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Request for quotation (RFQ) for services

Provision of Reconstruction/Rehabilitation
Design of Palež Cinema within Sport and
Culture Centre in Obrenovac

RFQ No: UNOPS-SFRS-2015-S-012

**Request for quotation (RFQ)
for Provision of Reconstruction/Rehabilitation Design of Palež Cinema
within Sport and Culture Centre in Obrenovac
RFQ NO. UNOPS-SFRS-2015-S-012**

Date: 19 February 2015

UNOPS is accepting quotations from suppliers for Provision of Reconstruction/Rehabilitation Design of Palež Cinema within Sport and Culture Centre 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

Any requests for clarification should be referred to Procurement Unit and should be sent to srpc.procurement@unops.org.

Note: This email address is for clarifications only. Received quotation through srpc.procurement@unops.org will not be considered.

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 March 2015. The successful supplier is expected to complete the services by end of May 2015.

7 Quotations due

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

Date: 02 March 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 form part of this RFQ and must be completed 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 (construction or reconstruction/rehabilitation of cinemas). Minimum three References and Letters of recommendation from reputable Investor for public buildings, at least one Cinema – Main Design of construction or reconstruction/rehabilitation that have been implemented over the past 5 years – Annex E supported with references or Letters of recommendation.

As part of the tender documentation the Bidders shall also provide:

- 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 Design Team members of the proposed team, licensed designers who will be responsible for each project stage, with CVs and copies of their valid professional licences.
- For the Team Leader - must have architectural background and valid architectural licence for responsible designer issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers). Lead Architect must prove relevant professional experience in Main Designs in at least 3 public buildings, one of them for Cinema with decisions of appointment as responsible designer.
- For the Team members - List of proposed Design Team members/responsible designers as well as the personal CVs and copies of valid professional licences issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers). Team members/responsible designers must prove relevant professional experience with decisions of appointment for a responsible designer proving that each responsible team member/designer has participated in developing of Main Designs for at least 3 public building in the role of the responsible designer.

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

ANNEX B**RFQ –Quotation form**

The 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. RFQ- UNOPS-SFRS-2015-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 bid document.

I, the undersigned, declare that:

- a) Our firm and our personnel have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.
- b) Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation.
- c) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with clause 2, Eligibility.
- d) We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any contract awarded.

I, _____ (name of signing official), certify that I am

_____ (position) of _____ (legal name of company);

that by signing this RFQ bid for and on behalf of _____ (legal name of company)

I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

(Signature)

(Name)

(Title)

_____ (Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Tel.no: _____ Fax no: _____

Email address: _____

Offer valid until: _____ Must be at least 60 days

Currency of offer: _____ (state currency)

Payment terms 30 days accepted: YES / NO

Are you a UNOPS registered vendor? Yes No If yes, provide vendor number: _____

Quotation to be addressed to:

Reference RFQ UNOPS-SFRS-2015-S-012

UNOPS

Procurement Unit,

Sumatovacka 59, 11 000 Belgrade, Republic of Serbia

E-mail: srpc.bids@unops.org

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.

Quotes are due on 02 March 2015, 12:00h noon, CET

ANNEX C

Terms of References

For the development of the Design for the Reconstruction/Rehabilitation of the Palež Cinema within Sports and Cultural Centre in Obrenovac

I. Background:

"Serbia Rehabilitation Support after Floods" project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), and the Norwegian Ministry of Foreign Affairs, as a response to devastating floods that hit Serbia in May 2014.

The overall objective of this action is to contribute to the efforts of the Government of Serbia to support the municipalities affected by May 2014 floods to restore living and working conditions. By extending assistance for rehabilitation of public buildings of primary importance (kindergartens, schools, health and cultural institutions) this project will directly aid the recovery process in the municipalities that suffered from the floods.

The specific objective of the project is to support the citizens of the municipalities affected by the floods to restore their living conditions, and to establish normal functioning of kindergartens, schools, health and cultural institutions.

The project will deliver four results:

- **Result 1:** Working conditions restored to normal in up to 12 kindergartens and schools in municipalities affected by the floods
- **Result 2:** Provision of services restored to normal in up to 18 health care institutions affected by the floods
- **Result 3:** Functioning of up to five cultural institutions affected by the floods restored to normal
- **Result 4:** Additional equipment provided for up to eight schools that are reconstructed from other funding sources but not fully equipped.

The final beneficiaries of the action are municipalities where public institutions will be rehabilitated and equipped; the Flood Affected Areas Assistance and Recovery Office, the Ministry of Education, Science and Technology Development, the Ministry of Health and the Ministry of Culture and Information.

