**CALL FOR TENDERS**

**Contracting Entity: Office of the Republic of Serbia for "EXPO 2025 OSAKA",**

**Address:** Site No. 41, Yumeshima Naka 1-chome Jisaki, Konohana-ku, Osaka, Japan

**Deadline for submitting tenders: \_\_\_\_07.05.2024. by 15.00 Osaka (Japan) time**

**Description of the given procurement:** Works supervision services for the Pavilion of the Republic of Serbia for "Expo 2025 Osaka”

**The estimated value of the procurement is 540.000,00 EURO with Japanese VAT.**

The tenderer shall have the option of submitting a tender in euros or Japanese yen.

The tender shall be submitted in English.

The Contract shall be concluded until all contractual obligations have been fulfilled, for a maximum of 18 working months.

The Service Provider shall be obliged to prepare and submit Works Supervision Execution Plan which will demonstrate methodology for checking fulfilment of technical conditions and standards

that apply to this type of work.

**Timeline:**

• Start of the project from May 15th 2024

• Building permit approvals and start of construction before end of July 2024

• Complete construction and visitors experience by end of March 2025, not later than 10 days before starting of the Expo 2025 event

• Dismantling not later than April 13th 2026

**An integral part of this Call shall be the technical specification and accompanying documents.**

**Project Overview:**

The Serbian Pavilion at Osaka Expo 2025 project is type A (self-built pavilion) positioned at the western entrance at the Expo site on plot area of 928.35m2. The designed pavilion building is 2 Floors high (G+1F according to European standards or 2F according Japanese standards) with total area of 828m2 (or 1314m2 including the roof area), each floor with max. 5m height, and peak at max.11.2m

The design of Serbian Pavilion shall be made in accordance with design guideline provided by the Osaka Expo committee following both functional and aesthetic agenda under the theme of EXPO2025 "Designing future society of our lives". The design narrative of Serbian pavilion blends with the theme of the upcoming Expo in Belgrade 2027 "Play for humanity", and adds thematic design elements through landscape and architectural expression.

**Functions:**

**Ground Floor (1F - Japanese Standards)**

• Bar/Restaurant; Office; Meeting and Conferences; BOH Facilities

**First Floor (2F - Japanese Standards)**

• Exhibition (including entrance lobby); IT Room; Sandbox Room (Exit Room); Janitor room

**Digital Data:**

Bidder will be provided with CAD & PDF drawings; Material list; PDF with the scheme provided by the architect (including the renderings)

**Landscape Design:**

The landscape design is consist of functional zones, incorporating paving, Wayfinding properties, green spaces, outdoor seating areas, and sand/gravel installations.

**Utilities:**

• Service Water: 15m³/day

• Electricity: 1φ3W 50kVA (200-100V), 3φ3W 73kW (200V)

• Heat: 110kW

• Network Traffic: As per contract with telecommunications carrier

**Scope of Services:**

**1. GENERALLY**

* This Scope of Services relates to the role of Works Supervisor (WS). All Services required to fulfil the Works Supervision role on a project of this nature shall be undertaken by the WS, whether expressly stated in this scope or not.
* The Client will assume the role of Engineer under the Contract and will delegate duties as appropriate to the Works Supervisor to enable him to fulfil properly his scope.
* The Works Supervisor shall prepare and issue to the Client a detailed Report by not later than 5 working days following the end of site visit and control. The Report should detail progress to date, Check lists, detailed quality report and forecast in the template required by Client.
* The main language for communication will be English.

**2. CONSTRUCTION PHASE**

**2.1. Quantity Control**

* Check quantities of works done and compare it with the planned quantities.
* Identify any anticipated conflicts or delays. Advise the relevant contractors of such and develop a range of potential solutions to resolve conflicts or eliminate / mitigate delays.
* Expedite the contractors to produce short term lookahead programmes and monitor progress against these schedules.

**2.2. Quality Control**

* Monitor the work on site against the Project QA Plan and the approved contractors’ Quality Plans. Identify any non-compliances and expedite the contractors from making the required improvements in performance.
* Manage the Design Team and Technical Supervisor to undertake regular inspections as specified in their contracts and communicate the results of the inspections to the contractors. Monitor the remedial works.
* Expedite the Design Team and Technical Supervisor to witness any tests as determined in the Design Specifications. Ensure that accurate test records are taken and filed and that any remedial action is undertaken by the contractors.

