



Date: 18 October 2022.

**REQUEST FOR QUOTATION
RFQ N° UNFPA/SRB/RFQ/22/006**

UNFPA hereby solicits a quotation for the following service:

“Renovation of UNFPA office premises”

UNFPA is seeking a construction/architecture company to perform UNFPA office renovation. Renovation will consist of construction work, adaptation of electrical installations and furnishing of workplaces. Detailed list of needed work is presented in a table form.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in the country, or through an authorized representative.

1. About UNFPA

The United Nations Population Fund (UNFPA) is the lead United Nations sexual and reproductive health agency for ensuring rights and choices of all. The strategic goal of UNFPA is to achieve the three transformative results: ending unmet need for family planning, ending maternal death, and ending violence and harmful practices against women and girls. In pursuing its goal, UNFPA has been guided by the International Conference on Population and Development (ICPD) Programme of Action (1994), the Millennium Development Goals (2000) and the 2030 Agenda for Sustainable Development (2015).

2. Service Requirements/Terms of Reference (ToR)

Background information

In September 2015, the UNFPA Country Office in Serbia, reallocated their office premises into newly established UN Common Premises/UN House in Serbia located at Bulevar Zorana Djindjica 64, Novi Beograd, Republic of Serbia. Total UNFPA space allocation consist of agency specific area of 70 m² and common area of 34 m² which is total area of agency 104 m².

As of 2015 number of staff increased significantly and UNFPA CO need urgent office restructuring. These reconstruction activities need to be implemented as per the following Bill of Quantities (in later text should be read as BoQ) in which materials, parts, and labor are itemized. It also details the terms and conditions of the construction or repair contract and itemizes all work to enable a contractor to price the work for which he or she is bidding. The quantities may be measured in number, area, volume, weight or time.

Activity 1. Construction works*

Timeframe: all works to be completed no later than 15 December 2022

- 1.1 Arrangement and security of the construction site
- 1.2 Installation of protective foils
- 1.3 Removal of remaining furniture and other movable items and equipment

- 1.4 Dismantling and removal of existing furniture
- 1.5 Construction of the substructure for the installation of internal partitions
- 1.6 Internal glassed partition made of aluminum profiles
- 1.7 Painting walls with dispersive paint
- 1.8 Painting monolithic GK ceilings with dispersive paint
- 1.9 Painting of existing radiators
- 1.10 Painting of existing radiator pipes
- 1.11 Unforeseen construction craft works
- 1.12 Creation of work documentation

Activity 2. Electrical installations*

Timeframe: all works to be completed no later than 15 December 2022

- 2.1 FTP cable installation
- 2.2 N2XH cable installation
- 2.3 Parapet distribution
- 2.4 Installation of sockets in parapet and distribution of electrical cables
- 2.5 RJ45 sockets installation
- 2.6 Repair of electrical cabinet
- 2.7 Testing of the reconstructed electrical installation

Activity 3. Workplace equipment with office furniture*

Timeframe: all works to be completed no later than 15 December 2022

- 3.1 Working desk in office (POS 1), please provide offer for hydraulic and non-hydraulic desk lift
- 3.2 Desk for workstation zone (POS 2)
- 3.3 Work chair in office (POS 3)
- 3.4 Work chair for workstation zone (POS 4)
- 3.5 File cabinet in the (POS 5) director's office
- 3.6 Desk in the office of the director (POS 6)
- 3.7 Document shelf (POS 7)
- 3.8 Document shelf (POS 8)
- 3.9 Printer shelf (POS 9)
- 3.10 Documentation shelf (POS 10)
- 3.11 Drawers (POS 11)
- 3.12 Wall shelves (POS 12)
- 3.13 Built-in wardrobe (POS 13)
- 3.14 Low mobile shelf (POS 14)
- 3.15 Bumper boards
- 3.16 Footrest
- 3.17 Desktop monitor mount
- 3.18 Wall bracket for the monitor in the workstation area

**Detailed specification of works could be found in a separate BoQ document on UNFPA website.*



Timing / Schedule:

All deliverables are to be completed by 15 December 2022. This schedule could be altered only in case of *force majeure* that would prevent implementation of activities.

For all delays in the completion of the tasks, contractor should notify the UNFPA country office in written form (e-mail) stating the reasons for the delay and proposing alternative actions or dates for completion of the deliverables.

3. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person(s):	<i>Amir Mehmedagic</i>
Email address of contact person:	mehmedagic@unfpa.org

The deadline for submission of questions is 24 October 2022, 12:00 CET. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

4. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

a) Technical proposal, including the following technical requirements:

• **Legal requirements and experience:**

- ❖ **Company Profile**, which should include a short description of the company and other relevant information concerning the requirements indicated in this document - it should not exceed three (3) pages. Company must have at least 3 years of experience in construction/architectural business;
- ❖ **Certificate of Registration** of the business, including Articles of Incorporation, or equivalent document if the Bidder is not a corporation (copy of Registration from APR);

b) Price quotation, to be submitted strictly in accordance with the PRICE QUOTATION FORM (at the end of document).

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

The quotation shall be valid for a period of 3 months (90 days) after the submission deadline. In exceptional circumstances, UNFPA may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.



5. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section 4 above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact indicated below no later than: *Thursday, 27 October, 12.00 Belgrade Time*¹.

Name of contact person(s):	<i>Serbia Country Office</i>
Email address :	procurement.serbia@unfpa.org ;

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/SRB/RFQ/22/006 – [Renovation of UNFPA office premises]**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately or through adequate links before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

6. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

7. Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements in Section 2 and in accordance with the evaluation criteria below.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

Category	Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Overall response	Completeness of response and overall concord between requirements and proposal	100		30%	
Legal requirements and experience	Completeness of required documents and proof of company profiles	100		30%	
Availability of product/works and delivery time	Availability of product in stock and meeting requested delivery schedule	100		40%	
Grand Total All Criteria		300		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0



8. Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points per category in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

Total score:

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 50\% \text{ Technical score} + 50\% \text{ Financial score}$$

9. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award Professional Service Contract on a fixed-cost basis or ceiling prices basis to the Bidder(s) that obtain the lowest-price with best technically provided offer.

10. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease, by up to 20%, the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

11. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract. The payment will be made by UNFPA Serbia, per mutually agreed tasks/deliverables and certification by the UNFPA Country Offices appointed staff of satisfactory performance. The outputs are to be validated by UNFPA Administrative/Finance Associate and approved by the Head of Office who will issue clearances for payment.

All payments will be made in local currency as per prevailing UN rate of exchange during the month of payments. The ownership of the outputs under this consultancy will remain with UNFPA Serbia Office.

ADVANCE PAYMENT:

Any request from the supplier for advance payment shall be justified in writing by the supplier in its offer. This justification shall explain the need for the advance payment, itemize the amount requested, and provide a time-schedule for utilization of the requested advance payment amount. In the event that a supplier requests an advance payment, UNFPA will request the supplier to submit documentation regarding its financial status (e.g., audited financial statements). Previous experience of UNFPA with the supplier must



also be investigated, if applicable, and the financial solvency and reliability of the supplier must be determined. To recover an advance payment, progress payments and the final payment shall be subject to a percentage deduction equal to the percentage that advance payment represents over the total price of the contract.

12. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

13. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

14. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract regarding UNFPA deliverables may submit a complaint to the UNFPA Head of the Business Unit, Ms. Borka Jeremic at jeremic@unfpa.org.

15. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	
Request for quotation N°:	UNFPA/SRB/RFQ/22/006
Currency of quotation:	RSD or USD
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

While preparing the price quotation form, please make budget breakdown as detailed as possible. Budget lines given below are for orientation purposes only. For breakdown of costs and offer preparation please use detailed BoQ table as well as spatial plan document attached with this RFQ.

No.	Description of Works	UNIT	QUANTITY	UNIT PRICE (RSD/USD)	TOTAL AMOUNT (RSD/USD)
1	2	3	4	5	6=4x5
01-00	Construction Works				
01-01					
01-02					
Sub-TOTAL	Construction Works				
02-00	Electrical installations				
02-01					
02-02					
Sub-TOTAL	Electrical installations				
03-00	Workplace equipment with office furniture				
03-01					
03-02					
Sub-TOTAL	Workplace equipment with office furniture				
	SUMMARY				
01-00	Construction Works				
02-00	Electrical installations				
03-00	Workplace equipment with office furniture				
	TOTAL:				



Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/SRB/RFQ/22/006 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Name, title, signature	Date and place	



**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) or [French](#)