

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

Technical control for the Detail Design for  
the Reconstruction/Rehabilitation of the  
Hall of Sports and Culture within Sports  
and Cultural Centre in Obrenovac

RFQ No: UNOPS-SFRS-2015-S-029

**Request for quotation (RFQ)  
for Technical control for the Detail Design for the  
Reconstruction/Rehabilitation of the Hall of Sports and Culture within  
Sports and Cultural Centre in Obrenovac**

**RFQ NO. UNOPS-SFRS-2015-S-029**

Date: 8 May 2015

UNOPS is accepting quotations from suppliers for Development of the Technical control for the Detail Design for the Reconstruction/Rehabilitation of the Hall of Sports and Culture within Sports and Cultural 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](mailto: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 end May 2015. The successful supplier is expected to complete the services by August 2015.

## 7 Quotations due

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

**Date: 15 May 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

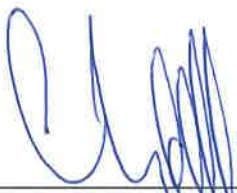
Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

## 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:



\_\_\_\_\_  
Graeme Tyndall, UNOPS RSOC Manager

## ANNEX A

### Requirements and price list

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

- Quotation form
- Terms of Reference
- Financial offer
- Previous Experience Form with references (including letters of confirmation from the clients) for at least 3 similar projects of rehabilitation designs that have been implemented over the past five years.
- The selected design company should have proven expertise and experience in working on technical documentation and Technical Control Reports for public buildings; 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 a proposed Team members as well as the CVs and copies of professional licences of the proposed individual engineers, members of the proposed team. The Team must have, as the minimum, design engineers with licences covering the all parts of the design.
- Technical control team members for the following parts of the design – HVAC, Electrical installation (Low and Medium voltage) and Fire protection must prove relevant professional experience with:
  - Personal References list – designs serving similar purposes, as responsible designers
  - Decisions of appointment proving that team member for HVAC, Electrical installation (Low and Medium voltage) and Fire protection has participated in developing of Main Designs for at least 5 public multifunctional buildings, minimum 10.000 m<sup>2</sup> per each in the role of the responsible designer. One of them must be sports hall.

## 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-029 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

or to the following e-mail address: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

## ANNEX C

### Terms of References

#### 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 Hall of Sports and Culture Centre.

#### III. Immediate objective(s):

To provide Design for Reconstruction/Rehabilitation the Hall of Sports and Culture Centre as well as to recommend options for the staged reconstruction of the building.

#### IV. Scope of consultancy

The selected 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 Technical control Report for the Detail Design for the

Reconstruction/Rehabilitation of the Hall of Sports and Culture within Sports and Cultural Centre in Obrenovac.

**Detail Design for reconstruction is already contracted, and Terms of References for development of Detail Design is attached to this document.**

**Documentation to be subject of the Technical control:**

The Reconstruction/Rehabilitation Design with 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,
- Stage technique 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 will have detailed priced bill of quantities with the clear distinction of stages for implementation reflected in the drawings and in the BoQ.

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 will 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 will 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 will obtain all necessary technical conditions for developing Reconstruction/Rehabilitation Design as well as approvals issued by relevant institutions.

**The selected Design Company will produce the following to be subject of the Technical control:**

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

**V. Outputs:**

Positive Technical Control Report on Final Outputs from selected Design Company - main design:

Work plan within 1 week of being contracted.

Electronic copy of the Positive technical control report and 3 hard copies.

The Technical Control Reports will remain the intellectual property of UNOPS.

## **VI. Activities:**

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

- Understand the "Serbia Rehabilitation Support after Floods" project background
- Permanent contact with Design company to obtain all information relevant for the report

The selected company should have proven expertise and experience in:

- Working on technical documentation and Technical Control Reports for public buildings
- 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 company shall provide references for at least 3 similar projects of Main Design for the reconstruction works that have been implemented over the past 5 years, List of a proposed Team members as well as the CVs and copies of professional licences of the proposed individual engineers, members of the proposed team. The Team must have, as the minimum, design engineers with licences covering the all parts of the design.

Technical control team members for the following parts of the design – HVAC, Electrical installation (Low and Medium voltage) and Fire protection must prove relevant professional experience with:

- Personal References list – designs serving similar purposes, as responsible designers
- Decisions of appointment proving that team member for HVAC, Electrical installation (Low and Medium voltage) and Fire protection has participated in developing of Main Designs for at least 5 public multifunctional buildings, minimum 10.000 m<sup>2</sup> per each in the role of the responsible designer. One of them must be sports hall.

### **Timing given to the design company:**

The contracted timeframe for Detail Design development is as follows:

<b><i>LIST DELIVERABLES</i></b>	<b><i>DELIVERY DATE</i></b>
1 <sup>st</sup> progress report – Successful completion of Detailed report of the present situation and Project programme with rough cost estimates, options for reconstruction/rehabilitation with stage implementation plan and stage cost estimates	<i>25. May</i>
2 <sup>nd</sup> progress report – Successful completion of 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	<i>1. June</i>
3 <sup>rd</sup> progress report – Successful completion of Reconstruction/Rehabilitation Design for Building permit with the clear distinction of stages for implementation reflected in the drawings and to be submitted to relevant institution.	<i>5. July</i>
4 <sup>th</sup> progress report – Successful completion of BoQs with the clear distinction of stages for implementation, ready for translation and tendering process	<i>12. July</i>
Final report – Successful completion of the Detail Design for execution construction work with the clear distinction of stages for implementation reflected in the drawings and in the BoQs. Documentation to be submitted to relevant institution for approvals, i.e. to Firefighting department...	<i>19. July</i>

The technical control consultancy will be conducted over the period end May 2015 to August 2015.



**Reporting:**

Inception Report after 2 weeks of being contracted  
Interim Reports related to progress reports of Design Company  
Final Report

Updates as requested

**Attachment:**

**The Terms of References for provision of Main Reconstruction Design for Hall of Sports and Culture – UNOPS-SFRS-2015-S-006.**

## ANNEX D

### Financial offer

QUOTATION			
<b>BIDDER'S PRICES (Price &amp; Currency to be entered by Bidder in RSD)</b> 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.	Technical control for the Detail Design for the Reconstruction/Rehabilitation of the Hall of Sports and Culture within Sports and Cultural Centre in Obrenovac RFQ NO. UNOPS-SFRS-2015-S-029	1	

**ANNEX E****Previous experience form**

<b>Previous experience</b>				
<b>Description of services/goods/works</b>	<b>Country</b>	<b>Total amount of contract</b>	<b>Contract identification and title and contact details of client: (Name, Address, telephone, email, fax)</b>	<b>Year project was undertaken</b>

*M*





**UNOPS Headquarters**  
Marmorvej 51  
P.O. Box 2695  
2100 Copenhagen  
Denmark  
Tel: +45 45 33 75 00  
Fax: +45 45 33 75 01