**Call for Tenders**

**Contracting Authority: Office of the Republic of Serbia for “EXPO 2025 OSAKA,”**

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

**Tender Submission Deadline: 07/05/2024 by 3:00 (three) p.m. 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 EUR 540.000,00, including Japanese VAT.**

The Bidder may submit bid in euros or Japanese yen.

The bid 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 the Works Supervision Execution Plan which will demonstrate methodology for verifying the fulfilment of technical conditions and standards that apply to this type of work.

**Timeline:**

* Start of service provision is May 15th, 2024
* Building permit approvals and start of construction before the end of July 2024
* Complete construction and visitors experience by the end of March 2025, not later than 10 days before starting of the Expo 2025 event
* Dismantling not later than on April 13th, 2026

**The technical specification and accompanying documents are integral parts of this Call.**

**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 928.35 sqm. The designed pavilion building is 2 floors high (G+1F according to European standards or 2F according Japanese standards) with total area of 828 sqm (or 1314 sqm including the roof area), whereby each floor is max. 5m high, and the peak is at max. 11.2 m.

The design of the Serbian Pavilion shall be made in accordance with design guidelines provided by the Osaka Expo committee following both the functional and aesthetic agenda under the EXPO2025 theme “Designing future society of our lives.” The design narrative of the 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; Offices; Meeting and Conferences; BOH Facilities

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

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

**Digital Data:**

The bidders 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 consists 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 the telecommunications carrier contract

**Scope of Services:**

**1. GENERAL**

* 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 to the Works Supervisor, as appropriate, to enable him to properly fulfil his part of the 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 the Client.
* The main language for communication will be English.

**2. CONSTRUCTION PHASE**

**2.1. Quantity Control**

* Verification of the quantities of works done and comparing them with the planned quantities.
* Identifying any anticipated conflicts or delays. Advising the relevant contractors thereof and developing a range of possible solutions to resolve conflicts or eliminating/mitigating the delays.
* Expediting the contractors to produce short term lookahead programmes and monitor progress against these schedules.

**2.2. Quality Control**

* Monitoring the work on site against the Project QA Plan and the approved contractors’ Quality Plans. Identify any non-compliances and expediting the contractors to make the required improvements in performance.
* Managing 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. Monitoring the remedial works.
* Expediting the Design Team and Technical Supervisor to be present during any and all tests as determined in the Design Specifications. Ensuring 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 to monitor progress in eliminating any noted defects.
* The Works Supervisor is to undertake inspections of the works prior to taking over. Expedite the works sign off following rectification of snags and defects.
* Controlling the Contractor so as to ensure that all Tests on Completion are undertaken, witnessed, recorded, and that the results are in line with the Design Performance Specifications. Controlling any remedial works required if the 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 defect liability period following the handover.

**3.2. Commercial**

* Prepare and issue all certificates required under the Contract during the defect liability period.

**The Bidder shall have to meet the following requirements:**

**I. List of provided services**

**Requirement:**

1. In the period of 10 years prior to the deadline for submitting bids, the Bidder should have completed, in the required quality and within the agreed time frame, **a minimum of two contracts** for Work Supervision Execution for construction and/or reconstruction of high-rise buildings.

**Evidence**

1. It is necessary for the bidder to submit a signed statement on their company letterhead, whereby confirming the fulfilment of this requirement under full material and criminal responsibility.

**The statement is an integral part of the Call for Tenders**

1. **Client statements** confirming the realization of concluded contracts issued by the other clients on their forms, whereby those statement must include the following (title and address of the client, title and headquarters of the client, form of service provision for which for the statement is issued, statement whereby confirming that the services for that particular client have been delivered timely and in required quality, type of service, agreed value, contract number and date, confirmation that the statement is issued for the purpose of participating in a tender and it cannot be used for other purposes, contact person at the client and their telephone number, signature of the authorized person and the clients’ stamp) **or a photocopy of the contract for service provided**.

