submitting a bid.</p>  |
| <p>Clarifications<br/>(Article 8)</p>  | <p>Requests for clarification from bidders will not be accepted any later than 4 days before the Deadline for Submission of Bids.</p> <p>Provided technical documentation is prepared based on activities related to ordinary maintenance and includes proposed solutions for different roof elements. <b>All remarks related to the tender documentation / technical specifications should be submitted during the tender procedure and will not be considered afterwards.</b></p> <p>Responses to requests for clarification as well as eventual additions or changes of tender documentation shall be communicated to bidders by posting responses on UNOPS web site (<a href="http://www.unops.org">www.unops.org</a>), LBHT web site (<a href="http://www.sagradimodom.org">www.sagradimodom.org</a>) and European PROGRES website (<a href="http://www.europeanprogres.org">www.europeanprogres.org</a>) under ITB Case No. UNOPS-SFRS-2017-W-001.</p> |
| <p>Clarification Meetings<br/>(Article 9)</p>  | <p>A clarification meeting shall be held as follows:<br/>Date: 07 March 2017<br/>Time: 12:00h<br/>Location: Primary School "Stefan Nemanja" Kej 37. sandžačke divizije bb, Novi Pazar</p>  |
| <p>Site Inspection<br/>(Article 10)</p>  | <p>A group site inspection shall be held as follows:<br/>Date: 07 March 2017<br/>Time: 12:00h<br/>Location: Primary School "Stefan Nemanja" Kej 37. sandžačke divizije bb, Novi Pazar<br/>Attendance to the site inspection meeting is <b>mandatory</b> in order to avoid the risk of non-compliant or non-complete proposals.</p>   |

|   |  |
|---|--|
|   | <p>Non-attendance will disqualify the bidder.</p> <p><b>Bidders shall notify UNOPS the latest till 06 March 2017, 12:00h on their participation in the site inspection and the details of their representatives who will attend.</b></p>   |
| Bid validity period<br>(Article 13)         | Bids shall remain valid for acceptance by UNOPS for 120 days from the Deadline for Bid Submission.   |
| Alternative bids<br>(Article 15)            | Alternative bids will NOT be evaluated.  |
| Bid security<br>(Article 16)                | No bid security is required.   |
| Bank guarantee for performance              | <p>For tender purpose the Bidder shall provide Letter of Intent to issue bank guarantee for performance. Letter of Intent must be certified and approved by the respective bank.</p> <p>The successful Bidder shall provide Bank guarantee for performance in 5% of the total contract amount.</p>                 |
| Bank guarantee for the warranty period      | Upon issuance of Technical Commissioning report the contractor shall provide Bank guarantee for the warranty period of two years in 5% of the total contract amount  |
| Bid Currenc(ies)<br>(Article 17)            | <p><b>Prices shall be quoted in United States Dollars (USD).</b></p> <p>For Serbian companies payments will be conducted in RSD in accordance to UN official rate of exchange for the month of payment.</p>  |
| Duties and Taxes<br>(Article 18)            | All bids shall be submitted net of any direct taxes.   |
| Language of bids<br>(Article 20)            | All bids, information, documents and correspondence exchanged between UNOPS and the bidders in relation to this bid process shall be in English.   |
| Deadline for Bid Submission<br>(Article 21) | All bids must be submitted by <b>12:00h, noon, CET on 20 March 2017</b> (Belgrade, Serbian time zone UTC+01:00)  |
| Bid Submission<br>(Article 23)              | <p>Bids must be submitted as follows:</p> <p>By mail or personal delivery in sealed envelopes by the Deadline for Bid Submission. The sealed envelopes shall contain one hard copy of all documentation and one electronic copy of financial bid (filled BoQ – no changes of the document format are allowed).</p> |

