

Request for quotation (RFQ) for services

**Provision of technical supervision of works
on the construction of Social Housing
Building in Obrenovac**

RFQ No: UNOPS-SFRS-2015-S-070

**Request for quotation (RFQ)
for Provision of technical supervision of works on the construction of
Social Housing Building in Obrenovac**

RFQ NO. UNOPS-SFRS-2015-S-070

Date: 15 October 2015

UNOPS is accepting quotations from suppliers for provision of technical supervision of works on Social Housing Building in Obrenovac.

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**

Any requests for clarification should be referred to Procurement Unit and should be sent to srpc.procurement@unops.org.

Note: This email address is for clarifications only. Received quotation through 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) or USD (United States Dollar) 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 in November 2015. The successful supplier is expected to complete the services in June 2016.

7 Quotations due

All quotations must be received at the email address stated below no later than:

Date: 26 October 2015
Time: 12:00h, noon, CET
UNOPS RSOC, Šumatovačka 59, Belgrade
Or E-mail: srpc.bids@unops.org
Contact person: Procurement Unit

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

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

8 UNOPS General Conditions of Contract

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

9 Clarifications

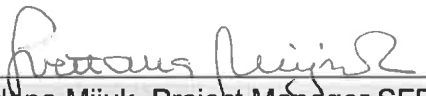
Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

10 Quotation form (Annex B)

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

Approved by:

Date:



Svetlana Mijuk, Project Manager SFRS

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 (Annex E);
- Company registration documents;
- Reference list of objects which include all objects which were supervised, constructed/reconstructed or designed;
- Previous Experience Form supported with references for at least 3 (three) similar projects (technical supervision/design of the construction/reconstruction of the residential or public buildings with a total gross area 25.000 m². One of these buildings must have minimum gross area 5.000 m²) that have been implemented over the past five years. This experience must be proof with final payment certificate and reference letters from the Clients;
- ISO 9001, ISO 14001 and ISO 18001 certificates should be provided;
- List of the proposed team members;
- CVs of the proposed individual engineers. Each team member must have relevant experience in technical supervision/construction/design in their respective areas of responsibility. This experience needs to be justified with the list of the supervised/constructed/designed contracts/buildings with details for at least 5 (five) similar project;
- Valid Licences for individual engineers for their respective areas of responsibilities as listed below;
- Certificate for Fire protection design developing issued by Ministry of Internal affair Republic of Serbia, Emergency sector for at least one member of proposed team;

The team must have, as the minimum, engineers with following licences for each type of the works:

- for the architectural works - one of the following licences: 400 or 300
- construction works - one of the following licences: 410 or 310
- for traffic solution - one of the following licences: 415 or 315
- for the electric installation - one of the following licences: 450 or 350
- for the electric installation - one of the following licences: 453 or 353
- for the mechanical installation - one of the following licences: 430 or 330,
- for the mechanical installation - one of the following licences: 433 or 333,
- for the energy efficiency – licence: 381
- The team members can be either permanently employed or be engaged on a service contract bases with the company.

ANNEX B**RFQ –Quotation form**

Quotation form must be completed, signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions of Quotation No.UNOPS-SFRS-2015-S-070 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
Procurement Unit
Sumatovacka 59 or
E-mail: srpc.bids@unops.org



ANNEX C

Terms of References

Technical supervision of works on construction of the Social Housing Building in Obrenovac

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 provide housing solutions 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 provision of social housing solutions to 32 flood affected families in Obrenovac. This will include construction of 32 social housing flats for 15 families accommodated in the barracks of the bankrupted enterprise "Termoelektro" and 17 Roma families accommodated in the collective centres Hotel Obrenovac and Military Barracks. These families do not have the ownership on the real estate and fall under the most vulnerable categories as they were neither eligible for any Government support and have not been considered for housing in any other donation effort, while having been kept in the collective centres from the first days of the May flooding to date.

The affected families should receive flats in a newly constructed building, following the model of social housing, in the available plot of land of the "Termoelektro" barracks, as is agreed with the Municipality of Obrenovac.

