

**Request for quotation (RFQ)
for services**

Provision of technical supervision of works
on Bujanovac faculty

RFQ No: UNOPS-EP-2014-S-012

**Request for quotation (RFQ)
for Provision of technical supervision of works on Bujanovac faculty
RFQ NO. UNOPS-EP-2014-S-012**

Date: 15 August 2014

UNOPS is accepting quotations from suppliers for Provision of technical supervision of works on Bujanovac faculty. All interested parties must complete and return the attached price sheet to the following email address: srpc.bids@unops.org

1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

3 Currency

All prices shall be quoted in RSD (Republic of Serbia Dinar) VAT free.

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

5 Delivery (for goods) – N/A

All items shall be delivered by _____, (date(s)) and shipped Incoterms (DAP place / FCA .. / ..)
[select appropriate Incoterms]

6 Mobilization and duration (for services)

Service provision shall commence in September 2014. The successful supplier is expected to complete the services by mid September 2015.

7 Quotations due

All quotations must be received at the email address stated below no later than:

Date: 25 August 2014
Time: 12:00h, noon, CET
E-mail: srcp.bids@unops.org
Contact person: Procurement Unit

Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

8 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses: <http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

9 Clarifications

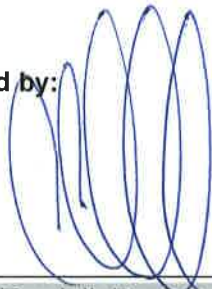
Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

10 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

Approved by:

Date:



Graeme Tyndall, Programme Manager

ANNEX A

Requirements and price list

The following documents must be completed/provided and returned with your offer:

- Quotation form
- Terms of Reference
- Financial offer
- Previous Experience Form supported with references for at least 5 similar projects (technical supervision of the construction/reconstruction of the buildings) that have been implemented over the past five years with minimum value of RSD 35,000,000.00
- Company registration documents
- CVs of the proposed individual engineers, members of the proposed team. The team members must have relevant experience in technical supervision in their respective areas of responsibility. This experience needs to be justified with the list of the supervised contracts/buildings with details, as the part of the submitted CV for each of the proposed team member.

The team must have, as the minimum, engineers with following licences for each type of the works:

- for the construction works - one of the following licences: 400, 401, 410, 411, 300, 301, 310 or 311,
- for the electric installation - one of the following licences: 450 or 350,
- for the mechanical installation - one of the following licences: 430 or 330,
- for the energy efficiency – licence: 381

The team members can be either permanently employed or be engaged on a service contract bases with the company.

ANNEX B

RFQ –Quotation form

Quotation form must be completed, signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions of Quotation No. UNOPS-EP-2014-S-012 set out in the attached document, hereby offers to supply the services specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

Signature: _____

Date: _____

Name and title: _____

Company: _____

Postal address: _____

Tel.no: _____

Fax no: _____

Email address: _____

Validity of offer: _____

Currency of offer: _____

Payment terms 30 days accepted:

Quotation to be addressed to:

UNOPS
Procurement Unit
Sumatovacka 59
E-mail: srpc.bids@unops.org

ANNEX C

Terms of References

Technical supervision of the works on the construction of building for the department of Faculty of Economics from Subotica in Bujanovac

I. **Background:**

European PROGRES is a multi-donor Programme, financed by the European Union (EU), the Government of Switzerland and the Government of Serbia, designed to support sustainable development in the South East and South West Serbia. The Programme has been conceptualised jointly with the European Integration Office of the Government of the Republic of Serbia (SEIO), which has responsibility for monitoring implementation and providing assistance and facilitation. The United Nations Office for Project Services (UNOPS) has been granted with an initial budget of 17.46 million Euros and has the overall responsibility for the Programme implementation.

Through a multi-sector approach this Programme will contribute to sustainable development of underdeveloped areas and creation of more favorable environment for infrastructure and business growth by strengthening local governance, improving vertical coordination, planning and management capacities, improving business environment and development, as well as enhancing implementation of social inclusion and employment policies.

The Programme works towards achieving four main results, while good governance principles are interwoven as a cross cutting aspect of the entire intervention:

1. Strengthened local governance, planning and management capacities through introduction of new, or improvement/elimination of existing procedures and processes in line with the principles of good governance
2. Increased competitiveness of local economy through improved business environment and management/organizational capacities of small and medium enterprises/agricultural cooperatives
3. Improved access to employment, offering equal opportunities to both men and women, and social inclusion of most vulnerable and marginalised groups through development and implementation of local policies resulting in reduced migration from South East and South West Serbia
4. Effects of Serbia's European accession communicated to general public.