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); local self-governments, and the Serbian Chamber of Engineers.

II. Justification

One of the Project's results is to restore to normal functioning in up to five cultural institutions in the municipalities affected by the floods. The Sports and Culture Centre in Obrenovac was assessed as the most important facility of culture and sport in the municipality by the municipal authorities and Ministry of Culture. Sports and Cultural Centre in Obrenovac consists of four buildings on four different locations, which operate independently. One of them is Palež Cinema.

III. Immediate objective(s):

To provide Design for Reconstruction/Rehabilitation the Palež Cinema.

IV. Scope of consultancy

The design company will, under the direct supervision of the SERBIA FLOOD REHABILITATION SUPPORT project team engineers and overall supervision of SERBIA FLOOD REHABILITATION SUPPORT Project manager, develop the Reconstruction/Rehabilitation Design for the Palež Cinema in Obrenovac.

Description of building

Prior to the floods

The "Palež" cinema building is owned by the Sport and Culture Centre 'Obrenovac' PE. The building is located in the town centre and it was used for film screenings and other social events such as concerts, panels, lectures, presentations, meetings etc. The building structure is made up of solid load bearing walls made of standard solid brick, supported by reinforced concrete pillars. The capacity of the cinema hall is 500 seats. The rest of the building is made up of the following: entrance hall, offices with ticket office, side hallway with exit points, heating substation and AC room, as well as toilet facilities in the cellar. Total surface net area of "Palež" Cinema is 650 m²

After the floods

The floods destroyed the cellar with its toilet facilities and the rooms housing the heating and AC machinery. The cinema hall theatre furniture and ground floor flooring have completely been destroyed. Doors, windows, water and sewer lines, heating and ventilation, electrical installations, projectors and the sound system have also been destroyed. Prior to the floods the general state of the building was poor and the floods only aggravated the building's general condition. The walls and wall cladding was also damaged in the flood. The silver screen needs to be replaced and a completely new interior design developed for the cinema hall and other rooms for patrons and the staff. The total surface net area of the building damaged in the flood is 125 m². No programme or activity can currently be held in "Palež" Cinema.

The Goal of the Reconstruction/Rehabilitation Design

Define all necessary work for the complete rehabilitation and reconstruction of the building, including architectural and structural works of the facility, water and sewerage and hydro – technical works, HVAC and electrical installation work, acoustic study...

Architectural and Structural works

The rehabilitation and reconstruction design shall provide for the type and scope of work that shall be executed to rehabilitate the damaged parts of the facility and their components both visible and hidden architecture and construction elements that shall be established as damaged during the floods and that shall be necessary to be rehabilitated in order to hand over a fully functional building to the Beneficiary. After complete rehabilitation/reconstruction building must satisfy all applicable regulations and standards.

Water and Sewer Lines

The design for rehabilitation of the hydro-technical installations shall foresee all necessary equipment and works required for necessary system functioning. Outdated and dilapidated equipment shall be planned for replacement.

Electrical Installation

All and any electrical installation shall be tested by the Designer, and then, based on the results, rehabilitation and reconstruction of all electrical installation systems and parts thereof shall be designed in accordance with standing regulations, needs of the facility users and their primary function.

HVAC Installation

All mechanical installation of the heating, ventilation and air conditioning system shall first be examined by the Designer, the type and degree of damage assessed and then all necessary design solutions and estimates necessary to restore operation of all mechanical installation in accordance with standing regulations shall be provided.

Separate parts

Acoustic Study with details shall especially be developed.

Note

In order to define optimum measures of reconstruction/rehabilitation it is necessary that the Designer shall do the following:

- Perform a detail survey and make detailed report which consists of technical report and drawings of the present situation. Main Design in hard copy was damaged in the floods and is not in good condition.

Contents of the Reconstruction/Rehabilitation Design

The Reconstruction/Rehabilitation Design shall contain all parts defined by the Law on Planning and Construction and related by Laws, necessary for obtaining Building permit and execution of construction works, including:

- Architecture and Construction Design with all required detail

- the water and sewer line installation design with all required detail and a detailed priced bill of quantities
- the electrical installation design with all required detail and a detailed priced bill of quantities,
- the HVAC installation design with all required detail and a detailed priced bill of quantities,
- Acoustic Study
- Fire Fighting and Fire Detection Design
- Energy Efficiency Elaborate
- All other books of design as necessary for the tendering, implementation and obtaining the usage permit

All parts of project shall have detailed priced bill of quantities with the clear distinction of stages for implementation reflected in the drawings and in the BoQ.

