

Request for quotation (RFQ) for services

Development of Technical Documentation
of the Conceptual and Main Design for the
Social Housing Building in Obrenovac

RFQ No: UNOPS-SFRS-2015-S-007

**Request for quotation (RFQ)
for Development of Technical Documentation of the Conceptual and
Main Design for the Social Housing Building in Obrenovac
RFQ NO. UNOPS-SFRS-2015-S-007**

Date: 10 February 2015

UNOPS is accepting quotations from suppliers for Development of Technical Documentation of the Conceptual and Main Design for the Social Housing Building in Obrenovac. All interested parties must complete and return the attached price sheet to the following address: UNOPS-RSPC, Šumatovačka 59, Belgrade, or to the following e-mail 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 by mid February 2014. The successful supplier is expected to complete the services by end April 2015.

7 Quotations due

All quotations must be received in a sealed envelope at the address as stated below no later than:

Date: 23 February 2015
Time: 12:00h, noon, CET
UNOPS-RSPC, Šumatovačka 59, 11000 Belgrade
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:


Svetlana Mijuk, Project Manager

ANNEX A

Requirements and price list

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

- Quotation form – Annex B
- Terms of Reference – Annex C
- Financial offer - Annex D
- Previous Experience Form with references: designs serving similar purposes (residential, notably social housing): built or designed facilities and/or designs for architectural competitions over the past five years – Annex E

Please also submit reference letters from the clients, for at least three of these designs.

- The selected design company should have proven expertise and experience in working on Main Designs; thorough knowledge and understanding of Serbia's building and construction legal framework as well as all regulations related to this type of the construction;
- Company registration documents (not older than 6 months).
- Tax administration receipt that the company paid all local and national taxes to be provided. Document should not be older than 6 months from the date of the quotation
- List of members of the proposed team, licensed designers who will be responsible for each project stage, with CVs and copies of their valid professional licences.
- The team leader must have experience in residential, notably social housing designs, at least one residential 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, fire protection.

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-2015-S-007 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-RSPC
Procurement Unit
Šumatovacka 59
11 000 Belgrade
Serbia

ANNEX C

Terms of References

Development of Technical Documentation of the Conceptual and Main Design for the Social Housing Building in Obrenovac, cadastral plots No. 1457/1 CM Obrenovac, the Municipality of Obrenovac, Belgrade (all according to the Information of Location issued for the c.p. 1457/1 by the Secretariat for Urban Planning and Construction, Obrenovac municipality) and list of beneficiaries and number of family members.

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), 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 seven 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 – (FAAAR Office), responsible for the overall monitoring of the flood response.

The project closely cooperates 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 support the citizens of Obrenovac to restore their living conditions and provide housing solutions for families affected by the floods.

Apart from the reconstruction of damaged private houses and construction of the new ones; the European Union will fund the provision of social housing solutions to 30 flood affected families in Obrenovac. This will include construction of 30 social housing flats for 13 families accommodated in the barracks of the bankrupted enterprise "Termoelektro" and 17 Roma families accommodated in the collective centres Hotel Obrenovac and Military Barracks. These families do not have the ownership on the real estate and fall under the most vulnerable categories as they were neither eligible for any Government support and have not been considered for housing in any other donation effort, while having been kept in the collective centres from the first days of the May flooding to date.

The affected families should receive flats in a newly constructed building, following the model of social housing, in the available plot of land of the "Termoelektro" barracks, as is agreed with the Municipality of Obrenovac.

III. Immediate objective(s):

To provide design documentation for social housing building in Obrenovac in order to bring back normal living conditions for 30 flood affected families through the provision social housing solutions.

IV. SCOPE OF CONSULTANCY

The selected company shall develop the technical documentation for the construction of a residential building comprising 30 social apartments on the cadastral plot No. 1457/1, Cadastral Municipality Obrenovac, the Municipality of Obrenovac, Belgrade, under the direct supervision of the Serbia Flood Rehabilitation Support project team engineers and overall supervision of Serbia Flood Rehabilitation Support Project Manager.

1. Conceptual Design:

The conceptual design is to be developed according to the Information on location issued by Department for Urban Planning in Obrenovac. As stated in Information on location, a part of the cadastral plot No. 1457/1, Cadastral Municipality Obrenovac, is scheduled for a public traffic area. The selected consultancy will develop a geodetic surveying report ("*elaborat geodetskog obelezavanja*") for parting of a public plot according to the Law on Planning and Construction (Official Gazette of the Republic of Serbia Nos. 72/2009, 64/2010, 24/2011, 121/2012, 42/ 2013 and 50/2013, 132/2014 and 145/2014), Law on Cadaster and all related bylaws.

