



**UNOPS**

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

Development of the Detail Design  
for the connection of the newly built ten  
typical houses to the public  
hot water heating system

**RFQ No: UNOPS-SFRS-2015-S-067**

**Request for quotation (RFQ)  
for Development of the Detail Design for the connection of the newly  
built ten typical houses to the public hot water heating system  
RFQ NO. UNOPS-SFRS-2015-S-067**

Date: 14 October 2015

UNOPS is accepting quotations from suppliers for Development of the Detail Design for the connection of the newly built ten typical houses to the public hot water heating system. 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 mid November 2015. The successful supplier is expected to complete the services by end February 2016.

## 7 Quotations due

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

**Date: 26 October 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 SFRS

## ANNEX A

### Requirements and price list

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

- Annex B – Quotation form
- Annex C – Terms of Reference
- Annex D – Financial offer
- Annex E – Previous Experience Form with references for designs serving similar purposes: completed Main or Detailed Designs for construction or reconstruction of heating systems over the past five years.
- 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, or the excerpt from the Registry of Bidders of the Serbian Business Agency.
- Tax administration receipt, not older than 6 months from the date of the quotation, proving that that the company paid all local and national taxes to be provided, or the excerpt from the Registry of Bidders of the Serbian Business Agency.
- 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 and a reference list of designs where they were responsible designers (required licences No: 330, 350 and 310)

**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-067 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 the Detail Design for the connection of the newly built ten typical houses (approximately 60 m<sup>2</sup> gross area per each) to the public hot water heating system, as well as internal installation for central heating system in newly built ten typical houses;** all according to the Technical conditions for development of the detail design for installation of public heating system for buildings of the future consumption area issued by the PE "Toplovod" Obrenovac which is attached to this ToR.

#### I. Background:

"Serbia Floods Rehabilitation Support" project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), the Delegation of the European Union to the Republic of Serbia (DEU), as well as the resident United Nations agencies in Serbia, as a response to devastating floods that hit Serbia in May 2014.

The **objective** of the project is to support the citizens of Obrenovac and Krupanj to restore their living conditions through repair of private dwellings, and throughout the whole flood-affected region to establish normal functioning of kindergartens, schools, medical centres and other public institutions of primary importance, as well as to enhance the capacities of the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of sanitation efforts.

The project will deliver seven results:

- **Result 1:** Housing solutions provided to up to 370 families in Obrenovac, Krupanj and other municipalities if needed, through reparation or reconstruction of damaged private houses, provision of prefabricated houses, and reparation of facilities for small businesses, respecting human rights standards and non-discrimination principle of good governance
- **Result 2:** Improved living conditions in temporarily shelters and enhanced capacities for monitoring and coordination of return process in municipalities Obrenovac and Lazarevac
- **Result 3:** Working conditions restored to normal functioning in up to 30 public institutions (kindergartens, schools, medical centres etc) in the municipalities affected by the floods
- **Result 4:** Normalised transport of goods and people between Krupanj and Loznica through Korenita and Krst
- **Result 5:** Enhanced capacities of the Government of Serbia Office for Flood Affected Areas Assistance and Recovery (FAAARO) to manage and monitor recovery process in the flood affected municipalities
- **Result 6:** Reduced risk of spreading infective diseases through reduction of mosquitoes population in the areas affected by the floods
- **Result 7:** The project results communicated to general public

The **final beneficiaries** of this project are:

- Up to 370 families from Obrenovac and Krupanj who were affected by the floods and currently live in unsatisfactory conditions or in the collective centres
- Thirty public institutions of primary importance (kindergartens, schools, medical centres) that are out of function due to the damage caused by the floods, which besides reparation and reconstruction need equipment for normal functioning
- Government of Serbia's Office for the Flood Affected Areas Assistance and Recovery – (FAAAR Office), responsible for the overall monitoring of the flood response.

The project closely cooperates 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); organisations

implementing the same scope of activities in different municipalities affected by the floods: ASB, DRC, HELP and FAO; local self-governments, the Serbian Chamber of Engineers and other UN agencies dealing with specific parts of intervention.

