**CLARIFICATION SUMMARY**

**ITB SER 01 2025**

**Execution of works at the Agency in Kragujevac**

***Q1:* It has been mentioned on several occasions that the offer should be submitted in English. Please explain this request in detail, document by document. */ U nekoliko navrata se pominje da ponuda treba biti dostavljena na engleskom jeziku. Molimo vas da detaljno objasnite ovaj zahtev, dokument po dokument.***

**A1:** As the OSCE is an international organization, and in accordance with internal regulations, all tender bids should be submitted in English. / *S obzirom da je OEBS međunarodna organizacija, I u skladu sa internim procedurama, sve ponude za tender moraju biti dostavljene na engleskom jeziku.*

However, please find below a detailed explanation on the necessary submissions / *Međutim, u nastavku možete pronaći detaljno objašnjenje o neophodnim podnescima:*

**Documents to be completed in English / *Dokumenti koje treba popuniti na engleskom jeziku*:**

* ITB Document – To be filled in English in the designated spot / *Popunjava se na engleskom jeziku na naznačenom mestu*
* Annex D: Vendor Registration Form – To be completed in English (contains general company details and references) / *Popuniti na engleskom (sadrži opšte podatke o kompaniji i reference).*
* Form A: Statement on Satisfactory Performance – To be completed in English and signed by the company providing the reference / *Popuniti na engleskom i potpisati od strane kompanije koja daje referencu.*
* Form B: CVs – To be provided in English / *Dostaviti na engleskom*
* Form C: List of Personnel – To be provided in English / *Dostaviti na engleskom*
* Timetable of Activities – Please submit in English / *Pošaljite na engleskom*

**Documents that do not require translation into English / *Dokumenti koji ne zahtevaju prevod na engleski:***

* APR Copy – No English translation required / *Nije potreban prevod na engleski*
* Extract from the NBS Website Tool – No English translation required / *Nije potreban prevod na engleski*
* Profit/Loss Account and Balance Sheets – No English translation required */ Nije potreban prevod na engleski*
* Annex E: Price List with Bill of Quantities – To be filled in with numbers/prices / *Popuniti brojevima/cenama*
* Self-Declaration Form – Only requires a signature / *Potreban je samo potpis*
* Statement about CTHB – Only requires a signature / *Potreban je samo potpis*
* Contract Template – Requires company details, signature, and stamp / *Zahteva popunjavanje podataka o kompaniji, potpis i pečat*

***Q2:* The requirement for previous experience in final works or similar is mentioned. Does this mean that an adequate "or similar" experience is on high-rise reference buildings with the specified types of works whose subject was reconstruction, rehabilitation, adaptation? / *Pominje se uslov prethodnog iskustva u završnim radovima ili slično. Da li to znači da je adekvatno ’’ili slično’’ iskustvo na referentnim objektima visokogradnje sa navedenim vrstama radova čiji je predmet bio rekonstrukcija, sanacija, adaptacija?***

**A2:** In the document ITB SER 01 2025 Annex C - Terms of reference.pdf, point 5.2.1 states as follows: “The Bidder is required to have at least three years of relevant technical experience in the finishing construction works on similar projects for buildings (Proof to be provided by the Bidder: Reference List of the Bidder’s professional capacity and experience, which should be provided within Annex D - Vendor Registration Form, Section 3, points 4 and 5).“ To simplify the procurement process, the OSCE Mission to Serbia chose not to classify the structures according to the Rulebook on the classification of structures. This allows any building with finishing construction works to be used as a reference. Various types of intervention in construction works, such as reconstruction, rehabilitation, and adaptation are included. / *U dokumentu, ITB SER 01 2025 Annex C - Terms of reference.pdf tačka 5.2.1 navodi se sledeće: Ponuđač je dužan da ima najmanje tri godine relevantnog tehničkog iskustva u izvođenju završnih građevinskih radova na sličnim projektima za zgrade (Dokaz koji ponuđač treba da obezbedi: Referentna lista profesionalne sposobnosti i iskustva ponuđača, koje treba navesti u Aneksu D – Obrazac za registraciju dobavljača, odeljak 3, tačke 4 i 5). Kako bi pojednostavili proces nabavke, Misija OEBSa u Srbiji je odlučila da ne klasifikuje objekte prema Pravilniku o klasifikaciji objekata. Ovo omogućava da bilo koja zgrada sa završnim građevinskim radovima može biti korišćena kao referenca. U to su uključene različite vrste intervencija u građevinskim radovima, kao što su rekonstrukcija, sanacija i adaptacija.*

