

Request for Quotation (RFQ) for Services

Provision of Technical Documentation for Protection from Erosion and Torrents in the Pcinja River Basin

RFQ Ref No: UNOPS-EP-2016-S-033

Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for provision of technical documentation for protection from erosion and torrents in the Pcinja river basin – RFQ Case No.: UNOPS-EP-2016-S-033

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - Form A: Quotation Submission Form
 - Form B: Price Schedule Form
 - Form C: technical Quotation Form
 - Form D: Previous Experience Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:



Name: Graeme Tyndall
Title: UNOPS RSOC Manager
Date: 15 April 2016

Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the provision of Supply of services for provision of technical documentation for protection from erosion and torrents in the Pcinja river basin as further described in Section III: Schedule of Requirements.
Contact person for correspondence, notifications and requests for clarifications	All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to: srpc.procurement@unops.org United Nations Office for Project Services Republic of Serbia Operations Centre Šumatovačka 59 11000 Belgrade, Serbia ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below.
Clarifications	Requests for clarification from bidders will not be accepted any later than 25 April 2016. Responses to requests for clarification will be communicated through LBHT web site (http://www.sagradimodom.org) and European PROGRES website (www.europeanprogres.org) under RFQ Case UNOPS-EP-2016-S-033 (Public Calls/Tenders).
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 90 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in RSD (Republic of Serbia Dinars) . UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above.
Duties and Taxes	All quotations shall be submitted net of any direct taxes, customs duties and indirect taxes and VAT.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations must be submitted by 27 April 2016, 12:00h .
Quotation submission	Quotations must be submitted as follows: Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request. All quotations must be submitted to the following address Address: Šumatovačka 59, 11000 Belgrade, Serbia Or to E-mail: srpc.bids@unops.org Contact person: Suzana Tanaskovic Quotations submitted shall be binding and valid for a period of ninety 90 days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order. 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.

Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> 1. Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> - Bidder is eligible as defined in Instructions to Bidders, Article 3 - Completeness of the Quotation: all Returnable Bidding Forms and other documentation requested have been provided and are complete and properly signed - Bidder accepts UNOPS General Conditions of Contract and UNOPS General Conditions for Professional Services 2. Qualifications of the Bidder will be assessed as per below qualification criteria: <ul style="list-style-type: none"> - Bidder must be registered for provision of technical documentation or construction of hydro-technical structures and should be in continuous business for the last three (3) years - Bidder paid all local and national taxes; positive company's status proved by financial and solvency reports and total turnover of minimum RSD 50,000,000.00 within the last 3 years - Bidder has relevant experience proven by adequate reference letters and contracts with minimum aggregate amount of RSD 15,000,000.00 in the last 5 years - Proposed team of engineers has the required licenses, expertise and professional experience - Bidder has adequate equipment for geodesic and geological research - Bidder must also identify and disclose all information regarding any related entity/s, if any, by providing full legal name and address of the related entity/s. Should there be no related entities, the Bidder must provide a statement to that effect 3. Technical compliance of the offered services. The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> - Services offered, proposed work plan and detailed methodology in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. 4. Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p>
Partial quotations	<p>Partial quotations shall not be allowed. Bidders must quote prices for the total services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.</p>

Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> • Form A: Quotation Submission Form • Form B: Price Schedule Form • Form C: Previous Experience Form • Document from Business Registers Agency, not older than 6 months from the date of the proposal; • Tax administration receipts that the company paid all local and national taxes or the proof that they are on the vendors/qualified bidders list with the Business Registers Agency – document not older than 6 months from the date of the proposal; • Financial statements and solvency reports for last 3 years to be provided proving minimum RSD 50,000,000.00 of total turnover within the last 3 years; • Letters of Recommendation supporting minimum 3 references listed in Previous Experience Form for producing of technical documentation for the protection from erosion and torrents in the basin of the river, during the last 5 years, out of which minimum 1 reference must be for the Design for Civil Permit or Main Design that includes Geotechnical research and provision of the geological conditions and geodetic survey for the purpose of the designing; • Minimum 1 reference supported by Letter of recommendation for the execution of geodesic recording for similar projects during the last 5 years; • List of equipment for geodesic recording; • Minimum 1 reference supported by Letter of recommendation for the execution of geological research for similar projects during the last 5 years; • List of equipment for geological research; • Signed contracts for provision of Technical Documentation for similar projects dealing with protection from erosion and torrents in the basin of the river. The aggregate amount of all contracts should be minimum RSD 15,000,000.00 in the last 5 years; • CV of Team Leader with background in projects dealing with protection from erosion and torrents in the basin of the river with 10 years of experience in design and valid licence for responsible designer no. 375 issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers). Lead Engineer must prove relevant professional experience in Main Designs during the last 5 years in at least 2 (two) Technical Documentation for similar Projects for the protection from erosion and torrents in the basin of the river, with decisions of appointment as responsible designer; • List of minimum five proposed Team members/responsible designers as well as the personal CVs and copies of valid professional licences issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers): <ul style="list-style-type: none"> - one of them Forestry Engineer with a valid licence no. 375, - two of them Civil Engineer with valid licence no. 313 or 314, - one of them Geodetic Engineer with a licence no. 372 - one of them Geological Engineer with a licence no. 391 or 392, <p>The five key experts from the Team members/responsible designers must have 5 years of experience in designing. All key experts must prove relevant professional experience and that each one of the key experts</p>
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	<p>participated in developing at least 1 (one) Design for Civil Permit or Main Design for protection from erosion and torrents in the basin of the river;</p> <ul style="list-style-type: none"> • employment booklets or service contracts for minimum six (6) engaged personnel employed (Team Leader and five Team Members - pursuant to Art. 197, 202, 199 of the Labour Legislation); • Proposed work plan and detailed methodology/approach • Time schedule and manpower estimate
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): Contract for Services
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS Conditions of Services for Contracts less than USD 50,000 in value</p> <p>The conditions are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</p>
Signing of Contract	UNOPS plans to award the Contract by 06 May 2016
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature</p>

Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- i. is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by UNOPS (UNOPS Ineligibility List) and other Agencies, Funds or Programs of the UN System;
- ii. is included in UN/PD's suspended and removed vendors list;
- iii. is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- iv. is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals;

All Bidders are expected to embrace the principles of the United Nations Supplier Code of Conduct, given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the United Nations Global Compact.

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ or bid process by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person, will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENCY(IES)

The quotation shall be made in the currency(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currency(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the UNOPS Vendor Sanctions Procedures, and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

12. BID PROTEST

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org.

Section III: Schedule of Requirements

TERMS OF REFERENCES

For producing technical documentation of Conceptual Design, Design for Construction Permit and Detailed Design for Protection from Erosion and Torrents in the Pčinja river basin.

1. INTRODUCTORY NOTES AND ISSUES

River Pčinja is made of several tributaries on the west slope of Dukat mountain, near the village Radovnica from where it flows westwards under the name of Tripušnica. The river valley creates a micro-region with the centre in Trgovište where Tripušnica is joined by Kozjedolska River and Lesnička river from the south. Downstream from this the formed watercourse represents the Pčinja river. The surface of the river basin is $A = 3140 \text{ km}^2$, out of which 1247 km^2 is on the territory of Serbia while the remaining 1893 km^2 is on the territory of Macedonia where it flows into the Vardar river.

- Typical discharge is:
 - For river Pčinja
 - $Q_{1\%} = 340.0 \text{ m}^3/\text{s}$
 - $Q_{2\%} = 265.0 \text{ m}^3/\text{s}$
 - $Q_{cp\%} = 3.15 \text{ m}^3/\text{s}$
 - For river Tripušnica, with river basin surface area of 198 km^2
 - $Q_{1\%} = 212.0 \text{ m}^3/\text{s}$
 - $Q_{2\%} = 163.0 \text{ m}^3/\text{s}$
 - $Q_{cp\%} = 1.83 \text{ m}^3/\text{s}$
 - For Kozjedolska river, with river basin surface area of 72 km^2
 - $Q_{1\%} = 181.0 \text{ m}^3/\text{s}$
 - $Q_{2\%} = 141.0 \text{ m}^3/\text{s}$
 - $Q_{cp\%} = 1.32 \text{ m}^3/\text{s}$
 - For Lesnička river, with river basin surface area of 77 km^2
 - $Q_{1\%} = 104.0 \text{ m}^3/\text{s}$
 - $Q_{2\%} = 81.0 \text{ m}^3/\text{s}$
 - $Q_{cp\%} = 0.68 \text{ m}^3/\text{s}$

