

## **Request for proposal (RFP) for services**

Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac

RFP No. UNOPS-SFRS-2015-S-011

Date: 19 February 2015

**Request for proposal  
(Development of the Design for the Reconstruction/Rehabilitation of  
the Pool complex within Sports and Cultural Centre in Obrenovac )  
RFP No. UNOPS-SFRS-2015-S-011**

**Section 1: Proposal data**

RFP number: RFP UNOPS-SFRS-2015-S-011  
Project: SFRS  
Procurement official's name: Bozidar Radivojevic  
Email: [bozidarr@unops.org](mailto:bozidarr@unops.org)  
Telephone number: +38111 2445-687  
Facsimile: +38111 2445-687  
Issue date: 19 February 2015

Pre-proposal conference / site visit - **mandatory**

Date: 05 March  
Time: 12:00h  
Mode:  
Place: Pool complex within Sports and Cultural Centre in Obrenovac, Milosa Obrenovica 189

Requests for clarifications due

Date:  
Time:

UNOPS clarifications to bidders

Responses to requests for clarification shall be communicated to bidders by posting responses on UNOPS web site ([www.unops.org](http://www.unops.org)), LBHT web site (<http://www.sagradimodom.org>) and European PROGRES website ([www.europeanprogres.org](http://www.europeanprogres.org)) under ITB Case No. UNOPS-SFRS-2015-S-011. Requests for clarification from bidders will not be accepted any later than 4 days before the Deadline for Bid Submission.

Proposal due

Date: 16 March 2015  
Time: 12:00h, noon, CET (Serbian time zone UTC+01:00)

Oral presentations – not applicable

Date:  
Mode:  
Place:

Planned award date

Date: April 2015

Planned contract start date / delivery date (on or before)

Date: April 2015

## Request for proposal Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac RFP No. UNOPS-SFRS-2015-S-011

### Section 2 – RFP letter

UNOPS plans to procure services for Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac as defined in accordance with these documents. UNOPS now invites sealed proposals from qualified bidders for providing the requirements as defined in the UNOPS Terms of Reference attached hereto. Proposals must be received by UNOPS at the address specified not later than 12:00h, noon, CET (Serbian time zone UTC+01:00) on 16 March 2015.

This RFP is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances and can be accessed by following the below link. For clarification on specific issues or to learn more details about procurement at UNOPS bidders are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this RFP and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS RFP consists of six sections and a series of annexes that will be completed by bidders and returned with their proposal:

- RFP section 1: Proposal data sheet
- RFP section 2: RFP letter (this document)
- RFP section 3: Instructions to bidders
- RFP section 4: UNOPS terms of reference/statement of work
- RFP section 5: UNOPS General Conditions of Contract (goods/services/small services)

Annex A	Proposal/no proposal confirmation form
Annex B	Mandatory requirements/pre-qualification criteria
Annex C	Technical proposal submission form
Annex D	Financial proposal submission form
Annex E	UNGM Vendor registration form

Interested bidders may obtain further information by contacting this email address:  
srpc.procurement@unops.org

**Pre-cleared by:**

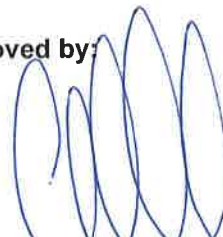
Date: 20/02/2015



Bozidar Radivojevic; Procurement Reviewer

**Approved by:**

Date:



Graeme Tyndall; UNOPS Serbia Operations  
Centre Manager

# Request for proposal

## Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac

### RFP No. UNOPS-SFRS-2015-S-011

## Section 3: Instructions to bidders

### 1 Introduction

- 1.1. UNOPS invites qualified firms to submit technical and Financial Proposals to provide services associated with the UNOPS requirement for Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac at its UNOPS/SFRS programme, Sumatovacka 59, 11 000 Belgrade.
- 1.2. A description of the services required is described in RFP section 4 terms of reference.
- 1.3. UNOPS may, at its discretion, cancel the requirement in part or in whole.
- 1.4. Bidders may withdraw the proposal after submission provided that written notice of withdrawal is received by UNOPS prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNOPS may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this solicitation, all communications must be directed only to UNOPS Procurement Official, Bozidar Radivojevic by email at [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org). Bidders must not communicate with any other personnel of UNOPS regarding this RFP.

