

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

**Upgrade of the Local Action Plan for Flood  
Protection for the Municipality of Lazarevac**

**RFQ No: UNOPS-DFID-2015-S-002**

**Request for quotation (RFQ)  
for Upgrade of the Local Action Plan for Flood Protection for the  
Municipality of Lazarevac**

**RFQ No. UNOPS-DFID-2015-S-002**

Date: 12 October 2015

UNOPS is accepting quotations from suppliers for upgrade of the Local Action Plan for Flood Protection of the Municipality of Lazarevac.

Available budget amount: **GBP 10,000.00**

All interested parties must complete and return the attached price sheet to the following address:

**UNOPS RSOC, Šumatovačka 59, Belgrade,  
or to the following e-mail address: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)**

Any requests for clarification should be referred to Procurement Unit and should be sent to [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.

## 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)

The provision of consultancy shall be conducted in period from November 2015 to 15 January 2016.

## 7 Quotations due

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

**Date: 21 October 2015**  
**Time: 12:00h, noon, CET**  
**UNOPS-RSOC, Šumatovačka 59, 11000 Belgrade**  
**or to the following e-mail address: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)**  
**Contact person: Procurement Unit**

Quotations submitted shall be binding and valid for a period of sixty (60) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting contract.

UNOPS will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

## 8 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:  
<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>  
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

## 9 Clarifications

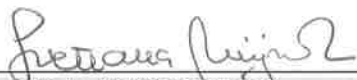
Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

## 10 Quotation form (Annex B)

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

**Approved by:**

Date:



Svetlana Mijuk, UNOPS SFRS Project Manager



## **ANNEX A**

### **Requirements and price list**

The following documents form part of this RFQ and must be completed and returned with your offer:

- Quotation form – Annex B
- Terms of Reference – Annex C
- Financial offer - Annex D
- Previous Experience Form - Annex E

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

- Company registration documents (not older than 6 months);
- References for at least three similar projects which support the information given in Previous Experience Form and prove experience in water management activities;
- CVs and copies of professional licences of the proposed individual engineers, members of the team; minimum two engineers with a licence 375, two civil engineers with licences 313 or 314, one engineer with a licence 372 and one engineer with a licence 391. The team leader must prove experience in the development of the action plans for flood protection;
- Work Plan and the Methodology for implementation.

## ANNEX B

### RFQ –Quotation form

The Quotation Form must be completed, signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request. UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions of Quotation No. RFQ- UNOPS-DFID-2015-S-002 set out in the attached document, hereby offers to supply the services specified in the RFQ at the price or prices quoted, in accordance with any specifications stated, and subject to the terms and conditions set out or specified in the bid document.

I, the undersigned, declare that:

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

I, \_\_\_\_\_ (name of signing official), certify that I am

\_\_\_\_\_ (position) of \_\_\_\_\_ (legal name of company);

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

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

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

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Offer valid until: \_\_\_\_\_ Must be at least **60** days

Currency of offer: \_\_\_\_\_ (state currency)

Payment terms 30 days accepted: YES / NO

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

Quotation to be addressed to:

Reference: RFQ UNOPS-DFID-2015-S-002

UNOPS RSOC

Procurement Unit,

Sumatovacka 59, 11 000 Belgrade, Republic of Serbia

E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

**BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.**

Quotes are due on 21 October 2015, 12:00h noon, CET

## ANNEX C

### Terms of References

#### Upgrade of the Local Operational Plan for Flood Protection for the Municipality of Lazarevac<sup>1</sup>

##### I. Background:

The Municipality of Lazarevac is located between the River Kolubara in the West, Lukavica in the East and Peštan and Turija further to the North East. The high waters on these four rivers left catastrophic consequences to the Municipality of Lazarevac in May 2014 floods, especially to the mining complex of "Kolubara".

"Serbia Rehabilitation Support after Floods" project has been prepared in cooperation with the Government Office for Reconstruction and Flood Relief (GORFR), and close coordination with the Department for International Development (through the United Kingdom's Embassy in Belgrade, Serbia), as a response to devastating floods that hit Serbia in May 2014.

The **overall objective** of this project is to contribute to the efforts of the Government of Serbia to support the municipalities affected by May 2014 floods to restore the living and working conditions, by extending assistance for technical support and capacity building of the Public Water Management Enterprise Belgrade Waters, responsible for the overall water management in Belgrade area.

The **specific objective** of the project is to support the municipality of Lazarevac, coal mine "Kolubara" and Belgrade Waters to restore and improve flood protection system on the Rivers Kolubara, Lukavica, Peštan and Turija.