***Q3***: **In part of the requirements for experts, 2 civil engineers with licenses are required. We believe that this requirement is too much for the scope of the works in question and that it is enough to show either one engineer with and one without a license, as an assistant manager, team leader, or completely eliminate this requirement, and instead of a construction engineer, maybe add one electrical engineer with a license, since there are electrical works in addition to construction. / *U delu uslova za stručnjake se zahtevaju 2 građevinska inženjera sa licencama. Smatramo da je taj zahtev previše za obim predmetnih radova i da je dovoljno prikazati ili jednog inženjera sa i jednog bez licence, kao pomoćnika rukovodioca, vođe tima, ili potpuno eliminisati ovaj zahtev, a umesto građevinskog, možda pre dodati jednog inženjera elektro imaoca licence, budući da ima elektro radova pored građevinskih.***

**A3:** In the document ITB SER 01 2025 Annex C - Terms of reference.pdf, point 5.2.3 states as follows: “The Bidder is required to provide a team of at least two (2) experts, a Civil engineer for construction and the Person responsible for safety and health, with the competencies as listed below (Expert’s Qualifications) along with a minimum of two (2) skilled craftsmen, one specializing in plumbing and the other in ceramic works.“ In point 5.3, the item “Team leader and civil engineer for construction” further explains the requirements for the civil engineer. This means that only one civil engineer is required, serving simultaneously as the team leader and the engineer / *U dokumentu , ITB SER 01 2025 Annex C - Terms of reference.pdf, tačka 5.2.3 kaže se sledeće: Ponuđač je obavezan da obezbedi tim od najmanje dva (2) stručnjaka, građevinskog inženjera za izvođenje radova i lice odgovorno za bezbednost i zdravlje na radu, sa kompetencijama navedenim u nastavku (Kvalifikacije stručnjaka), kao i najmanje dva (2) vešta majstora, jednog za vodoinstalaterske radove, a drugog za keramičarske radove. Tačka 5.3, stavka „Tim lider i građevinski inženjer za izvođenje radova“ dodatno objašnjava uslove za građevinskog inženjera. To znači da je potreban samo jedan građevinski inženjer, koji je istovremeno vođa tima i inženjer.*

***Q4:* Except the employment contract, are other forms of employment (the contract on additional work, temporary jobs, etc.) acceptable as a proof for the construction engineer, in accordance with the general instructions and the Labor Law? / *Da li su, osim ugovora o radu, drugi oblici zapošljavanja (ugovor o dopunskom radu, privremeni poslovi i sl.) prihvatljivi kao dokaz za građevinskog inženjera, u skladu sa opštim uputstvima i Zakonom o radu?***

***Q4.1* Please explain how the quality of the work of the engineering staff is affected if they work under a contract for additional work, engagement contract etc., if they are constantly engaged in projects contracted by the Bidder, same as an engineer who is employed? / *Molimo, objasnite na koji način utiče kvalitet u radu inženjerskog kadra ako radi po ugovoru o dopunskom radu, delu itd., ako je konstantno angažovan na projektima koje ugovara izvođač kao i inženjer koji je u radnom odnosu?***

**A4:** In the document ITB SER 01 2025 Annex C - Terms of reference.pdf, point 5.3, the item “Team leader and civil engineer for construction” states as follows: “Employed by the Bidder (Proof: a copy of the employment contract)”. This approach allows the Bidder's professional capacity to be linked to personal experience, ensuring long-term collaboration through the employment contract. Other forms of engagement could not be accepted / *U dokumentu, ITB SER 01 2025 Annex C - Terms of reference.pdf, tačka 5.3, u stavci „Tim lider i građevinski inženjer za izvođenje radova“ stoji: Zaposlen kod ponuđača (dokaz: kopija ugovora o radu); Ovakav pristup omogućava da se profesionalni kapacitet Ponuđača poveže sa ličnim iskustvom, obezbeđujući dugoročnu saradnju kroz ugovor o radu. Drugi oblici angažovanja ne mogu biti prihvaceni.*

**A4.1** For key technical personnel, specifically the expert responsible for the execution of works, the requirement is the employment contract as the primary and most stable form of employment, establishing it as a minimum contractual requirement for Bidders involved in the execution of works. This ensures that the Bidder's professional capacity is linked to the personal experience of the employed engineer. This formal and stable employment relationship ensures accountability, continuity, and adherence to quality standards throughout the construction process, aligning with the Bidder's competencies and objectives. This means the other forms of engagement will not be accepted for the civil engineer for construction /*Za ključno tehničko osoblje, konkretno za stručnjaka zaduženog za izvođenje radova, zahtev je ugovor o radu kao primarni i najstabilniji oblik zapošljavanja, postavljajući ga za minimalni ugovorni uslov za Ponuđače koji se bave izvođenjem radova. Time se obezbeđuje da se profesionalni kapacitet Ponuđača poveže sa ličnim iskustvom zaposlenog inženjera. Ovaj formalni i stabilan radni odnos obezbeđuje odgovornost, kontinuitet i poštovanje standarda kvaliteta tokom procesa izgradnje, u skladu sa kompetencijama i ciljevima Ponuđača. To znači da drugi oblici angažovanja za građevinskog inženjera neće biti prihvaćeni*