### 2 Cost of proposal

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the bidders, regardless of the conduct or outcome of the solicitation process. Proposals must offer the services/goods for the total requirement; proposals offering only part of the services/goods will be rejected unless the option of submitting a proposal for any or all lot/s of the requirement has been expressly stated in the terms of reference/statement of work.

### 3 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, terms of references, and other documents to be used for the procurement of the services/goods under this request for proposal.

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](#).

### 4 Clarification of solicitation documents

- a. A prospective bidder requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing or email address indicated in the RFP by the specified date and time. UNOPS will respond in writing to any request for clarification of the solicitation documents that it

receives by the due date outlined on page 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the solicitation documents.

If the RFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the UNOPS website and UNGM.

## 5 Amendments to solicitation documents

At any time prior to the deadline for submission of proposals, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the solicitation documents by amendment. All prospective bidders that have received the solicitation documents will be notified in writing of all amendments to the Solicitation documents. For open competitions, all amendments will also be posted on the UNOPS website and UNGM in the tender notice.

In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, UNOPS may, at its discretion, extend the deadline for the submission of proposal.

## 6 Language of bids

The bids prepared by the bidder and all correspondence and documents relating to the proposal exchanged by the bidder and UNOPS, shall be written in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the bid, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the bidder.

## 7 Submission of proposal

7.1. Technical and financial proposals should be submitted simultaneously but in separate sealed envelopes with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. When submission is in hard copy both inner envelopes should indicate the name and address of the bidder. The first inner envelope should contain the bidder's technical proposal with copies duly marked "original" and "copy". The second inner envelope should include the financial proposal duly identified as such. If the envelopes are not sealed and marked as instructed, UNOPS will assume no responsibility for the misplacement or premature opening of the proposals submitted.

7.1.1. Technical proposals should be submitted in one (1) original envelope accompanied by the forms prescribed in this RFP, clearly marked as technical proposal with additional copies and an electronic copy on a CD or a USB stick in MS Word for Windows 2003 or higher format. Technical proposals (both original and copies) must be sealed in a specially marked envelope labelled:

RFP No UNOPS-SFRS-2015-S-011—Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac –**TECHNICAL PROPOSAL-** (name and address of bidder)

Financial proposals should be submitted in one (1) original envelope on the form prescribed herein and an electronic copy on a CD or USB stick in MS Excel for Windows 2003 or higher format. Financial proposals should be sealed separately in a specially marked envelope labelled:

DO NOT OPEN! - RFP No UNOPS-SFRS-2015-S-011 -Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac –**FINANCIAL PROPOSAL-** (name and address of bidder)

7.1.2. All proposals will be addressed as follows for mailing:

Procurement Unit, UNOPS/SFRS, Sumatovacka 59, 11 000 Belgrade

7.1.3. Bidders should use recycled paper for all printed and photocopied documents related to the submission of this proposal and fulfilment of this contract and shall, whenever practicable, use both sides of the paper. Bidders are encouraged to use green alternatives to bind their proposals instead of binders.

7.2. Proposals should be received by the date time and means of submission stipulated in this RFP. Bidders are responsible for ensuring that UNOPS receives their proposal by the due date and time. Proposals received by UNOPS after the due date and time may be rejected.

7.3. The "Certificate of Bidder's Eligibility and Authority to Sign Proposal" contained in this RFP must be executed by a representative of bidder who is duly authorized to execute contracts and bind the bidder. Signature on the certificate represents that the bidder has read this RFP, understands it and agrees to be bound by its terms and conditions. The bidder's proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

## 8 Late proposals

Any proposals received by UNOPS after the deadline for submission of proposals prescribed in this document, may be rejected.

## 9 Clarification of proposals

To assist in the examination, evaluation and comparison of proposals, UNOPS may, at its discretion, ask the bidder for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNOPS Procurement Manual 8.9 Discussions with vendors.

## 10 Proposal currencies

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

UNOPS reserves the right not to reject any proposals submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept proposals submitted in another currency than stated above if the bidder confirms during clarification of proposals (8) in writing that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of RFP deadline as stated in the RFP letter shall apply.

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

## 11 Mandatory/pre-qualification criteria

11.1. The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the RFP procurement process, only those bidders with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident ability to satisfy UNOPS requirements and superior customer references for

supplying the services envisioned in this RFP will qualify for further consideration. UNOPS reserves the right to verify any information contained in bidder's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

- 11.2. Bidders will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, bidders must meet all the mandatory requirements/pre-qualification criteria described in this RFP.

