



**Republic Geodetic Authority**

**REQUEST FOR EXPRESSIONS OF INTEREST  
CONSULTANCY SERVICES**

**Republic of Serbia**  
**Real Estate Management Project (REMP)**  
**Project ID No. P147050**

**Assignment Title:** Microsoft and Linux courses for employees in RGA  
**Reference No.:** SRB-REMPAF-9020YF-CQS-CS-23-240

The Republic of Serbia / Republic Geodetic Authority (RGA) has received financing from the World Bank toward the cost of the Real Estate Management Project, and intends to engage a Consultant firm to hold planned training:

- Microsoft and Linux courses for employees in RGA.

The objective of the REMP is to improve the efficiency, transparency, accessibility and reliability of the Republic of Serbia's real property management systems.

Within the Annual training plan for 2023 is included training for a defined number of RGA employees working in the Sector for digital transformation, Sector for Real Estate Cadastre and Sector for supervision and control concerning improvement of their knowledge in using various Microsoft software and Linux operating system. The purpose of this ToR is the engagement of the Consultant firm to hold planned training.

The consulting services ("the Services") include engagement of a Consultant firm ("Consultant") to hold training courses as per following specifications:

- Official Microsoft training courses:

<b>Course name</b>	<b>Estimated number of training hours</b>	<b>Number of participants</b>
Administering Microsoft Exchange Server 2016	40	5
Microsoft Azure Fundamentals	8	5
Administering a SQL Database Infrastructure	40	2
Programming in HTML with JavaScript and CSS	40	2
MCSA Windows Server 2019	40	5
Excel VBA	24	5
Microsoft SQL Server Management Studio 18	40	5
Power BI	24	6

- Official Linux operating system courses:

<b>Course name</b>	<b>Estimated number of training hours</b>	<b>Number of participants</b>
Introduction to Linux and advanced use	40	5

The Consultant will:

- Prepare detailed Training plan for providing services with specified schedule of trainings and detailed training program in coordination with RGA;

- Prepare and organize pre-testing in order to estimate each participant’s level of knowledge before the start of training;
- Hold the training in accordance with the training plan and schedule agreed with the RGA;
- Obtain prior approval from RGA for any potential change of dates and training program;
- Prepare and organize post-testing upon completion of training in order to estimate the level of knowledge and new skills gained by each participant;
- Provide timely information on training schedules and program to the attendants of courses and the RGA’s Coordinator.

The first contracted course will start in March 2023. Consultant services are expected to last until December 2023. The Consultant will hold the training in its own facilities (specially equipped for specific types of training) or in RGA premises according to the previous agreement with RGA. The Consultant will provide each attendant of the course with a computer enabling individual work. The Consultant’s training facilities will be in Belgrade.

The detailed Terms of Reference (ToR) for the assignment can be found at the following website: [www.rgz.gov.rs](http://www.rgz.gov.rs)

The Project Implementation Unit (PIU) of the Republic Geodetic Authority now invites eligible consulting firms to indicate their interest in providing the above-mentioned services. Interested consulting firms must provide information indicating that they are qualified to perform the services:

- experience and description of similar assignments
- availability of skilled staff
- CVs of key personnel that would be contracted for the assignment.

**The shortlisting criteria are:**

The Consultant firm will be registered in the Republic of Serbia as a company specialized in computer training; The Consultant will undertake the obligation of providing the data on the competence for provision of the required services in the form of brochures, description of similar services (references) and qualifications (CVs) of its teachers; The Consultant will provide Curriculum Vitae of proposed trainer/trainers detailing the most relevant experience related to this assignment.

The Consultant shall submit only one proposal, either individually or as a joint venture partner in another proposal. If a Consultant, including a joint venture partner, submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude a consulting firm to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal.

The following selection criteria with corresponding points will be used in the evaluation procedure:

- Specific experience relevant to the assignment .... 50 pts
- Qualifications for the assignment ..... 30 pts
- Competence for the assignment ..... 20 pts

The attention of interested Consultants is drawn to paragraphs 3.14, 3.16 and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers –Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (July 2016, revised November 2017, August 2018 and November 2020) (“the Regulations”) setting forth the World Bank’s policy on conflict of interest.

The Consultant will be selected in accordance with the Consultant’s Qualifications Based Selection (CQS) method as set out in the World Bank’s Procurement Regulations for IPF Borrowers –Procurement in Investment Project Financing Goods, World, Non-Consulting and Consulting Services (July 2016, revised November 2017, August 2018 and November 2020) (“the Regulations”).

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

Expressions of interest must be delivered in a written form to the address below or via e-mail by **March 10th, 2023, 3:00 PM.**

When submitting Expressions of interest please indicate the assignment and reference number for which you are applying.

Republic Geodetic Authority  
Project Implementation Unit  
Pisarnica, soba br.M001, prizemlje  
Bulevar Vojvode Mišića 39  
11000 Belgrade, Republic of Serbia  
Tel/Fax: +381 11 715 2600 extension 2575  
E-mail: [wb@rgz.gov.rs](mailto:wb@rgz.gov.rs)