The needs assessment for households related to the size of the flats was carried out according to and determined by using the Decree on Standards and Norms for Planning, Designing, Construction and Conditions for the Use and Maintenance of Social Housing Apartments (Official Gazette of the Republic of Serbia No. 26/2013). The needs are as follows:

Table 1: Flats for 30 families

Number of Household members	Number of flats	Min. m ² per flats	Max. m ² per flats	TOTAL Min. m ²	TOTAL Max. m ²
1	9	22	30	198	270
2	6	30	42	180	252
3	2	40	55	80	110
4	5	50	65	250	325
5	2	62	75	124	150

6	3	75	85	225	255
7	2	75	85	150	170
9	1	90	90	90	90
	30			m² 1297	m² 1622

The selected architectural consultancy shall develop Conceptual design for building and form Conceptual design documentation set to be submitted for the location conditions according to the Law on Planning and Construction (Official Gazette of the Republic of Serbia Nos. 72/2009, 64/2010, 24/2011, 121/2012, 42/ 2013 and 50/2013, 132/2014 and 145/2014).

The building should consist of two bays with separate entrances. Each bay will consist of 15 flats. Required sizes of flats in each bay are as follows:

Table 2: Flats for 15 families in Bay I

Number of Household members	Number of flats	Min. m ² per flats	Max. m ² per flats	TOTAL Min. m ²	TOTAL Max. m ²
1	6	22	30	132	180
2	3	30	42	90	126
3	2	40	55	80	110
4	4	50	65	200	260
	15			m² 502	m² 676

Table 3: Flats for 15 families in Bay II

Number of Household members	Number of flats	Min. m ² per flats	Max. m ² per flats	TOTAL Min. m ²	TOTAL Max. m ²
1	3	22	30	60	90
2	3	30	42	90	126
4	1	50	65	50	65
5	2	62	75	124	150
6	3	75	85	225	255
7	2	75	85	150	170
9	1	90	90	90	90
	15			m² 795	m² 946

The building should be designed in a simple and compact exterior shape and in the rational structural grid with maximum utilization of the planned space, so that the ratio between net usable and gross area is favourable. During the development of Conceptual design communication and cooperation with the Employer's representative should be at least on a weekly basis. When conceptual design is agreed with Employer's representative, it should be submitted for the Locational conditions.

The selected architectural consultancy shall develop Design for building and form Design documentation sets to be submitted for the building permit according to the Law on Planning and Construction (Official Gazette of the Republic of Serbia Nos. 72/2009, 64/2010, 24/2011, 121/2012, 42/ 2013 and 50/2013, 132/2014 and 145/2014).

The housing units and the building itself have to be designed in line with the Decree on Standards and Norms for Planning, Designing, Construction and Conditions for the Use and Maintenance of Social Housing Apartments (Official Gazette of the Republic of Serbia No. 26/2013). The units shall be designed closer to the stipulated minimum square meters according to above mentioned Decree.

Basic parameters for the building on the plot No. 1457/1

- Number of floors: Ground Floor + 4 max, without elevator
- Number and size of housing units in the first bay: 15 units between 22 and 65m², according to table 2.
- Number and size of housing units in the second bay: 15 units between 22 and 90m², according to table 3.

- Common premises: dayroom, tenant's storage spaces and communications
- Net area of the building: around 1850 m²
- Gross area of the building: around 2200 m².

2. Documentation Available to the Designer:

- Information on location for the plot No. 1457/1 issued by Department for Urban Planning in Obrenovac.
- Ownership list from Cadastre
- Excerpt from the cadastre of infrastructure network
- Copy of the lot plan

The main design development will start after Employers representative approve conceptual i.e. preliminary design. The consultancy shall be under the obligation to cooperate on the obtaining of Location condition by passing all the data needed to the Government of Serbia Office for the Flood Affected Areas Assistance and Recovery (FAAARO) who will officially submit the request.

3. Required conditions for design documentation:

The consultancy will prepare the documentation in accordance with all valid Republic of Serbia laws and regulations and the valid European directives.

These shall, notably, include the following laws and regulations:

- Law on Planning and Construction (Official Gazette of the Republic of Serbia Nos. 72/2009, 64/2010, 24/2011, 121/2012, 42/ 2013 50/2013, 132/2014 and 145/2014) and related Laws,
- Law on Cadastre
- Law on Social Housing (Official Gazette of the Republic of Serbia No. 72/2009)
- Decree on Standards and Norms for Planning, Designing, Construction and Conditions for the Use and Maintenance of Social Housing Apartments (Official Gazette of the Republic of Serbia No. 26/2013)
- Rulebook on Accessibility Technical Standards (Official Gazette of the Republic of Serbia No. 19/2012).
- Decree on Safety and Health at Work at Temporary or Mobile Construction Sites (Official Gazette of the Republic of Serbia No. 14/2009)
- Rulebook on Energy Efficiency of Buildings (Official Gazette of the Republic of Serbia Nos. 72/2009, 81/2009 64/2010 and 24/2011),

and all other relevant laws, regulations and decrees governing this field.