## 12 Evaluation of technical and financial proposal

### 12.1. Phase I - Technical proposal (number of points)

12.1.1. Only bidders meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. An evaluation committee appointed by UNOPS will carry out the technical evaluation applying the evaluation criteria and point's ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative average score of 49 points.

	Expertise of Firm / Organization submitting Proposal	<b>23points</b>
	Proposed Work Plan and Approach - Understanding of the background - Methodology - Work Plan	<b>12points</b>
	Personnel - Combined qualifications of the team - National expert qualifications	<b>35points</b>
	<b>TOTAL</b>	<b>70 points</b>

### 12.2. PHASE II - FINANCIAL PROPOSAL - 30 points

12.2.1. Financial proposals will be evaluated following completion of the technical evaluation. The bidder with the lowest evaluated cost will be awarded 30 points. Financial proposals from other bidders will receive pro-rated points based on the relationship of the bidder's prices to that of the lowest evaluated cost.

12.2.1.1. Formula for computing points:

$$\text{Points} = (A/B) \text{ Financial Points}$$

Example: Bidder A's price is the lowest at \$10.00. Bidder A receives 30 points  
 Bidder B's price is \$20.00. Bidder B receives  $(\$10.00/\$20.00) \times 30$  points = 15 points

## 13 Preparation of proposal

- 13.1. You are expected to examine all terms and instructions included in the solicitation documents. Failure to provide all requested information will be at bidder's own risk and may result in rejection of bidder's proposal.
- 13.2. Bidder's proposal must be organized to follow the format of this RFP. Each bidder must respond to every stated request or requirement and indicate that bidder understands and confirms acceptance of UNOPS stated requirements. The bidder should identify any substantive

assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the bidder's proposal will be deemed as accepted by the bidder. The terms "bidder" and "contractor" refer to those companies that submit a proposal pursuant to this RFP.

- 13.3. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 13.4. The terms of reference/statement of work in this document provides a general overview of the current operation. If the bidder wishes to propose alternatives or equivalents, the bidder must demonstrate that any such proposed change is equivalent or superior to UNOPS established requirements. Acceptance of such changes is at the sole discretion of UNOPS.
- 13.5. Proposals must offer services/goods for the total requirement, unless otherwise permitted in the solicitation document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the solicitation document.
- 13.6. Bidder's proposal shall include all of the following labelled annexes:

**RFP submission** (on or before proposal due date):

As a minimum, bidders shall complete and return the below listed documents (Annexes to this RFP) as an integral part of their proposal. Bidders may add additional documentation to their bids as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Part 1 of proposal	Mandatory Requirements/pre-qualification criteria (Annex B hereto)
Part 2 of proposal	Technical Proposal Submission Form (Annex C hereto) <ul style="list-style-type: none"> <li>- Firms expertise</li> <li>- Technical approach</li> <li>- Time Schedule and time management based on planned manpower</li> <li>- Detailed overview of personnel and their qualifications</li> <li>- The CV of Team Leader</li> <li>- The CVs of responsible designers for each part of the design</li> </ul> <p><b>Note: do not include any information on pricing</b></p> <p>(see detailed evaluation criteria in relation to the proposal in the evaluation table, Annex C)</p>
Part of proposal	Financial Proposal Submission Form (Annex D hereto) <b>Sealed in a separate envelope</b>
Part of proposal	UNGM Vendor registration form (Annex E hereto)

If after assessing this opportunity you have made the determination not to submit your proposal we would appreciate if you could return this form indicating your reasons for non-participation.

**Pre-submission:**

Bidders shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to proposal.



Stand-alone document	Proposal/no proposal confirmation form (Annex A hereto)
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## 14 Format and signing of proposal

The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the proposal.

## 15 Award

- 15.1. Award will be made to the responsible and responsive bidder with the highest evaluated proposal following negotiation of an acceptable contract. UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. The award will be in effect only after acceptance by the selected bidder of the terms and conditions and the terms of reference/statement of work. **The contract will reflect the name of the firm whose financials were provided in response to this RFP.**
- 15.2. The selected bidder is expected to commence providing services as of the date and time stipulated in this RFP.

## Request for proposal

### Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac

#### RFP No.UNOPS-SFRS-2015-S-011

### Section 4: UNOPS terms of reference

#### 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 Pool Complex.

### III. Immediate objective(s):

To provide Design for Reconstruction/Rehabilitation the Pool complex as well as to recommend options for the staged reconstruction of the facility.