The **key stakeholders** of the project include the Municipality of Lazarevac, Belgrade Waters Company, Kolubara Coal Mine, the Government Office for Reconstruction and Flood Relief (FAAARO), the Ministry of Construction, Transport and Infrastructure, the Ministry of State Administration and Local Self Government, the Ministry of Agriculture, Forestry, Ecology and Water Management.

##### II. Justification

In order to achieve the outlined objectives of this project as per the Result 2: The flood protection system for Lazarevac Municipality improved through capacity building of municipal authorities and Belgrade Waters.

##### III. Scope of the consultancy

The Company will, under direct supervision of the UNOPS Project Manager, and support of the Project Coordinator, Project Engineers and the UNOPS Infrastructure Advisor, perform the following works:

###### 1. *Upgrade of the Local one year Operational Plan for Flood Protection of Municipality of Lazarevac*

The Document of the Local Operational Plan for the Flood Protection for the Municipality of Lazarevac should be based upon the existing Local Operational Plan for Flood Protection for the Municipality of Lazarevac created in 2012. It is requested that the selected company keeps the structure of the given document and upgrades /aligns it in order to comply with the current regulations and laws. The Local Operational Plan for Flood Protection should cover one year period and contain the following:

1. Introduction
2. Flood protection on the regulated watercourses with protection systems built in line with the water management flood protection operational plan
  - o Flood protection activities, protection management, flood protection actors
  - o Protection phases; criteria for flood announcement
  - o Flood protection managers and responsible actors, according to the Republic Flood Protection Operational Plan

<sup>1</sup> The Operational Plan for Flood Protection for the Municipalities of Belgrade City, 2013..



3. General Flash Flood Protection Plan for the Municipality Lazarevac
  - General segment of the Municipality Flood Protection Plan: structure
  - Integral flash flood protection: basic organisational pillars
  - Criteria for flash flood announcement
  - Actors responsible for the flood protection on the unprotected watercourses (listed in the Flood Protection Operation Plan)
  - Hydrotechnical flood protection activities on torrential streams
    - Technical documentation preparation
    - Forecasts, flood announcement and warning
    - Protection line activities
    - Erosion management around buildings adjacent to water basin
  - Removal of surface deposits from bridges and other buildings
  - Communal activities in the flood stricken areas -should comply with the Local Flood Risk Management Plan and the Local Plan for the Rescue and Protection and coordinated with the Sector for the Emergency Situations and include:
    - Alarming the population
    - Evacuation and rescue
    - Vital systems maintenance
    - Infrastructure maintenance
    - Traffic control
4. Organisation and structure of the Municipality staff for flash flood protection – management, scope of work, obligations and responsibilities
  - Role and establishment of the Municipality staff for flood protection
  - Staff organisation and structure
  - Staff management, staff headquarters, communication system – modes of communication between staff members
5. Organisational units for Flood protection– responsibilities and coordination of flood protection activities
6. Municipality Operational Flash Floods Protection Plan
  - Annual operational plan for flash flood protection: purpose
  - Annual operational plan for flash flood protection: structure
  - Annual operational plan for flash flood protection: detailed content

#### **IV. Legal and technical bases**

1. Flood protection on torrential streams: legal basis
  - Existing legal framework
  - Provisions of the applicable Law on Waters of the Republic of Serbia, related to the protection from erosion and torrential streams
  - Legal competencies of the Republic Hydro Meteorological Bureau of Serbia linked to the flood protection
  - Methodology for formulating Municipal plans for flash flood protection
2. Formulating Municipal plans for flash flood protection: guidelines
  - Flash flood protection: approach
  - Organising flash flood protection in the area of Lazarevac: basic principles
3. Torrential streams in the area of Lazarevac: general characteristics, use historic data and existing information
4. Torrential floods analysis in the area of Lazarevac using historic and existing information
  - Torrential floods characteristics
  - Flood threat analysis for littoral areas; evaluation of threat assessment criteria
    - Impact of natural factors on torrential floods threat level
    - Impact of anthropogenic factors on torrential floods threat level
    - Purpose and value of littoral areas and the scope of damage: categorisation
    - Flash flood threat to roads: categorisation
  - Level of flood threat for certain littoral areas: identification procedure
5. Threat from flash floods in Lazarevac Municipality: preview- information from the field
  - Systematisation of information and data on threat from flash floods in the Municipality
  - General evaluation of potential threat from flash floods in Lazarevac Municipality