## **II. Justification**

One of the Project's results is to support the citizens of Obrenovac to restore their living conditions and improve housing solution for families affected by the floods.

Apart from the reconstruction of damaged private houses and construction of the new ones; the European Union will fund the connection of the newly built 10 houses to the public heating system.

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

To provide design documentation for installation of central heating for buildings of the future consumption area in Obrenovac in order to improve living conditions for 10 flood affected families through the connection on the public heating system. PE Toplovod Obrenovac has provided opportunities and consumes the entire future settlement connected to the district heating system.

## **IV. SCOPE OF CONSULTANCY**

The selected company shall develop all technical documentation necessary for the connection of the already constructed ten typical private houses on public hot water heating system. Selected consultancy shall develop:

- a) Design for construction internal installation of central heating in all constructed houses. Heating to be calculate in accordance with the existing situation and the technical conditions issued by PE Toplovod Obrenovac; The selected company should prepare architectural layouts for these typical houses.
- b) Design for construction external installation of central heating, which consists of part of primary installation, heating substation for supplying and secondary network from substations to the constructed private houses, all in accordance with technical condition issued by PE "Toploviod" Obrenoivac;

Facilities are situated along the street Milovana Glišića on the cadastral plots No. 862, 863, 864, 852, 848, 844, 840, 836, 833 856, Cadastral Municipality Rvati, the Municipality of Obrenovac. Technical documentation should developed under the direct supervision of the Serbia Flood Rehabilitation Support Project Engineers and overall supervision of Serbia Flood Rehabilitation Support Project Manager.

### **1. Conceptual Design for location conditions:**

The selected consultancy shall develop Conceptual design and form Conceptual design documentation set to be submitted for the location conditions according to 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).

During the development of Conceptual design selected consultancy shall communicate and cooperate with the Employer's representative and PE "Toplovod" Obrenovac. When conceptual design is agreed with Employer's representative and PE "Toplovod" Obrenovac, it should be submitted for the Locational conditions.

### **2. Design for building permit**

The selected consultancy shall develop Design and form Design documentation sets to be submitted for the building permit according to 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). Design for building permit should be approved by PE "Toplovod" Obrenovac.

### **3. Detail Design for commencement of works approval**

The selected consultancy shall develop Detail Design for construction works and form Design documentation sets to be submitted for the commencement of work permit according to 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). Detail Design must be approved by PE "Toplovod" Obrenovac.

#### **1. Documentation Available to the Designer:**

- Technical condition issued by PE "Toplovod" Obrenovac

The design development will start after Employers representative approve conceptual i.e. preliminary design. The consultancy shall be under the obligation to cooperate on the obtaining of Location condition, building permit, all necessary approvals by relevant authorities and commencement of work permit by passing all the data needed to the Investment Agency City of Belgrade who will officially submit the requests. Bidders are strongly encouraged to visit the building site and the newly built 10 private houses.

#### **2. Required conditions for design documentation:**

The consultancy will prepare the documentation in accordance with all valid Republic of Serbia laws and regulations and the valid European directives.

These shall, notably, include the following laws and regulations:

- Law on Planning and Construction (Official Gazette of the Republic of Serbia Nos. 72/2009, 64/2010, 24/2011, 121/2012, 42/ 2013 50/2013, 132/2014 and 145/2014) and related by-Laws,
- Law on Cadastre
- Decree on Safety and Health at Work at Temporary or Mobile Construction Sites (Official Gazette of the Republic of Serbia No. 14/2009)
- Rulebook on Energy Efficiency of Buildings (Official Gazette of the Republic of Serbia Nos. 72/2009, 81/2009 64/2010 and 24/2011)

And all other relevant laws, regulations and decrees governing this field.

The consultancy shall be under the obligation to clearly specify all the regulations used in the design within the documentation.

