



Ministry of Health of the Republic of Serbia
Nemanjina 22-26, 11000 Belgrade

SERBIA EMERGENCY COVID-19 RESPONSE PROJECT

TERMS OF REFERENCE

Consultancy Service

for

CONSULTING SERVICES: TECHNICAL ACCEPTANCE OF THE NEW DIAGNOSTIC BUILDING WITH BSL-3 LABORATORY AT THE “TORLAK“ INSTITUTE OF VIROLOGY, VACCINES AND SERA



Employer: *Project Coordination Unit on behalf of the Ministry of Health of the Republic of Serbia*

Project: *Serbia Emergency Covid-19 Response Project*

Country: *Republic of Serbia*

Loan No.: *9120-YF*

RFB No: *RS-SECRP-9120YF-CS-CQ-24-1.1.7*

Issued on: *12 November 2024*

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1. BACKGROUND

Republic of Serbia has received a loan from the International Bank for Reconstruction and Development (IBRD) in the amount of EUR 92 million equivalent toward the cost of the *Serbia Emergency COVID-19 Response Project* (SECRP), Loan No. 9120-YF.

The objective of SECRP is to respond to the threat posed by COVID-19 and to strengthen the national health system for public health preparedness in Serbia.

The objective of establishing a new diagnostic laboratory building with BSL-3 laboratory at the “Torlak” Institute of Virology, Vaccines and Sera is to strengthen the capacity of the Institute. The BSL-3 laboratory will fulfil the requirements for handling pathogens that require such a level of biosafety.

The laboratory building is located in Kumodraz, municipality of Voždovac, Belgrade, Serbia. The Republic of Serbia intends to apply a portion of the loan for consultancy services related to technical acceptance of a new diagnostic building with BSL-3 laboratory at the “Torlak“ Institute of Virology, Vaccines and Sera.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is conducting the technical acceptance procedure for the new diagnostic building with BSL-3 laboratory at the “Torlak“ Institute of Virology, Vaccines and Sera.

The technical acceptance will be conducted in line with the national legislation of the Republic of Serbia and standards pertaining to laboratory facilities.

3. SCOPE OF WORK

Technical acceptance process will be performed simultaneously with the commissioning of the laboratory equipment in order to make the verification process more efficient.

The scope of the technical acceptance services for the above shall include, but will not be limited to the following:

- 1) Documentation Review: The Consultant will review all relevant technical and design documentation, including building permits, approvals, public utility company conditions, equipment, used materials certificates and technical reports.
- 2) Site Inspection: A detailed inspection of the building will be conducted, including examination of all its components (structure, installations, facades, etc.) to assess their condition and compliance with the design documentation.

- 3) Safety Assessment: The safety of the building for use will be analyzed, including evacuation routes, fire safety measures, and structural stability.
- 4) Compliance with Technical Standards: The commission will verify whether the building meets all applicable technical norms and standards for similar construction projects.
- 5) Observations and Recommendations: The commission may provide observations and recommendations for any necessary corrections or additional measures to be taken before the building receives an occupancy permit.
- 6) Conducting Final Tests: If necessary, the commission may require additional tests or inspections (e.g., testing of installations) before making a final decision.
- 7) Review of reports on measurements and functional testing of completed installations.
- 8) Preparation of Report: Finally, the commission will prepare a report on the technical inspection, which includes all findings, recommendations, and conclusions.

4. DELIVERABLES

- (i) Technical acceptance report shall be prepared in line with the Rulebook on the Contents and the Method of Carrying Out the technical Inspection of a Building, the Makeup of the Commission, Contents of the Commission's Proposal on Determining the Suitability of the Building for Use, Land and Building Surveying during the Building and Use and the Minimum Warranty Periods for Certain Types of Buildings. ("Official Gazette of the RS", No. 27/2015, 29/2016, 78/2019 and 6/2024).
- (ii) Any other reports as required by the Client.

All reports shall be signed by responsible designers.

All documentation shall be presented in 5 (five) hard copies and 1 (one) electronic copy with non-editable files (in PDF format) and editable files, including an electronic (digital) version in a common software (doc. files) application. With a view to obtaining the Client's approval, all reports must be presented to the Client in the Serbian language.

The Consultant shall perform electronic delivery of documentation to local authorities' through CEOP for the purpose of obtaining permits and approvals.

5. TIMETABLE

The expected duration of the assignment is 6 weeks.

The technical acceptance services will be performed simultaneously with the laboratory equipment commissioning due to the short deadlines for all the foreseen activities. The necessary documentation for technical acceptance is expected to be collected and checked prior to the actual completion of construction works in cooperation with the designer, supervision authority and the contractor.

The expected start of technical acceptance activities is the beginning of December 2024.

6. CONSULTANT COMPANY QUALIFICATION REQUIREMENTS

- 6.1 The Consultant shall be registered in the Republic of Serbia as a company specialized in architectural/civil/mechanical engineering services for at least 5 years;
- 6.2 The Consultant shall have experience in the performing of technical acceptance procedure for at least five buildings larger than 4000m² in the last two years.

7. MINIMUM QUALIFICATION REQUIREMENTS FOR KEY EXPERTS

- 5.1 The Consultant shall have at least one employed licensed architectural engineer or a licensed civil engineer (employed on a full-time or a part-time basis);
- 5.2 The Consultant shall have at least one employed engineer (KE-1) with experience in the leading technical acceptance procedure of at least two building larger than 4000m² in the last five years.
- 5.3 The Consultant shall engage licensed engineers for each part of the technical documentation, as required by the relevant law (i.e. architectural, civil, mechanical (KE-2-4), electrical (high and low voltage (KE-5,6), including fire detection), plumbing (KE-7), roads (KE-8) and fire protection (KE-9)). Engineers can be employed or subcontracted (contract with availability details is obligatory);
- 5.4 All engaged key experts (KE1-9) shall have at least 5 years of experience in their field of expertise;
- 5.5 All engaged key experts (KE1-9) shall have performed at least 3 technical acceptance procedures in the last 5 years in their field of expertise;
- 5.6 The key expert (KE-1) shall have experience in conducting technical acceptance of at least one medical, laboratory or pharmaceutical facility in the last five years.
- 5.7 All proposed key experts must be licensed by the Serbian Chamber of Engineers, in accordance with the Serbian Law on Planning and Construction.

8. SELECTION

The consultant will be selected under the provisions of the World Bank Procurement Regulations for Borrowers under Investment Project Financing” dated July 1, 2016, revised on November 2017, August 2018, based on the method of Selection of Consultant’s Qualification-based Selection, Lump-sum contract.

9. PAYMENT

- 80% after uploading the Technical Acceptance Report on CEOP
- 20% after the Technical Acceptance Report is accepted by relevant authorities.