



UNOPS

Request for quotation (RFQ) for services

Development of Design Documentation and Designers' Supervision of finishing architectural and installation works on the premises of the Methadone Therapy Centre and the Red Cross in Obrenovac

RFQ No: UNOPS-SFRS-2015-S-043

**Request for quotation (RFQ)
for Development of Design Documentation and Designers' Supervision
of finishing architectural and installation works on the premises of the
Methadone Therapy Centre and the Red Cross in Obrenovac
RFQ NO. UNOPS-SFRS-2015-S-043**

Date: 18 June 2015

UNOPS is accepting quotations from suppliers for Development of Design Documentation and Designers' Supervision of finishing architectural and installation works on the premises of the Methadone Therapy Centre and the Red Cross in Obrenovac. All interested parties must complete and return the attached price sheet to the following address:

UNOPS Serbia Operations Centre
Šumatovačka 59
11000 Belgrade, Serbia

or to the following e-mail address: srpc.bids@unops.org

1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the UNOPS website.

3 Currency

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

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

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

4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

5 Delivery (for goods) – N/A

All items shall be delivered by _____, (date(s)) and shipped Incoterms (DAP place / FCA .. / ..)
[select appropriate Incoterms]

6 Mobilization and duration (for services)

Service provision shall commence by mid July 2015. The successful supplier is expected to complete the services by end January 2016.

7 Quotations due

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

Date: 2 July 2015
Time: 12:00h, noon, CET
UNOPS Serbia Operations Centre, Šumatovačka 59
11000 Belgrade
Contact person: Procurement Unit

or to the following e-mail address: srpc.bids@unops.org

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 below 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.

Any requests for clarification should be referred to Procurement Unit and should be sent to the following e-mail address: srpc.procurement@unops.org.

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

10 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

Approved by:

Date:



Svetlana Mijuk, Project Manager

ANNEX A

Requirements and price list

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

- Quotation form – Annex B
- Terms of Reference – Annex C
- Financial offer - Annex D
- Previous Experience Form with references for designs serving similar purposes – Annex E: completed Main or Detailed Designs for construction or reconstruction multi-storey business/office buildings over the past five years.
- Client's reference letters for at least three of these designs.
- The selected design company should have proven expertise and experience in working on Main Designs; thorough knowledge and understanding of Serbia's building and construction legal framework as well as all regulations related to this type of the construction;
- Company registration documents (not older than 6 months).
- Tax administration receipt that the company paid all local and national taxes to be provided. Document should not be older than 6 months from the date of the quotation
- List of members of the proposed team, licensed designers who will be responsible for each project stage, with CVs and copies of their valid professional licences.
- The team leader must have experience as the lead architect in residential, notably main or detailed designs for construction or reconstruction multi-storey business/office buildings over the past five years.
- The Team must have, as the minimum, design engineers with licences covering the architecture, structural calculations, BoQ preparation, plumbing and sewage, electrical and mechanical (heating) installations, energy efficiency, fire protection.

ANNEX B**RFQ –Quotation form**

Quotation form must be completed, signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request as well as in compliance with the Design Review Checklist (Addendum 1).

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-043 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 Serbia Operations Centre
Procurement Unit
Šumatovacka 59
11 000 Belgrade
Serbia

ANNEX C

Terms of References

Development of Design Documentation and Designers' Supervision of finishing architectural and installation works on the premises of the Methadone Therapy Centre and the Red Cross 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 reparation of up to 18 health care institutions affected by the floods.

The building which was utilised for the substitutional methadone therapy in Obrenovac was severely damaged in the floods in May 2014. The Ministry of Health of Republic of Serbia requested assistance with renewal of this important local health service through the Flood Affected Areas Assistance and Recovery Office.

III. Immediate Objective(s):

To provide the complete design documentation required for imminent execution of all architectural and installation works needed for completion and functioning and for obtaining of the Use Permit of the existing built space in which the Methadone Therapy Centre and the Red Cross offices will be situated and to provide the Designers' Supervision of these works.

IV. Scope of Consultancy

The selected design company shall develop the Detailed Design of the existing building as it is, including all architectural and installation works needed for completion and functioning and for issuance of the Use Permit of the parts of this building in which the Methadone Therapy Centre and the Red Cross offices will be situated and to provide the Designers' Supervision of these works, under the direct supervision of the Serbia Flood Rehabilitation Support Project engineers, with support of UNOPS Infrastructure Advisor and overall supervision of Serbia Flood Rehabilitation Support Project Manager.