**2.3. Handover**

* The contractor is to produce punch lists prior to offering works to the Client’s team for inspection and monitor progress in clearing noted defects.
* Works Supervisor is to undertake inspections of the works prior to taking over. Expedite sign off works following rectification of snags and defects.
* Control the Contractor to ensure that all Tests on Completion are undertaken, witnessed, recorded and that the results are in line with the Performance Specifications in the Design. Control any remedial works required if Tests are not satisfactory.
* Collecting all necessary documentation for review by the Works Inspection team.

**3. POST CONSTRUCTION**

**3.1. Defects**

* Expedite the contractors to rectify latent defects that become apparent during the 6-month defects period following handover.

**3.2. Commercial**

* Prepare and issue all certificates required by the Contract during the Defects period.

**Requirements that the Tenderer shall have to meet:**

**I List of provided services**

Requirements: The Tenderer has:

1. **PREVIOUS EXPERIENCE:**

* In previous 10 years ahead of deadline for submitting offer has done minimum of two contracts for Work Supervision Execution Plan for construction and/or reconstruction high-rise building timely and in required quality .

**Evidence**

1. It is necessary for the bidder to submit a signed statement on his letterhead, under full material and criminal responsibility to fulfill each of the stated conditions individually.

**The statement is an integral part of the call for tenders**

1. Statement of Client of realization contracts signed – issued from other clients on their letterhead, where those statement must include ( title and address of clients, title and headquarter of Client, form of services which for this statement is issued, statement that services for that particular client have been delivered timely and in required quality, type of service, agreed value, number and date of contract, confirmation that statement is issued for tender application purpose and can not be used differently, contact person for Client and telephone, signature of person in charge and Clients’ stamp) or foto-copy of contract of service provided.
2. THE CANDIDATE MUST POSSES:

* Presence of project manager/FIDIC Engineer in the company, with at least 15 yrs experience in international construction projects,
* Presence of project manager in the company, with experience in EXPO exibitions.

**Evidence**

1. For all other conditions, the bidder must submit a signed statement on his letterhead under full material and criminal responsibility that he fulfills each of the required conditions individually
2. A signed letter of references on his letterhead

**The statement is an integral part of the call for tenders**

**The bidder is obliged to submit the requested evidence with the bid, by the deadline specified for the submission of bids.**

**CONTRACT AWARD CRITERIA**

**1. PRICE WEIGHTS**

**The maximum number of weights for the price criterion shall be 40 (forty).**

The number of weights shall be determined by dividing the lowest offered price with the offered price of the specific tender being evaluated and multiplying the value thus obtained with the number of weights provided for that criterion. The offered price without VAT shall be used for weighting.

Formulа:

**2. QUALITY CRITERIA WEIGHTS** (Works Supervision Execution Plan for pavilions of the Republic of Serbia for "EXPO 2025 Osaka)

**Maximum number of weights for the quality criterion (**Works Supervision Execution Plan for Pavilions of the Republic of Serbia for "EXPO 2025 Osaka **shall be 60 (sixty).**

Note: drafts shall be submitted along with the bid with all other evidence.

**WEIGHTS:**

60 weights – first-ranked proposed Works Supervision Execution Plan for pavilions of the Republic of Serbia for "EXPO 2025 Osaka.

30 weights – second-ranked proposed Works Supervision Execution Plan for pavilions of the Republic of Serbia for "EXPO 2025 Osaka.

10 weights – third and more-ranked proposed Works Supervision Execution Plan for pavilions of the Republic of Serbia for "EXPO 2025 Osaka.

**Contingency criterion:**

In the event that, after the evaluation of the tenders, two or more acceptable tenders receive the same number of weights, the Contracting Entity will choose the tender of a Tenderer with a higher number of weights based on the "Quality Criterion.

NOTE: If the tenders have been evaluated as timely and contain all the required documentation (specified in the tender documentation), a designated Commission of the Contracted Entity shall evaluate the tenders according to the abovementioned components of the criteria.

**Method of payment after concluding the Contract**

1. Monthly Statements

The Client's Representative shall submit to the Client after the end of each month a statement in a form approved by the Client showing as at the end of that month:

a. the estimated contract value of the Permanent Services executed;

b. any other amounts which the Client's Representative is itself entitled under the terms of the Contract;

unless in the opinion of the Client's Representative such values and amounts together shall not justify the issue of an interim certificate.