6. Summary
7. Attach Flash Flood Protection Plan for Lazarevac Municipality, as well as Hydrographic map and the list of buildings that are to be protected from the floods

**Note****These services should include, but not to be limited, to the following:**

- The Document shall be developed in accordance with the regulations of the Republic of Serbia
- The content of the Local one year Operational Plan for the Flood Protection of the Municipality Lazarevac, must comply with the current legislation as well as with all professional standards and regulations
- In all stages of development, the Consultancy's duty is to cooperate with UNOPS team of professionals and act according to any comments by the Investor
  - Meeting with relevant officials, analysis of the existing Operational Plan for Flood Protection of the Municipality Lazarevac, versus the changes in the regulations
  - In accordance with the ToR, all available facts and information, the Consultancy will prepare a detailed Methodology and the Work Plan. The Methodology and Work Plan must be approved and signed by the Investor (user)
  - The selected Company is required to organise three focus group meetings with stakeholders and two workshops with the key stakeholders in order to enhance and ensure efficient implementation of the Operational Plan practices. The expenses for this activity as regards the venue, catering and the drinks will be covered by UNOPS.
  - The Task Force should be agreed upon among the UNOPS programme staff and the key stakeholders.

**V. Outputs:**

1. The one year Operational Plan for Flood Protection of the Municipality Lazarevac with its addenda for flood protection of the Municipality Lazarevac according to the valid legislation of the Republic of Serbia
2. Electronic copy of the document (The one year Operational Plan for Flood Protection of Municipality Lazarevac) and five hard copies
3. The Document will remain the intellectual property of UNOPS.

**VI. Activities:**

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

- Visits to the Municipality Lazarevac and obtain all necessary information relevant for the one year Operational Plan for the Flood Protection of the Municipality Lazarevac
- At least three focus group meetings with stakeholders and two workshops should be planned and agreed between the contractor, UNOPS and the key stakeholders
- Desk research and consultations with the stakeholders during the initial activities
- The Methodology and the Work Plan for upgrading of the existing Operational Plan for Flood Protection of the Municipality Lazarevac
- Presentation of the Methodology and the Work Plan to the stakeholders and approval of the written document by UNOPS.

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

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

1. Existing Operational Plan for Flood Protection of Lazarevac municipality 2012

2. Lessons Learnt from the floods in May 2014 in the Municipality of Lazarevac identified by the local stakeholders.
3. The contact list of the stakeholders to participate in the panel discussions or focus group meetings.
4. Facilitation of the meetings with the key stakeholders.

**Contribution of the Consultant:**

Within its bid, the consultancy must submit:

1. The fixed amount of the bid in RSD in the Annex II Form signed and certified by the seal of the bidder – the price should not include the VAT, as the design is financed by a donation and therefore exempted from the VAT.

The selected Company should have proven expertise and experience in:

1. Water Management Activities.
2. Thorough knowledge and understanding of International and Local Water Management Legislation that are binding for the Republic of Serbia as well as the guidelines and recommendations of the Government of the Republic of Serbia.
3. The Company shall provide references for at least three similar projects as well as the CVs and copies of professional licences of the proposed individual engineers, members of the team. The team leader must have experience in the development of the Action Plan for Flood Protection.
4. The Team must have, as the minimum, two engineers with a licence 375, two civil engineers with licences 313 or 314, one engineer with a licence 372 and one engineer with a licence 391
5. Submit a Work Plan and the Methodology for implementation, which should be approved by the stakeholders and UNOPS one week after signing the contract, at the latest.

**Timeframe**

The consultancy will be conducted from November 2015 to 15 January 2016.

In addition to the overall timeframe of the activities, the selected Company shall remain in contractual obligation with the Contracting Authority until the acceptance of the final document of the Action Plan for Flood Protection by UNOPS and only then the final payment shall be made (see below).

**Reporting**

- Monthly Progress Reports
- Draft Document of the one year Operational Plan for Flood Protection of the Municipality of Lazarevac with included comments from the stakeholders by 10 December 2015.

**Payments**

1. 20% of the total amount after approval of the Methodology and the Work Plan
2. 80 % after including the suggestions of the key stakeholders and acceptance of the document by UNOPS

## 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	CURRENCY: RSD
		TOTAL OFFERED PRICE (VAT excluded)
1.	Upgrade of the Local Action Plan for Flood Protection of the Municipality of Lazarevac	

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

<b>Previous experience</b>				
<b>Description of services</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>



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