Final beneficiaries, but also the key stakeholders and financial contributors of this Programme are 34 municipalities from the third and fourth group of development level, which have responsibility of taking ownership of activities implemented in their territory:

- Novi Pazar, Ivanjica, Nova Varoš, Priboj, Prijepolje, Raška, Sjenica and Tutin, in the South West Serbia
- Prokuplje, Blace, Žitorađa, Kuršumlija in the Toplica District
- Leskovac, Bojnik, Vlasotince, Lebane, Medveđa and Crna Trava in the Jablanica District
- Vranje, Bosilegrad, Bujanovac, Vladičin Han, Preševo, Surdulica and Trgovište in the Pčinja District
- Brus in Rasinska District
- Aleksinac, Gadžin Han, Doljevac, Merošina and Svrlijig in Niški District
- Babušnica, Bela Palanka in Pirotski District
- Knjaževac in Zaječarski District.

Other beneficiaries include municipality-founded institutions and public utility companies, civil society organisations (CSO) and media in the participating municipalities. It is the inhabitants of the South East and South West Serbia who will feel the biggest benefits of the Programme.

II. Justification

European PROGRES is implementing project Construction of building for the department of Faculty of Economics from Subotica in Bujanovac, based on the European PROGRES project document.

III. SCOPE OF OBLIGATIONS

The Technical Supervisor will, under the direct supervision of European PROGRES Engineer and overall supervision of European PROGRES Infrastructure Sector Manager, work on the Technical supervision of the works on Construction of building for the department of Faculty of Economics from Subotica in Bujanovac. The company selected to perform the technical supervision will ensure that contractor incorporates all legal and technical requirements defined by State Regulations, as well as all works from the Main Design for the subject building.

Both companies have to pay special attention on the Preventive Measures Plan. This document is developed by the designing company as the addition to the Main design. All parties involved in this construction will have to respect preventive measures planned.

1. Introduction

The Main Design is developed according to the Faculty requirements, in order to conduct lectures for basic academic studies and master programme, the following premises are needed:

1. Amphitheatre, 130 seats, 220 m²
2. Three large auditoriums, 85 seats each, total area 405 m²
3. Three small auditoriums, 60 seats, total area 270 m²
4. Two teaching staff cabinets, total area 32 m²
5. One teachers' room with four desks and a bathroom, total area 33 m²
6. Computer room, 30 m²
7. Reading room with 20 desks, total area 30 m²
8. Library, total area 15 m²
9. Students' administration offices (two rooms) total area 20 m²
10. Students' parliament total area 15 m²
11. Career centre, total area 20 m²
12. Dean's office, (one smaller office and one larger) total area 20 m²
13. Toilets (two male and two female) total area 60 m²
14. Common auxiliary rooms (kitchenette, storage) total area 30 m²
15. Reception hall, total area 30 m²,
16. Halls, reception room, total area 200 m².

The Main Design was completed in 2013.

2. Documentation available to the Supervising Company

According to the approved Project Proposal, Bujanovac municipal administration will issue the building permit by the end of August 2014. The permit will be issued according to the Main design developed by CIP Belgrade.

Main design contains the following books:

1. Demolition and dismounting
2. Main Architectural design
3. Main Construction design
4. Main design of the hydro-technical installations
5. Main design of the electric installations

6. Main design of the telecommunication installations
7. Main design of the thermo-technical installation
8. Main design of the elevator
9. Main design of the traffic area
10. Main design of the parterre and greening
11. Main design of the fire protection
12. Energy efficiency elaborate
13. Main design of the geodetic marking

The Main design is prepared based on the Location permit issued by Bujanovac municipal administration – No.353-14 dated on 18 February 2014.

The base for the issuance of the Location permit is Urban Design developed by CIP Belgrade. This design contains all urban elements as well as geotechnical recommendations for the construction.

Separate book with **Preventive Measures Plan** was developed for the needs of the construction.

3. The works that will be supervised by the Technical supervisor

The Technical supervisor will supervise the subject works according to the Rule book defining terms and procedures in execution of technical supervision during the construction (Official Gazette of the Republic of Serbia no.105/2003 dated on 18 October 2013).