### IV. Scope of consultancy

The design company will, under the direct supervision of UNOPS Infrastructure advisor and the SERBIA FLOOD REHABILITATION SUPPORT project team engineers and overall supervision of SERBIA FLOOD REHABILITATION SUPPORT Project manager, develop the Project programme with rough cost estimates with options for facility reconstruction and Reconstruction/Rehabilitation Design for the Pool complex in Obrenovac.

#### Description of building

##### **Prior to the floods**

The Obrenovac pool complex buildings are owned by the Sport and Culture Centre 'Obrenovac' PE. The pool complex consists of indoor and outdoor Olympic and children pools with accompanying auxiliary, sanitary and infrastructure facilities. The basic structure is made of reinforced concrete and the indoor pool roof structure is made of laminated wood supports. The rest of the building is comprised of the following: restaurant with the kitchen, water sports clubs facilities, fitness club, laundry, sauna and other facilities. Prior to the floods the pools were used daily for various sporting and recreational activities. Total surface gross area of pool complex is 8.000 m<sup>2</sup>

##### **After the floods**

The floods destroyed the indoor pool cellar with rooms intended for pool machinery and the offices of the clubs and laundry. Also, all changing rooms with complete equipment were destroyed, as was the sauna, restaurant with kitchen, i.e. all ground floor facilities that were flooded for an extensive period time to the level of 190cm.. Currently, no programme or activity can be held at the pool complex. This building has been part of the Sports Centre for twenty five years. Pools were used at full capacity. During the flood the pools were under water for over twenty days; the pools are presently full of soiled water; electricity cabinets, electrical installation, water pumps, water treatment facilities were destroyed; there is damage to the tiles, changing rooms, offices, two saunas, sound system etc. The total surface gross area of the building damaged in the flood is **5.700 m<sup>2</sup>**. No activity can currently be held at the indoor or outdoor pools.

#### 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, pool technology, HVAC and electrical installation work... as well as to recommend options i.e. independent stages in reconstruction that can be performed separately. Each stage must have the costs and activities clearly defined in the Designs.

##### **The stages are:**

- 1. Restoring the basic function of the building (all content are available for public use)**
- 2. Full Reconstruction/Rehabilitation of building, fittings and equipment**

##### **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**

Work on rehabilitation and reconstruction of the pool technology shall especially be defined.

**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.
- Define a detailed Project programme with rough cost estimates with options for building reconstruction that must be approved by the Employers representatives, owner representatives and the user before start to develop a Main reconstruction/rehabilitation designs.

Reconstruction of thermo-technical installations and installations for preparation of water pool for closed and open swimming pool are ongoing. Drawings of the as-built situation will be available.

**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,
- Pool technology design
- 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. Prior to starting activities on development of the Reconstruction/Rehabilitation Design, Project programme needs to be defined by selected Designer and approved by the Employer, user and owners representatives.

- The content of the Reconstruction/Rehabilitation Design must comply in full with the Planning and Building Law as well as with all professional standards and regulations. In accordance with the ToR (Project programme), 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) The ToR (Project programme) and the Project Brief 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 and subsequent execution of works on reconstruction; therefore it is essential that the Design contains all necessary executive details which will enable smooth reconstruction process, with the clear distinction of stages for implementation reflected in the drawings and in the BoQ,
- 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. Given this, Designer shall provide any documentation needed for building permit or commencement of works for each stage

#### **V. Outputs:**

1. Detailed report which consists of technical report and drawings of the present situation – as-built design.
2. Project programme with rough cost estimates, options for reconstruction/rehabilitation with stage implementation plan and stage cost estimates
3. 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
4. Reconstruction/Rehabilitation Design for Building permit with the clear distinction of stages for implementation reflected in the drawings and in the BoQs according to the legal Acts issued by relevant institution, and acknowledged by the Office for Reconstruction and Flood Relief.
5. Detail Design for execution construction work with the clear distinction of stages for implementation reflected in the drawings and in the BoQs

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 mandatory to perform site visits (as many as needed) 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 Olympic size swimming pool (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 Centre of Sport with Olympic size swimming pool – Main Design of construction or reconstruction/rehabilitation that have been implemented over the past 5 years, at least one bigger than 5.000 m2.
- 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 Centre of Sport with Olympic size swimming pool 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