***Q5:* Is it possible to show the experience of a construction engineer who is employed and has experience on projects in previous years, without having a license? In that case, is the director of the company with all the references he has as a team leader, a graduate civil engineer without a license, the reference for you? / *Može li se prikazati iskustvo građevinskog inženjera koji je u radnom odnosu i koji ima iskustvo na projektima u prethodnim godinama, bez posedovanja licence? Da li je u tom slučaju za vas referentan direktor preduzeća sa svim referencama koje poseduje kao tim lider, diplomirani građeviski inženjer bez licence?***

**A5:** In the document ITB SER 01 2025 Annex C - Terms of reference.pdf, point 5.3, the item “Team leader and civil engineer for construction” states as follows: “Civil engineer for construction with a university degree, certified for the execution of works as prescribed by the related legislation – Personal License 410 or 411 or 700 or GI 04-01.1 (Proof: Copy of License)”. This means that a civil engineer without a specific professional license will not be accepted. /*U dokumentu, ITB SER 01 2025 Annex C - Terms of reference.pdf, tačka 5.3, u stavci „Tim lider i građevinski inženjer za izvođenje radova“ stoji: „Građevinski inženjer za izvođenje radova sa univerzitetskom diplomom, ovlašćen za izvođenje radova propisanih odgovarajućim zakonom – Lična licenca 410 ili 411 ili 700 ili GI 04-01.1 (Dokaz: Kopija licence)“. To znači da građeviinski inženjer bez jedne od specificiranih profesionalnih licenci neće biti prihvaćen.*

***Q6: Is one experience related only to the replacement of the floor in the school building, which is from the business year 2021, acceptable? / Da li je prihvatljivo jedno iskustvo vezano samo za zamenu poda u školskoj zgradi koje je od poslovne 2021. godine?***

**A6:** In the document ITB SER 01 2025 Annex C - Terms of reference.pdf, point 5.2.1 states as follows: 5.2.1 The Bidder is required to have at least three years of relevant technical experience in the finishing construction works on similar projects for buildings (Proof to be provided by the Bidder: Reference List of the Bidder’s professional capacity and experience, which should be provided within Annex D - Vendor Registration Form, Section 3, points 4 and 5). This means that relevant technical experience refers to finishing construction works, which may include floor replacement. Works executed in a school building are acceptable. The references should cover at least three years, and the year 2021 is acceptable. **/** *U dokumentu, ITB SER 01 2025 Annex C - Terms of reference.pdf, tačka 5.2.1 kaže se sledeće: Ponuđač je dužan da ima najmanje tri godine relevantnog tehničkog iskustva u izvođenju završnih građevinskih radova na sličnim projektima za zgrade (Dokaz koji ponuđač treba da obezbedi: Referentna lista profesionalne sposobnosti i iskustva ponuđača, koje treba navesti u Aneksu D – Obrazac za registraciju dobavljača, odeljak 3, tačke 4 i 5. Ovo znači da se relevantno tehničko iskustvo odnosi na završne građevinske radove, što može uključiti zamenu poda. Prihvatljivi su radovi koji su izvedeni u školi. Referentni ugovori treba da pokriju najmanje tri godine, 2021. godina je prihvatljiva.*