Other requirements:

- Project technical documentation shall be developed in accordance with the regulations of the Republic of Serbia for these types of buildings
- In all stages of project design the designer's duty is to cooperate with the Employer's team of professionals and act according to any comments by the Employer's representative team member
- The design shall be developed and submitted in 6 (six) hard copies and one e-copy on CD
- Technical control consultancy will be selected through separate tender procedure and will be available to the designer from the beginning of designing process.
- The Designer shall act as per technical control instructions as well as the instructions of relevant institutions (fire control, Ministry of Culture, Ministry of Sports, User, etc.).
- The Designer shall also be under the obligation to obtain the Building permit and all necessary approvals from utility companies which includes all corrections necessary for obtaining them.

These services should include but not limit to the following:

- Site visits, which include meeting with relevant officials, analysis of the original design documents should there be any, building surveillance and quantification and the assessment of the damage caused by the floods, as well as the assessment of the entire building especially in terms of energy efficiency, etc.
- The content of the Reconstruction/Rehabilitation Design must comply in full with the Planning and Building Law and related by Laws, as well as with all professional standards and regulations. In accordance with all available facts and information about the locations and the site visit of the facility the designer will prepare detailed Project brief (ToR for the detailed design) which must be approved and signed by the Employer, user and owners representatives.
- The Designs shall include but not be limited to the Bill of Quantities for rehabilitation of the entire building with accuracy of +/- 3% and with the clear distinction of stages for implementation reflected in the drawings and in the BoQ, Technical Description including the assessment of the existing state of the building and works to be performed and necessary technical drawings.
- Detailed project design shall be used for purposes of tendering; therefore it is essential that the Design contains all necessary executive details which will enable smooth reconstruction process,
- Designer shall obtain all necessary technical conditions for developing Reconstruction/Rehabilitation Design as well as approvals issued by relevant institutions.
- The Designer shall ensure that the Design shall enable the beneficiary/owner of the building to obtain the necessary permits/licenses where necessary for the commencement of works.

V. Outputs:

1. Detailed report which consists of technical report and drawings of the present situation – as-built design.
2. Detailed Project Brief (Terms of Reference for the detailed design) approved and signed by the Employer's representative professional team members, owner and user representatives
3. Reconstruction/Rehabilitation Design for Building permit according to the legal Acts issued by relevant institution, and acknowledged by the Office for Reconstruction and Flood Relief.
4. Detail Design for execution construction work
Work plan within 1 week of being contracted
Electronic copy of the Design and estimates and 6 hard copies

The Designs will remain the intellectual property of UNOPS.

VI. Activities:

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

- Before submitting the offer it is recommended to perform site visits of the premises in order to note the type and scope of work required for the developing main reconstruction/rehabilitation design.
- Desk research and consultations with stakeholders during the initial activities

VII. Inputs:

Contribution of the UNOPS Project Team:

The UNOPS Project Team shall ensure that the selected designer is forwarded all the available documentation, facts and information about the site

Contribution of the Consultancy:

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

- Working on Main Designs for Cinema (construction or reconstruction/rehabilitation)
- 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 skills and stakeholder management experience

The design company shall provide:

- References list – designs serving similar purposes
- Minimum three References and Letters of recommendation from reputable Investor for public buildings, at least one Cinema – Main Design of construction or reconstruction/rehabilitation that have been implemented over the past 5 years.
- List of proposed Design Team members as well as the personal CVs and copies of valid professional licences of the individual engineers, members of the proposed team.
- For the Team Leader – must have architectural background and valid architectural licence for responsible designer issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers). Lead Architect must prove relevant professional experience in Main Designs in at least 3 public buildings, one of them for Cinema with decisions of appointment as responsible designer.
- For Responsible Designers by profession - List of proposed Design Team members/responsible designers as well as the personal CVs and copies of valid professional licences issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers). Team members/responsible designers must prove relevant professional experience with decisions of appointment for a responsible designer proving that each responsible team member/designer has participated in developing of Main Designs for at least 3 public building in the role of the responsible designer.

The Team must have, as the minimum, design engineers with licences covering the all parts of a project.

Timing:

The consultancy will be conducted over the period March 2015 to May 2015.

Reporting:

Inception Report after 3 weeks of being contracted

Interim Report

Final Report

Updates as requested

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.	Provision of Reconstruction/Rehabilitation Design of Palež Cinema within Sport and Culture Centre 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
P.O. Box 2695
2100 Copenhagen
Denmark
Tel: +45 45 33 75 00
Fax: +45 45 33 75 01

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