

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

**Provision of Technical Supervision of  
the Works on the Rehabilitation and  
Renovation of the Sports and Culture  
Centre in Obrenovac**

**RFQ No: UNOPS-SFRS-2015-S-073**

**Request for quotation (RFQ)  
for Provision of Technical Supervision of the Works on the Rehabilitation  
and Renovation of the Sports and Culture Centre in Obrenovac  
RFQ NO. UNOPS-SFRS-2015-S-073**

Date: 29 October 2015

UNOPS is accepting quotations from suppliers for Provision of Technical Supervision of the Works on the Rehabilitation and Renovation of the Sports and Culture Centre in Obrenovac. All interested parties must complete and return the attached price sheet to the following address:

**UNOPS Serbia Operations Centre  
Šumatovačka 59  
11000 Belgrade, Serbia**

or to the following e-mail address: [srpc.bids@unops.org](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 June 2016.

## 7 Quotations due

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

**Date: 10 November 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: reference list of buildings which include all buildings which were supervised, constructed/reconstructed or designed over the past five years.
- References for minimum 5 (five) similar projects (technical supervision/design of the construction/reconstruction of the public buildings with a total gross area 40.000 m2. More than five projects are acceptable, but one of them must have minimum gross area 8.000 m2) that have been implemented over the past five years. Minimum three references have to be buildings related to sport and culture – sports centre, sports hall, hall of culture, theatre or similar. Less than five projects will not be evaluated even if more than 40.000 m2. This experience must be supported with final payment certificate and reference letters from the Clients.
- ISO 9001, ISO 14001 and ISO 18001 certificates should be provided.
- List of members of the proposed team with 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 buildings.
- Valid Licences for individual engineers for their respective areas of responsibilities as listed in the Terms of References.
- The selected company for technical supervision/design should have proven expertise and experience in:
  - Technical supervision of the architectural and construction works, including all installation;
  - 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;
- One of the engineers from the proposed team must be certificated for the developing of the Fire protection design and for the design and construction of special systems and fire protection measures, both issued by Ministry of Internal affair republic of Serbia, Emergency sector.
- The team members can be either permanently employed or be engaged on a service contract bases with the company.
- Company registration documents, not older than 6 months, or the valid 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 valid excerpt from the Registry of Bidders of the Serbian Business Agency.

**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-073 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

#### Technical supervision of the works on the rehabilitation and renovation of the Sports and Culture Centre in Obrenovac

##### I. Background:

“Serbia Rehabilitation Support after Floods” project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), and the Norwegian Ministry of Foreign Affairs, as a response to devastating floods that hit Serbia in May 2014.

The overall objective of this action is to contribute to the efforts of the Government of Serbia to support the municipalities affected by May 2014 floods to restore living and working conditions. By extending assistance for rehabilitation of public buildings of primary importance (kindergartens, schools, health and cultural institutions) this project will directly aid the recovery process in the municipalities that suffered from the floods.

The specific objective of the project is to support the citizens of the municipalities affected by the floods to restore their living conditions, and to establish normal functioning of kindergartens, schools, health and cultural institutions.

The project will deliver four results:

- **Result 1:** Working conditions restored to normal in up to 12 kindergartens and schools in municipalities affected by the floods
- **Result 2:** Provision of services restored to normal in up to 18 health care institutions affected by the floods
- **Result 3:** Functioning of up to five cultural institutions affected by the floods restored to normal
- **Result 4:** Additional equipment provided for up to eight schools that are reconstructed from other funding sources but not fully equipped.

The final beneficiaries of the action are municipalities where public institutions will be rehabilitated and equipped; the Flood Affected Areas Assistance and Recovery Office, the Ministry of Education, Science and Technology Development, the Ministry of Health and the Ministry of Culture and Information.

The project will closely cooperate with the key stakeholders in order to achieve the planned results: the Government of Serbia Commission for Damage Assessment, the SEIO, the line ministries (the Ministry of Construction, Transport and Infrastructure, the Ministry of State Administration and Local Self Government, the Ministry of Education, Science and Technology Development, the Ministry of Health); local self-governments, and the Serbian Chamber of Engineers.

## II. Justification

One of the Project's results is to restore to normal functioning in up to five cultural institutions in the municipalities affected by the floods. The Sports and Culture Centre in Obrenovac was assessed as the most important facility of culture and sport in the municipality by the municipal authorities and Ministry of Culture. Sports and Cultural Centre in Obrenovac consists of four buildings on four different locations, which operate independently. One of them is Hall of Sports and Culture Centre.

### I. 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 rehabilitation and renovation Sports and Culture Center in Obrenovac.

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 Rehabilitation Design for the subject building.

#### 1. Introduction

#### SUMMARY OF TECHNICAL DESCRIPTION FOR REHABILITATION AND RENOVATION OF SPORTS AND CULTURE CENTRE IN OBRENOVAC

Sports and Culture Centre in Obrenovac is a building constructed for a special purpose in the 1980s, in order to enable holding theatrical, cultural and sporting events. The existing building consists of two separate parts: a cultural centre and sports hall.

Hit by floods in May last year, the building was significantly damaged due to the presence of water, and was therefore closed and needs full repair. Since the building is designed and constructed as two independent functional and technological units, the design of repair and adaptation provides for construction in phases.

