



REQUEST FOR PROPOSALS

A. Introduction

The Macedonia Judicial Strengthening Project (JSP) invites interested bidders to submit a proposal for the conversion of a classroom at the University Goce Delcev in Shtip into a mock trial courtroom. Please find the description of the required services to complete this work in **Attachment A – Scope of Work**.

Tetra Tech DPK (Tt DPK) is implementing the JSP to support the Macedonian judiciary to evolve as an independent, self-governed, effective and accountable branch of government capable of meeting the needs of the citizens, businesses and organizations for prompt and impartial protection of their rights and adjudication of their legal disputes. Within the project's results framework, the JSP will seek to contribute to the provision of high quality legal education in Macedonia by converting a classroom from the University Goce Delcev in Shtip into a mock trial courtroom for the students to use it and develop their litigation skills, which in turn will better prepare them for their future work as lawyers, attorneys, judges or public prosecutors.

B. Proposal Format

Tt DPK requires bidders to include the following information in their proposals to conduct the most efficient proposal evaluation:

1. Technical Proposal
 - a. Corporate Credentials – A description of the vendor and past performance
 - b. Technical approach – A description of the proposed approach to service that meets the requirements outlined in Attachment A
 - c. Schedule of Activities – An outline of the proposed activities schedule that will ensure the completion of the work in the most efficient and effective manner
 - d. Personnel – A description of the proposed key personnel to complete this work
2. Price Proposal – A detailed price proposal in Macedonian Denars (MKD) following the format shown in Attachment B

C. Submission of Proposals & Closing Time

Please submit proposals to the Judicial Strengthening Project (JSP) with the subject line "RFP JSP 2014-XI."

Submission deadline: Proposals should be submitted by no later than August 4, 2014 at 16:00 CET (Skopje).

The proposal shall be submitted to Natasa Kostadinovska, Finance and Administrative Manager at natasa.kostadinovska@judicialsupport.org.

D. RFP Schedule

- RFP Distribution/Publication July 8, 2014
- Expression of interest July 14, 2014
- On-site visit July 15, 2014



TETRA TECH DPK

- Closing Date for Questions July 18 ,2014
- Responses to questions July 21, 2014
- Proposals Submittal August 4, 2014
- Proposals Evaluation August 5 , 2014

E. Type of Contract

This will be a Firm Fixed Price contract. The contract will contain standard contract terms and conditions that will be provided to the bidder prior to contract negotiation. Tt DPK may undertake at its sole discretion, negotiation with bidders whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work.

F. Technical Specifications

Bidders shall comply with the technical specifications outlined in **Attachment A – Scope of Work and follow the next technical specifications:**

Technical Approach

Proposals must include a detailed narrative describing the proposed technical approach to complete the activities outlined in **Attachment A – Scope of Work**. Bidders should highlight the specific experience its staff has had in performing similar work in the past. Vendors should also identify potential problems that it foresees in completing this work and should present its approach for mitigating these problems.

Schedule of Activities

Bidders must use Attachment C to propose a **Schedule of Activities** for the completion of the work.

Personnel

Bidders must identify the key personnel who will be assigned to this activity and their roles and responsibilities. The professional qualifications of these individuals and their relevant past experience on similar assignments must be included. For each proposed key personnel, bidders shall include a curriculum vitae (CVs) detailing their education, relevant work experience, periods of performance, and past job titles. Technical proposals that do not include CVs for key personnel will be disqualified.

Corporate Background and References

Bidders shall list at least three prior subcontracts of a similar nature that they have performed over the last three years. Client contacts with e-mail addresses must be included along with permission for Tt DPK to contact these references to request input on:

- The quality of the work performed by the bidder;
- The timeliness of the effort performed by the bidder; and
- Whether the client would use bidder's services again in the future.

G. Cost Specifications and Compliance Guidelines

Bidders shall comply with the following terms:

**1. Offers/Quotations**

Prices must include any Value-Added Tax (VAT), if applicable, in a separate line. Quotes prices should remain valid for sixty (60) calendar days.

2. Terms of Payment

Payment will be made based on agreed payment schedule defined in the contract, pending final approval of Tt DPK agreed upon deliverables stated in the contract.

Timely delivery/performance is essential to the satisfactory completion of the required supplies/services. Failure of the winning bidder to provide the supplies/services within the required delivery/performance dates (for reasons other than a "Force Majeure") may result in assessment of a delay penalty as agreed in the contract.

3. Source/Nationality

The Geographic Code for this project is 937, defined as the United States, Macedonia, and developing countries other than advanced developing countries, excluding prohibited sources.

The winning bidder must be incorporated or legally organized under the laws of a Code 937 country and operating as a going concern in that country. The winning bidder must also be managed by majority citizens or permanent residents of a Code 937 country or employ citizens or permanent residents of a Code 937 country in more than half of its permanent full time positions and management positions. Goods purchased from this RFP must be shipped from a Code 937 country. Individuals providing services under a contract resulting from this RFP must be citizens or permanent residents of a Code 937 country, unless the individual is a consultant providing technical or professional services. Bidders are required to complete Attachment X - Nationality of Supplier Certification.

4. Costs related to Environmental Compliance

In accordance with US Government regulation 22 CFR 216, JSP will complete and obtain USAID approval of an environmental compliance plan for the completion of the conversion work. The selected vendor shall fulfill JSP's environmental compliance plan for the performance of this activity. Any incurred costs in the fulfillment of JSP's environmental compliance plans shall be the sole responsibility of the selected vendor. For more information on USG regulation 22 CFR 216, visit http://www.usaid.gov/our_work/environment/compliance/22cfr216

5. Transportation, Custom Duties, and Sales Tax

The purchase will be net of Sales Tax and customs duties if applicable. Sales Tax shall **not** be added to the price.

