

## TERMS OF REFERENCE

Supervision of works for construction of kindergartens in the municipalities of Probishtip, Lipkovo, Bitola and Valandovo

### I. BACKGROUND

The Government of the Republic of North Macedonia (GOM) and the International Bank for Reconstruction and Development signed a loan for implementing the Macedonia Social Services Improvement Project (SSIP).

The SSIP development objective is to expand access to and improve the quality of social services, including preschool services, for vulnerable groups.

The Social Services Improvement Project will help address the challenges that are particularly associated with social exclusion of vulnerable groups and the low quality and fragmentation of Early Childhood Education and Care (ECEC) and social services.

The project will contribute to the GoM's ultimate objectives of alleviating poverty and enhancing human capital by strengthening the overall social protection delivery system and access to services by existing social assistance recipients and other vulnerable groups. Also the Project shall help alleviating poverty and enhancing human capital by investing in quality early learning for preschool children and their families and by supporting the transition into primary education.

### II. GENERAL OBJECTIVE

The objective of this assignment is Supervision of works for construction and extension of kindergartens in the municipalities of Probishtip, Lipkovo, Bitola and Valandovo.

### III. SCOPE OF WORK

1. Supervision of works for the construction of extension of an existing kindergarten in the municipality of Probishtip.

Supervision of works for construction of an extension of an existing kindergarten J.O.U.G.D. "Goce Delchev - Srnichka" in Probishtip, cadastral parcel K.P. 1055/1 K.O. Probishtip. The urban parameters are defined by the Detail Urban Plan for Blok 11, UMZ 3, building parcel n.28. The terrain is in a small decline, the parcel has a triangular shape and is surrounded from two sides by individual housing. The main project design is prepared by a design company with all necessary phases, studies and reports and a detailed bill of quantities for the construction works

for each phase. The existing kindergarten has a gross surface of 671m<sup>2</sup> and the extension has a gross surface of 487m<sup>2</sup>.

The calculated budget for construction in the Main Project is 357.600,00 EUR (VAT excluded).

2. Supervision of works for construction of a kindergarten in the municipality of Lipkovo.

Supervision of works for construction of a kindergarten in the village of Matejche, municipality of Lipkovo, located on the urban parcel GP n.3 in the municipality of Lipkovo. Urban parameters are determined by Architectural Urban Project. The terrain has a mild decline towards the western street, from the eastern side there is a neighboring building – a ground floor ambulance. The building parcel is located in an individual housing settlement. The newly designed kindergarten has a ground floor with a gross surface of 470m<sup>2</sup> and an upper level floor with a gross surface of 560m<sup>2</sup>. The gross total surface of the kindergarten is 1030m<sup>2</sup>. The main project design is prepared by a design company with all necessary phases, studies and reports and a detailed bill of quantities for the construction works for each phase.

The calculated budget for construction in the Main Project is 687.250,00 EUR (VAT excluded).

3. Supervision of works for construction of a kindergarten in the municipality of Bitola.

Supervision of works for construction of a kindergarten in the municipality of Bitola, located on the street “Dimche Lahchanski”, on the urban parcel K.P. n. 15557 K.O. Bitola. The newly designed kindergarten has a gross surface of 810m<sup>2</sup>. The building Parcel has the usage categorization-health and social protection. The main project design is prepared by a design company with all necessary phases, studies and reports and a detailed bill of quantities for the construction works for each phase. The building has only a ground floor.

The calculated budget for construction in the Main Project is 837.048,00 EUR (VAT excluded).

4. Supervision of works for construction of a kindergarten in the municipality of Valandovo.

Supervision of works for construction of a kindergarten in the village of Josifovo, municipality of Valandovo, located on the urban parcel n. 11.03. Urban parameters are determined with the urban plan for the village of Josifovo and has an approved Architectural Urban Project. The building parcel is on a flat terrain in an individual housing settlement. The location is surrounded by two housing streets, street “Josif Josifovski” and the street “Ljubcho Skenderov” and from the other sides with ground level buildings and with greenery. The newly designed kindergarten has a gross surface of 410m<sup>2</sup>. The main project design is prepared by a design company with all necessary phases, studies and reports and a detailed bill of quantities for the construction works for each phase.

The calculated budget for construction in the Main Project is 378.500,00 EUR (VAT excluded).

### Specific tasks

The Supervision Company shall carry out the supervision and monitoring of works and inspection of the building materials.

The Supervisor will provide supervisory services in the technical and financial control of the works; check the performance of the selected Contractors and verify that the execution of the project is in accordance with the contract documents. During the construction phase, the Supervisor will carry out all the necessary inspections and testing of materials and of manufactured products in order to insure the compliance with accepted standards and practices. The materials should be checked before incorporation and their relevant quality has to be specified in the Technical Specifications of the contract's documents and approved by the Supervisor before the beginning of the works. The Supervisor will instruct the contractor for the site testing, including in the supervision's and verification's phases of such a test. The Supervisor will take care of reducing as much as possible the project expenditures and request the Contractors to take appropriate measures in view of improving the work's progress. The Supervisor shall supervise the sites at least once per week accompanied by the SSIP Project manager of the works (architect/civil engineer) for better coordination of their work and in order to have the same approach when supervising the contracts execution. Before the beginning of the works the Supervisor in coordination with the SSIP Project manager of the works (architect/civil engineer) shall approve the dynamic program plan of the works.