All repair and adaptation works on the building are divided into 4 phases:

- Phase 1 - repair and adaptation of small and large theatre hall with support facilities, as well as all previous preparatory works,
- Phase 2 - repair and adaptation of sports hall with support facilities,
- Phase 3 – repair of other/administrative premises of the cultural centre, and
- Phase 4 - repair of the entire façade.

The roof was repaired in 2008 and is not included in the rehabilitation design.

#### Subject of rehabilitation and renovation works are phases 1, 2 & 3

Repair and adaptation works of Phase 1, 2 & 3 shall solve the problems resulted from the floods in the area, and provide for adjustments in accordance with new regulatory changes regarding: fire protection, energy

efficiency, Design for All (access by persons with disabilities to all areas of the building), new technologies for cultural centres.

Preliminary works of Phase 1 include all necessary previous works, as well as joint systems of installations needed for the functioning of the facility: repair of heat substation, repair of the existing installations of automatic fire alarm, repair of hydrants and external water-engineering installations.

Repair of the theatre block, i.e. Phase 1 includes the following areas within the building: a large universal theatre hall (capacity of 540 visitors), a small hall (capacity of 100 visitors), and support facilities (entrance foyer, sanitary facilities, cloakroom, workshop, depot and technical rooms (air-handling unit room and a projection room).

Repair of the sports hall, i.e. Phase 2 covers the following areas within the building: a large sports hall (capacity 1,750 visitors) and supporting areas (entrance foyer and corridors, sanitary facilities, dressing rooms and technical rooms (room for air handling units).

Repair of auxiliary premises, i.e. Phase 3 covers the following areas within the building: offices for the management at the ground floor, offices for accounting, technical and other departments on the first floor, café, art gallery (capacity of 100 visitors), facilities for radio, library, accompanying communications, sanitary and technical rooms of this particular area.

Repair works on the theatre block include the following:

- civil and specialist's works for repairing the consequences of flooding: repair of the capillary moisture, repair of walls and wall linings, repair of floors and flooring, repair of ceiling, replacement of joinery and metal work, closure of the area beneath the stairs with light partitions, and all other civil works associated with the installations.
- Installation works: replacement of devices, equipment and installations damaged by the floods with new ones of the same capacity (including: stage equipment and theatre hall systems; a new scoreboard, reflectors and other sports hall equipment);
- elimination of barriers to access of persons with special needs: introduction of 2 platforms for overcoming the height difference, and construction of external ramps for entering the building;

Bill of quantity provides for standards and regulations that must be met in terms of incorporated construction materials, as well as system installation and equipment for cost-efficient and long-term exploitation of the building.

## 2. Documentation available to the Supervising Company

Ministry for construction, transportation and infrastructure issued the Act of approval of rehabilitation and renovation works according to the Rehabilitation Design developed by design company Euro Gardi Group, Novi Sad.

The rehabilitation works will be performed according to the detailed rehabilitation design developed by design company Euro Gardi, Novi Sad. Detailed rehabilitation design for rehabilitation works contains the following books:

1. Detailed Architectural design
2. Detailed Construction design
3. Detailed design of the hydro-technical installations
4. Detailed design of the electric installations
5. Detailed design of the telecommunication installations
6. Detailed design of audio equipment for Sports Hall
7. Detailed design of lighting, audio, video and scene mechanic of theatre hall
8. Detailed design of automatic fire alarm
9. Detailed design of the thermo-technical installation
10. Detailed design of vertical lifting platform
11. Detailed design of inclined lifting platform
12. Detailed design of the fire protection
13. Energy efficiency elaborate
14. Preventive Measures Plan

## 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.

### II. 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 weekly 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

### III. 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.

### IV. 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 architectural and construction works, including all installation,
- 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:**

1. Reference list of buildings which include all buildings which were supervised, constructed/reconstructed or designed
2. References for minimum 5 (five) similar projects (technical supervision/design of the construction/reconstruction of the public buildings with a total gross area 40.000 m<sup>2</sup>. More than five projects are acceptable, but one of them must have minimum gross area 8.000 m<sup>2</sup>) that have been implemented over the past five years. Minimum three references have to be buildings related to sport and culture – sports centre, sports hall, hall of culture, theatre or similar. Less than five projects will not be evaluated even if more than 40.000 m<sup>2</sup>. This experience must be supported with final payment certificate and reference letters from the Clients.
3. ISO 9001, ISO 14001 and ISO 18001 certificates should be provided
4. List of the proposed team members
5. 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
6. Valid Licences for individual engineers for their respective areas of responsibilities as listed below.
7. 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 mechanical installation - one of the following licences: 436 or 336
  - for the energy efficiency – licence: 381

One of the engineers from the proposed team must be certificated for the developing of the Fire protection design and for the design and construction of special systems and fire protection measures, both issued by Ministry of Internal affair republic of Serbia, Emergency sector.

The team members can be either permanently employed or be engaged on a service contract bases with the company.

**V. Timing:**

The Technical supervision will be conducted approximately in the period mid-November 2015 to mid-July 2016 (maximum expected time for construction is 6 to 8 months)

**VI. 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			
<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>Provision of Technical Supervision of the Works on the Rehabilitation and Renovation of the Sports and Culture Centre in Obrenovac</b> as specified in the above Terms of References	1	

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

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