6. Documentation

Quoted prices should include all operation and maintenance manuals, drawings, and certification documents, if applicable.

7. Language

This solicitation and all resulting contracts will be awarded in English and shall prevail for interpretive purposes.



H. Solicitation Guidelines and Conditions

Tt DPK will select the Bidder whose offer will provide the most favorable mix of corporate credentials, delivery deadline and cost thereby ensuring overall best value procurement.

1. Price Evaluation

Tt DPK intends to award a Firm Fixed Price contract resulting from this solicitation to the responsible Bidder whose proposal will be most advantageous, price and other factors considered. Therefore, the Bidder's initial offer should contain the best terms from a price and technical standpoint. If determined to be necessary, Tt DPK reserves the right to conduct discussions with the Bidder. Tt DPK may reject any or all offers if such action is in the interest of Tt DPK; accept other than the lowest offer; and waive informalities and minor irregularities in offers/quotes received.

2. Proposal Evaluation

The following evaluation criteria will be utilized to evaluate the proposals by an internal evaluation team from Tt DPK at the Macedonia Judicial Strengthening Project (JSP):

Evaluation Criteria

Technical evaluation (40 points):

- a. Corporate credentials – 10 points
- b. Technical approach – 10 points
- c. Schedule of Activities – 10 points
- d. Personnel – 10 points

Cost evaluation (60 points):

- a. Comparison with internal estimate - 10 points
- b. Comparison with other bidders proposals - 30 points
- c. Cost realism-feasibility, reasonable and completeness - 20 points

Total 100 points

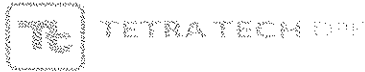
I. Attachments:

- A –SOW /Technical Specifications
- B - Cost Proposal Format
- C - Proposed Schedule of Activities
- D - Nationality of Supplier Certification

Sincerely,

A handwritten signature in blue ink, appearing to read 'N. Ivanovska'.

Nevenka Ivanovska
Chief of Party
Macedonia Judicial Strengthening Project



**ATTACHEMENT A
TECHNICAL SPECIFICATION**

BILL OF QUANTITIES				
	DESCRIPTION OF THE WORKS	m	m ²	pieces
	1. Preparatory works			
1.01	Dismantling of the interior window in the small room W=2.77m / H=0.6m / L =0.20m Transportation of the debris to a landfill or according to client's instructions.			1
1.02	Procurement of material, transport, preparation and incorporation in the opening in the wall, using drywall panels mounted over a metal framework and filled with sound insulation material. W=2.77m / H=0.6m / L =0.20m			1
1.03	Treatment of the joint between the existing wall and the drywall panels. Procurement, transport and preparation of paint. Smoothing and painting of the side of the wall nearer to the stairs in the existing color tone W=5.22m H=3.5m		18.27	
1.04	Procurement, transport and installation of drywall walls. The small room shall be divided into two rooms by a wall made out of drywall panels over a metal framework. Sound-insulating filler. One of the walls has an opening for a door 0.91/2.05m. (0.60 +0.94+0.09+0.12 +1.52 = 3.27m) and the other wall is 1.00m. Wall thickness is d=12cm.(electrical installation for plugging in of a laptop is built into this wall on the side of the protected witness) (3.27m+1.00m)*3.5m=14.95m ² .		14.95	
1.05	Procurement, transport, smoothing and painting of the drywall panels, in accordance with regulations. The paint shall be white. 14.95*2=29.90m ² .		29.90	
1.06	Procurement of materials, transport and treatment to smooth a vertical edge 6.5cm on a courtroom wall. One side is closed off by placing drywall over a metal grid. Vertical joint treated according to regulations. (W=5.33m H=3.30m) 5.33*3.3=17.59m ² .(a hose length=6m is placed in the empty space in this wall to supply fresh air to the air conditioning unit located in the protected witness room, the outlet leading to the balcony) (page 16 illustration - existing electrical installations on this wall will set over the new drywall wall. They will be located in the space bounded by the divider for journalists).		17.59	
1.07	Procurement and transport of materials, and painting of existing walls. Paint shall be white. (5.22*2+3.27*2)*3.50+(5.38+3.80+9.70+4.32+2.24)*3.3=		143.4	
	Procurement and transport of materials, smoothing and painting a drywall wall white. 5.33*3.3=17.59m ²		17.59	
1.08	Procurement and transport of materials, and painting of existing lowered ceiling. Dimensions are bases only, not including edges or cornices. (lump-sum estimate)			
	3.27*5.22=17.07m ²		17.07	
	80.56m ² (lowered ceiling estimate).....		81.00	
1.09	Procurement, transport and installation of a door in the drywall. The door design is the same as the existing doors in the building, dark cherry color.			1

