

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

**Provision of detailed design  
documentation and construction  
permits for 17 donor visibility  
billboards in 17 municipalities affected  
by the floods in Serbia**

RFQ Ref No: UNOPS-ROADS-2017-S-001

Version: v2016.1

## Invitation letter

Dear Sir/Madam,

**Subject: Request for Quotations for Provision of detailed design documentation and the construction permits for 17 donor visibility billboards in 17 municipalities affected by the floods in Serbia – RFQ Case No.: UNOPS-ROADS-2017-S-001.**

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).

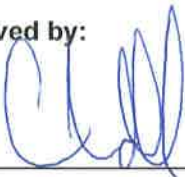
The RFQ consists of the following:

- 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: 13 March 2017

## Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the provision of <b>Provision of detailed design documentation and the construction permits for 17 donor visibility billboards in 17 municipalities affected by the floods in Serbia</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:  <p style="text-align: center;"><a href="mailto:srpc.procurement@unops.org">srpc.procurement@unops.org</a></p> <p style="text-align: center;">United Nations Office for Project Services Republic of Serbia Operations Centre Skerliceva 4 11000 Belgrade, Serbia</p> <p><b>ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</b></p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 21 March 2017.  Responses to requests for clarification will be communicated through LBHT web site ( <a href="http://www.sagradimodom.org">http://www.sagradimodom.org</a> ) and European PROGRES website ( <a href="http://www.europeanprogres.org">www.europeanprogres.org</a> ) under RFQ Case UNOPS-ROADS-2017-S-001 (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>23 March 2017, 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  <p style="text-align: center;"><b>Address: Skerliceva 4, 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: Suzana Tanaskovic</b></p> <p>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 contract.</p> <p>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.</p>

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"> <li>1. <b>Preliminary Examination.</b> The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> <li>- Bidder is eligible as defined in Instructions to Bidders, Article 3</li> <li>- Completeness of the Quotation: all Returnable Bidding Forms and other documentation requested have been provided and are complete and properly signed</li> <li>- Bidder accepts UNOPS General Conditions of Contract and UNOPS General Conditions for Professional Services</li> </ul> </li> <li>2. <b>Qualifications of the Bidder</b> will be assessed as per below qualification criteria: <ul style="list-style-type: none"> <li>- Bidder must be registered for provision of technical documentation and should be in continuous business for minimum last three (3) years</li> <li>- Bidder paid all local and national taxes; positive company's status proved by financial and solvency reports within the last three (3) years</li> <li>- Bidder has relevant experience proven by adequate reference letters and contracts for at least three (3) similar projects for the Traffic designs on the state roads I and II category that have been implemented over the past five (5) years</li> <li>- Proposed team of engineers has the required licenses, expertise and professional experience</li> <li>- 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</li> </ul> </li> <li>3. <b>Technical compliance of the offered services.</b> The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> <li>- Services offered, proposed work plan and detailed methodology in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements.</li> </ul> </li> <li>4. <b>Financial evaluation.</b> Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology.</li> </ol> <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p>
Partial quotations	<p>Partial quotations shall not be allowed. Bidders must quote prices for the total services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.</p>

Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <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>Financial statements and solvency reports</b> for last 3 years to be provided;</li> <li>• <b>Letters of Recommendation</b> for at least 3 (three) similar projects for the traffic designs on the state roads I and II category that have been implemented over the past five years. As proof, the bidder shall provide the <b>relevant permit obtained on the completed designs or signed statement from the investor;</b></li> <li>• <b>The list of the designs produced in the last three years;</b></li> <li>• <b>The copy of the licence П131С1</b> for the provision of the Traffic and signalling design on the state roads I and II category.</li> <li>• <b>CVs and copies of valid professional licences</b> issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers) for the following: One (1) engineer/team member for the traffic and signalling design with the <b>professional license 370</b>; One (1) engineer/team member for the construction with the <b>professional license 310</b></li> </ul>
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>06 April 2017</b>
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at <a href="http://www.ungm.org">www.ungm.org</a>.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature</p>

## Section II: Instructions to Bidders

### 1. SCOPE OF QUOTATION

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

### 2. INTERPRETATION OF THE RFQ

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

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this 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/DP's suspended and removed vendors list;
- iii. is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- iv. is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals;

All Bidders are expected to embrace the principles of the United Nations Supplier Code of Conduct, given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the United Nations Global Compact.