1. Introduction

Services of the substitutional methadone therapy in Obrenovac were provided regularly in a small prefabricated building which was severely damaged during the floods in May 2014 and which was set for demolition by local authorities. In March 2015, the Municipal Council, Obrenovac Health Centre and Obrenovac Red Cross Office reached an agreement to accommodate the new Methadone Therapy Centre in the unfinished building of the Red Cross Organisation in Vojvode Mišića Street 176 in Obrenovac. Construction of this building commenced in the early 2000's, all civil engineering works were completed and then the development of the building was discontinued.

2. Description of the Existing Building

The unfinished Red Cross building consists of three stories: ground floor, first floor and attic. Ground floor layout is slightly trapezoidal, of outer dimensions of approximately 8.75x19.50x8.00x21.50 meters. Shape and basic dimensions of the ground and the first floor layouts are identical, while the surface of the attic is reduced by partially sloped slab above the ground floor and the useful floor surface of the attic is additionally reduced by the roof construction to approximately 56 m².

The building is constructed in the massive structural system, with load bearing walls of clay blocks and pillars and ring beams of reinforced concrete. The floor slabs were constructed as semi-prefabricated of clay blocks and reinforced concrete. Slab above the first floor is partially sloped on two sides of the building and the roof construction is wooden, covered with clay tiles.

The Municipal Council appropriated the ground floor for the public welfare kitchen and one part of this level – slightly less than 50% of the floor area, oriented towards the street – has recently been finished to this purpose, financed by International Orthodox Christian Charities (IOCC), while the rest of the ground floor is planned to be finalised by the Municipal Council to the same purpose.

New offices of the Methadone Therapy Centre and the Red Cross will be situated on the first floor and on the attic, with a separate common entrance on the ground floor and staircase to the top floor.

3. Basic Requirements for the Design Development and Designers' Supervision

The selected design company shall develop the **complete Detailed Design of the entire unfinished building** of the Red Cross Organisation in Vojvode Mišića Street 176 in Obrenovac as it is, including all architectural and installation works needed for completion and functioning of the parts of this building in which the Methadone Therapy Centre and Red Cross offices will be situated. This design will be used for execution of the works and for obtaining of the Use Permit.

Department for Urban Planning and Construction of the Municipality of Obrenovac had issued the Construction Permit for this building on 18 July 2000, but this permit and complete documentation related to this building were lost when the Municipal archives were destroyed in the flood of May 2014. In December 2014, this Department has issued an official information on these circumstances. According to the municipal urban planning officials, the remaining finishing works on this building can be executed with reference to the issued Information on Issuance of the Construction Permit and with the Detailed Design of the building including the planned finishing works, which is also required for the official Technical Acceptance of the building and issuance of the Use Permit.

The selected design company shall develop a functional and architectural concept of the new offices and provide the conclusive technical evidences of soil bearing capacity, load bearing capacities of all existing load bearing structural elements (foundations, walls, pillars, beams, slabs, roof construction elements and others), of any and all eventual requirements for specific reinforcements and of the building's overall structural stability, by performing all necessary calculations, surveys and tests, including but not limited to examinations and measuring on site, load bearing capacity tests on site, load bearing capacity tests of characteristic samples in the accredited laboratory, etc.

The selected design company shall develop the Detailed Design as a singular comprehensive set of technical documentation needed for execution of the remaining finishing works on this building and for obtaining of the Use Permit, perform the Designers' Supervision during the execution of the works and participate in the process of the official Technical Acceptance of the building and obtaining of the Use Permit.

4. Functional and Architectural Concept

Functional and architectural concept must be developed according to these Terms of Reference, requests of the authorised representatives of the beneficiaries (Obrenovac Health Care Centre and Obrenovac Red Cross) and instructions of the Employer (UNOPS).

New offices of the Methadone Therapy Centre (MTC) and the Red Cross (RO) will be situated on the first floor and on the attic, with a separate common entrance on the ground floor and staircase to the top floor. There is also space for one toilet room on the ground floor.

First floor of the building will be divided between MTC and RO, so that approximately 69 m² of the floor area oriented towards the street is occupied by RC and approximately 63 m² of the floor area in the part opposite to the street is allocated to MTC.