	DESCRIPTION OF THE WORKS	m	m2	pieces
1.1	Door for the anteroom to the courtroom and door for the panel of judges chamber (doors 1 and 2) To be dismantled and installed so that they open outward.			2
1.11	Procurement, transport and installation of aluminum shutters, polyurethane fill W=9.36 and H=1.60m 9.36*1.6=14.98m2.		14.98	
1.12	Procurement, transport and application of materials. Sanding of parquet floor. Application of primer and application of 3 coats of varnish (98M2) (application of color varnish, if required).		98.00	
	2. Interior design			
2.01	Procurement, transport, construction and installation of bench platform for the council of judges W=6.93m L=2.30m and H=0.30m 6.93*2.3=16.04m2+0.48m2=16.52m2 (access with two steps of 15cm height each.)The bench platform is made out of planks. The planks will be installed along the shorter side 2.30m, at axial distance of 50cm.They are to be affixed to the longer side of the bench platform at a distance of 120cm. The planks shall be covered by tongue-and-groove floorboards. Material is coniferous wood 16.04m2 The bench platform is at a level +0,30m from the courtroom floor		16.52	
2.02	Shaped oak baseboards (H= 120mm, T=22mm) and length 21.00m, between the floor and walls of the courtroom Baseboards height=80mm length=10.54+12.65m=25.19m. (for the other rooms).	21 25.19		
2.03	Procurement, transport, preparation and laying of wool carpeting and middle layer over the bench platform and stairs.6.93*2.3=16.04m2+0.48m2=16.52m2 Choice of fabric and pattern as agreed with designer		16.52	
2.04	POS.15. (page 9) Procurement, transport, preparation and installation of radiator covers of length L=9.6m		9.63	
2.05	POS.14. Procurement, construction, transport, installation of carved wood cover for the wall behind the panel of judges (the wall has a vertical edge 6cm dimension). W=6.93m H=3.00m (6.93*3.00)= 20.79m2 Application indicated in POS.14 is installed onto a wooden framework attached to the wall. Built-in compartment for projection screen as part of POS.14 (page 6 and page 7) Wall lining chipboard w/ oak veneer T=18mm. Lacquer - dark cherry like the other furniture. Pillars: chipboard with oak veneer T=18mm and solid oak with ornamental shaped edges and grooves. (Shaping to be agreed with designer) Lacquer lighter than existing tone, paint tone to be defined in agreement with designer, from a catalog		20.79	
2.06	The courtroom space is sectioned according to the different roles of the participants. There is space for the panel of judges, space for the witness, space for the audience, space for journalists These sections are separated by dividers and swing doors. Procurement of materials, preparation and installation of a wooden divider. Underlying metal framework is affixed to the floor and walls. Closed on both sides with 18mm chipboard veneered in oak veneer. Topped with suitably finished and painted top plate with solid painted edges. d=250mm. *Color tone at the user's request is dark cherry. POS. 3.9. (page 5) Divider 1 in front of panel of judges total length L= 6250mm Height=300+760+160= 1220mm and W=250mm. L=4050mm. Height=300+760+110= 1170mm and W=250mm. L=1175+930mm. Single swinging door W=700/700mm POS.10. (page5) Divider 2 to attorneys H=850mm. W=250mm. L=2600mm (2.6m). POS.11. (page 5) Divider 3 in front of audience L=(6301mm+300)=6601mm (6.60m)... Dual swinging door W=1060mm, 2* 500/700/22mm, wheelchair access	6.25 6.6		1 1

	DESCRIPTION OF THE WORKS	m	m2	pieces
	POS.12. (page 5) Divider 4 for journalists' section H=850mm, W=250mm.L=2071+300+870=3241mm.(L=3.24m) Single swinging door W=700/700mm.....	3.24		1
	POS.13. (page 5) Divider 5 with witness stand (600/300) L=1124+677=1800mm. and access for wheelchair-using witness Dual swinging door 2*500/700mm.	2		1
2.07	POS.16 Procurement, transport, preparation and installation of processed chipboard with oak veneer D=18mm	7.5		
	3. Installation of furniture			
	*The material from which the furniture is made is veneered chipboard with thickness d=38mm, inlaid top and front surfaces Sides and front surface join in beveled edge			
	(sheet 13 - drawer cabinet) Body: inlaid chipboard, oak, d=16mm, face: veneered chipboard, oak, d=18mm			
	(sheet 14, 15 - cabinets) Body: inlaid chipboard, oak, d=16mm, face: veneered chipboard, oak, d=18mm Dark cherry lacquer			
3.01	POS.1. (page 10) Procurement, transport and installation of a desktop surface for the panel of judges with dimensions 4000/800/760mm.Inlaid desktop and front surfaces, sides joined to front surface in a beveled edge. Dark cherry lacquer. Provision for installation of microphones and computer monitor (* provide laptop plug-in sockets in the floor for the panel of judges' workstations)			1
3.02	POS.2. Procurement, transport, assembly and installation of two desks for prosecutors and defense attorneys 1800/800/760mm (description from drawing) One opening for installation (material same as POS.1, laptop plug-in socket in the floor) (page 12, POS. 3, 4 and 6 material: veneered chipboard, oak, d=38mm Sides joined to front surface in a			2
3.03	POS.3. Procurement, transport, assembly and installation of a desk for interpreter and typist 800/400/760mm to the left and right sides of the panel of judges			2
3.04	POS.4. Procurement, transport, assembly and installation of a desktop surface for journalists and photographers 800/400/760mm.			2
3.05	POS.6. Procurement, transport, assembly and installation of a desktop surface for recording technician and sound engineer 800/400/760mm			2
3.06	POS.5. (page 13) Procurement, transport, assembly and installation of a drawer cabinet 400/450/660/mm, face: veneered chipboard, oak, d=18mm, dark cherry lacquer body: inlaid chipboard, d=16mm, color and pattern same as face			1
3.07	POS.7. (page 14) Procurement, transport, assembly and installation of a lockable wardrobe cabinet 800/400/(2000+600)mm face: veneered chipboard, oak, d=18mm, dark cherry lacquer body: inlaid chipboard, d=16mm, color and pattern same as face			1
3.08	POS.8. (page 15) Procurement, transport, assembly and installation of lockable shelf cabinets 800/400/(2000+600)mm face: veneered chipboard, oak, d=18mm, dark cherry lacquer body: inlaid chipboard, d=16mm, color and pattern same as face			2
	4. Other needs			

