

Request for quotation (RFQ) for services

Provision of Main Designs for the
individual houses in Krupanj municipality

RFQ No: UNOPS-SFRS-2014-S-010

**Request for quotation (RFQ)
for Provision of Main Designs for the Individual Houses in Krupanj
municipality
RFQ NO. UNOPS-SFRS-2014-S-010**

Date: 07 August 2014

UNOPS is accepting quotations from suppliers for provision of Main Designs for the Individual Houses in Krupanj municipality. 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 August 2014. The successful supplier is expected to complete the services by mid September 2014.

7 Quotations due

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

Date: 14 August 2014
Time: 12:00h, noon, CET
E-mail: srpc.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: 02/08/2014



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 with references for at least 3 similar projects (designs) 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 members must have experience in individual housing, residential housing design in their respective areas of responsibility. The Team must have, as the minimum, design engineers with licences covering the architecture, structural calculations and reinforcement plans, BoQ preparation, 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-010 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 Designs for the Individual Houses in Krupanj municipality

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 housing solutions to up to 70 families in Obrenovac, Krupanj and other municipalities if needed, whose houses were demolished during the floods, through provision of new ones.

III. Immediate objective(s):

To support the citizens of Obrenovac and Krupanj to restore their living conditions through construction of new private houses for the families which lost their homes in floods. Depending on the family size, the 60, 80 and 100m² houses will be built.

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 designs for 15 locations in Krupanj municipality, based on the **conceptual designs for 60, 80 and 100 m² houses, available and part of this ToR**. The design company will need to adjust the typical designs to fit the specific locations and specific needs.

1. Main Designs

Introduction

The Office for Reconstruction and Flood Relief provided the SERBIA FLOOD REHABILITATION SUPPORT Project with conceptual solutions for the individual housing, developed by the Faculty of Architecture in Belgrade. The designs were developed following the recommendation from the Emergency Response Law, article 28, which regulates the house sizes depending on the number of the residing family members. Three types of designs are developed for the 60m², 80m² and 100m² houses.

The conceptual designs contain:

- Architectural drawings with joinery schemes
- Structural calculations and reinforcement plans
- Technical descriptions and Bills of Quantities for the Architectural part

The scope of consultancy includes adjusting the conceptual solution to the 15 specific locations in Krupanj municipality and developing the design to the level of Main, so that the permits for the construction can be issued and the building can be connected to all available municipal utility infrastructure. The design must contain all books 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
- Energy efficiency
- Technical control of the Main Designs

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

2. Outputs:

Main designs for the 60, 80 and 100 m² types of individual houses for 15 locations in Krupanj municipality, according to the legal Acts issued by Krupanj 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 Designs
- Desk research and consultations with SERBIA FLOOD REHABILITATION SUPPORT Project during the initial activities

4. Inputs:

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 design company, such as the Location Information and urban conditions.

Consultant's Input

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

- Working on Main designs for individual housing, residential housing
- 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 similar projects (designs of the individual housing, residential housing) 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 members must have experience in individual housing, residential housing design in their respective areas of responsibility.

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

5. Timing:

The consultancy will be conducted over the period end August 2014 to mid September 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 Designs for the Individual Houses in Krupanj municipality	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
Marmorvej 51
P.O. Box 2695
2100 Copenhagen
Denmark
Tel: +45 45 33 75 00
Fax: +45 45 33 75 01

ra