|                                 |  |
|---------------------------------|--|
|                                 | <p>The envelope shall be labelled as follows:</p> <p><b>***CONFIDENTIAL BID - DO NOT OPEN UNLESS AUTHORIZED***</b></p> <p>United Nations Office for Project Services<br/>Skerlićeva 4, 11 000 Belgrade<br/>Republic of Serbia</p> <p>Personal delivery shall be made between the hours of 08:00h and 17:00h on UNOPS regular working days by the Deadline for Bid Submission.</p> <p>Att.: Chair Person, Bid Opening Committee. Case No.:<br/>UNOPS-SFRS-2017-W-002<br/>Deadline for Bid Submission: <b>12:00h, noon, CET on 20 March 2017</b><br/>(Belgrade, Serbian time zone UTC+01:00)<br/>From: [<i>Insert bidder's name &amp; details</i>] ]</p> |
| Opening of Bids<br>(Article 23) | No public opening  |

## SECTION III EVALUATION METHOD AND CRITERIA

### 1. EVALUATION METHOD

---

Bid shall be evaluated on the basis of the “lowest priced substantially compliant offer” evaluation method.

Firstly, bids shall be evaluated for technical compliance based on:

- technical expertise and experience;
- safety, quality and insurance; and
- capacity, resources and key personnel.

Secondly, bids that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks and benefits of each bid throughout the whole life cycle of the works and in the context of the project as a whole.

### 2. PRELIMINARY EXAMINATION

---

Upon opening of the bids, UNOPS shall proceed to a preliminary examination of the bids. UNOPS may reject any bid during the preliminary examination which does not comply with the requirements set out in this ITB, without further consultation with the bidder.

Bids which are incomplete, frivolous, clearly not competitive or contain material deviations from or reservations to the terms of the Contract, may, in UNOPS absolute discretion, be rejected or excluded from further consideration at any time during the evaluation, including after preliminary examination. A bidder may not be permitted to correct or withdraw material deviations or reservations in a bid once the bids have been opened.

### 3. CLARIFICATION OF BIDS

---

UNOPS may request clarification or further information in writing from the bidders at any time during the bid process. The bidders' responses shall not contain any changes regarding the substance or price of the bid.

UNOPS may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account.

### 4. EVALUATION CRITERIA

---

**Returnable Bid Schedule 1 - Form of Bid**

*The bidder's form of bid is correctly filled out.  
Check and clarify*

*Document from Business Registers Agency to be provided. Not older than 6 months  
Check and clarify*

*Tax administration receipt that the company paid all local and national taxes to be provided.  
Document from Business Registry Agency that a company is listed as recognized bidder is acceptable. Documents should not be older than 6 months from the date of the proposal.  
Check and clarify*

**Returnable Bid Schedule 2 - Bid Security – n/a**

The bidder's bid security complies with the ITB's requirement.

Pass/Fail

**Returnable Bid Schedule 3 - Bidder Details**

The bidder's details are correctly filled out.

Check and clarify

**Returnable Bid Schedule 5 - Preliminary Programme**

The bidder's preliminary work program demonstrates the bidder's capacity to plan and programme the works within timelines that are consistent with industry practice, the project requirements and UNOPS' project technical staff programme. The detailed work plan should include the equipment and number of workers to be engaged per each activity.

Detailed work plan to be provided and should not be longer than **75 calendar days**.

Pass/Fail

**Returnable Bid Schedule 6 – Project Team and Organisational Structure**

The bidder's project team and organizational structure demonstrate the capacity of the bidder's core team to execute the works and should include all essential roles filled with people of the required experience. Additionally the engineers must hold the following licenses:

- a) **Mechanical engineer – with valid professional licence 430.** Responsible Engineer must have relevant professional experience in at least 2 projects **as responsible contracting engineer**. For this purpose the bidder should provide adequate proof of his/her engagement (decision on appointment and sheets of final payment certificates signed by the investor, supervisor and responsible contracting engineer). CV of proposed engineer should also be submitted providing the proof of relevant professional experience of min 5 years. The Bidder should also provide the evidence of his/her employment (employment record booklet or temporary employment contract).