#### **3. Required Content of Design Documentation:**

Documentation needed for a Location condition, Building permit and Commencement of works permit comprising all the relevant data and details for unhindered construction):

1. Detail mechanical design for internal installation of the central heating system for each building separately.
2. Detail design (mechanical and civil) for secondary level distribution system with details of connection cabinets, temperature regime 90/70°C
3. Detail architectural and civil design for the heating substation
4. Detail mechanical design for the heating substation, temperature regime 115/75°C – 90/70°C
5. Detail electrical design for the heating substation, cabinet for automatic regulation included.
6. Detail water and sewerage design for the heating substation
7. Detail design (mechanical and civil) for the hot water connection toward heating substation, temperature regime 115/75°C, nominal pressure 16
8. Plan of preventive protection measures

Bills of Quantities with detailed bills of measurements with accuracy +/- 3% included in each part of design documentation in Excel MS format

Remark:

All fixtures should be designed according to Location conditions issued by Department for Urban Planning. Designs should include all drawings and Bill of Quantities.

## **V Outputs:**

1. Conceptual design documentation set to be submitted for the Locational Conditions (for the)
2. Design documentation set to be submitted for the Building Permit
3. Detail Design to be submitted for the Application of Works
4. Technical control Report

All for the hot water connection (primary), heating substation, secondary level distribution network and internal heating installation for all 10 private houses, each approximately 60 m<sup>2</sup> gross area.

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 of the technical accuracy inspection – Technical control and shall be submitted together with a positive decision on the performed inspection.

he design plans must be amended and corrected according to all remarks of the PE "Toplovod" Obrenovac and must be approved by the PE "Toplovod".

The consultancy shall also be under the obligation to obtain the Location conditions, Building permit and Commencement of works approval, as well as all necessary approvals from utility companies which includes all corrections necessary for obtaining them. Taxes and fees for the approvals, as well as for the Location condition and Building permit will be obligation of the Investor.

The design must comprise clearly defined solutions, without any variations, to ensure that a public call for contractors and the construction of the facility 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 Flood Rehabilitation Support" project, within which this design activity is implemented
- Any field visits to collect additional information relevant to the project:  
Bidders will be enabled to visit the building site with UNOPS representative. Participants interested in visit have to contact UNOPS by email in the period of first five days from the tender announcement. Afterwards, common visit will be organized.

## **VII Inputs:**

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

The UNOPS Project Team shall ensure that the selected consultancy is forwarded all the available facts and information about the site.

*Contribution of the Consultancy:*

Within its bid, the consultancy must submit:

1. The fixed amount of the bid in RSD, signed and certified by the seal of the bidder.
2. The price should not include VAT (the project is a donation and therefore exempted from paying VAT)
3. List of designs serving similar purposes over the past five years. Company registration documents not older than six months.
4. 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;
5. List of licensed designers who will be responsible for each project stage together with their CVs, valid licences and a reference list of designs where they were responsible designers (required licences No: 330, 350 and 310)

6. Company registration documents, not older than 6 months, or the excerpt from the Registry of Bidders of the Serbian Business Agency.
7. Tax administration receipt, not older than 6 months from the date of the quotation, proving that the company paid all local and national taxes to be provided, or the excerpt from the Registry of Bidders of the Serbian Business Agency.

**Timeframe of the activity:**

This activity shall be conducted in period mid-November 2015 – February 2016.

Timeframe include obtaining all necessary conditions, approvals and permits for unhindered construction.

**Reporting**

Inception Report after 2 weeks of being contracted

Final Report

Updates as requested

**Payment**

- 50% of payment after receiving completed technical documentation for building permit approved by PE "Toplovod" Obrenovac with Technical control Report, approval seal.
- 10 % of payment after obtaining Building permit
- 30% of payment after receiving Bill of Quantities and detail deign approved by PE "Toplovod" Obrenovac
- 10% of payment after receiving all necessary approvals from the utility companies and relevant institutions and Commencement of works approval.

## 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.	<b>Development of the Detail Design for the connection of the newly built ten typical houses (approximately 60 m<sup>2</sup> gross area per each) to the public hot water heating system, as well as internal installation for central heating system in newly built 10 typical houses</b> as specified in the above Terms of References	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