	DESCRIPTION OF THE WORKS	m	m2	pieces
4.01	Procurement, transport and installation of electrically driven projection screen 240/240cm. Stowed in a compartment designed as part of wooden backdrop pos.14 (* Provide electrical socket on the wooden cover)			1
4.02	(Page 18) Making of judge's gavel out of oak wood.....			1
4.03	Mobile wooden desk-signs for the judges. A desk-sign is placed in front of each judge as indicated on sketch. A brass plate with the judge's name is pressed onto the desk-sign. Dimensions 200/100/(50+150)mm (parallelepiped 200/100/50mm + pyramid 200/100/150mm)			5
4.04	(Page 18) Procurement, transport and installation of the emblem of the judiciary Dimensions 400/600mm. Plexiglas material (Blue background, like the existing one in crim. courtroom SK)			1
4.05	Rectangular door handles 120/180/3cm painted dark cherry with brass emblem of the judiciary affixed on them (Wooden handle fits in a metal support fixed onto the door lock. Handles are fixed and the door may be opened only with a key in the lock from the outside. Requested for security reasons. Exists in criminal-law courtroom in SK)			3
4.06	Procurement, transport and installation of a holder and flag of the R. of Macedonia on the bench platform wooden stand 2.60m height			1
4.07	Door sign with brass letters for criminal-case courtroom height =50mm, l=500MM			1
4.08	Glass-case bulletin board on the wall, next to courtroom entry door Dimensions 600/800/50mm. Wood body, two glass doors with a lock (similar in appearance to existing glass cases)			1
4.09	Procurement of air conditioner for protected witness Room is windowless, unit should be sized for 50m2 (Air supply possible from balcony at 6.00m distance)			1
	5. Chairs			
	*Technical characteristics that have to be fulfilled: The basic chair should be made of a wooden shell, lined with a high grain sponge material. The sponge material should be covered by a felt layer. The outermost layer should be natural leather. The chair should have a height adjustment mechanism and two-level horizontal adjustment. Dimensions: seat height 47- 56cm. Chair's lowest position should be at level 126cm, highest position at level 135cm. Metal base and axis.			
	* Color for the chairs to be selected from catalog, in agreement with the designer and user.			
5.01	Procurement, transport and placement of a leather chair for the president of the panel of judges. Dual high back-rest, height-adjustable and swiveling			1
5.02	Procurement, transport and placement of leather chairs for the panel of judges. High back-rest, height-adjustable and swiveling			4
5.03	Procurement, transport and placement of leather chairs with medium back-rest, height-adjustable and swiveling, for prosecutors and defense attorneys Material: leather			6
5.04	Procurement, transport and placement of chairs with with standard back-rest, height-adjustable and swiveling (Interpreter, typist, witness, protected witness, recording technician, sound engineer and journalists 2) Material: leather ?			9
5.05	Procurement, transport and installation of chairs for members of the public. Fixed individual chairs 44			44
5.06	Procurement, transport and installation of chairs for security staff. Fixed, in groups (2 and 3) with back-rest 17 Material?			17

	DESCRIPTION OF THE WORKS	m	m2	pieces
	6. Electrical installations			
	*Electrical sockets at new plug-in locations should be dual-socket type. (see sheet p. 16 and 17) (+ specification for cables)			
6.01	Small room in front of the entrance to courtroom: Dismantling of five sockets			5
6.02	Procurement of materials, transport and installation of 5 electrical sockets into the newly designed drywall walls placement indicated according to requirements. (see base blueprint for electrical outlets and base blueprint for construction)			5
6.03	Dismantling of ceiling-mounted lighting			1
6.04	With the new space sectioning using drywall walls, three new ceiling spots for lighting fixtures are needed. Procurement of materials, transport and installation thereof			3
6.05	Procurement of materials, transport, installation and electrical connection of air conditioner. Air intake/exhaust ducting to be connected to exterior wall, pos.4.09)			1
6.05	Change of placement of electrical installations in courtroom: Dismantling of three outlet sockets from the wall behind the panel of judges.			3
6.06	Procurement and transport of materials and installation of three plug-in outlets onto the wooden wall cover.			3
6.07	Procurement and transport of materials and installation of laptop connections for the judges, interpreter and typist into the floor below the desks. Total 7.			7
6.08	Procurement of materials, preparation, assembly and installation of two laptop connections for attorneys and prosecutor 2			2
6.09	Installation of electrically-driven projection screen stowed in a compartment built into the wall cover. Height from the bench platform level 2.32-2.52m, cross-section 200/200mm (see sheets 6 and 7)			1
6.1	* Check the performance of the ceiling-mounted lights to verify compliance with standards for lighting of public venues. Procure suitable environmentally friendly energy-saving light bulbs. (lump-sum estimate)			
6.11	<p>* The audio cables have to be of XLR type.</p> <p>There are 9 audio cables which start from the equipment rack and finish to the customers (5 judges, interpreter, witness, lawyer and prosecutor).</p> <p>Each cable in the equipment rack has to have at least 120 cm length from the false floor.</p> <p>Each cable at the customer's side has to have at least 200 cm length from the (false) floor.</p> <p>Here is the estimation of the cable lengths:</p> <p>Microphone Judge 1</p> <p>Microphone Judge 2</p> <p>Microphone Judge 3</p> <p>Microphone Judge 4</p> <p>Microphone Judge 5</p> <p>Microphone Interpreter</p> <p>Microphone Witness</p> <p>Microphone Lawyer</p> <p>Microphone Prosecutor</p> <p>The cable paths are given on the drawing in the annex.</p>			
		12.8		
		11.8		
		10.8		
		9.9		
		8.9		
		13.2		
		17.2		
		18.9		
		23.6		