III. SCOPE OF CONSULTANCY

The Technical Supervisor will, under the direct supervision of SFRS Project Engineer and overall supervision of SFRS Project Manager, work on the Technical supervision of the works on Construction of Social housing building in Obrenovac with 32 flats for 32 flood affected families.

The company selected to perform the technical supervision will ensure that contractor incorporates all legal and technical requirements defined by State Regulations, as well as all works from the Detail Design for the subject building.

1. Introduction

SUMMARY OF TECHNICAL DESCRIPTION FOR CONSTRUCTION OF SOCIAL HOUSING BUILDING IN OBRENOVAC

The works will include construction of a residential building with social apartments on the cadastral plot No. 1457/1 in Cadastral Municipality Obrenovac, landscaping and construction of parking places on the plot with four access points for vehicles from two surrounding streets. The building is freestanding.

Building is functionally divided in two independent units with separate entrances, Unit A and Unit B, with windshields, ground floor and four upper floors in Unit A and five upper floors in Unit B. Each unit has 16 individual apartments, 32 in total. Both units have an elevator. The total gross building area of all floors is 2468,49 m² and the net area is 2.037,41 m².

Apart from apartments, ground floor contains the heating substation, two common rooms and two storage rooms. The upper floors consist of apartments and staircase in each unit.

Building is designed in the massive structural system. The roof is single pitched with slopes of 10° and 7° and covered with galvanised steel sheeting. All façade walls are designed with adequate openings.

The building is connected to the public heating system, equipped with installations of medium and low voltage and plumbing and sewage system. Both units have elevator.

The Design for building permit and the Detail design was completed in August 2015.

2. Documentation available to the Supervising Company

Secretariat for urban planning and construction will issue the building permit by the end of September 2015.

The permit will be issued according to the Design for building permit developed by GPD "KEJ" Valjevo.

The construction works will be performed according to the detailed design for construction works developed by GPD "KEJ" Valjevo. Detailed design for construction works contains the following books:

1. Detailed Architectural design
2. Detailed Construction design
3. Traffic solution and parterre Detailed design

4. Detailed design of the hydro-technical installations
5. Detailed design of the electric installations
6. Detailed design of the telecommunication installations
7. Detailed design of the thermo-technical installation
8. Detailed design of the elevators
9. Detailed design of the fire protection
10. Energy efficiency elaborate
11. Geotechnical investigation elaborate
12. Protocol of regulation and geodetic marking elaborate

The Design for building permit and the Detail Design are prepared based on the Location conditions issued by Secretariat for urban planning and Construction City of Belgrade – IX-20 N^o 350-554 dated on 17 July 2015.

Separate book with **Preventive Measures Plan** was developed for the needs of the construction.

3. The works that will be supervised by the Technical supervisor

The Technical supervisor will supervise the subject works according to the Rule book defining terms and procedures in execution of technical supervision during the construction (Official Gazette of the Republic of Serbia no.105/2003 dated on 18 October 2013).

The overall scope of Technical supervision is to protect investor's and funding source's interests by controlling the implementation of General and Particular Terms and conditions of the Contract for works signed with Contractor.

The technical scopes of supervision are the following works:

1. Architectural and Construction works
2. Hydro-technical installations (water, sewerage, rain sewerage)
3. Electric and telecommunication installations
4. Thermo-technical installation (heating and heating substation)
5. Mechanical works on the elevator
6. Civil works on the arrangement of traffic area and parterre planning
7. Fire protection

IV. Outputs:

1. Daily monitoring and control of the works on the construction site, as well the visit and inspection of the contractor's workshops where elements for the site are in production phase.
2. Control and daily signing of the Construction Diary ("Građevinski dnevnik") prepared by the Contractor.
3. Control and signing of the calculation pages of the construction book ("Obračunski listovi građevinske knjige") prepared by Contractor. This will have no impact on the payments due to the „lump sum price“ contract model, but it has to be produces due to the legal obligations and monitoring purposes.
4. Provision of the instructions to the contractor needed for the proper execution of the works.
5. Call for and organise regular biweekly site meetings with representatives of the Contractor, Obrenovac municipality, UNOPS SFRS Project Team and other key stakeholders as need arise. In case of urgent matters more frequent meetings should be organised.
6. Site meeting reports prepared and distributed to UNOPS SFRS Project Team and Obrenovac Municipality