Pass / Fail

- b) **Architect or Construction engineer – with valid professional licences 400 or 401 or 410 or 411.** CV of proposed engineer should be submitted providing the proof for relevant professional experience of min 5 years. The Bidder should also provide the evidence of his/her employment (employment record booklet or temporary employment contract).

Pass / Fail

- c) **Electrical engineer - with valid professional licence 450.** CV of proposed engineer should be submitted providing the proof for relevant professional experience of min 5 years. The Bidder should also provide the evidence of his/her employment (employment record booklet or temporary employment contract).

Pass / Fail

- d) The Bidder should have minimum two welders certified according ISO 9606-1 or EN 287-1 (valid certificate issued by accredited organisation and approved by the employer with the scope of the certification corresponding to diameters and thickness from the mechanical design) and three construction workers employed for implementation of this project. For this purpose the Bidder should provide the copy of employment record booklet or pre-engagement contract.

Pass / Fail

**Returnable Bid Schedule 7 – Insurances – NOT USED**

*The bidder's insurances comply with the ITB's requirements.*

*Check and clarify*

**Returnable Bid Schedule 8 – Capacity Experience, Work in Hand and Completed**

1. *The bidder has to submit the List of contracts for works and installation of the boiler rooms successfully executed in last three years with the total cumulative plants' power of minimum 3500kW. Minimum three of the listed boiler rooms have to be with the plant power higher than 300kW and using pellet as a fuel. The list should state the location, investor, exact plant power, type of fuel and the value of the contract.*

*Pass / Fail*

2. *The Bidder has to submit minimum three contracts for works and installation of the boiler rooms using pellet as a fuel with the plant power over 300kW successfully executed during last three years. The bidder should also provide supporting documents to the contracts: final payment certificate approved by contractor, investor and supervisor and the Reference Letters from the investors for the submitted contracts.*

*Pass / Fail*

3. *Minimum RSD 60,000,000.00 of total turnover of all contracts within the last 3 years. Financial statements and solvency reports for last 3 years to be provided.*

*Check and clarify*

4. *Capacity to undertake this contract within current workload. List of on-going contracts with values to be provided together with the Statement that the Bidder has adequate human, financial and technical capacities to cover tendered works.*

*Check and clarify*

**Returnable Bid Schedule 9 – Works Management System**

*Health and Safety Management System – The bidder should provide the information of his capacity to consistently construct the works in a suitably safe manner, all in line with the "Regulations on the procedure of risk assessment on the work place and in the working environment" (Official Gazette 102/2015), Law on Safety and Health on Work (Official Gazette 91/2015) and Regulations on Safety at work on temporary and mobile construction sites (Official Gazette 95/2010). The Bidder should provide Manual on Safety and Health at Work (Akt o proceni rizika) – the first page of the document signed and stamped. The Bidder shall also provide the Letter of appointment for responsible person for the implementation of health and safety plan.*

*Check and clarify*

**Returnable Bid Schedule 10 – Proposed Subcontractors and Suppliers**

*The bidder's proposed subcontractors and suppliers are of an appropriate quantity and quality and their location is appropriate. Total amount of subcontracted works must not exceed **49%** of the total price offered.*

*For the manufacturer/supplier of the offered boiler the bidder should provide:*

- a) *Ownership of the ISO 9001 quality management certificate issued by the accredited body;*

- b) Certification for the boiler type issued by the third party (accredited body) in line with relevant standard (EN 303-5, or other adequate);
- c) The statement signed by the supplier/manufacturer that the boiler have adequate control unit and connections to be equipped according to the requirements in EN 12828 and;
- d) List of the boilers of over the 300kW using pellet as a fuel, delivered in Serbia in last five years (locations and investors/users with contacts);
- e) Two reference letters from the investor/user confirming his satisfaction with the installed boiler (on the memorandum-letter and verified by the authorised person).