### 4. CLARIFICATION OF THE RFQ

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

### 5. REMUNERATION FOR AND COSTS OF QUOTATIONS

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

### 6. QUOTATION CURRENC(IES)

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

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currenc(ies). UNOPS may accept 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

### ANNEX I: TERMS OF REFERENCES

#### Provision of detailed design documentation and the construction permits for 17 donor visibility billboards in 17 municipalities affected by the floods in Serbia

#### 1. BACKGROUND:

The “European Union Support for the Reconstruction of the Road Structures Affected by the Floods in Serbia” (EU Roads) Project is the continuation of the European Union (EU) efforts to support the Republic of Serbia after the devastating floods that hit the country in May 2014 and to create conditions for the flood prevention and reaction in emergency situations. This project, whose budget is 10.49 million Euros, is implemented by the United Nations Office for Project Services (UNOPS) from January 2016-December 2018 (24 months execution period and 12 months for the Defects Notification Period).

As the result of the Project activities, a minimum of 44 critical landslides will be remediated, and 14 road structures (bridges) damaged by erosions will be reconstructed.

The project is implemented by the funds from the Delegation of the European Union (DEU) and in partnership and close cooperation with the Public Investment Management Office of the Government of the Republic of Serbia (PIMO), Public Enterprise Roads of Serbia (PERS), and Local self-governments.

#### 2. SCOPE OF CONSULTANCY

##### 2.1 Expected results

The design company will develop the detail design documentation for the large signboards for the visibility of the Donor according to technical specifications<sup>1</sup> and obtain the construction permits for their installing on up to 17 locations in flood affected municipalities.<sup>2</sup> The design company will need to adjust the typical billboard detail design in order to accommodate each specific location and obtain all necessary location condition permits from relevant authorities, with respects to eventual existing communal infrastructure.

##### 2.2. Deliverables

Detail design produced and all necessary permits obtained for erecting the large Donor visibility signboard on I and II category state roads within the territory of 17 municipalities.

##### 2.3. Activities:

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

- Understand the Project background.
- Conduct desk research and consultations with Project during the initial activities.
- In liaison with the Project Team, relevant municipalities and the Public Enterprise Roads of Serbia (PERS), determine the best locations for the large signboards – billboards.
- Determine the jurisdiction and property rights over the proposed location
- Conduct the field research on each location
- Liaise with the relevant municipal authorities
- Liaise with the PERS
- Obtain all necessary location condition permits
- Obtain all necessary construction permits for erecting the billboards

<sup>1</sup> Technical specifications are available in Annex 1

<sup>2</sup> List of Municipalities are available in Annex 2

## 2.4. Inputs:

EU Roads Project will provide the conceptual design for the typical billboard which needs to be adjusted to the particular location, along with the type of the materials and shop drawings. All prepress material will be supplied by the EU Roads Project.

## 3. TIMING

The consultancy will be conducted over the period mid-April to mid-September 2017.

## 4. REPORTS

Official language of communication with client is English. The language of the Design is Serbian. As final deliverable, the Consultant shall produce and submit the Detail design documents and all relevant permits from the local authorities/PE Roads of Serbia.

Design of the each billboard shall be provided in one electronic copy and one hard copy.

Relevant permits must be provided as originals.

The Designs will remain the intellectual property of UNOPS.

## 5. REQUIREMENTS

The selected design company should have proven expertise and experience in:

- Designing the traffic signalling on the state road
- Obtaining the permits for this type of design
- Thorough knowledge and understanding of Serbia's building and construction legal framework as well as all regulations related to this type of the construction
- Excellent communication and team building skills
- Communication and reporting to the contracting authorities

The design company shall provide the following as minimum:

1. The copy of the licence П131С1 for the provision of the Traffic and signalling design on the state roads I and II category.
2. The list of the designs produced in the last three years.
3. References for at least 3 (three) similar projects for the Traffic designs on the state roads I and II category that have been implemented over the past five years. As proof, the consultant shall provide the relevant permit obtained on the completed designs or signed statement from the investor.
4. The CVs and copies of valid professional licences issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers) for the following:
  - 4.1. One (1) engineer/team member for the traffic and signalling design with the professional license 370
  - 4.2. One (1) engineer/team member for the construction with the professional license 310

## 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/DPD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

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

Name: [complete]

Title: [complete]

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

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

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

**Form B: Price Schedule Form**

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

RFQ reference no: [insert RFQ reference No.]

<b>Currency</b>	RSD
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	Description	Total price
1.	Provision of detailed design documentation and the construction permits for 17 donor visibility billboards in 17 municipalities affected by the floods in Serbia	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><b>Brief description of the organization, including the year and country of incorporation, and types of activities undertaken</b></p> <p>[Insert response here]</p>
1.2	<p><b>Relevance of specialised knowledge and experience on similar engagements done in the country/region</b></p> <p>[Insert response here]</p>

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

Section 3: Key personnel proposed			
3.1	<b>Name and Nationality</b>	<b>Position to be Assumed in this Contract</b>	<b>Requirements as per Terms of reference</b>
	[Insert]		<i>Copy the requirements in the TOR</i>
	[Insert]		
	[Insert]		
	[Insert]		
	[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 : \_\_\_\_\_

M

## 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 : \_\_\_\_\_