**Request for proposal  
Development of the Design for the Reconstruction/Rehabilitation  
of the Pool complex within Sports and Cultural Centre in  
Obrenovac  
RFP No. UNOPS-SFRS-2015-S-011**

**Section 5: UNOPSGeneral Conditions of Contract for Services**

In the event of an order, the UNOPS General Conditions of Contract will apply. The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx> under "Opportunities" > "Suppliers" > "How we procure" > "UNOPS General Conditions for Goods" / "UNOPS General Conditions for Contracts for Professional Services" / "UNOPS Conditions of Services – For contracts of a value less than USD 50,000". If your company is unable to access the document, please send an email request to: [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org) UNOPS General Conditions of Contract will be sent to you electronically.

**Request for proposal  
Development of the Design for the Reconstruction/Rehabilitation of the  
Pool complex within Sports and Cultural Centre in Obrenovac  
RFP No.UNOPS-SFRS-2015-S-011**

**Section 6: UNOPS Contract form for services**

Attached

## ANNEX A

### Request for proposal

### Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac RFP No. UNOPS-SFRS-2015-S-011

### Proposal/no proposal confirmation form

If after assessing this opportunity you have made the determination not to submit your proposal we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNOPS  
PROCUREMENT UNIT

Fax/email +381(0)112435-772  
[Srcp.procurement@unops.org](mailto:Srcp.procurement@unops.org)

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject RFPUNOPS-SFRS-2015-S-011

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above mentioned Request for

Proposal due to the reason(s) listed below:

- The requested products are not within our range of services/supply
- We are unable to submit a competitive offer for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the requested terms of reference
- We cannot offer the requested type of packing
- We can only offer FCA prices
- The information provided for quotation purposes is insufficient
- Your RFP is too complicated
- Insufficient time is allowed to prepare a quotation
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly but through distributors
- We have no after-sales service available
- The person handling the bids is away from the office
- Other (please provide reasons) \_\_\_\_\_
- \_\_\_\_\_
- We would like to receive future RFPs for this type of services/goods
- We don't want to receive RFPs for this type of services/goods

If UNOPS has questions to the bidder concerning this NO PROPOSAL, UNOPS should contact Mr./Ms. \_\_\_\_\_, phone/email \_\_\_\_\_, who will be able to assist.

## ANNEX B

### Request for proposal Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac RFP No.UNOPS-SFRS-2015-S-011

#### Mandatory requirements/pre-qualification criteria

Bidders are requested to complete this form and return it as part of their submission.

Bidders will receive a pass/fail rating on this section. In order to be considered for Phase I, bidders must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UNOPS reserves the right to verify any information contained in bidder's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

	<b>Mandatory requirements/pre-qualification criteria</b>	<b>Meets (Yes/NO)</b>	<b>Supporting documents/information</b>
1	Offer submitted before the deadline.	Yes/No	
2	Technical and financial offers submitted in separate sealed envelopes	Yes/No	
3	Proposal submitted in English language	Yes/No	
4	Proposal submission form is completed correctly and has been properly signed.	Yes/No	
5	The offer validity is in accordance with the requirements (see Section 3 Introduction).	Yes/No	
6	Bidder meets the eligibility criteria as described in the "Eligibility" paragraph of Section 3 of this tender.	Yes/No	
7	Bidder has registered on UNGM at basic level and has requested to be registered in UNGM at Level 2 with UNOPS.	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
8	Minimum 3 references and Letters of recommendation from reputable Investor for public buildings at least one Centre of Sport with Olympic size swimming pool – Main Design of construction or reconstruction/rehabilitation that have been implemented over the past 5 years, at least one bigger than 5.000 m2.	Reference #1: Reference #2: Reference #3:	<i>Please make exact reference to where in your proposal this information can be located.</i>
9	Reference list of all completed/on-going designs also to be provided.	Reference list #4:	
10	The Bidder should be in continuous business for minimum 5 (five) years. Document from Business Registers Agency to be provided. Document should not be older than 6 months from the date of the proposal.	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
11	Financial statements and solvency reports for last 3	Yes/No	<i>Please make exact</i>

	years to be provided		<i>reference to where in your proposal this information can be located.</i>
12	Tax administration receipts 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 proposal.	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
13	Full acceptance of UNOPS General Conditions (for Professional Services) and UNOPS Contract for Professional Services	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
14	Proposed work plan and approach to be provided	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
15	Time schedule and manpower estimate to be provided	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
16	CV of Team Leader to be provided.  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 Centre of Sport with Olympic size swimming pool with decisions of appointment as responsible designer.	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>
17	CVs of responsible designers/team members to be provided.  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.	Yes/No	<i>Please make exact reference to where in your proposal this information can be located.</i>