**Returnable Bid Schedule 11 – Proposed Sources of Naturally Occurring Material and Outline Statement of Proposed Methods – NOT USED**

The bidder's proposed naturally occurring materials are from a responsible and appropriate location and the material comply with required standard under the Contract.  
Pass / Fail or Points

**Returnable Bid Schedule 12 – Declaration**

The bidder's declaration is correctly filled out.  
Check and clarify

**Returnable Bid Schedule 13 – Conflict of Interest**

The bidder's filled out this schedule.  
Check and clarify

**Returnable Bid Schedule 14 – Dispute Details**

The bidder's filled out this schedule.  
Check and clarify

**Returnable Bid Schedule 15 – Addenda to ITB**

The bidder's filled out this schedule.  
Check and clarify

**Financial Evaluation Criteria**

**Returnable Bid Schedule 4 - Lump Sum Contract Price:**

| <b><u>Lump Sum Contract Price:</u></b> | <b><u>(i) in USD:</u></b> |  |
|--|---------------------------|--|
|  |                           |  |
|  |                           |  |

**SECTION IV  
RETURNABLE BID SCHEDULES**

*Note to Bidders: Instructions to complete each Returnable Bid Schedule are highlighted in blue in each schedule. Please complete the Returnable Bid Schedules as instructed*

6

RETURNABLE BID SCHEDULE 1  
FORM OF BID

United Nations Office for Project Services  
Skerliceva 4, 11 000 Belgrade

Dear Sir/Madam,

**Subject: Bid for Provision of reconstruction works on the heating system and construction of the pellet storage in the Primary School "Stefan Nemanja" in Novi Pazar, ITB Case No. UNOPS-SFRS-2017-W-002.**

1. We, [**Name of Bidder**], hereby submit a bid for the construction of the above-referenced works in response to the above-referenced ITB.
2. We warrant that in preparing and submitting this bid, we have complied with, and are willing to be bound by, any and all of the requirements and provisions of the above-referenced ITB, including the terms and conditions of the Contract as set out in Section V of the ITB.
3. Based on the above, our proposed Contract Price is: [**Insert Proposed Contract Price in numbers and letters**].
4. Our bid shall remain valid for UNOPS' acceptance until 120 days from the Deadline for Bid Submission.
5. We acknowledge and agree that:
  - subject to Section III of the ITB, UNOPS is not bound to accept the lowest bid or any other bid it may receive in response to the above-referenced ITB;
  - no liability of UNOPS and no binding contract exists until the Contract is executed by both parties;
  - each party constituting the bidder is bound jointly and severally by this bid; and
6. Enclosed is a bid security in the sum of [**insert amount**] in the form set out in the Returnable Bid Schedule 2 – Form of Bid Security, issued by [**insert name of bank**].

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

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

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**[Stamp form of bid with official stamp of the bidder]**

RETURNABLE BID SCHEDULE 2 – NOT USED

FORM OF BID SECURITY

BANK GUARANTEE FOR BID

*[Insert Letterhead of Bank]*

Date: *[insert]*

To: *[insert]*  
United Nations Office for Project Services (UNOPS)  
*[insert address]*

Dear *[insert]*

**Re: Bank Guarantee for Bid in response to Invitation to Bid, Case No. *[Insert Case No.]***

The United Nations Office for Project Services (UNOPS) issued an Invitation to Bid for the construction of *[Insert a brief description of the project]* in *[Insert name of country and city]*, Case No. *[Insert Case No.]* (ITB). In response to this ITB, *[insert name of bidder]* has informed you of its intent to submit a bid.

As required in the ITB, we, *[insert bank]*, at the request of *[insert name of bidder]*, hereby irrevocably and unconditionally undertake with UNOPS that whenever UNOPS gives written notice to us stating that in your sole and absolute judgment *[insert name of bidder]* has failed to comply with the terms and conditions of its bid, we will, notwithstanding any objection which may be made by *[insert name of bidder]*, and without any right of set-off or counterclaim, immediately pay to UNOPS the sum of *[insert amount of bid security]*.