	DESCRIPTION OF THE WORKS	m	m2	pieces
6.12	<p>* The video cables have to be of RG59 type.</p> <p>There are 4 video cables which start from the equipment rack and finish to the customers (2 video cameras behind the judges, 1 on the opposite wall, and 1 behind the secretary).</p> <p>The cameras will be mounted at 2,50 m height.</p> <p>Here is the estimation of the cable lengths:</p> <p>Camera 1 (opposite the judges) 24.5 Camera 2 (behind the secretary) 7.3 Camera 3 (behind the judges) 8.6 Camera 4 (behind the judges) 8.6</p>			
6.13	<p>*The loudspeaker's cables have to be of speaker type of 1,5 mm2.</p> <p>There are 4 loudspeakers' cables which start from the equipment rack and finish to the loudspeakers.</p> <p>The loudspeakers will be wall mounted at 2,20 m height.</p> <p>Here is the estimation of the cable lengths:</p> <p>Loudspeaker 1 7 Loudspeaker 2 15.3 Loudspeaker 3 23.7 Loudspeaker 4 32.7</p>			
6.14	<p>*The HDMI cable will connect the equipment rack and the TV set.</p> <p>Here is the estimation of the cable length:</p> <p>TV 4.1</p>			
6.15	<p>*The power supply cable for the TV set has to be stranded cable 2x1,5 mm2, and the wall jack should be near the TV set.</p> <p>Here is the estimation of the cable length:</p> <p>TV set -- 1.2m (from the socket near the window on its wall) 1.2</p>			
6.16	<p>*The power supply cables for the cameras have to be stranded cables 2x0,75 mm2, and the wall jack should be near the camera.</p> <p>For the cameras 3 and 4 one power cable will be installed.</p> <p>Here is the estimation of the cable lengths:</p> <p>Camera 1 (opposite the judges), one socket wall jack -- 8.6m (from the socket near the window on its wall) 8.6 Camera 2 (behind the secretary), one socket wall jack 7.3 Camera 3&4 (behind the judges), two sockets wall jack -- 8.6 m (from the socket near the window on their wall) 8.6</p>			
6.17	<p>*The power supply cable for the rack has to be stranded cable 2x1,5 mm2, and the jack will be installed within the rack. It has to have at least 5 sockets.</p> <p>Here is the estimation of the cable length:</p> <p>Equipment rack -- 2.5 m (from the socket in the corner) 2.5</p>			



**ATTACHEMENT B
COST PROPOSAL FORMAT**

BILL OF QUANTITIES					
	DESCRIPTION OF THE WORKS	m	m2	pieces	Price in MKD without VAT
	1. Preparatory works				
1.01	Dismantling of the interior window in the small room W=2.77m / H=0.6m / L =0.20m Transportation of the debris to a landfill or according to client's instructions.			1	
1.02	Procurement of material, transport, preparation and incorporation in the opening in the wall, using drywall panels mounted over a metal framework and filled with sound insulation material. W=2.77m / H=0.6m / L =0.20m			1	
1.03	Treatment of the joint between the existing wall and the drywall panels. Procurement, transport and preparation of paint.Smoothing and painting of the side of the wall nearer to the stairs in the existing color tone W=5.22m H=3.5m		18.27		
1.04	Procurement, transport and installation of drywall walls. The small room shall be divided into two rooms by a wall made out of drywall panels over a metal framework. Sound-insulating filler. One of the walls has an opening for a door 0.91/2.05m. (0.60 +0.94+0.09+0.12 +1.52 = 3.27m) and the other wall is 1.00m. Wall thickness is d=12cm.(electrical installation for plugging in of a laptop is built into this wall on the side of the protected witness) (3.27m+1.00m)*3.5m=14.95m2.		14.95		
1.05	Procurement, transport, smoothing and painting of the drywall panels, in accordance with regulations. The paint shall be white. 14.95*2=29.90m2.		29.90		
1.06	Procurement of materials, transport and treatment to smooth a vertical edge 6.5cm on a courtroom wall. One side is closed off by placing drywall over a metal grid.Vertical joint treated according to regulations.(W=5.33m H=3.30m) 5.33*3.3=17.59m2.(a hose length=6m is placed in the empty space in this wall to supply fresh air to the air conditioning unit located in the protected witness room, the outlet leading to the balcony) (page 16 illustration - existing electrical installations on this wall will set over the new drywall wall. They will be located in the space bounded by the divider for journalists).		17.59		
1.07	Procurement and transport of materials, and painting of existing walls. Paint shall be white.(5.22*2+3.27*2)*3.50+(5.38+3.80+9.70+4.32+2.24)*3.3=		143.4		
	Procurement and transport of materials, smoothing and painting a drywall wall white. 5.33*3.3=17.59m2		17.59		
1.08	Procurement and transport of materials, and painting of existing lowered ceiling. Dimensions are bases only, not including edges or cornices. (lump-sum estimate) 3.27*5.22=17.07m2..... 80.56m2 (lowered ceiling estimate).....		17.07 81.00		
1.09	Procurement, transport and installation of a door in the drywall.The door design is the same as the existing doors in the building, dark cherry color.			1	