## ANNEX C

### Request for proposal Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac RFP No.UNOPS-SFRS-2015-S-011

#### Technical proposal submission form

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Bidder's Eligibility and Authority to sign Proposal and the Technical Proposal itself.
- c. The entire Technical Proposal and all required and optional documentation related to the technical competent of the proposal must be placed in an envelope pre-addressed and marked:  
 RFP No (UNOPS-SFRS-2015-S-011) - (description of requirement) – Technical proposal- (name and address of Bidder)  
 If submitted by email, the email subject line should read:  
 RFP No (UNOPS-SFRS-2015-S-011) - (Name of Bidder) - Technical proposal
- d. The Technical Proposal envelope / the Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- e. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this offer), together with any other supporting documentation submitted in accordance with this RFP and/or voluntarily constitutes the bidder's Technical Proposal and fully responds to the request for proposal No (UNOPS-SFRS-2015-S-011)

Bidder Eligibility Confirmation and Information	Bidder's Response
1. What year was your firm/organization established?	
2. In what province/state/country is your firm/organization established?	
3. Has your firm/organization ever filed or petitioned for bankruptcy? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes _____; No _____
4. Have you ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes _____; No _____
5. Have you ever been suspended or debarred by any government, a UN agency or other international organization? If YES, provide details, including date of reinstatement, if applicable.	
6. It is UNOPS policy to require that bidders and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a bidder or a sub-contractor to influence the selection process or contract execution for undue advantage is improper.  In pursuance of this policy, UNOPS:  (a) defines, for the purposes of this provision, the terms set forth below as follows:	Confirm  Yes _____; No _____

Bidder Eligibility Confirmation and Information	Bidder's Response
<p>(i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</p> <p>(ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;</p> <p>(iii) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</p> <p>(iv) "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</p> <p>(v) "obstructive practice" is</p> <p>(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or</p> <p>(bb) acts intended to materially impede the exercise of UNOPS' inspection and audit rights.</p> <p>Confirm that the bidder and its sub-contractors have not engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices in competing for this solicitation.</p>	
<p>7. Officials not to benefit: Confirm that no official of UNOPS has received or will be offered by the bidder or its sub-contractors, any direct or indirect benefit arising from this solicitation or any resulting contracts.</p>	Confirm Yes ____; No ____
<p>8. Confirm that the bidder is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.</p>	Confirm Yes ____; No ____
<p>9. Confirm that the bidder and your 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.</p>	Confirm Yes ____; No ____
<p>10. UNOPS policy restricts companies from bidding on or receiving UNOPS contracts if a UNOPS staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNOPS staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the bidder or its sub-contractors.</p>	Confirm Yes ____; No ____

I, \_\_\_\_\_, certify that I am \_\_\_\_\_ of \_\_\_\_\_; that by signing this Proposal for and on behalf of \_\_\_\_\_ I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit my Offer to be bound by this Technical Proposal for carrying out the range of services as specified in the solicitation package.

\_\_\_\_\_  
(Signature) (Seal)

(Printed Name and Title)

(Date)

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

Name:

Title:

Address:

Telephone Number

Fax Number:

Email Address:

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## Technical proposal submission form

The bidder's proposal must be organized to follow the format of this RFP. Each bidder must respond to every stated request or requirement and indicate that bidder confirms acceptance of and understands UNOPS stated requirements. The bidder should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the bidder's proposal will be deemed as accepted by the bidder. The terms "bidder" and "contractor" refer to those companies that submit a proposal pursuant to this RFP.

Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. Where a statement of non-compliance is provided, the bidder must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNOPS of such proposal.

