

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

**Design documentation for protection of the  
buildings of the Health Care Centre and  
Hospital in Loznica from underground  
waters**

**RFQ No: UNOPS-SFRS-2015-S-044**

**Request for quotation (RFQ)  
for Design documentation for protection of the buildings of the Health  
Care Centre and Hospital in Loznica from underground waters**

**RFQ NO. UNOPS-SFRS-2015-S-044**

Date: 25 June 2015

UNOPS is accepting quotations from suppliers for Design documentation for protection of the buildings of the Health Care Centre and Hospital in Loznica from underground waters. 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](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 July 2015. The successful supplier is expected to complete the services by end October 2015. Overall timeframe includes obtaining of all necessary conditions, approvals and Building Permit should not exceed **90 calendar days**.

## 7 Quotations due

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

**Date: 13 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](mailto: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](mailto:srpc.procurement@unops.org).

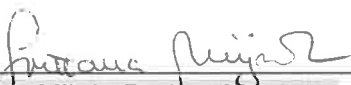
**Note:** This email address is for clarifications only. Received quotation through [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org) will not be considered.

## 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 soil drainage and/or protection of the buildings from penetration of the underground waters over the past five years
- **Site visit – mandatory group site inspection**

- Date: 02 July 2015

- Time: 12:00h

- Place: Health Care Centre in Loznica

Attendance to the site inspection **is mandatory** to avoid the risk of non-compliant proposals.

Bidders shall notify UNOPS one day in advance if they intend to participate in the site inspection and the details of their representatives who will attend. Information should be sent to the e-mail address:

[srpc.procurement@unops.org](mailto:srpc.procurement@unops.org)

**-non-attendance will disqualify the bidders**

- Client's reference letters for at least three of these designs.
- 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
- CVs and copies of professional licences of the proposed individual engineers, members of the design team, with reference lists of designs on which they were responsible designers
- Lead Engineer for the development of Preliminary Surveys, Investigations and Studies must hold the valid licence 392 issued by the Serbian Chamber of Engineers and have proven experience in development of Hydro-geological Studies – lead engineer on at least two Studies.
- Lead Engineer responsible for the design of protection of the buildings from penetration of the underground waters must hold the valid licence 313 or 314 and have proven experience in development of the Main or Detailed Designs for soil drainage and/or protection of the buildings from penetration of the underground waters – lead engineer on at least two Main or Detailed Designs

## 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-044 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 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 soil drainage and/or protection of the buildings from penetration of the underground waters over the past five years
- **Site visit – mandatory group site inspection**
  - Date: 02 July
  - Time: 12:00h
  - Place: Health Care Centre in LoznicaAttendance to the site inspection **is mandatory** to avoid the risk of non-compliant proposals. Bidders shall notify UNOPS one day in advance if they intend to participate in the site inspection and the details of their representatives who will attend. Information should be sent to the e-mail address: [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org)  
**-non-attendance will disqualify the bidders**
- Client's reference letters for at least three of these designs.
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- 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
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**ANNEX B****RFQ –Quotation form**

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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

**Design documentation for protection of the buildings of the Health Care Centre and Hospital in Loznica from underground waters.**

#### 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.

Since the flood in May 2014, levels of underground waters in the complex of the Health Care Centre and Hospital in Loznica have been raised and keep affecting the buildings and especially the basements in the complex.

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

To provide the complete design documentation needed for protection of the buildings of the Health Care Centre and Hospital in Loznica from the underground waters.

#### IV. Scope of Consultancy

The selected design company shall perform all necessary preliminary surveys, investigations, studies and calculations and develop the Conceptual Design, Design for Building Permit and Detailed Design for Execution of Works and Permit for Commencement of Works for protection of the buildings of the Health Care

Centre and Hospital in Loznica from the underground waters, 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**

Complex of the Health Care Centre and Hospital in Loznica stretches over an area of approximately four hectares with eighteen buildings. Since the flood in May 2014, levels of underground waters on this area have been raised and keep affecting the buildings and especially the basements of three buildings:

1. The Main Building of the Health Care Centre,
2. Hospital building of the Paediatric Department, Laboratory and Home Care Services Centre,
3. Hospital building of the Urology, Orthopaedic and Gynaecology Departments, Surgical Department with Anaesthesiology and ICU and Out-patient Surgical Treatment Department.

