



BOSNA I HERCEGOVINA
Stalna misija pri Ujedinjenim narodima
New York

BOSNIA AND HERZEGOVINA
Permanent Mission to the United Nations
New York

БОСНА И ХЕРЦЕГОВИНА
Стална мисија при Уједињеним нацијама
Њујорк

No: 201-31-34-7-19682-23/23/25
New York, 29.04.2026.

According to the Decision on the initiation of the procurement procedure No: 201-01-16-8-19682-24/23/25 dated March 25th 2026, and in accordance with the approved funds for carrying out the procedure of adaptation and furnishing of the office space for the Permanent Mission of Bosnia and Herzegovina to the United Nations New York located at the address 633 3rd Avenue, Unit 38C New York, NY 10017, the Permanent Mission of Bosnia and Herzegovina to the United Nations New York is initiating this

**PUBLIC INVITATION FOR PROPOSALS
FOR THE CREATION OF THE MAIN PROJECT OF ADAPTATION AND EQUIPMENT OF
THE OFFICE SPACE OF THE PERMANENT MISSION OF BIH TO THE UN, NEW YORK
633 3rd Avenue, Unit 38C New York, NY 1017**

CONTACT INFORMATION OF THE PERMANENT MISSION OF BIH IN NEW YORK:	
Permanent Mission of BiH to the UN New York	Contact person: Naida Rezak
Address 211 E 43rd Street, Unit 1701	Phone: +1 (212) 751-9015
New York City, NY	Fax: +1 (212) 751-9019
Zipcode 10017	E-mail: bihun@mvp.gov.ba

SUBJECT OF PROCUREMENT

- Creation of the main project on the adaptation and furnishing of the office space of the Permanent Mission of Bosnia and Herzegovina to the UN New York,
- Obtaining all the necessary permits for carrying out work on the adaptation and furnishing of the space, after the approval of the project by the Permanent Mission of Bosnia and Herzegovina to the United Nations New York.

The main project must contain necessary elements for obtaining all permits from the competent authorities. In addition, the main project must contain all the elements for the issuing of a public invitation for work of the adaptation and furnishing of the space, **as well as for the supervision of the execution of the works.**

The bidder will undertake a creation of the technical description and a documentation of the existing and planned condition, with detailed drawings.

Also, the subject of the procurement includes the preparation of a construction plan, based on the permits obtained, which bidders should consider when forming the price of their bid.

The main project with preliminary measurements and estimate is submitted in English only.

PROJECT TASK

Project tasks imply the fulfillment of the following conditions:

- Provision of up to 13 office spaces, which includes the office of the Head of the Mission,
- Designing a multi-purpose space for holding meetings (for 10 people) and receptions (up to 100 people),
- Designing and equipping a kitchenette,
- Designing and equipping space for the archive,
- Designing the appearance of the office, so that the walls facing the interior of the space are made of glass,
- Planning the installation of a hard floor (parquet, laminate, etc.),
- Planning the layout and furnishing of offices with furniture, using the available furniture and equipment already owned
by the Permanent Mission of Bosnia and Herzegovina to the UN New York, and proposing the procurement of the necessary furniture parts,
- The total planned budget for all actions (design development, obtaining permits, works on adaptation and furnishing the space) until the end of the inspection reception is \$850,000.00,
- The project is carried out in agreement with the service provider using rational technical and technological solutions.

QUALIFICATION AND SUBMISSION OF OFFERS

To qualify for the contract award, bidders must meet the following conditions:

- a) That they are registered in the relevant professional registers,
- b) The proposed price is up to \$60,000 without taxes,
- c) That the development of the adaptation and fitting-out project is in accordance with the Project Terms of Reference.

Bidders must submit proof of registration in the relevant professional registry in New York City or New York State, showing that they are registered for architectural work.

In addition, bidders must submit evidence of employment/contract with qualified and licensed experts from other fields (diploma engineers in architecture, mechanical engineering, electrical engineering) to create a complete project of adaptation and furnishing of the premises of the Permanent Mission of Bosnia and Herzegovina to the UN New York. Valid licenses for all areas covered by the project must be submitted as proof of personnel competence.

PLACE, DATE AND TIME OF DELIVERY OF OFFERS

The deadline for submission of offers expires 15.05.2026. year at 17.00 hours*. (15 days after the public announcement on the website of the Permanent Mission of BiH to the UN New York).

Bids submitted after that will not be considered and will be returned to the bidder unopened.

Offers must be submitted in sealed envelopes to the following address:

Permanent Mission of Bosnia and Herzegovina to the UN
211 E 43rd Street, Unit 71
New York, NY 10017
Attn: Ms. Naida Rezak
ORIGINAL PROPOSAL - DO NOT OPEN

The offer should also contain the following documents:

1. Completed form for the price of the bidder's offer (Annex 1) and
2. Completed and initialed draft contract (Annex 2)

Each bidder can submit only one bid. The offer of the bidder who submits more than one offer modality will be rejected as inadmissible.

CONTRACT AWARD CRITERIA

The contract will be awarded to the bidder who submits a technically complete bid with the lowest price.


OFFER VALIDITY PERIOD

Bids must be valid for 90 days, counting from the deadline for submitting bids. The contracting authority has the right to ask bidders, in writing, to extend the period of validity of bids until a certain date. Bidders can accept or reject that request, which they notify the contracting authority in writing. If the bidder does not respond to the contracting authority's request to extend the validity period of the bid, it will be considered that the bidder has rejected the contracting authority's request. In this case, the contracting authority rejects the offer.

Subsequent changes to offers are not allowed.

Interested bidders can view the space in question during the duration of the public call.

An integral part of the public call is "33rd Ave - Floor 38 - Bosnia + Existing.pdf", the space plan of the Permanent Mission of BiH to the UN New York, whose adaptation and furnishing is the subject of this public call.


dr. Šejla Đurbuzović
Charge d'affaires a.i.