1. Monthly Payments

Within two (2) days from the date of submission to the Client shall certify such statement to the Client's Representative and the Client, and the Client shall within fifteen (15) days after such certified statement has been delivered to the Client pay to the Client's Representative (after deducting any previous payments on account):

a. the amount agreed in each of the payment milestones listed in the schedule of this contract and in relation with the commercial letter; and

b. such amounts (if any) as the Client may consider proper for variation, when necessary.

1. Final Account

Not later than the period set out after the date of the Taking Over Certificate for the whole of the Works the Client's Representative shall submit to the Client a statement of final account and all information reasonably required for its verification showing in detail the value in accordance with this Contract of the services done in accordance with this Contract together with all further sums which the Client's Representative considers to be due to it under this Contract up to the date of such Taking Over Certificate. Such balance shall be paid to the Client's Representative as the case may require within fifteen (15) days after such certificate has been delivered to the Client.

1. Interest on Overdue Payments

In the event of failure by the Client to make payment, the Client shall pay to the Client’s Representative interest upon any overdue payment from the latest date when the payment should have been made.

**After concluding the Contract, the Contracting Entity shall be obliged to:**

* appoint an authorised person to monitor the implementation of this Contract;
* undertake measures and actions provided for in this Contract in a timely and orderly manner and to organise and carry out communication with the Service Provider in a manner that ensures the most efficient and expedient execution of contractual obligations;
* make timely payments to the Service Provider for the services performed based on a properly issued invoice.

**After the conclusion of the Contract, the Service Provider shall undertake:**

* to carry out the services under this Contract in accordance with the provisions of applicable laws, regulations, technical specifications, technical conditions and standards that apply to this type of work, with quality and with strict adherence to the professional rules of their profession, and in accordance with the submitted technical specification;
* not to publish or make available to third parties the documentation and data it received from the Contracting Entity for the purpose of providing the given services, either in its entirety or partially, without the written consent of the Contracting Entity and to treat all technical and other data related to this Contract as confidential during the provision of services;
* to assume full responsibility for the execution of contractual obligations and the quality of the service performed, as well as for making amendments to services during the implementation of the Contract according to any objections of the Contracting Entity pursuant to Article 5 of this Contract, until the final approval is obtained from the Contracting Entity and the organiser of "EXPO 2025 Osaka”;
* to develop all necessary documentation of the pavilions of the Republic of Serbia for "EXPO 2025 Osaka" in accordance with the technical specification and other relevant documentation and deliver them on a portable electronic multimedia data carrier and in paper form in English, signed by the Service Provider.

**TENDER FORM**

**Tender number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Tender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GENERAL INFORMATION ABOUT THE TENDERER**

|  |  |
| --- | --- |
| Name of the Tenderer: |  |
| Address of the Tenderer: |  |
| Registration number of the Tenderer: |  |
| Tax ID No.: |  |
| Name of the contact person: |  |
| Tenderer`s E-mail: |  |
| Phone: |  |
| Account number and bank name of the Tenderer: |  |
| Person authorised to sign the Contract: |  |

**PRICE STRUCTURE FORM**

|  |  |  |
| --- | --- | --- |
| Subject of the procurement | Total price without VAT | Total price including Japanese VAT |
| Fixed Fee for Works Supervision Services, as defined in Section –  Scope of Services  and in accordance with the Client Target Schedule contained in Section – Timeline, including Travel and Accommodation costs |  |  |
| **TOTAL** |  |  |

**The tenderer shall submit this document +** Works Supervision Execution Plan **for pavilions of the Republic of Serbia for "EXPO 2025 Osaka as integral part of its offer!**

**Note:**

The tenderer shall have the option of submitting a tender in euros.

The price shall include all costs for the implementation of the procurement.

The prices in the Tender shall be fixed and cannot be changed.

**Signature of the authorised person**

The tender form should be completed and signed by the authorised person. Please submit the form electronically to the following E-mail address: [zarko.malinovic@must.gov.rs](mailto:zarko.malinovic@must.gov.rs) no later than 07.05.2024. until 3 (three) p.m. Osaka, Japan time.