The overall scope of Technical supervision is to protect investor's and funding source's interests by controlling the implementation of General and Particular Terms and conditions of the Contract for works signed with Contractor.

The technical scopes of supervision are the following works:

1. Construction works
2. Hydro-technical installations (water, sewerage, rain sewerage)
3. Electric and telecommunication installations
4. Thermo-technical installation (heating and ventilation)
5. Mechanical works on the elevator
6. Civil works on the arrangement of traffic area, parterre and greening
7. Fire protection

IV. Outputs:

1. Daily monitoring and control of the works on the construction site, as well the visit and inspection of the contractor's workshops where elements for the site are in production phase.
2. Control and daily signing of the Construction Diary ("Građevinski dnevnik") prepared by the Contractor.
3. Control and signing of the calculation pages of the construction book ("Obračunski listovi građevinske knjige") prepared by Contractor. This will have no impact on the payments due to the „fixed price“ contract modele, but it has to be produces due to the legal obligations and monitoring purposes.
4. Provision of the instructions to the contractor needed for the proper execution of the works.
5. Call for and organise regular biweekly site meetings with representatives of the Contractor, Bujanovac municipality, European PROGRES and other key stakeholders as need arise. In case of urgent matters more frequent meetings should be organised.
6. Site meeting reports prepared and distributed to European PROGRES, Bujanovac Municipality and Coordination Body

V. Activities:

Activities include, but are not necessarily limited to these tasks:

- Understand the European PROGRES background,

- Permanent communication with Contractor during the process of construction,
- Communication with designers regarding provision of details and information that needs to be provided to the contractor to execute the works according to the design,
- Active and timely communication with the client – European PROGRES and Bujanovac municipality regarding progress and quality of works and all other issues related to the subject construction,
- Communication with local administration (construction inspection, ecology inspection...) on the issues related to the legal aspect of the construction – marking of the construction line, report on the foundation finishing, report on the finishing of the building, location for the construction waste,
- Other connected activities that might improve construction process in terms of timeframe, quality, technical solutions and financial part of the project.

VI. Inputs:

Contribution from the European PROGRES and Partners

European PROGRES and partners on this project will assure that all available facts and information about the location, technical documentation, contract that will be controlled and other relevant data is given to the company working on the technical supervision.

Company's Input

The selected Company for Technical supervision should have proven expertise and experience in:

- Technical supervision of the building works, including all installation and surrounding area arrangement,
- Thorough knowledge and understanding of Serbia's building and construction legal framework, as well as all regulations governing subject buildings,
- Experience in working with FIDIC modality construction contracts is an advantage,
- Excellent communication and team building skills.

The Company shall provide references for at least 5 (five) similar projects (technical supervision of the construction/reconstruction of the buildings) that have been implemented over the past five years with minimum value of 300,000 Euros. The integral part of the references must be CVs of the proposed individual engineers, members of the proposed team. The team members must have relevant experience in technical supervision in their respective areas of responsibility. This experience needs to be justified with the list of the supervised contracts/buildings with details, as the part of the submitted CV for each of the proposed team member.

The team must have, as the minimum, engineers with following licences for each type of the works:

- for the construction works - one of the following licences: 400, 401, 410, 411, 300, 301, 310 or 311,
- for the electric installation - one of the following licences: 450 or 350,
- for the mechanical installation - one of the following licences: 430 or 330,
- for the energy efficiency – licence: 381

The team members can be either permanently employed or be engaged on a service contract bases with the company.

VII. Timing:

The Technical supervision will be conducted approximately in the period September 2014 to September 2015.

VIII. Reporting:

The technical supervisor needs to produce biweekly and monthly progress reports. All reports needs to be submitted timely with relevant details incorporated.

The reports need to cover period between the moments when contactor enters the site to the technical commissioning of the building.

Official language of communication with client is English.

ANNEX D
Financial offer

QUOTATION			
BIDDER'S PRICES (Price & Currency to be entered by Bidder in RSD) For evaluation and comparison purposes, UNOPS shall convert all bid prices expressed in amounts in various currencies into an amount in USD, using the United Nations exchange rate.			
	DESCRIPTION	QTY	CURRENCY:
			TOTAL OFFERED PRICE (VAT excluded)
1.	Provision of technical supervision of works on Bujanovac faculty	1	

ANNEX E
Previous experience form

Previous experience				
Description of services/goods/works	Country	Total amount of contract	Contract identification and title and contact details of client: (Name, Address, telephone, email, fax)	Year project was undertaken



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