Subject: Summary of Clarifications regarding RFP/SER/26/2015

1. Annex C - Terms of reference for mandatory requirements if specified that the bidder must have at least 7 employed licensed engineers: 315 or 312, 370, 310 or 311, 313or314, 300.

Question: Whether they need to be permanently employed or may be engaged with other type of contracts?

**Reply: The proposed key staff may be employed on other type of contracts as long as the Company proposing the key staff certifies their availability for the task.**

2. In Request for proposal, article 11. Technical proposal, Company profile, number 1 requirement is: Completed and duly signed Vendor registration form.

Question: In case of Proposal submitted by Joint Venture give us directions how to fill the form?

A) Just a member of charge of JV

B) Every member of JV individually or

C) Summary for all members of JV

**Reply: The process of applying as a Consortium is explained in detail at our site Annex A: Instruction to Bidders (**[**www.osce.org/procurement**](http://www.osce.org/procurement)**)**

**To be more precise – each member of the Consortium needs to fill in all requested documents**

3. Annex A - Instructions to bidders, several articles specify and pointing to Section II Bidding Data Sheet, and to Section Ill in article 13.2.

Given that the bidding documents was submitted to us by e-mail, and does not contain Section II Bidding data sheet, nor Section Ill where is the Bid Security Form is provided.

Question: Is Section II Bidding Data sheet and Section Ill appropriate integral part of a tender documentation, and if it, please provide it to us.

**Reply: Sections you are referring to are non-applicable and do not form the integral part of a tender**

4. Is it permissible to offer only individual projects from the 16 mentioned in the tender documents or the offer must include all projects?

**Reply: No, you have to bid for all**

5. If a company as part of the Joint Venture younger than 3 years can make participation as a member, if other members fulfil requirements in terms of years?

**Reply: Yes, all companies in the consortium must be registered more than three years.**

6. Annex A -Article 9.1 draws attention of a possibility of modification of tender documents that will be published by amendments on the site www. ocse.org/procurement/tenders

Question: Since we got our bidding documentation by email, sending a request completing the forms with company data, does it mean that the procedure of getting the amendment will be the same?

**Reply: No, the amendments will be Public and advertised on the site, we will not issue Amendments or Modifications by e-mail to bidders separately**

7. Does Vendor Registration Form need to be signed by all members of joint venture or can be signed by leader?

**Reply: All members of the Consortium need to fill in the Vendor Registration form separately and to provide the requested documents for their companies separately**

8. Does all data (financial statements, company registration, contracts, final handovers) need to be translated to English language, and if answer is yes does translate must be done by official English translator.

**Reply: No, you may send the documents in Serbian, we reserve the right to ask English translation if needed at a later stage of a procurement process (not translated by sworn court translator)**

9. Which document needs to be submitted for proving of eligibility of proposed staff?

**Reply: Eligibility is proved with a copy of the proposed staff licence issued by Serbian authorities.**

10. Does the planned time for completion of expected services of 120 days, includes the time for obtaining the positive opinion of the Republican review committee for the preliminary design, since it is a procedure in which the designer has no influence on the length of the process, and that without finishing that step, next phase of preparation of the project documentation is not applicable?

**Reply: The planned time for obtaining the positive opinion of the Republican Review Committee (required only for Knjazevac) is included in overall time for completion of expected service but it can also be exempt from the overall duration (i.e. a break can be defined).**

***The overall contract duration may be extended for 30 days having in mind that it cannot exceed 20th of December 2015). According to the Law on Planning and Construction, the Republican Review Committee has 30 days to provide its report regarding the conceptual design, but this is an ideal law-stipulated deadline, which in real terms is very rarely met. The one month extension of the deadline would be beneficial to perform this task.***

11. Does the planned time for completion of expected services of 120 days includes time for obtaining location conditions and approvals of public enterprises and other relevant public companies, since it is a procedure in which the designer has no influence on the length of the process, and that without finishing that step, next phase of preparation of the project documentation is not applicable?

**Reply: The deadline presented in the tender also includes the period in which the location conditions should be obtained. Having the short deadline in mind, OSCE will closely and fully cooperate with the Local Self Governments in order for the tender to be successfully implemented, which is also stipulated in the “Data, Services, Personnel and Equipment provided by OSCE” paragraph of the tender documentation**.

12. What is the proof of financial ability to hire additional resources if necessary for the successful completion of the contract, please explain what is the satisfying form?

**Reply: The proof for the financial statement is:**

***3. Company’s Financial Statement for the last two years if applicable 2013 and 2014 (balance sheets for 2013, 2014 and audited reports if applicable); otherwise for the years 2012 and 2013;***

**The extract is taken from the Cover Letter of the RFP / SER / 26/2015**

13. In Instruction For Bidders it is noted that additional instructions can be found in Bidding Data Sheet. Could you please send us Bidding Data Sheet for this RFP?

**Reply: The section you are referring to is outdated, please disregard**

14. Is it possible to engage subcontractor for geodetic works who will submit evidence of possession of geodetic equipment? What other documents must be submitted for subcontractors?

**Reply: Subcontracting is not allowed at all**

15. Please confirm if licenses, contracts and other supporting documents can be submitted in Serbian.

**Reply: Yes, you may submit the licenses, contracts and other supporting documents in Serbian, however, in case you are rewarded with the contract you might be asked for translations**