	DESCRIPTION OF THE WORKS	m	m2	pieces	Price in MKD without VAT
1.1	Door for the anteroom to the courtroom and door for the panel of judges chamber (doors 1 and 2) To be dismantled and installed so that they open outward.			2	
1.11	Procurement, transport and installation of aluminum shutters, polyurethane fill W=9.36 and H=1.60m 9.36*1.6=14.98m2.		14.98		
1.12	Procurement, transport and application of materials. Sanding of parquet floor. Application of primer and application of 3 coats of varnish (98M2) (application of color varnish, if required).		98.00		
	2. Interior design				
2.01	Procurement, transport, construction and installation of bench platform for the council of judges W=6.93m L=2.30m and H=0.30m 6.93*2.3=16.04m2+0.48m2=16.52m2 (access with two steps of 15cm height each.)The bench platform is made out of planks. The planks will be installed along the shorter side 2.30m, at axial distance of 50cm. They are to be affixed to the longer side of the bench platform at a distance of 120cm. The planks shall be covered by tongue-and-groove floorboards. Material is coniferous wood 16.04m2 The bench platform is at a level +0,30m from the courtroom floor		16.52		
2.02	Shaped oak baseboards (H= 120mm, T=22mm) and length 21.00m, between the floor and walls Baseboards height=80mm length=10.54+12.65m=25.19m. (for the other rooms).	21 25.19			
2.03	Procurement, transport, preparation and laying of wool carpeting and middle layer over the bench platform and stairs.6.93*2.3=16.04m2+0.48m2=16.52m2 Choice of fabric and pattern as agreed with designer		16.52		
2.04	POS.15. (page 9) Procurement, transport, preparation and installation of radiator covers of	9.63			
2.05	POS.14. Procurement, construction, transport, installation of carved wood cover for the wall behind the panel of judges (the wall has a vertical edge 6cm dimension). W=6.93m H=3.00m (6.93*3.00)= 20.79m2 Application indicated in POS.14 is installed onto a wooden framework attached to the wall. Built-in compartment for projection screen as part of POS.14 (page 6 and page 7) Wall lining chipboard w/ oak veneer T=18mm. Lacquer - dark cherry like the other furniture. Pillars: chipboard with oak veneer T=18mm and solid oak with ornamental shaped edges and grooves. (Shaping to be agreed with designer) Lacquer lighter than existing tone, paint tone to be defined in agreement with designer, from a catalog		20.79		
2.06	The courtroom space is sectioned according to the different roles of the participants. There is space for the panel of judges, space for the witness, space for the audience, space for journalists These sections are separated by dividers and swing doors. Procurement of materials, preparation and installation of a wooden divider. Underlying metal framework is affixed to the floor and walls. Closed on both sides with 18mm chipboard veneered in oak veneer. Topped with suitably finished and painted top plate with solid painted edges. d=250mm. *Color tone at the user's request is dark cherry. POS. 3.9. (page 5) Divider 1 in front of panel of judges total length L= 6250mm Height=300+760+160= 1220mm and W=250mm. L=4050mm. Height=300+760+110= 1170mm and W=250mm. L=1175+930mm. Single swinging door W=700/700mm	6.25		1	
	POS.10. (page5) Divider 2 to attorneys H=850mm. W=250mm. L=2600mm (2.6m).	2.6			
	POS.11. (page 5) Divider 3 in front of audience L=(6301mm+300)=6601mm (6.60m)... Dual swinging door W=1060mm, 2*500/700/22mm, wheelchair access	6.6		1	

	DESCRIPTION OF THE WORKS	m	m2	pieces	Price in MKD without VAT
	POS.12. (page 5) Divider 4 for journalists' section H=850mm, W=250mm.L=2071+300+870=3241mm.(L=3.24m) Single swinging door W=700/700mm.....	3.24		1	
	POS.13. (page 5) Divider 5 with witness stand (600/300) L=1124+677=1800mm. and access for wheelchair-using Dual swinging door 2*500/700mm.	2		1	
2.07	POS.16 Procurement, transport, preparation and installation of processed chipboard with oak veneer	7.5			
	3. Installation of furniture				
	*The material from which the furniture is made is veneered chipboard with thickness d=38mm, inlaid top and front surfaces Sides and front surface join in beveled edge				
	(sheet 13 - drawer cabinet) Body: inlaid chipboard, oak, d=16mm, face: veneered chipboard, oak, d=18mm				
	(sheet 14, 15 - cabinets) Body: inlaid chipboard, oak, d=16mm, face: veneered chipboard, oak, d=18mm Dark cherry lacquer				
3.01	POS.1. (page 10) Procurement, transport and installation of a desktop surface for the panel of judges with dimensions 4000/800/760mm. Inlaid desktop and front surfaces, sides joined to front surface in a beveled edge. Dark cherry lacquer. Provision for installation of microphones and computer monitor (* provide laptop plug-in sockets in the floor for the panel of judges' workstations)			1	
3.02	POS.2. Procurement, transport, assembly and installation of two desks for prosecutors and defense attorneys 1800/800/760mm (description from drawing) One opening for installation (material same as POS.1, laptop plug-in socket in the floor)			2	
	(page 12, POS. 3, 4 and 6 material: veneered chipboard, oak, d=38mm Sides joined to front				
3.03	POS.3. Procurement, transport, assembly and installation of a desk for interpreter and typist 800/400/760mm to the left and right sides of the panel of judges			2	
3.04	POS.4. Procurement, transport, assembly and installation of a desktop surface for journalists and photographers 800/400/760mm.			2	
3.05	POS.6. Procurement, transport, assembly and installation of a desktop surface for recording technician and sound engineer 800/400/760mm			2	
3.06	POS.5. (page 13) Procurement, transport, assembly and installation of a drawer cabinet 400/450/660/mm, face: veneered chipboard, oak, d=18mm, dark cherry lacquer body: inlaid chipboard, d=16mm, color and pattern same as face			1	
3.07	POS.7. (page 14) Procurement, transport, assembly and installation of a lockable wardrobe cabinet 800/400/(2000+600)mm face: veneered chipboard, oak, d=18mm, dark cherry lacquer body: inlaid chipboard, d=16mm, color and pattern same as face			1	
3.08	POS.8. (page 15) Procurement, transport, assembly and installation of lockable shelf cabinets 800/400/(2000+600)mm face: veneered chipboard, oak, d=18mm, dark cherry lacquer body: inlaid chipboard, d=16mm, color and pattern same as face			2	
	4. Other needs				