The consultancy shall be under the obligation to clearly specify all the regulations used in the design within the documentation.

4. Required Content of Design Documentation:

Design for the construction on the cadastral plot No. 1457/1, CM Obrenovac (documentation needed for a Location condition, Building permit and Application of works comprising all the relevant data and details for unhindered construction):

1. Geodetic surveying report ("*elaborat geodetskog obelezavanja*") for parting of a public plot from cadastral plot 1457/1 CM Obrenovac
2. Conceptual design
3. Study on geotechnical conditions for the purpose of the construction of social housing on the cadastral plot No. 1457/1, CM Obrenovac
4. Topographic survey of the plot (level of detail for main project development), geodetic marking project and the protocol of regulation
5. Detail Terms of References for all parts of design
6. Main architectural design (bases and sections on a 1:50 scale) and characteristic architectural-construction details

7. Construction: structural calculations with the construction lay-out, formwork plans and reinforcement detail
8. Land rehabilitation design in accordance with the geotechnical study requirements
9. Energy efficiency study
10. Fire protection Design if requested
11. Plan of preventive protection measures
12. Main water and sewage design
13. Landscape design (greenery, pedestrian paths, access road and parking lots)
14. Main design of high and low voltage electrical installations (two separate volumes)
15. Main design of mechanical installation – heating and ventilation system

Bills of Quantities with detailed bills of measurements with accuracy +/- 3% included in each part of project documentation in Excel MS format

Remark:

All fixtures of the building should be designed according to Location conditions issued by Department for Urban Planning. Designs should include all external network connection I drawings and in Bill of Quantities.

V Outputs:

1. Geodetic marking Design for parting of a public plot from cadastral plot 1457/1 CM Obrenovac
2. Conceptual design documentation set to be submitted for the Location Conditions
3. Design documentation set to be submitted for the Building Permit
4. Detail Design to be submitted for the Application of Works

The consultancy shall be under the obligation to prepare the technical documentation for the design of the social housing facility in Obrenovac. The design documentation shall be submitted to the Contracting Authority in 6 (six) bound copies and in electronic format, on a CD.

The design plans must be amended and corrected according to all remarks of the technical accuracy inspection – Technical control and shall be submitted together with a positive decision on the performed inspection. The consultancy must provide the technical accuracy inspector(s) with insight in the documentation during its development to enable the simultaneous completion of the inspection and the completion of the design.

Technical control consultancy will be selected through separate tender procedure and will be available to the designer from the beginning of designing process.

The consultancy shall also be under the obligation to obtain the Location conditions, Building permit and Application of works, as well as all necessary approvals from utility companies which includes all corrections necessary for obtaining them. Taxes and fees for the approvals, as well as for the Location condition and Building permit will be obligation of the Investor.

The design must comprise clearly defined solutions, without any variations, to ensure that a public call for contractors and the construction of the facility can proceed without difficulty.

The design shall remain the intellectual property of UNOPS.

VI Activities:

The activities shall include, but not be limited to the following tasks:

- Familiarisation with and good understanding of the “Serbia Flood Rehabilitation Support” project, within which this design activity is implemented
- Any field visits to collect additional information relevant to the project:
Bidders will be enabled to visit the building site with UNOPS representative. Participants interested in visit have to contact UNOPS by email in the period of first five days from the tender announcement. Afterwards, common visit will be organized.

VII Inputs:

Contribution of the UNOPS Project Team and Its Partner:

The UNOPS Project Team shall ensure that the selected consultancy is forwarded all the available facts and information about the site.

Contribution of the Consultancy:

Within its bid, the consultancy must submit:

1. The fixed amount of the bid in RSD in the Annex D Form, signed and certified by the seal of the bidder.
2. The price should not include VAT (the project is a donation and therefore exempted from paying VAT)
3. List of references – designs serving similar purposes (residential, notably social housing): built or designed facilities and/or designs for architectural competitions over the past five years. Please also submit reference letters for at least three of these designs.
4. Company registration documents not older than six months.,
5. List of licenced designers who will be responsible for each project stage together with their valid licences and a reference list of designs where they were responsible designers.

Timeframe of the activity:

This activity shall be conducted in period mid-February – April 2015.

Timeframe include obtaining all necessary conditions, approvals and permits for unhindered construction.

Reporting

Inception Report after 2 weeks of being contracted

Final Report

Updates as requested

Payment

UNOPS will process 80% of payment within 30 days after receiving completed technical documentation with Technical control approval seal and obtaining Building permit. Further 20% will be paid after obtaining all approvals from the utility companies and relevant institutions and Application of works.

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: RSD
			TOTAL OFFERED PRICE (VAT excluded)
1.	Development of Technical Documentation of the Conceptual and Main Design for the Social Housing Building 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
Marmorvej 51
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