The Supervisor in coordination with the Project manager of the works (shall determine the actual quantities of the works executed by the Contractor, and this shall be paid in accordance with the provision of the Contract. The Interim payments have to be approved by the Supervisor and the PMU (Project Management Unit).

## IV. REQUIRED QUALIFICATIONS

### 1. Qualifications based on which the consultants shall be ranked on the short list

- a. License (Authorization) B for supervision of works in accordance with the Construction Law of the Republic of North Macedonia. In a case of Joint Venture this qualification criteria must be met by all partners of the Joint Venture
- b. ISO 9001 Certification. In a case of Joint Venture this qualification criteria must be met by the Leading partner of the Joint Venture
- c. ISO 14001 Certification. In a case of Joint Venture this qualification criteria must be met by the Leading partner of the Joint Venture
- d. The consultant should have performed at least three assignments in the past five years, similar to the one described in the specific request for expression of interest (name of the assignment, description, duration, contract amount, reference). The list shall be supported with certificates on fulfilled contract obligations. In a case of Joint Venture (JV) the

qualifications of the JV partners will be cumulated, and the fulfilment of this criteria will be determined if the Leading partner has successfully completed at least one (1) similar contract

- e. The Consultant company must provide documentary evidence that has been in its current form of business, for at least three years prior the date of issuing of this invitation for expression of interest. In a case of Joint Venture this qualification criteria must be met by all partners of the Joint Venture.
- f. The Supervision company must have a certified lab or must have signed agreement for collaboration with a certified lab for testing the materials that shall be used during the contraction to confirm that they fulfil the requested characteristics. In a case of Joint Venture this qualification criteria must be met by the Leading partner of the Joint Venture

**2. Qualifications that shall be assessed to be fulfilled by the first ranked consultant:**

2.1 The Consultant company shall be excluded from the contract award procedure, provided that (the selected consultant shall provide relevant evidence for this requirements):

- is a under a bankruptcy or liquidation procedure;
- has unpaid taxes, contributions or other public duties, unless has received approval for delayed payment of taxes, contributions or other public duties, in accordance with the special regulations and pays them on regular basis;
- has been imposed a secondary sentence prohibition on participation in open call procedures, awarding public procurement contracts and contracts for public private partnership;
- has been imposed a secondary sentence temporary or permanent prohibition on performing a certain activity;
- is being pronounced a misdemeanor sanction prohibition on practicing profession, performing activity or duty, i.e. temporary prohibition for performing a particular activity, or
- it has been announced, in the last 5 years, effective court decision for participation in criminal organization, corruption, fraud or money laundering;

The requested documents should be dated not more than 8 days prior to the publishing of the procurement notice, except the document for unpaid taxes, contributions or other public duties which should be dated not more than 6 months prior to the publishing of this procurement notice.

For the requirement “it has been announced, in the last 5 years, effective court decision for participation in criminal organization, corruption, fraud or money laundering” the consultant should submit signed statement

In a case of Joint Venture this qualification criteria must be met by all partners of the Joint Venture.

2.2 Consultant company must provide at least the following technical expert staff for completing the assignment:

To have employed fully formally, for indefinite time employed) for at least 6 months prior to the publishing the Invitation for expression of interest for the services to be done, at least 4 employees/technical expert staff, i.e. minimum 1 for each of the following positions.

1. Civil engineer (minimum qualifications):

- Bachelors Degree in Civil engineering;
- At least 5 years of professional experience in supervision of works;
- Valid Authorization B for supervision of works issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia;

2. Architect (minimum qualifications):

- Bachelors Degree in Architecture;
- At least 5 years of professional experience in supervision of works;
- Valid Authorization B for supervision of works issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia;

3. Mechanical Engineer (minimum qualifications):

- Bachelors Degree in Mechanical engineering;
- At least 5 years of professional experience in supervision of works;
- Valid Authorization B for supervision of works issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia;

4. Electrical Engineer (minimum qualifications):

- Bachelors Degree in Electrical engineering,;
- At least 5 years of professional experience in supervision of works;
- Valid Authorization B for supervision of works issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia;

In a case of Joint Venture (JV) the qualifications of the JV partners will be cumulated.

## V. REPORTING OBLIGATIONS

The supervision company shall submit a weekly report and summarized monthly report to the Project manager. The reports shall include minutes of each site visit accompanied with site photos with description of the work dynamics in regards to the dynamic plan submitted by the construction company.

All the outputs prepared must be in accordance to the Law for construction (Official Gazette of the Republic of Macedonia, No. 130/09, published 28.10.2009) and all other relevant Law regulations.

## VI. DURATION OF THE ASSIGNMENT

The expected duration of the assignment is 20 months (up until the technical acceptance of the kindergarten and the submission of all technical reports that prove that the buildings are completed.

## VII. SELECTION METHOD AND CONTRACT

The selection method is “Consultant’s Qualifications Based Selection” and the contract shall be Time Based according to the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, (Regulations) issued in July 2016, revised November 2017., [www.worldbank.org](http://www.worldbank.org).