**The Bidder is obliged to submit the requested evidence enclosed to the bid form until the deadline specified for the submission of bids.**

**II. Personnel**

**Requirement:**

* The Bidder must have the following employees:

1. one project manager/FIDIC Engineer with experience in performing expert supervision and at least 15-year experience in international construction projects.
2. One project manager with experience in EXPO exhibitions.

**Evidence**

1. It is necessary for the bidder to submit a signed statement on their company letterhead, whereby confirming the fulfilment of this requirement under full material and criminal responsibility.

**The statement is an integral part of the Call for Tenders.**

1. A signed letter of reference.
2. CVs that unequivocally show that the required persons have the required experience.

**The Bidder is obliged to submit the requested evidence enclosed to the bid form until 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 bid that is being evaluated and multiplying the thus obtained value with the number of weights provided for that criterion. The offered price without VAT shall be used for weighting.

Formula:

**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: The plans need to be submitted with the bid, together with any 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 lower-ranked proposed Works Supervision Execution Plan for Pavilions of the Republic of Serbia for EXPO 2025 Osaka.

**Note: The Bidder shall submit the Works Supervision Execution Plan for Pavilions of the Republic of Serbia for EXPO 2025 Osaka enclosed to the bid form until the deadline specified for the submission of bids.**

**Contingency criterion:**

In the event that, after the evaluation of bids, two or more acceptable bids receive the same number of weights, the Contracting Authority will choose the bid of the Bidder with a higher number of weights based on the “Quality Criterion.”

Note: If the bids have been evaluated as timely, and contain all the required documentation (specified in the tender documentation), a designated Commission of the Contracting Authority shall evaluate the bids according to the aforementioned 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 the following 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 entitled to under the terms of the Contract;

unless in the opinion of the Client’s Representative such values and amounts together shall not justify the issuance of an interim (payment) certificate.

1. Monthly Payments

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

a. the amount agreed in each of the payment milestone listed in the schedule to this contract and in connection with the commercial letter; and

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

1. Final Account

During the period set after the date of the Taking-Over Certificate for the entire Works at the latest, the Client’s Representative shall submit to the Client a statement of final account and all information reasonably required for verification thereof, showing, in accordance with this Contract, the value of the services rendered in accordance with this Contract in detail, together with all further sums which the Client’s Representative considers to be due under this Contract up to the date of such Taking-Over Certificate. Such balance shall be paid to the Client’s Representative, as needed, within fifteen (15) days after such certificate has been delivered to the Client.

1. Interest on Overdue Payments

If the Client fails to make the payment, the Client shall pay to the Client’s Representative the interest on each late payment from the last date when the payment should have been made.

**After concluding the Contract, the Contracting Authority shall:**

* 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 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 correctly issued invoice.

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

* 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, in accordance with the submitted technical specification;
* not publish or make available to third parties the documentation and data received from the Contracting Authority for the purpose of providing the given services, either in part or in full, without the written consent of the Contracting Authority, and they shall treat any and all technical and other data related to this Contract as confidential during the provision of services;
* assume full responsibility for the execution of contractual obligations and the quality of the service performed

**TENDER FORM**

**Bid number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bid date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GENERAL INFORMATION ABOUT THE BIDDER**

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

**PRICE STRUCTURE FORM**

|  |  |  |
| --- | --- | --- |
| Subject of procurement | Total price without VAT | Total price, including Japanese VAT |
| Works Supervision for Pavilions of the Republic of Serbia for “EXPO 2025 Osaka.”  **Note: the price is fixed, inclusive of all follow-on and dependent costs that may arise in the process of performing the subject matter of procurement** |  |  |
| **Total** |  |  |

The Bidder shall submit this document + Works Supervision Execution Plan for Pavilions of the Republic of Serbia for “EXPO 2025 Osaka” + required evidence as integral part of their bid.

**Note:**

The Bidder may submit the bid in euros.

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

The prices stated in the bid shall be fixed and cannot be changed.

**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 on the 07/05/2024 until 3 (three) p.m. Osaka, Japan time.**

**Signature of the authorised person**