	DESCRIPTION OF THE WORKS	m	m2	pieces	Price in MKD without VAT
4.01	Procurement, transport and installation of electrically driven projection screen 240/240cm. Stowed in a compartment designed as part of wooden backdrop pos.14 (* Provide electrical socket on the wooden cover)			1	
4.02	(Page 18) Making of judge's gavel out of oak wood.....			1	
4.03	Mobile wooden desk-signs for the judges. A desk-sign is placed in front of each judge as indicated on sketch.A brass plate with the judge's name is pressed onto the desk-sign. Dimensions 200/100/(50+150)mm (parallelepiped 200/100/50mm + pyramid 200/100/150mm)			5	
4.04	(Page 18) Procurement, transport and installation of the emblem of the judiciary Dimensions 400/600mm. Plexiglas material (Blue background, like the existing one in crim. courtroom SK)			1	
4.05	Rectangular door handles 120/180/3cm painted dark cherry with brass emblem of the judiciary affixed on them (Wooden handle fits in a metal support fixed onto the door lock. Handles are fixed and the door may be opened only with a key in the lock from the outside. Requested for security reasons. Exists in criminal-law courtroom in SK)			3	
4.06	Procurement, transport and installation of a holder and flag of the R. of Macedonia on the bench platform wooden stand 2.60m height			1	
4.07	Door sign with brass letters for criminal-case courtroom height =50mm, l=500MM			1	
4.08	Glass-case bulletin board on the wall, next to courtroom entry door Dimensions 600/800/50mm. Wood body, two glass doors with a lock (similar in appearance to existing glass cases)			1	
4.09	Procurement of air conditioner for protected witness Room is windowless, unit should be sized for 50m2 (Air supply possible from balcony at 6.00m distance)			1	
	5. Chairs				
	*Technical characteristics that have to be fulfilled: The basic chair should be made of a wooden shell, lined with a high grain sponge material. The sponge material should be covered by a felt layer. The outermost layer should be natural leather. The chair should have a height adjustment mechanism and two-level horizontal adjustment.Dimensions: seat height 47- 56cm. Chair's lowest position should be at level 126cm, highest position at level 135cm. Metal base and axis.				
	* Color for the chairs to be selected from catalog, in agreement with the designer and user.				
5.01	Procurement, transport and placement of a leather chair for the president of the panel of judges. Dual high back-rest, height-adjustable and swiveling			1	
5.02	Procurement, transport and placement of leather chairs for the panel of judges. High back-rest, height-adjustable and swiveling			4	
5.03	Procurement, transport and placement of leather chairs with medium back-rest, height-adjustable and swiveling, for prosecutors and defense attorneys Material: leather			6	
5.04	Procurement, transport and placement of chairs with with standard back-rest, height-adjustable and swiveling (Interpreter, typist, witness, protected witness, recording technician, sound engineer and journalists 2) Material: leather ?			9	
5.05	Procurement, transport and installation of chairs for members of the public. Fixed individual chairs 44			44	
5.06	Procurement, transport and installation of chairs for security staff. Fixed, in groups (2 and 3) with back-rest 17 Material?			17	

	DESCRIPTION OF THE WORKS	m	m2	pieces	Price in MKD without VAT
	6. Electrical installations				
	*Electrical sockets at new plug-in locations should be dual-socket type. (see sheet p. 16 and 17) (+ specification for cables)				
6.01	Small room in front of the entrance to courtroom: Dismantling of five sockets			5	
6.02	Procurement of materials, transport and installation of 5 electrical sockets into the newly designed drywall walls placement indicated according to requirements. (see base blueprint for electrical outlets and base blueprint for construction)			5	
6.03	Dismantling of ceiling-mounted lighting			1	
6.04	With the new space sectioning using drywall walls, three new ceiling spots for lighting fixtures are needed. Procurement of materials, transport and installation thereof			3	
6.05	Procurement of materials, transport, installation and electrical connection of air conditioner. Air intake/exhaust ducting to be connected to exterior wall, pos.4.09)			1	
6.05	Change of placement of electrical installations in courtroom: Dismantling of three outlet sockets from the wall behind the panel of judges.			3	
6.06	Procurement and transport of materials and installation of three plug-in outlets onto the wooden wall cover.			3	
6.07	Procurement and transport of materials and installation of laptop connections for the judges, interpreter and typist into the floor below the desks. Total 7.			7	
6.08	Procurement of materials, preparation, assembly and installation of two laptop connections for attorneys and prosecutor 2			2	
6.09	Installation of electrically-driven projection screen stowed in a compartment built into the wall cover. Height from the bench platform level 2.32-2.52m, cross-section 200/200mm (see sheets 6 and 7)			1	
6.1	* Check the performance of the ceiling-mounted lights to verify compliance with standards for lighting of public venues. Procure suitable environmentally friendly energy-saving light bulbs. (lump-sum estimate)				
6.11	* The audio cables have to be of XLR type. There are 9 audio cables which start from the equipment rack and finish to the customers (5 judges, interpreter, witness, lawyer and prosecutor). Each cable in the equipment rack has to have at least 120 cm length from the false floor. Each cable at the customer's side has to have at least 200 cm length from the (false) floor. Here is the estimation of the cable lengths: Microphone Judge 1 Microphone Judge 2 Microphone Judge 3 Microphone Judge 4 Microphone Judge 5 Microphone Interpreter Microphone Witness Microphone Lawyer Microphone Prosecutor				
		12.8			
		11.8			
		10.8			
		9.9			
		8.9			
		13.2			
		17.2			
		18.9			
		23.6			
	The cable paths are given on the drawing in the annex.				