In the event of heavy rainfalls, water penetrates the rooms of these basements damaging the walls and floors.

## **2. Basic Concept and Methodology for Design Development**

In order to permanently protect the buildings of the Health Care Centre and Hospital in Loznica from penetration of the underground waters, the comprehensive design documentation for the necessary civil engineering works must be developed on the basis of preliminary surveys, investigations, studies and calculations.

The preliminary surveys, investigations, studies and calculations must be performed to the level of technical expertise and accuracy sufficient to determine the reliable civil engineering solutions for protection of the buildings from penetration of the underground waters, which will be specified in subsequent design development.

The civil engineering solutions for protection of the buildings from penetration of the underground waters must primarily be conceptualised as external works, either as drainage of surrounding soil, appropriate insulation of outer surfaces of the foundations and foundation/basement/façade walls or any combination of these or other measures, rather than any interventions in the interior of the basements, especially in the Hospital Building of the Urology, Orthopaedic and Gynaecology Departments, Surgical Department with Anaesthesiology and ICU and Out-patient Surgical Treatment Department, because of its necessary continuous and uninterrupted functioning.

The preliminary surveys, investigations, studies and calculations must be performed, verified and documented in full accordance with all applicable laws, bylaws, regulations, technical standards, legal requirements and recognised professional practice, in particular with the Rulebook on Required Level of Investigations Related to Engineering Geological Soil Conditions for Planning and Design Purposes and the Rulebook on the Content of the Geological Investigations Design (Official Gazette of the Republic of Serbia No. 51/96).

The design documentation 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) and all applicable laws, bylaws, regulations, technical standards, legal requirements and recognised professional practice.

The design documentation must be developed to the content and extent of documentation and level of detail as specified in 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) in successive stages as described below.

### **A) Preliminary Surveys, Investigations and Studies**

The selected design company shall perform all necessary preliminary surveys, investigations, studies and calculations required for determination of the precise nature and scope of works and development of the design documentation for protection of the buildings of the Health Care Centre and Hospital in Loznica from penetration of the underground waters, including but not limited to:

- Obtainment and analysis of all existing and available data, documentation and information on climatic, geographical, hydrological, hydrographical, geomorphological and hydro-geological conditions of the whole Health Care Centre and Hospital complex and the extended area of influence, including inquiries with the Municipal Planning Office, Municipal Archives, local public utility providers, Hydro-Meteorological Institute of Serbia and all relevant local, regional or state level offices and institutes.

- Topographic survey of the plot on the level of details for the development of Detailed Design and Geodetic Marking Design, if necessary.
- Detailed survey and examination of the existing faecal and rain sewers network and drainage of the complex.
- Detailed hydro-geological mapping of the complex and the extended area of influence.
- Exploratory drillings with permeability examinations and installation of piezometers for monitoring the levels of underground waters on any number of locations necessary for collecting of relevant data – at least three reference points per affected building – to the depth of approximately one meter under the lowest surface of existing building foundations.
- All other surveys, investigations, studies and calculations needed for determination of the precise nature and scope of works and development of the comprehensive design documentation for protection of the buildings of the Health Care Centre and Hospital in Loznica from penetration of the underground waters.
- Analysis of previously performed and verified surveys, investigations, studies and calculations as described above and production of the related Hydro-geological Study for the purpose of development of the comprehensive design documentation for protection of the buildings of the Health Care Centre and Hospital in Loznica from penetration of the underground waters.

### **B) Conceptual Design**

The selected design company shall develop the Conceptual Design for the purpose of obtaining the Location Conditions document, issued by the relevant Municipal authority, as per article 53a of the Law on Planning and Construction. The Conceptual Design must be approved by Serbia Flood Rehabilitation Support Project engineer.

The Conceptual Design must be developed in full accordance with the above described surveys, investigations, studies and calculations, general and specific conditions and procedures, instructions and requests of the administration authorised for issuance of Location Conditions.

### **C) Detailed Design for Execution of Works and obtaining of the Building Permit and Permit for Commencement of Works with the Extract needed for the Building Permit**

The selected design company shall develop the Detailed Design for Execution of Works and obtaining of the Building Permit and Permit for Commencement of Works. The selected design company shall prepare the Extract from the Detailed Design for the purpose of issuance of the Building Permit, as per related articles of the Law on Planning and Construction.

