

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

Provision of Main Design for the
Rehabilitation of the Library “Vlada
Aksentijević” in Obrenovac

RFQ No: UNOPS-SFRS-2014-S-018

**Request for quotation (RFQ)
for Provision of Main Design for the Rehabilitation of the Library “Vlada
Aksentijević” in Obrenovac
RFQ NO. UNOPS-SFRS-2014-S-018**

Date: 15 August 2014

UNOPS is accepting quotations from suppliers for provision of Main Design for the Rehabilitation of the Library “Vlada Aksentijević” in Obrenovac. All interested parties must complete and return the attached price sheet to the following email address: srpc.bids@unops.org or in a sealed envelope to Sumatovacka 59, 11 000 Beograd.

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 August 2014. The successful supplier is expected to complete the services by mid October 2014.

7 Quotations due

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

Date: 25 August 2014
Time: 12:00h, noon, CET
E-mail: srpc.bids@unops.org
Address: Sumatovacka 59, 11 000 Beograd
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

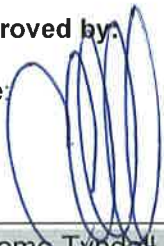
Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

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 Tyndal, 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 with references for at least 3 projects of rehabilitation designs, one for monument of culture that have been implemented over the past five years
- Company registration documents
- CVs and copies of professional licences of the proposed individual engineers, members of the proposed team. The team leader must have experience in rehabilitation designs for facilities which are declared monument of culture and cultural heritage of great importance, at least one rehabilitation design as the lead architect.

The Team must have, as the minimum, design engineers with licences covering the architecture, structural calculations, BoQ preparation, plumbing and sewage, electrical and mechanical (heating) installations, energy efficiency.

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-SFRS-2014-S-018 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

Development of the Main Design for the Rehabilitation of the Library “Vlada Aksentijević” in Obrenovac

I. Background:

“Serbia Floods Rehabilitation Support” project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), the Delegation of the European Union to the Republic of Serbia (DEU), the Royal Norwegian Embassy, as well as the resident United Nations agencies in Serbia, as a response to devastating floods that hit Serbia in May 2014.

The **objective** of the project is to support the citizens of Obrenovac and Krupanj to restore their living conditions through repair of private dwellings, and throughout the whole flood-affected region to establish normal functioning of kindergartens, schools, medical centres and other public institutions of primary importance, as well as to enhance the capacities of the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of sanitation efforts.

The project will deliver four results:

- **Result 1:** Housing solutions provided to up to 370 families in Obrenovac, Krupanj and other municipalities if needed, through reparation or reconstruction of damaged private houses, provision of prefabricated houses, and reparation of facilities for small businesses, respecting human rights standards and non-discrimination principle of good governance
- **Result 2:** Improved living conditions in temporarily shelters and enhanced capacities for monitoring and coordination of return process in municipalities Obrenovac and Lazarevac
- **Result 3:** Working conditions restored to normal functioning in up to 30 public institutions (kindergartens, schools, medical centres etc) in the municipalities affected by the floods
- **Result 4:** Normalised transport of goods and people between Krupanj and Loznica through Korenita and Krst
- **Result 5:** Enhanced capacities of the Government of Serbia Office for Flood Affected Areas Assistance and Recovery (FAAARO) to manage and monitor recovery process in the flood affected municipalities
- **Result 6:** Reduced risk of spreading infective diseases through reduction of mosquitoes population in the areas affected by the floods
- **Result 7:** The project results communicated to general public

The **final beneficiaries** of this project are:

- Up to 370 families from Obrenovac and Krupanj who were affected by the floods and currently live in unsatisfactory conditions or in the collective centres
- Thirty public institutions of primary importance (kindergartens, schools, medical centres) that are out of function due to the damage caused by the floods, which besides reparation and reconstruction need equipment for normal functioning
- Government of Serbia's Office for the Flood Affected Areas Assistance and Recovery, responsible for the overall monitoring of the flood response.

The project will closely cooperate with the key stakeholders in order to achieve the planned results: the Government of Serbia Commission for Damage Assessment, the SEIO, the line ministries (the Ministry of Construction, Transport and Infrastructure, the Ministry of State Administration and Local Self Government, the Ministry of Education, Science and Technology Development, the Ministry of Health); organisations implementing the same scope of activities in different municipalities affected by the floods: ASB, DRC, HELP and FAO; local self-governments, the Serbian Chamber of Engineers and other UN agencies dealing with specific parts of intervention.

II. Justification

One of the Project's results is to provide working conditions restored to normal functioning in up to 30 public institutions (kindergartens, schools, medical centres etc.) in the municipalities affected by the floods.

III. Immediate objective(s):

To protect Cultural heritage from further deterioration and support Ministry of Culture of Republic of Serbia to restore working conditions in cultural institutions in the municipalities affected by the floods.