Attic of the building will be divided between MTC and RO, so that approximately 21.5 m² of the floor area oriented towards the street is occupied by RC and approximately 30 m² of the floor area in the part opposite to the street is allocated to MTC.

Spatial and functional requirements of the Methadone Therapy Centre are as follows:

- Consultation room ~ 10 m².
- Psychologist consultation room ~ 10 m² – can be located in the attic.
- Medicament distribution room with a standing distribution counter and safe for medications ~ 16 m².
- Waiting room ~ 15 m².
- Group therapy room ~ 20 m² – can be located in the attic.
- One male and one female toilet room for patients.
- One male and one female toilet room for staff.
- Security video surveillance, burglary alert and broadband internet connection to the server in the Health Centre.

Spatial and functional requirements of the Red Cross are as follows:

- Voluntary blood donation room with five to seven beds ~ 37 m².
- Consultation/treatment room ~ 12 m².
- Laboratory technician room ~ 8 m².
- Reception room with the counter for distribution of light meals ~ 12 m².
- One male and one female toilet room – can be located in the attic.
- Archive – can be located in the attic.

Low parts of the attic under the roof can be utilised for storage, for example for laundry.

Working rooms shall be acclimatised by independent ("split" system) units.

The building will be connected to the public utilities: electrical power supply, water supply, sewers, public heating network and public telecommunication network.

The selected design company shall design the façade finishing for the whole building, all new windows and doors in the existing façade openings and new roof windows in the attic.

Precise functional and architectural programme will be determined during the design process in consultations with MTC, RC and UNOPS representatives.

5. Designers' Supervision, Technical Acceptance of the Building and Issuance of the Use Permit

During the design development, UNOPS will prepare all the tendering documentation for all described finishing works on the new MTC and RO offices, based on the Bills of Quantities and other documentation developed by the selected design company. Invitation to Bid will be published as soon as technically and procedurally possible after the submission of finalised documentation to UNOPS.

The selected design company will provide services of regular designers' supervision and all clarifications and instructions to the contractor of works as requested by UNOPS representative during the execution of works.

The selected design company shall take active part in its domain of expertise in the process of the official Technical Acceptance of the building until the issuance of the Use Permit.

V. Outputs

The selected design company shall produce the following technical documentation:

1. Appropriate graphical and, if required, textual or tabular presentation of the functional and architectural concept of the new rooms for approval of the authorised beneficiaries' representatives and UNOPS.
2. Detailed Terms of References / Design Briefs for all components of the Detailed Design.
3. Detailed Architectural Design of the entire building as it is including all newly planned elements with the complete required graphical documentation on the 1:50 scale and all elements required for the issuance of the Use Permit.
4. Study of Energy Efficiency of the entire building.
5. Study of Fire Protection of the entire building.
6. Study of Soil Bearing Capacity (Geotechnical Study).
7. Detailed Structural Design of the entire building as it is including all newly planned elements, with conclusive results of all surveys, examinations and tests required for confirmation of load bearing capacities and any and all eventually required reinforcements of all load bearing structural elements and of the building's overall structural stability and with all elements required for obtaining of the Use Permit.
8. Detailed Water and Sewer Plumbing Design of the entire building as it is including all newly planned elements and all elements required for obtaining of the Use Permit.
9. Detailed Design of Electrical Power Installations of the entire building as it is including all newly planned elements and all elements required for obtaining of the Use Permit.
10. Detailed Design of Telecommunications' Installations of the entire building as it is including all newly planned elements and all elements required for obtaining of the Use Permit.
11. Detailed Design of Heating Installations of the entire building as it is including all newly planned elements and all elements required for obtaining of the Use Permit.
12. Extracts of all components of the Design (Architectural, Structural, Water and Sewer, Electrical, Telecommunications and Heating, layouts, sections, elevations, schemes, details, etc.) for execution of works, with all newly planned elements highlighted.
13. Bills of Quantities for execution of works with detailed bills of measurements with accuracy of +/- 3% in MS Excel format in Serbian and English languages.
14. All other elements of the Detailed Design necessary for the execution of the remaining finishing works on the building and for the issuance of the Use Permit, even if not explicitly stated in these Terms of References.

The selected design company shall develop the complete design documentation as described above and submit it to the Contracting Authority in 6 (six) bound copies and in electronic format, on a CD.