Upper part of the Pčinja river basin (river basins of Tripušnica, Kozjedolska and Lesnička river) is characterized by mountainous land, with large decline, gorge-like valley and numerous rapids i.e. tributaries with torrential features. The characteristics of the river Pčinja are changed downstream from Trgovište and it flows through the wide and shallow valley with small declines in the river-bed that form numerous meanders. River Pčinja, together with its tributaries represents an extreme torrent that carries large quantities of sediments. The river-bed does not dry up. In the summer period with low water level it has a steady and relatively even discharge.

Flooding of river Pčinja occurs frequently after abundant rainfall. Flooding in 2010 is especially important since there was outflow of Pčinja, Kozjedolska and Lesnička rivers. Trgovište and its surrounding were particularly affected by this flood. Infrastructure was greatly damaged and the river-bed deepened even by 1.5 m. Banks and fortified embankments were demolished. Arable agricultural land in the valley was flooded. Erosion of river banks resulted in the changing of Pčinja watercourse.

1.2. Works executed on development of the Pčinja river-bed and river basin

Pčinja river was known in the past for frequent torrential floods and that is why in the second half of 20th century anti-erosion works were performed to protect the river basin. Afforestation was conducted as well as the reorientation of cultures and plots for contour farming. Works were also performed to develop torrents in order to protect the corridor but the works only consisted of partial regulation of Tripušnica and Pčinja rivers. Technical works on tributaries were not executed.

- River Pčinja was regulated at the length of 430 m in order to protect the inhabited part of Trgovište. The regulation was performed according to the "Main design for the regulation of the lower flow of river

Tripušnica on the section that passes through Trgovište”, designed by the company for civil and electromechanical engineering designs “Hidroprojekat” from Belgrade in 1977.

- Along the right bank a protective quay wall was built out of concrete. The river-bed is with one inundation on the left bank, with minor river-bed 18 m wide and major river-bed 24.5 m wide. The bottom of the regulation is made of rock in cement mortar. At the beginning and end of the regulation there are inflow and outflow structures with 8 layers along the regulated river-bed. The inclination of the river-bed slope is 1:1.
- Ovčarski stream was regulated in the Radovnica settlement. Regulation was performed according to the “Main design of anti-erosion works and measures in the Ovčarski stream bed and basin”, designed by VO “Erozija” from Vladičin Han in 1973. The works involve landfill barrier of 4 m useful height, with absorption basin and stone respond in cement mortar around 200 m long, 2 m wide at the bottom and inclination of the river-bed slope of 1:1. The width at the top of the regulation is 4 m.
- After the floods in May 2010 the “Main design of urgent works on the regulation of river Pčinja, Tripušnica and Kozjedolska river in the zone of Trgovište settlement” was produced by the design company “Hidroprojekat” from Zrenjanin in 2013 as well as the “Main design of rehabilitation” consisting of three phases:
 - Phase 1: “Reconstruction of the demolished retaining wall on the right bank of the Pčinja river downstream from the bridge and reinstating the river Pčinja river bed in the bridge zone with additional protection for the bare pillars of the bridge”
 - Phase 2: “Regulation of rivers Pčinja, Tripušnica and Kozjedolska river, 1 km in length – encompassing the inflow location for Tripušnica and Kozjedolska river”
 - Phase 3: “Regulation of 249 m of Kozjedolska River from the river-bed and execution of works on the regulation of Lesnička river, 320 m upstream from the inflow into the Kozjedolska river”.

The works have been executed according to the designs from Phase 1 and Phase 2.