Section		Bidders response
1.	<b>Expertise of Firm / Organization submitting Proposal (23 points)</b>	
Q1.1.	Provide details about the general reputation and organizational capability of the firm by providing a description of the firm and background material  Experience of the organization At least five years of similar activities since registration date –2 points; More than 6 years of similar activities 1 point; maximum 3 points	
Q1.2.	Provide details of previous experience in providing similar services, and demonstrate how you provided satisfactory performance  General organizational capability which is likely to affect implementation i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls; maximum 2 points	
Q1.3.	Provide details of similar designs undertaken.  Minimum 3 references and Letters of recommendation from reputable Investor for public buildings at least one Centre of Sport with Olympic size swimming pool – Main Design of construction or reconstruction/rehabilitation that have been implemented over the past 5 years, at least one bigger than 5.000 m2.  This will carry 9 points. More than 3 similar projects – additional 4 points More than 1 for swimming pools – additional 5 points  Not more than 18 points for the overall experience	
2.	<b>Proposed Work Plan and Approach (12 points)</b>	
Q2.1.	Explain how you will identify, approach and work with the relevant stakeholders/beneficiaries and access sources of information (8 points)	
Q2.2.	Time schedule and manpower estimates: explain and justify your scheduling of tasks to achieve the results and outputs according to the schedule required in the TOR. Explain how you plan to provide the outputs throughout the organigramme (4 points)	

Section		Bidders response
3.	<b>Personnel (35 points)</b>	
Q3.1.	Qualifications of the combined expertise of the proposed team (3 points)	
Q3.2.	<p><b>Team Leader</b>                      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 Centre of Sport with Olympic size swimming pool with decisions of appointment as responsible designer.</p> <p><b>This will carry 9 points</b>                      More than 3 public buildings – <b>additional 3 points</b>                      More than one swimming pool – <b>additional 5 points</b></p> <p><b>Maximum 17 points</b></p>	
Q3.3.	<p><b>Team Members</b>                      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.</p> <p><b>This will carry 6 points</b>                      Minimum 2 responsible designers with more than 3 public buildings each – <b>additional 3 points</b>                      Minimum 2 responsible designers with more than one swimming pool each – <b>additional 4 point</b></p> <p><b>Maximum 13 points</b></p>	
Q3.4.	The rest of the team (contract management, office backstopping, support and administration staff) needs to have education background or work experience that is relevant to the requirements of this ToR (2 points). For this purpose the Bidder shall provide the company's organisation chart.	

## ANNEX D

### Request for proposal Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac RFP No.UNOPS-SFRS-2015-S-011

#### Financial proposal submission form

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: RSD (Republic of Serbia Dinar)
- c. The entire Price Proposal must be placed in a separate envelope pre-addressed and marked:

Do not open! - RFP No UNOPS-SFRS-2015-S-011 - Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac – Financial proposal- name and address of bidder.

- d. The completed Financial Proposal Submission Form constitutes Bidder's Financial Proposal and fully responds to Request for Proposal No**Error! Reference source not found.** I commit my Offer to be bound by this Financial Proposal for carrying out the range of services as specified in the solicitation package.

In compliance with this RFP the undersigned, propose to furnish all labour, materials and equipment in order to provide goods and services as stipulated in the RFP. This shall be done at the price set in this Schedule and in accordance with the Contract terms in this RFP.

---

(Signature)

---

(Name)

---

(Name of bidder)

---

(Date)

---

(Address)

---

(Telephone No.)

---

(Fax No.)

---

(Email address)

## Financial proposal submission form

Currency: Republic of Serbia Dinar (RSD)

Name(s) of consultant(s) (a)	Number of working days (b)	Daily fee (c)	Daily subsistence allowance (d)	Total (e)=(b)x((c)+(d))
<b>SUB TOTAL</b>				

International/National travels (a)	Quantity (b)	Cost (c)	Currency (USD)	Total (e)=(b)x(c)
<b>SUB TOTAL</b>				

Other Costs (support, obtaining design conditions from PUCs and other relevant institutions, backstopping, administrative costs, printing, copying ...)	Cost
<b>SUB TOTAL</b>	

<b>GRAND TOTAL</b>	
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## ANNEX E

### Request for proposal

### Development of the Design for the Reconstruction/Rehabilitation of the Pool complex within Sports and Cultural Centre in Obrenovac RFP No.UNOPS-SFRS-2015-S-011

### UNGM vendor registration form

As part of the bid, it is desired that the bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the bidder is already registered with UNGM, please provide your UNGM registration number (\_\_\_\_\_). Please ensure that your firm's information on UNGM is current.

Bidders need to familiarise themselves with the United Nations Supplier Code of Conduct. UNOPS encourages all suppliers to subscribe to the United Nations Global Compact.

The bidder may still bid even if not registered with the UNGM. However, if the bidder is selected for contract award, the bidder must register on the UNGM prior to contract signature.



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