V. Activities:

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

- Understand the "Serbia Flood Rehabilitation Support" project background,
- Permanent communication with Contractor during the process of construction,
- Communication with designers regarding provision of details and information that needs to be provided to the contractor to execute the works according to the design,
- Active and timely communication with the client – UNOPS SFRS Project Team and Obrenovac municipality regarding progress and quality of works and all other issues related to the subject construction,

- Communication with local administration (construction inspection, ecology inspection...) on the issues related to the legal aspect of the construction – marking of the construction line, report on the foundation finishing, report on the finishing of the building, location for the construction waste,
- Other connected activities that might improve construction process in terms of timeframe, quality, technical solutions and financial part of the project.

VI. Inputs:

Contribution from the UNOPS SFRS Project Team and Partners

UNOPS SFRS Project Team and partners on this project will assure that all available facts and information about the location, technical documentation, contract that will be controlled and other relevant data is given to the company working on the technical supervision.

Company's Input

The selected Company for Technical supervision should have proven expertise and experience in:

- Technical supervision of the building works, including all installation and surrounding area arrangement,
- Thorough knowledge and understanding of Serbia's building and construction legal framework, as well as all regulations governing subject buildings,
- Experience in working with FIDIC modality construction contracts is an advantage,
- Excellent communication and team building skills.

The Company shall provide:

- Reference list of objects which include all objects which were supervised, constructed/reconstructed or designed
- References for minimum 3 (three) similar projects (technical supervision/design of the construction/reconstruction of the residential or public buildings with a total gross area 25.000 m2. More than three are acceptable, but one of them must have minimum gross area 5.000 m2) that have been implemented over the past five years. Less than three will not be evaluated even if more than 25.000 m2. This experience must be proof with final payment certificate and reference letters from the Clients.
- ISO 9001, ISO 14001 and ISO 18001 certificates should be provided
- List of the proposed team members
- CVs of the proposed individual engineers. Each team member must have relevant experience in technical supervision/construction/design in their respective areas of responsibility. This experience needs to be justified with the list of the supervised/constructed/designed contracts/buildings with details for at least 5 (five) similar project
- Valid Licences for individual engineers for their respective areas of responsibilities as listed below.
- Certificate for Fire protection design developing issued by Ministry of Internal affair Republic of Serbia, Emergency sector for at least one member of proposed team.
- The team must have, as the minimum, engineers with following licences for each type of the works:
 - for the architectural works - one of the following licences: 400 or 300
 - construction works - one of the following licences: 410 or 310
 - for traffic solution - one of the following licences: 415 or 315
 - for the electric installation - one of the following licences: 450 or 350
 - for the electric installation - one of the following licences: 453 or 353
 - for the mechanical installation - one of the following licences: 430 or 330,
 - for the mechanical installation - one of the following licences: 433 or 333,
 - for the energy efficiency – licence: 381
- The team members can be either permanently employed or be engaged on a service contract bases with the company.

VII. Timing:

The Technical supervision will be conducted approximately in the period November 2015 to June 2016 (maximum expected time for construction is 7 to 10 months)

VIII. Reporting:

The presents of a technical supervision on the construction site should be as construction works required. The technical supervisor needs to produce biweekly and monthly progress reports. All reports needs to be submitted timely with relevant details incorporated.

The reports need to cover period between the moments when contactor enters the site to the technical commissioning of the building.

Official language of communication with client is English.

ANNEX D
Financial offer

QUOTATION			
BIDDER'S PRICES (Price & Currency to be entered by Bidder in RSD or USD) VAT excluded 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:
			TOTAL OFFERED PRICE (VAT excluded)
1.	Provision of technical supervision of works on Social Housing Building 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

UNOPS Headquarters
Marmorvej 51
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2100 Copenhagen
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