2. GOAL AND TERMS OF REFERENCE

- The designed works aim to protect the river basin from erosion and prevent the torrential floods with the application of the *Concept of Integral Development of Torrential Sub-river Basins*. The designed works should include biological, bio-technical and technical works.
- The biological works should involve the combination of the basic elements of vegetation: grass, shrubs and tall vegetation in order to prevent the erosion of the surface layer, reduce the surface runoff and increase the forest coverage coefficient.
- Bio-technical works, depending on topographic conditions and geo-mechanical characteristics, should involve the possibility to terrace the sides of valleys, to make steps, contour trenches, wattle-works etc.
- Technical works should involve the construction of stockpiling-consolidation barriers, gabion barriers, thresholds, cascades, line regulation structures etc. In case there is a need to design technical works in the river bed itself, the planned structures should be tied up to the existing regulations and structures, and the project documentation should be harmonized with the existing technical documentation for the development of the Pčinja river-bed.
- Terms of reference involve the production of technical documentation for the Detailed Design for Protection from Erosion and Torrents in the Pčinja river basin. Before the Detailed Design there should be the production of technical documentation for the Conceptual Design in order to obtain the location requirements and then comes the Design for Construction Permit for Protection from Erosion and Torrents in the Pčinja river basin in order to get the construction permit.

3. MAPS FOR DESIGN

3.1. Existing technical documentation

- “Main design for the regulation of the lower flow of river Tripušnica on the section that passes through Trgovište”, designed by the company for civil and electromechanical engineering designs “Hidroprojekat” from Belgrade in 1977.

- “Main design of anti-erosion works and measures in the Ovčarski stream bed and basin”, designed by VO “Erozija” from Vladičin Han in 1973.
- “Main design of urgent works on the regulation of river Pčinja, Tripušnica and Kozjedolska river in the zone of Trgovište settlement” produced by the design company “Hidroprojekt” from Zrenjanin in 2013 as well as the “Main design of rehabilitation” consisting of three phases:
 - Phase 1: “Reconstruction of the demolished retaining wall on the right bank of the Pčinja river downstream from the bridge and reinstating the river Pčinja river bed in the bridge zone with additional protection for the bare pillars of the bridge”
 - Phase 2: “Regulation of rivers Pčinja, Tripušnica and Kozjedolska river, 1 km in length – encompassing the inflow location for Tripušnica and Kozjedolska river”
 - Phase 3: “Regulation of 249 m of Kozjedolska River from the river-bed and execution of works on the regulation of Lesnička river, 320 m upstream from the inflow into the Kozjedolska river”.

3.2. Survey maps

Survey maps should be made in accordance with the current regulations in order to provide the data for the design and execution of works on the structures. For production of technical documentation in question the cadastral and topographical plans will be used at the appropriate scale, to show the position of the structures: technical, bio-technical and biological and the detailed layout drawings for the design of structures.

3.2.1. Survey maps for designing technical works

For desing of technical works (transverse and longitudinal) the following is required:

- To set up an operational polygon along the right or left bank (according to the situation in the field) of the treated river section and its breakpoints should be linked to the state survey network.
- To survey the cross sections from the polygon points, approximatively perpendicularly to the existing flow, at a distance of 20 m by terrain breakpoints, water breaches, highest depths of the river-bed and high banks, encompassing the width of around 40 meters (20 meters left and 20 meters right from the axis of the existing course).
- To make a layout drawing based on the data of the surveyed detailed points i.e. to map the surveyed detailed points and form a detailed location plan showing the river-bed by water breaches and banks for positions, of all structures on the riverbanks.
- The layout drawing must contain cadastral land plots. Water soil should be separately marked on the drawing. All points should be connected to the state survey network.
- The layout drawing and the cross sections must have the marked water supply network, sewage, postal cables with their elevations and all other installations if they exist. The existing structures like local and forest road, gaps etc. should be surveyed in detail.

3.2.2. Survey maps for designing bio-technical works

While designing the bio-technical works it is necessary to provide the exact location (xy coordinates) of the planned structures on the layout drawing (cadastral-topographic map).