This bank guarantee is valid and will continue to be valid from the date of this letter until 30 days beyond the bid validity period, as may be extended, after which this bank guarantee will automatically become null and void, unless a dispute arises in relation to this bank guarantee.

Any payment by us in accordance with this bank guarantee shall be in immediately available and freely transferable in *[insert currency]*, free and clear of and without any deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, set off, counterclaims, deductions or withholdings of any nature whatsoever and by whomever imposed.

Our obligations under this bank guarantee constitute direct primary, irrevocable and unconditional obligations, do not require any previous notice to or claim from *[insert name of bidder]* and will not be discharged or otherwise prejudiced or adversely affected by any:

- time, lenience or tolerance which you may grant to *[insert name of bidder]*;
- intermediate payment or other fulfilment made by us;
- change in the constitution or organisation of the *[insert name of bidder]*; or
- other matter or thing which in the absence of this provision would or might have that effect, except a discharge or amendment expressly made or agreed to by you in writing.

This bank guarantee may not be assigned by UNOPS to any person, firm or company other than an affiliate, without our prior written consent, which shall not be unreasonably withheld. UNOPS shall notify us in writing of any assignment, after which we shall make any payment

claimed under this bank guarantee to the person, firm or company specified in the notice which will constitute a full and valid release by us in relation to that payment.

Any notice required by this bank guarantee is deemed to be given when delivered (in the case of personal delivery) or forty-eight (48) hours after being dispatched by prepaid registered post or recorded delivery (in the case of a letter) or as otherwise advised by and between the parties.

We agree that part of the bid may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and **[insert name of bidder]**, and this security may be exchanged or surrendered without in any way impairing or affecting our abilities under this bank guarantee without notice to us and without the necessity of any additional endorsement, consent or guarantee by us, provided, however, that guaranteed sum does not increase or decrease.

No action, event or condition which by any applicable law may operate to free us from liability under this bank guarantee will have any effect. We waive any right we may have to apply such law so that in all respects our liability under this bank guarantee will be irrevocable and, except as stated in this bank guarantee, unconditional in all respects.

This bank guarantee is governed by the Uniform Rules for Demand Guarantees, ICC Publication No. 758, provided that the supporting statement under Article 15 (a), and Articles 34 and 35 are excluded. Any disputes arising out or in connection with this bank guarantee, or the breach, termination, or invalidity thereof will be referred to and finally resolved by arbitration in accordance with the UNCITRAL Arbitration Rules then in effect, the language of the proceedings being English.

Nothing in or relating to this bank guarantee shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs, of which UNOPS is an integral part, which are hereby expressly reserved.  
Notices under this bank guarantee shall be made to:

**[insert contact information for notices]**

IN WITNESS of which the **[insert name of bank]** has duly executed this Guarantee on the date stated above.

**SIGNED** by **[insert]**

as attorney for **[insert]**

under power of attorney dated **[insert]**

---

By executing this agreement the attorney states that the attorney has received no notice of revocation of the power of attorney

**RETURNABLE BID SCHEDULE 3**

**BIDDER'S DETAILS**

|   |
|---|
| ITB Case No.: UNOPS-SFRS-2017-W-002                       |
| Name of bidder:   |
| Trade Licence title and No.:                              |
| Address of registered office:                             |
| Name of bidder representative:                            |
| Address for service of notices (if different than above): |
| Phone number:   |
| Facsimile number:   |
| Mobile phone number:                                      |
| Email:  |

**RETURNABLE BID SCHEDULE 4**

*LUMP SUM CONTRACT*

ITB Case No.: \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note to bidders: Bidders shall submit within Returnable Bid Schedule 4 (or annexed to Returnable Bid Schedule 4 if files size is prohibitively large) a Lump Sum Contract Price. Where an item is not priced and/or a rate is not provided in the Bill of Quantities such price and/or rate shall be deemed to be allocated within the total contract price.*

The Lump Sum Price should be defined on the base of provided documentation and inspection visit to the site and should include all the works and solutions that might occur even if not covered by the Technical Report and Bill of Quantities.