IV. SCOPE OF CONSULTANCY

The design company will, under the direct supervision of SERBIA FLOOD REHABILITATION SUPPORT Project Engineer, and overall supervision of SERBIA FLOOD REHABILITATION SUPPORT Project Manager, develop the Main Design for the rehabilitation of the Library "Vlada Aksentijević" in Obrenovac based on the **Conditions of Institute for the Protection of Cultural Monuments of City of Belgrade, available and part of this ToR.**

1. Main Rehabilitation Design

Introduction

Central library building "Vlada Aksentijević" is housed in family home Mihailovic at Milos Obrenovic street 182. Property is located on plot 577 KO Obrenovac. The building was built in the second decade of the 19th century. For its architecture, size, structural assemblies and internal layout of the rooms is a very valuable example of home from the first half of the 19th century. It was built in a wooden half-timbered with brick infill. The building is a monument of culture and cultural heritage of great importance.

Building has two wings, both Pr+1, and under one wing are basements premises. Property has a total area of 400m², of which the basement are 42m² and ground floor (without passage of the vehicular entrance to the courtyard) 109,4m². Reconstruction of the building was done between 1970 -1974 according to the design of the Institute for the Protection of Cultural Monuments of City of Belgrade, when also structural elements were repaired. The building was refurbished in the period from 2004 - 2006 according to design by the Institute of Materials and Structures, when moisture damages were repaired. Geodetic survey as a basis for monitoring the settlement of the building is done in 2006. Library Management will perform control measurements of settlement building, and they will determine level of underground water.

During the May floods that hit Obrenovac, building was flooded to the level of 1 - 1,5 m from the ground, and in the yard, because of the sloping of the terrain, the water was at a height of 2 m. Brick walls that surround the backyard, also suffered extensive damage, probably due to soil settlement.

The expert team of the Institute for the Protection of Cultural Monuments of City of Belgrade in its report noted that it is necessary to develop a detailed design for the restoration, rehabilitation and reconstruction of the entire building, which among other things includes the structural rehabilitation of the building, waterproofing, rehabilitation of the existing water, sewer and electrical installations. Due to continuous problems with moisture in the ground floor and basement of the building, it is necessary to design the appropriate drainage system.

The design must contain all parts defined in the Planning and Building Law, including:

- Electrical Installations and telecommunication installations with the details and Bills of Quantities
- Mechanical Installations or heating solutions with the details and Bills of Quantities
- Plumbing and sewage installations
- Energy efficiency
- Technical control of the Main Designs
- Design approvals from all relevant institutions

The content of the Main Rehabilitation Designs must comply in full with the Planning and Building Law as well as with all professional standards and regulations.

2. Outputs:

Main rehabilitation designs for the library “Vlada Aksentijević”, according to the legal Acts issued by Obrenovac municipality, Institute for the Protection of Cultural Monuments of City of Belgrade and acknowledged by the Office for Reconstruction and Flood Relief

3. Activities:

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

- Understand the SERBIA FLOOD REHABILITATION SUPPORT Project background
- Field research to obtain all conditions relevant for the Main Rehabilitation Designs
- Desk research and consultations with SERBIA FLOOD REHABILITATION SUPPORT Project during the initial activities

4. Inputs:

- Conditions for technical protection measures for reparation of the damages caused by flood issued by the Institute for the Protection of Cultural Monuments of City of Belgrade
- Report on the geodetic monitoring of settlement building foundations
- Report on the determined level of underground water at the site
- The Main design for reconstruction of the building from 1969
- Report on the assessment of damages to the building
- Report of Expert team of the Institute for the Protection of Cultural Monuments

SERBIA FLOOD REHABILITATION SUPPORT Project and partners on this project will assure that all available facts and information about the locations are given to the selected design company.

Consultant's Input

The selected design company should have proven expertise and experience in:

- Working on Main Rehabilitation Designs for facilities which are declared monument of culture and cultural heritage of great importance.
- Thorough knowledge and understanding of Serbia's building and construction legal framework as well as all regulations related to this type of the construction
- Excellent communication and team building skills

The design company shall provide references for at least 3 projects of rehabilitation designs, one for monument of culture that have been implemented over the past five years, as well as the CVs and copies of professional licences of the proposed individual engineers, members of the proposed team. The team leader must have experience in rehabilitation designs for facilities which are declared monument of culture and cultural heritage of great importance, at least one rehabilitation design as the lead architect.

The Team must have, as the minimum, design engineers with licences covering the architecture, structural calculations, BoQ preparation, plumbing and sewage, electrical and mechanical (heating) installations, energy efficiency.

5. Timing:

The consultancy will be conducted over the period end August 2014 to mid October 2014.

6. Reporting:

Electronic copy of the Design and 5 hard copies

The Designs will remain the intellectual property of UNOPS.

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 the Main Design for the Rehabilitation of the Library "Vlada Aksentijević" in Obrenovac	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



UNOPS Headquarters
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