	DESCRIPTION OF THE WORKS	m	m2	pieces	Price in MKD without VAT
6.12	<p>* The video cables have to be of RG59 type.</p> <p>There are 4 video cables which start from the equipment rack and finish to the customers (2 video cameras behind the judges, 1 on the opposite wall, and 1 behind the secretary). The cameras will be mounted at 2,50 m height.</p> <p>Here is the estimation of the cable lengths:</p> <p>Camera 1 (opposite the judges) 24.5 Camera 2 (behind the secretary) 7.3 Camera 3 (behind the judges) 8.6 Camera 4 (behind the judges) 8.6</p>				
6.13	<p>*The loudspeaker's cables have to be of speaker type of 1,5 mm2.</p> <p>There 4 loudspeakers' cables which start from the equipment rack and finish to the loudspeakers. The loudspeakers will be wall mounted at 2,20 m height. Here is the estimation of the cable lengths:</p> <p>Loudspeaker 1 7 Loudspeaker 2 15.3 Loudspeaker 3 23.7 Loudspeaker 4 32.7</p>				
6.14	<p>*The HDMI cable will connect the equipment rack and the TV set. Here is the estimation of the cable length:</p> <p>TV 4.1</p>				
6.15	<p>*The power supply cable for the TV set has to be stranded cable 2x1,5 mm2, and the wall jack should be near the TV set.</p> <p>Here is the estimation of the cable length:</p> <p>TV set – 1.2m (from the socket near the window on its wall) 1.2</p>				
6.16	<p>*The power supply cables for the cameras have to be stranded cables 2x0,75 mm2, and the wall jack should be near the camera. For the cameras 3 and 4 one power cable will be installed.</p> <p>Here is the estimation of the cable lengths:</p> <p>Camera 1 (opposite the judges), one socket wall jack – 8.6m (from the socket near the window on its wall) 8.6 Camera 2 (behind the secretary), one socket wall jack 7.3 Camera 3&4 (behind the judges), two sockets wall jack – 8.6 m (from the socket near the window on their wall) 8.6</p>				
6.17	<p>*The power supply cable for the rack has to be stranded cable 2x1,5 mm2, and the jack will be installed within the rack. It has to have at least 5 sockets.</p> <p>Here is the estimation of the cable length:</p> <p>Equipment rack – 2.5 m (from the socket in the corner) 2.5</p>				
		Total MKD without VAT			
		VAT			
		Total MKD with VAT			



Attachment C Deliverables Plan

See instructions provided in Section B of the Statement of Work to complete the table below table.
Add rows and cells as needed

O.N.	Activity/Deliverable	Activity Description	Start Date	Finish Date
1	<p>Realization of preparatory works:</p> <ul style="list-style-type: none"> - Removal of internal window and closing the space. - Changing the direction of the opening of doors 1 and 2 from the inside towards the outside. - Removal of carpeting, removal of parquet strips. 			
2	<p>Construction works:</p> <ul style="list-style-type: none"> - Setting of installation for air conditioner inlet and extended hose for fresh air to the outside wall. - Preparation of space for changing of the electrical installation in the walls and ceiling in the protected witness area, entrance to the courtroom and the courtroom behind the panel of judges. - Tracing and placing cables for the electrical installations. - Marking of the separations for the audience in the courtroom and tracing the electrical installations. - Preparation and placement of drywall coating for levelling of the wall behind the audience area (make sure to place a horizontal metal stand at a height of 90 cm in the sub construction for fastening of a wooden horizontal board. The height should be equal to 			



	<p>the height of the chairs for the audience.</p> <ul style="list-style-type: none"> - Preparation and placement of a platform with two different heights stairs each 15 cm (the platform should be closed on the side of the heating radiators (the length of the boards is to be divided horizontally from the wall to the railing). - If any intervention is needed on the parquet it should be addressed. 			
3	Placement of aluminum window blinds with polyurethane filling. The blinds case is on the outside. The moving mechanism of the blinds should be in a module on the windows.			
4	Painting of the drywall, ceiling and remaining walls is to be conducted according to regulations and need of cleaning the current walls, filling of the drywall and painting (in two layers and/or as needed) in white paint.			
5	Placement of CFL light bulbs of a certain voltage suitable for the area and the needs of the venue. Previous consultation with lighting professionals needed.			
6	Sanding of the parquet in the entire courtroom, staining and varnishing in three coatings. Wooden strips placed between the walls and the parquet. Carpeting placed on the judges platform.			
Furniture:				
7	Dimensions for radiator covers, with architects consent to check the module for element separation. Production of furniture			
8	Production and Installation of furniture (Installation of TV, loudspeakers and microphones)			
<i>Additional items at discretion of proposed vendor to be added, if necessary</i>				



**ATTACHEMENT D
Nationality of Supplier Certification**

A. Nationality of Supplier

Name of Supplier:

This is to certify that the above Supplier is (check applicable box):

- An individual who is a citizen or permanent legal resident of:
- A corporation of partnership organized under the laws of: _____ . And more than 50% controlled & operated by citizens or permanent, legal residents of: _____.
- A controlled foreign corporation of which more that 50% of the total combined voting power of all classes of stock is owned by United States or Macedonia shareholders; or
- A joint venture or unincorporated association consisting entirely of individuals, partnerships or corporations. If so, please describe below the citizenship or legal status of the individuals, the legal status of the partnership or corporations, and the % voting power of the corporations:

CERTIFIED BY SUPPLIER:

Signature: _____

Printed Name: _____

Title: _____

Date: _____