99

**RETURNABLE BID SCHEDULE 5**  
**BIDDER PRELIMINARY PROGRAMME**

ITB Case No.: UNOPS-SFRS-2017-W-002 \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note to bidders: Bidders shall submit a preliminary programme for the execution of the works.*

*Bidders are required to make their own detailed assessment of the time, work methods and activities that shall be required for the successful and timely completion of the works, and shall submit their bid on the basis of an assurance that the works can be completed by the Time for Completion and the milestone dates identified in the Contract.*

*The preliminary programme shall be prepared in sufficient detail to enable UNOPS to adequately evaluate the planned execution, staging and allocation of resources for the works.*

*The preliminary programme shall show the dates when the milestones identified in the Contract shall be achieved. The milestones should roughly correspond with the quantity of works to be performed for each of planned invoices. It shall also include and/or be accompanied by:*

- (i) a programme narrative that describes the mechanisms and assumptions made in preparing the programme; and*
- (ii) a critical path analysis for the execution of the works which shall clearly show the float times available within the programme and the earliest start/earliest finish and latest start/latest finish times for each and every activity.*

*If a bidder is selected as the preferred bidder, it shall be required to further develop and complete this programme in accordance with the contract for works. Detailed programme for works' execution should be submitted two weeks after the contract is signed.*

h

**RETURNABLE BID SCHEDULE 6**

**PROPOSED PROJECT TEAM AND ORGANIZATIONAL STRUCTURE**

ITB Case No.: UNOPS-SFRS-2017-W-002\_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note to bidders: Bidders shall set out below:*

1. *the key personnel that the bidder proposes to assign to the execution of the works;*
2. *the qualifications and relevant experience of each of the key personnel that the bidder proposes to assign to the execution of the works, including a CV/resume for each of the key personnel;*
3. *the proposed organisational structure for carrying out the works. Bidders are to attach a chart indicating the bidder's organisation structure; and*
4. *the bidder's representatives who are authorized to sign the Contract. The bidder shall provide a copy of such authorization*

**Key Personnel**

| <b>No.</b> | <b>Position Description</b>  | <b>Name</b>          | <b>Years Exp</b>    |
|------------|--|----------------------|---------------------|
| 1.         | <b>Mechanical engineer – with valid professional licence 430</b>                                       | <i>[Insert Name]</i> | <i>[Insert No.]</i> |
| 2.         | <b>Architect or Construction engineer – with valid professional licences 400 or 401 or 410 or 411.</b> | <i>[Insert Name]</i> | <i>[Insert No.]</i> |
| 3.         | <b>Electrical engineer - with valid professional licence 450</b>                                       | <i>[Insert Name]</i> | <i>[Insert No.]</i> |

**RETURNABLE BID SCHEDULE 7 – NOT USED**

**INSURANCES**

ITB Case No.: N/A \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note to bidders: Bidders are to provide details of their insurance policies if they have any at the time of preparing their Bid. If selected, Bidders will have to comply with the insurance requirements as set out under Article 14 and the Schedule of Details of the Contract. Bidders are advised that UNOPS may request copies of the insurance policies and any endorsements during the review of bids, including amounts of any deductibles and all exclusions.*

**1. Construction All Risks Insurance/Third Party Liability Insurance**

|                            |  |
|----------------------------|--|
| Name of Insurer:           |  |
| Policy No.:                |  |
| Insured Amount:            |  |
| Renewal Date:              |  |
| Name of Broker:            |  |
| Contact details of Broker: |  |

