

**RFP No: IOP/16-2018/UCH**

Procurement of Consulting Services

**Feasibility Study of “Construction of a new University Children's Hospital in Belgrade”**

## **CLARIFICATION NO. 1**

**Issued on 11<sup>th</sup> July 2018**

### **QUESTION 1:**

On the page 34/121, Qualification Requirements it is written:

“A statement of overall annual turnover in the past three financial years since January 2015, confirmed by Certified Auditor.” – If we are a small company which does not have legal obligation to have Audit reports what should be enclosed in our offer?

### **RESPONSE 1:**

As this, according to the positive legislation in the Republic of Serbia, pertains to be the exception related to only SME's, it is acceptable to submit all financial documents (in particular the balance sheets and profit and loss accounts) as required by law in the form required by law, as valid proof of financial standing. However, if a Consultant is covered by this exception by their country law, they need to clearly state that in the Qualification Information Form under point 1.5. Financial Reports.

### **QUESTION 2:**

On the page 27/121, Point 9.1 it stands that “Proposals shall be submitted in the English language” – Do we have to have every document in the Serbian language translated with the stamp of Court interpreter or could it be done by translator as well?

### **RESPONSE 2:**

The Proposals shall be submitted in English language. Documents comprising the Proposal submitted in another language, should be accompanied by an accurate translation in the language of the Tender, which is English language, with or without a stamp of Court interpreter.

For documents and evidences made in Serbian or issued by the relevant authority in Serbian language, translation is not required.

### QUESTION 3:

With reference to Section 2. of the Procurement Document—Qualification Requirements, we kindly ask you to confirm whether an ISO9001 certificate is mandatory for the Consultant to be considered eligible to submit the Technical and Financial Proposal. If mandatory, would, in case of a Joint Venture, the ISO9001 certificate held by one of the members be sufficient for the Joint Venture to qualify for the tender?

### RESPONSE 3:

According to the Procurement Document, the consultant should hold a valid certificate covering its relevant operations on the assignment: ISO9001. In that regard, ISO9001 certificate is mandatory for the Consultant to be considered eligible for further proposal evaluation stages. However, there has been an Amendment No. 1 to Procurement Document made and issued on July 11, 2018, which in point 4. states:

"Members of a Joint Venture could meet Consultants qualifications requirements cumulatively in order for the Joint Venture to qualify.

**The leading member of a Joint Venture must hold a valid certificate covering its relevant operations on the assignment: ISO9001. Other members of a Joint Venture are not obliged to hold a valid certificate covering its relevant operations on the assignment: ISO9001."**

In that regard, members of a Joint Venture could meet this qualification requirement cumulatively in order for the Joint Venture to qualify, which means that if the leading member in Joint venture holds a valid certificate ISO9001, that Joint Venture will be considered eligible for further proposal evaluation stages regarding this qualification requirement.

### QUESTION 4:

As mentioned in the sixth point of the "Request for Proposal Letter" (page 4 of 121), that "A Bid Security, must accompany all bids, shall be in the form of an unconditional, irrevocable and payable on first call bank guarantee issued by a bank. The amount and currency of the bid security shall be 10.000,00 EUR."

- a. Is that Bid Security should be deposited at the same time of our proposal, that means before July 16<sup>th</sup>, 2018? Usually, the funders request a bid deposit after contract signature, at the time of the payment of the advance.
- b. If so, could you describe us the procedure and modalities?

### RESPONSE 4:

- a. and b.

In accordance with the relevant provisions of the Request for proposals that you have already mentioned, a Bid Security must accompany all bids, which means that a Bid Security should be deposited at the same time when the Proposal, altogether with all other documents comprising the Proposal, not later than **July 31<sup>st</sup>, 2018 at 11 a.m. local time.**

Bid Security should be submitted in the 1<sup>st</sup> Inner Envelope with the Technical Proposal, according to the relevant provisions of the Procurement Document, Section 2. Instruction to Consultants and Data Sheet E. Data Sheet B. Preparation of Proposals, ITC Reference 10.1.

The purpose of the Bid Security is to ensure the Clients acts in the period between the proposal submission and signing the contract, as explained in the Bid Security form of the Procurement Document:

Bid Security may be charged either the Consultant:

- (a) has withdrawn its Proposal during the period of Proposal validity set forth in the Consultant's Proposal ("the Proposal Validity Period"), or any extension thereto provided by the Consultant; or
- (b) having been notified of the acceptance of its Proposal by the Client during the Proposal Validity Period or any extension thereto provided by the Consultant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Consultants ("ITC") of the Client's procurement document.

#### QUESTION 5:

This call for proposal has been published in June 13<sup>th</sup>, 2018, that means 4 weeks before the deadline. Considering the very short time frame for submitting the proposal, we would ask you to prolong the submission deadline, in order to comply with usual delay of 6 weeks for international call for proposal (integrating duration for express courier service).

#### RESPONSE 5:

There has been an Amendment No. 1 to Procurement Document and an Amendment to Procurement Notice made and issued on July 11, 2018, that extended the deadline for submission of the proposals.

New deadline for submission of the bids is: **July 31<sup>st</sup>, 2018 not later than 11 a.m. local time.**

#### QUESTION 6:

It is unusual for consultancy services to request a Bank Guarantee. This is common for construction services but not for this type of RFP. Moreover, the amount of 10,000€ seems exaggerated compared with the amount of the contract. It represents 4% of maximum contract value. Therefore, can this Bid security be waived?

#### RESPONSE 6:

No, a Bid security can not be waived. A Bid Security, must accompany all bids, shall be in the form of an unconditional, irrevocable and payable on first call bank guarantee issued by a bank. The amount and currency of the bid security shall be 10.000,00 EUR. For the Bidders from the Client's Country: Payable in RSD at the middle exchange rate of The National Bank of Serbia on the day invoking of the guarantee.

QUESTION 7:

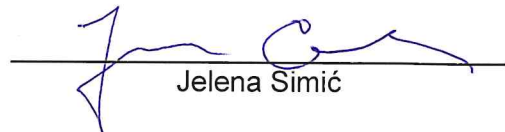
The timeline to respond is rather short. Could you provide an extension for the deadline for submission?

RESPONSE 7:

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New deadline for submission of the bids is: **July 31<sup>st</sup>, 2018 not later than 11 a.m. local time.**

Procurement Committee



Jelena Šimić