The Detailed Design must be developed in full accordance with the previous design stages, general and specific conditions described above and mandatory instructions from the Technical Control consultants.

### **V. Outputs**

The selected design company shall produce the following technical documentation:

1. Preliminary Surveys, Investigations and Studies – as described above,
2. Conceptual Design – as described above,
3. Detailed Design for Execution of Works and obtaining of Building Permit and Permit for Commencement of Works with the Extract from the Detailed Design for Building Permit – as described above,
4. Design Briefs – Terms of References for all design stages, to be approved and signed by the Contracting Authority,
5. 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.

The selected design company shall develop complete design documentation needed for protection of the buildings of the Health Care Centre and Hospital in Loznica from penetration of the underground waters, as described above. The design documentation shall be submitted to the Contracting Authority in 6 (six) bound copies and in electronic format, on a CD.

The design plans must be amended and corrected according to all remarks, instructions and requests of the Technical Control consultancy and shall be submitted along with the positive final Technical Control Report.

Technical Control consultancy will be selected through a separate tender procedure and will be available to the designer after the completion of the Conceptual Design. The selected design company must cooperate with the Technical Control from the commencement of the engagement of Technical Control.

The selected design company shall also be under the obligation to obtain the Location Conditions, Building Permit and Permit for Commencement of Works, as well as all necessary approvals from all legal entities and utility companies, including all corrections and amendments necessary for obtaining them. Taxes and fees for the approvals, as well as for the Location condition and Building permit shall be paid by the Investor.

The design must comprise clearly defined solutions, without any variations, to ensure that a public call for bids for provision of the designed 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:  
Bidders will be obligated to visit the building site with UNOPS representative prior to the submission of bids.
- Field research to obtain all information, parameters and conditions relevant for the development of design documentation.
- Collecting of all necessary information and conditions from the Municipal Office authorised for the issuance of the Location Conditions, Building Permit and Permit for Commencement of Works.
- Desk research and consultations with the UNOPS Project Team and relevant stakeholders during the development of design documentation.

## **VII. Inputs**

*Contribution of the UNOPS Project Team and its Partner:*

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

- Copy of the Lot Plan,
- The Ownership List from Cadastre.

*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 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 soil drainage and/or protection of the buildings from penetration of the underground waters 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 individual engineers, members of the design team, with reference lists of designs on which they were responsible designers.

Lead Engineer for the development of Preliminary Surveys, Investigations and Studies must hold the valid licence 392 issued by the Serbian Chamber of Engineers and have proven experience in development of Hydro-geological Studies – lead engineer on at least two Studies.

Lead Engineer responsible for the design of protection of the buildings from penetration of the underground waters must hold the valid licence 313 or 314 and have proven experience in development of the Main or Detailed Designs for soil drainage and/or protection of the buildings from penetration of the underground waters – lead engineer on at least two Main or Detailed Designs.

### **VIII. Timeframe of the Activity**

The consultancy shall be conducted tentatively in period from end-July to end-October 2015 with milestones as follows:

1. Completion of Preliminary Surveys, Investigations and Studies, submission of the Conceptual Design Brief to the Contracting Authority and submission of the Request for and obtaining of Location Conditions.
2. Development of the Detailed Design and its submission to the relevant authority for issuance of the Building Permit and submission of the detailed BoQs in Serbian and English language to the Contracting Authority.

Overall timeframe includes obtaining of all necessary conditions, approvals and Building Permit and should not exceed **90 calendar days**.

In addition to the overall timeframe of the activities, the selected design company shall remain in contractual obligation with the Contracting Authority until the contractor for the execution of works is selected and the Permit for Commencement of Works is issued to the Contracting Authority and only then the final payment shall be made (see below).

### **IX. Reporting**

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

### **X. Payments**

1. 40% of contract price within 30 days after the submission of Preliminary Surveys, Investigations and Studies and issuance of the Location Conditions.
2. 50% of contract price within 30 days after the issuance of the Building Permit.
3. 10% of contract price within 30 days after the issuance of the Permit for Commencement of Works.

**Note: Copy of the Lot Plan is attached -Attachment I  
The Ownership List from Cadastre is attached -Attachment II**

**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.	Design documentation for protection of the buildings of the Health Care Centre and Hospital in Loznica from underground waters	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