The Detailed Design must be developed in full accordance with the Law on Planning and Construction (Official Gazette of the Republic of Serbia Nos. 72/2009, 64/2010, 24/2011, 121/2012, 42/ 2013 and 50/2013, 132/2014 and 145/2014), the Ordinance on the Content, Method and Procedure of Producing and Method of Control of Technical Documentation According to the Classification and Purpose of the Structure (Official Gazette of the Republic of Serbia No. 23/2015), UNOPS Design Review Check List and all applicable laws, bylaws, regulations, technical standards, legal requirements and recognised professional practice.

The design plans must be amended and corrected according to all remarks, instructions and requests of the Technical Control and shall be submitted along with the positive reports on performed inspections. Technical Control consultancy will be selected through a separate tender procedure and will be available to the designer imminently after the commencement of the design process. The selected design company must cooperate with the Technical Control from the commencement of the engagement of Technical Control.

UNOPS shall ensure that the selected design company is provided with the Ownership List from Cadastre, copy of the Lot Plan and conditions of local public utilities' providers. If required, the selected design company will provide the data, calculations, graphical, textual or tabular information needed for issuance of these conditions and approvals.

The design must comprise clearly defined solutions, without any variations, to ensure that a public call for bids for provision of required works can proceed without difficulty.

The design shall remain the intellectual property of UNOPS.

VI. Activities

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

- Familiarisation with and good understanding of the "Serbia Rehabilitation Support after Floods" project, within which this design activity is implemented.
- Any site visits to collect all information relevant to the project:
- Field research to obtain all information, parameters and conditions relevant for the development of design documentation.
- Desk research, regular communication, consultations and meetings with the UNOPS Project Team and all relevant stakeholders during the development of design documentation.
- Regular site visits during the execution of works, at least once in two weeks and more frequent if so requested by the UNOPS representative.
- Participation in the process of the official Technical Acceptance of the building until the issuance of the Use Permit.

VII. Inputs

Contribution of the UNOPS Project Team and its Partner:

The UNOPS Project Team shall ensure that the selected consultancy is forwarded:

- The Ownership List from Cadastre,
- Copy of the Lot Plan,
- Conditions of local public utilities' providers.

Contribution of the Consultant:

Within its bid, the consultancy must submit:

1. The fixed amount of the bid in RSD in the Annex D Form, per phases and total, signed and certified by the seal of the bidder – the price should not include VAT, as the design is financed by a donation and therefore exempted from VAT.
2. Company registration documents not older than six months.
3. List of references/designs serving similar purposes: completed Main or Detailed Designs for construction or reconstruction multi-storey business/office buildings over the past five years. Please also submit client's reference letters for at least three of these designs.
4. CVs and copies of professional licences of the proposed designers for each project stage, with reference lists of designs on which they were responsible designers.

VIII. Timeframe of the Activity

The consultancy shall be conducted tentatively in period from July 2015 to January 2016 with milestones as follows:

1. Presentation of the functional and architectural concept of the new rooms for approval of the authorised beneficiaries' representatives and the Contracting Authority.
2. Completion and submission of the Detailed Design with a positive Report of the Technical Control.
3. Tendering procedure for works and pause in activities.
4. Designers' supervision and participation in the process of the official Technical Acceptance of the building until the issuance of the Use Permit.

Overall timeframe includes obtaining of all necessary conditions, approvals and Building Permit and should not exceed 165 calendar days, including the pause in activities.

IX. Reporting

Progress Reports at every 15 days and Final Report. Updates as requested.

X. Payments

1. Payment for services of development of the Detailed Design (Item 1 in Annex D) within 30 days after the submission of the Design with a positive Report of the Technical Control.
2. Payment for services of designers' supervision and participation in the process of the official Technical Acceptance (Item 2 in Annex D) within 30 days after the issuance of the Use Permit.

Note: Photos of the building of Methadone Therapy Centre and the Red Cross in Obrenovac can be downloaded from the following link:

<https://www.dropbox.com/sh/ufpl42o0icm4tst/AABrh2N7E3osYHThjf4qT7gQa?dl=0>

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.	Design Documentation of finishing architectural and installation works on the premises of the Methadone Therapy Centre and the Red Cross in Obrenovac	1	
2.	Designers' Supervision and participation in the process of the official Technical Acceptance of the building until the issuance of the Use Permit of finishing architectural and installation works on the premises of the Methadone Therapy Centre and the Red Cross 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