



Municipal Infrastructure Support Programme  
An EU-funded project

MUNICIPAL INFRASTRUCTURE SUPPORT PROGRAMME

●●● Building together for the future

PROGRAM PODRŠKE RAZVOJU INFRASTRUKTURE LOKALNE SAMOUPRAVE

●●● Gradimo zajedno za budućnost

# PROJECT IMPLEMENTATION UNIT (PIU) AND ITS ROLE

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- Project Implementation Unit (PIU) is formed by the Employer/Investor.
- PIU is responsible for preparation and technical implementation of the Project.
- PIU consists of a team of qualified experts who, along with a *Technical Assistance* of chosen Consulting Company, implements all Project phases.
- Establishment of PIU is one of the conditions for all Project phases to be implemented in a professional and high quality manner, for the Project to be finished within deadline and to be controlled all along duration period.



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# PROJECT PHASES

- Planning
- Preparation of Tender Documentation
- Implementation of Tender procedure
- Monitoring of Contract realization
- Technical and financial Project control
- Taking over of works/equipment



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## ➤ Planing

This phase of Project is very important because of development of the *Procurement Plan*, which should comprise all further Project phases, shown through deadlines and dates for:

- development of technical/project documentation,
- development of Tender Documentation,
- implementation of Tender procedure,
- contracting and
- construction/supply of equipment.

Depending on the Project type, PIU role in Technical documentation development differs.



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## ➤ Tender Documentation Preparation

- In this Project phase, PIU is involved in development of technical part of documentation (VOL 3, 4 i 5: Technical specifications, Bill of Quantities and estimate of works and drawings) and together with TA prepares general parts of Tender Documentation (VOL 1 i 2: Instructions for tenderers and Contract).
- Printing, copying and packing Tender Documentation are also PIU tasks in this Project phase.



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## ➤ Implementation of Tender procedure

Consists of:

- Sale of Tender Documentation,
- Organization of site visits with tenderers,
- Answering tenderers' questions,
- Tender evaluation and
- Selection of Constructor / Supplier

In the Tender evaluation team participation of some PIU members is obligatory.



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## ➤ Contract Realization Monitoring

- PIU actively participates in monitoring of Contract implementation by regular visits to construction site with chosen Supervisor. Has regular meetings (weekly and monthly), monitors progression of works/supplying and participates in preparation of possible Contract Annexes.
- PIU develops and submits quarterly progress reports on construction works to the Employer/Investor.
- Also, on Supervision demand, suggests to the Employer/Investor possible construction works/ supplying deadline extension.





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## ➤ Technical and financial control of the Project

- During the Project PIU conducts technical and financial control of construction, monitors and checks temporary monthly situations (verified by Supervisor).





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## ➤ Taking over of the works

- After the works are finished, PIU reviews final situation, participates in review of performed works and design of final settlement.
- PIU further on gives a suggestion to the Employer/Investor for possible charge of penalties to the Constructor/Supplier.



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- After closure of all Project phases, the need for further employment of PIU ends.
- After the taking over of works by Employer/Investor, PIU will be dismissed or engaged in other Project of the same Employer/Investor.