**2. Workers' Compensation/Employer's Liability Insurance**

|                            |  |
|----------------------------|--|
| Name of Insurer:           |  |
| Policy No.:                |  |
| Insured Amount:            |  |
| Renewal Date:              |  |
| Name of Broker:            |  |
| Contact details of Broker: |  |

**3. Contractor's Plant and Equipment Insurance**

|                            |  |
|----------------------------|--|
| Name of Insurer:           |  |
| Policy No.:                |  |
| Insured Amount:            |  |
| Renewal Date:              |  |
| Name of Broker:            |  |
| Contact details of Broker: |  |

**4. Motor Insurance**

|                  |  |
|------------------|--|
| Name of Insurer: |  |
| Policy No.:      |  |
| Insured Amount:  |  |

6

|                            |  |
|----------------------------|--|
| Renewal Date:              |  |
| Name of Broker:            |  |
| Contact details of Broker: |  |

**5. Professional Indemnity Insurance**

|                            |  |
|----------------------------|--|
| Name of Insurer:           |  |
| Policy No.:                |  |
| Insured Amount:            |  |
| Renewal Date:              |  |
| Name of Broker:            |  |
| Contact details of Broker: |  |

**6. Marine Cargo Insurance**

|                            |  |
|----------------------------|--|
| Name of Insurer:           |  |
| Policy No.:                |  |
| Insured Amount:            |  |
| Renewal Date:              |  |
| Name of Broker:            |  |
| Contact details of Broker: |  |

**RETURNABLE BID SCHEDULE 8**

**CAPACITY, EXPERIENCE, WORK IN HAND AND WORK COMPLETED**

ITB Case No.: UNOPS-SFRS-2017-W-002 \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**1. Similar contracts for works and installation of the boiler rooms with the plant power higher than 300kW during the last 3 years:**

**[List names, locations and value]**

**2. Three contracts with references in last 3 years:**

**[List names, locations and values]**

**3. All current projects underway or committed to start:**

**[List names, locations and values]**

6

## RETURNABLE BID SCHEDULE 9

### WORKS MANAGEMENT SYSTEM

ITB Case No.: UNOPS-SFRS-2017-W-002 \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Note to bidders:

- *Bidders are required to provide the following information:*

**Project implementation/quality management**

- *Project implementation/quality management manual/policy (if any);*
- *An outline project implementation/quality management plan for the project.*

**Health and safety management**

- *Health and safety management manual/policy - The bidder's health and safety manual and preliminary plan demonstrate the bidder's capacity to consistently construct the works in a suitably safe manner. The Bidder should provide Work Safety and Security Act (first page of the document signed and stamped). The Bidder shall also provide the Letter of appointment for responsible person for the implementation of safety and security plan.*
- *An outline health and safety management plan for the project.*

**Environmental management**

- *Environmental management manual/policy(if any);*
- *An outline environmental management plan for the project.*
- *After selection of the successful bidder, UNOPS, in consultation with the bidder, will review above information with a view to determining how it can be integrated with UNOPS' own works management system. Please note that UNOPS' management system sets a standard minimum and shall apply by default.*
- *Before start of construction, the selected bidder will be obliged to prepare and obtain authorized supervisor's approval on the organisational chart of the building site and Plan of preventive measures, all in line with the "Occupational Health and Safety Regulations in the Construction Industry". In these documents the contractor has to define all particular measures for securing the site and providing the safe access to the School, having in mind that the works will be carried out simultaneously with teaching activities.*

87

**RETURNABLE BID SCHEDULE 10**

**PROPOSED SUBCONTRACTORS AND SUPPLIERS**

ITB Case No.: UNOPS-SFRS-2017-W-002 \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note to bidders: Bidders shall provide details of the subcontractors and suppliers they propose to use on the project, including:*

- **Companies' names;**
  
- **Particulars of the works which the bidder proposes to be undertaken by them;**
  
- **References for the manufacturer and equipment**  
**[As requested in SECTION III – 1.EVALUATION CRITERIA, Returnable Bid Schedule 10]**