In the document ITB SER 01 2025 Annex C - Terms of reference.pdf, point 5.2.2 states as follows: 5.2.2 The Bidder is required to have proven experience in the execution of finishing construction works on a minimum of two (2) projects with similar scope for buildings, in the last three years, for which the Bidder has to provide references. References do not need to be translated into English. Proof to be provided by the Bidder - Statement of Satisfactory Performance from at least two clients, in terms of the same or similar scope of work as follows:  Installation of epoxy or polyurethane flooring and Installation of joinery, including windows and doors. It is preferable, but not mandatory, to provide this proof through the form provided as the Form A of this ITB. This means that the technical experience proven by Statements refers to the installation of epoxy or polyurethane flooring, not just any type of flooring, as well as the installation of joinery, including windows and doors. If these works have been carried out, their execution in a school building is acceptable. The execution of works from 2022, 2023, 2024, and 2025 will be accepted**.** */ U dokumentu, ITB SER 01 2025 Annex C - Terms of reference.pdf, tačka 5.2.2 kaže se sledeće: Od Ponuđača se traži da ima dokazano iskustvo u izvođenju završnih građevinskih radova na najmanje dva (2) projekta sličnog obima za građevinske objekte, u poslednje tri godine, za koje Ponuđač mora da dostavi reference. Reference ne moraju biti prevedene na engleski. Dokaz koji ponuđač dostavlja – Izjava o dobrom izvršenju posla od najmanje dva klijenta, za isti ili sličan posao kako sledi: Ugradnja epoksidnih ili poliuretanskih podova I Ugradnja stolarije, uključujući prozore i vrata. Poželjno je, ali nije obavezno, dostaviti ovaj dokaz putem obrasca koji je obezbeđen kao Obrazac A tenderske dokumentacije. Ovo znači da se tehničko iskustvo koje se dokazuje Izjavama odnosi na ugradnju epoksidnih ili poliuretanskih podova, a ne bilo koje vrste poda, i ugradnju stolarije, uključujući prozore i vrata. Ako su ovi radovi izvedeni, prihvata se da su izvedeni u školi. Radovi izvedeni tokom 2022, 2023, 2024, 2025. godine će biti prihvaćeni.*

***Q7: Do you perhaps have an estimated procurement value, a certain amount of budget for this job? / Imate li možda procenjenu vrednost nabavke, određeni iznos budžeta za ovaj posao?***

**A7:** Unfortunately, we are unable to share details regarding the budget, as it is not standard practice within the OSCE **/** *Nažalost, nismo u mogućnosti da podelimo detalje u vezi sa budžetom, jer to nije standardna praksa unutar OEBS-a*

***Q8:*** ***In accordance with the terms of the document "Invitation to bid", page 3, it is stated: "The authorized person of the Bidder is obliged to fill in the company data on the contract form in the designated places, stamp it and sign it, thereby confirming that he agrees with the content of the contract form". Please consider the possibility that it is acceptable for the Contracting Authority of the Bidder to submit comments on the proposed model of the Contract when submitting the bid. We also believe that providing the opportunity for comments and possible suggestions on the proposed model of the contract could contribute to a more efficient negotiation process and the achievement of agreed terms that are in the mutual interest, thus avoiding potential disagreements in future cooperation. We believe that this would be a useful step towards achieving a transparent and mutually acceptable agreement. / U skladu sa uslovima iz dokumenta „Invitation to bid“, strana 3, navodi se: „Ovlašćeno licePonbuđača dužno je da na predviđenim mestima popuni podatke o preduzeću na obrascu ugovora, pečatira ga i potpiše, čime potvrđuje da je saglasan sa sadržajem obrasca ugovora“. Molimo Vas da razmotrite mogućnost da je za Naručioca prihvatljivo da Ponuđač prilikom podnošenja ponude dostavi komentare na predloženi model Ugovora. Takođe, smatramo da bi pružanje mogućnosti za komentarisanje i eventualne sugestije na predloženi model ugovora moglo doprineti efikasnijem procesu pregovaranja i postizanju usaglašenih uslova koji su u obostranom interesu, čime bi se izbegle potencijalne nesuglasice u budućoj saradnji. Verujemo da bi ovo bio koristan korak u cilju postizanja transparentnog i obostrano prihvatljivog sporazuma.***

**A8:** According to the tender documentation, the authorized representative of the Bidder is required to complete the contract template by filling in the company details in the designated spaces, stamping, and signing it to confirm agreement with its content. However, if your company does not accept all the terms and clauses in the provided Contract model, you can submit a revised version with your comments and suggestions clearly visible in the document, along with the entire tender documentation. Please note that all OSCE contracts include certain indispensable clauses, and if the winning bidder does not accept those during the contract negotiation stage, we will not be able to sign the contract. /*Prema tenderskoj dokumentaciji, ovlašćeni predstavnik Ponudjaca je dužan da popuni predlog ugovora unosom podataka o kompaniji u predviđena polja, overi ga pečatom i potpiše kako bi potvrdio saglasnost sa njegovim sadržajem. Međutim, ukoliko vaša kompanija ne prihvata sve uslove i klauzule u dostavljenom modelu ugovora, možete dostaviti revidiranu verziju sa jasno vidljivim komentarima i predlozima u dokumentu, uz preostalu tendersku dokumentaciju. Molimo Vas da imate na umu da svi ugovori OEBS-a sadrže određene neophodne klauzule, te ukoliko izabrani ponudjac ne prihvati te klauzule tokom pregovora o ugovoru, nećemo biti u mogućnosti da potpišemo ugovor.*