**RETURNABLE BID SCHEDULE 11 – NOT USED**

**PROPOSED SOURCES OF NATURALLY OCCURRING MATERIALS  
AND  
OUTLINE STATEMENT OF PROPOSED METHODS**

ITB Case No.: UNOPS-SFRS-2017-W-002 \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note to Bidders: Bidders shall provide details of their proposed sources of naturally occurring materials, including aggregates, and outline statement method statement setting out how they intend to stage and construct the works and coordinate with the local authorities in order to obtain all required authorizations and make sure that the project will be implemented on schedule.*

## RETURNABLE BID SCHEDULE 12

### DECLARATION

**United Nations Office for Project Services**  
Skerliceva 4, 11 000 Belgrade

Dear Sir/Madam,

**Subject: Provision of reconstruction works on the heating system and construction of the pellet storage in the Primary School "Stefan Nemanja" in Novi Pazar Case No. UNOPS-SFRS-2017-W-002.**

I, *[insert name and title]*, *[insert title]*, do solemnly and sincerely declare that:

1. I am duly authorised by *[Insert name of bidder]* (the Bidder) to make this declaration on its behalf.
2. I make this declaration on behalf of the Bidder.
3. Before the Bidder submitted its bid, neither the Bidder, nor any of its employees or agents, had knowledge of the bid price proposed by any other bidder who submitted, or of any person, company, other body corporate or firm that proposed to submit, a bid in response to this ITB.
4. Before the Deadline for Bid Submission of this bid process, neither the Bidder, nor any of its employees or agents, disclosed the Bidder's bid price to:
  - (i) any other bidder who submitted a bid in response to this ITB;
  - (ii) any person, company, other body corporate or firm proposing to submit a bid in response to this ITB.
5. Neither the Bidder, nor any of its employees or agents, has provided information to:
  - (i) any other bidder who has submitted a bid in response to this ITB;
  - (ii) any person, company, other body corporate or firm proposing to submit a bid in response to this ITB; or
  - (iii) any other person, company, body corporate or firm for the purpose of assisting in the preparation of a bid in response to this ITB.
6. The Bidder is genuinely competing for the Contract.
7. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to UNOPS in the bid, that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, an industry association in respect of the Contract.
8. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, any other bidder who unsuccessfully tendered for the Contract.

9. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that bidders for the Contract would include an identical or similar condition or qualification in their bids.

I acknowledge that this declaration is true and correct, and I make it in the belief that a person making a false declaration is liable to penalties.

DECLARED at **[insert place]** on **[insert date]** before me:

\_\_\_\_\_  
Signature of authorised witness

\_\_\_\_\_  
Name of authorised witness  
(capital letters)

\_\_\_\_\_  
Address of authorised witness

\_\_\_\_\_  
Witness' Occupation

\_\_\_\_\_  
Signature of declarant

8

**RETURNABLE BID SCHEDULE 13**

**CONFLICTS OF INTEREST**

ITB Case No.: UNOPS-SFRS-2017-W-002 \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note to Bidders: Bidder shall declare any actual or potential conflicts of interest which may arise with respect to the project as between:*

- (i) UNOPS and the bidder; and*
- (ii) UNOPS and any subcontractor (including consultants) proposed by the bidder*

**RETURNABLE BID SCHEDULE 14**

**DISPUTE DETAILS**

ITB Case No.: UNOPS-SFRS-2017-W-002 \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note to Bidders: Bidder shall submit a statement below providing details of any current contract dispute and/or arbitral or legal proceeding involving the bidder. The statement shall include details of any dispute which has been, or is reasonably likely to be, referred to formal dispute proceedings (e.g. mediation or arbitration) or is the subject of litigation in any court locally or overseas. This information shall be provided regardless of whether such action has been instigated by the bidder against a client or a client of the bidder against the bidder.*

6



**SECTION V: UNOPS SHORT FORM CONSTRUCTION CONTRACT**

Attached

87