3.2.3. Survey maps for designing biological works

While designing the biological works it is necessary to show the surface area on which the protective biological works of afforestation and grass cultivation are planned on the layout drawing (cadastral-topographic map). For designing the biological works on the state-owned land (forest and agricultural land) the planning documents should be used (The Fundamentals of Forest Management and Agricultural Land Management Plans).

3.4. Geological maps

For the purposes of producing technical documentation, a borehole or an open pit should be made in places of future barriers 3 meters deep from the existing bottom of the river-bed. For separate sections -layers, samples should be taken and tested in the laboratory. Interpretation of obtained results on geotechnical characteristics of the sections that appeared should be shown in a separate study that is the integral part of

technical documentation for protection from erosion and torrents in the Pčinja river basin. The geotechnical study should contain:

- overview and explanation of the investigative works programme,
- detailed overview of results obtained through laboratory testing,
- overview of geological and hydro-geological features of terrain,
- overview of geo-technical features of terrain on locations of designed structures,
- calculation of static and filtration stability of soil and defining the conditions for foundation engineering and construction of technical structures for protection from erosion and torrents.

3.5. Hydrological maps

For the purposes of producing technical documentation, it is necessary to perform hydrological calculation of high waters from different return periods for watercourses within Pčinja river basin. This calculation should be done with the newest methods for un-investigated river basins using a solid series of data from the closest rain gauge stations for $Q_{1\%}$, $Q_{2\%}$ and $Q_{5\%}$. For calculated water $Q_{1\%}$ should be adopted. The opinion of Republic Hydro-meteorological Service of Serbia is required for the obtained results.

3.6. Hydraulic maps

Based on the completed geodetic, geological and hydrological mapping as well as the obtained required opinions, requirements and consents from the competent institutions, a hydraulic calculation should be done with the previous analysis of the existing terrain and structures on the said sections, with calculated high water. Based on the calculated water level and longitudinal falls, the structures for retaining the eroded sediments should be designed as well as the stabilization of the bottom of the river –bed, having in mind the characteristics of the Pčinja River, the damage caused by torrential watercourses and sediments.

4. ACTIVITIES ON DRAFTING DESIGNS AND THE CONTENT OF DESIGNS

4.1. Conceptual design

Conceptual design for protection from erosion and torrents in the Pčinja river basin should contain:

- The main notebook of conceptual design consisting of the basic content from Annex 1, *Rulebook on content, manner and procedure for producing and manner of performing control of technical documentation by class and purpose of the structure* ("Official Gazette of RS", number 23/2015):
 - Data on name and address of the Investor for the building of structure
 - Excerpt from the court registry for the company that developed the design
 - Authorizations for designing for persons participating in the design development
 - Decision on determining the main and responsible designer
- General documentation of Conceptual Design consists only of the mandatory content specified in Article 28 of the *Rulebook*, from Annex 9.
 - Textual documentation of Conceptual Design contains the technical description of designed structures
 - Numerical documentation of Conceptual Design contains the overview of structures with their use and number of functional units
 - Graphic documentation of Conceptual Design contains the graphic annexes at appropriate scale:
 - layout drawing with the position of structures on the location, shown outline, dimensions, characteristic elevation points, distance from the neighbouring plots and neighbouring structures (1:1000–1:200),
 - plans, characteristic cross-sections and appearance of structures (1:500–1:200).
 - Graphic documentation of Conceptual Design for line regulation structures contains the graphic annexes at appropriate scale:
 - layout drawing and longitudinal profile of the route (1:25000–1:2500),
 - general dispositions of larger structures,
 - characteristic cross sections (1:100–1:25).
- Conceptual Design for engineering structures contains only those parts that are necessary for issuing of location requirements, according to the rules of profession.

- Obtaining the complete documents (information on location, copies of plans, certificate of title, topographic - cadastral mapping etc.) necessary for issuing location requirements.
- Obtaining of location requirements.

4.2. Design for Construction Permit and Detailed Design

Design for construction permit is developed in order to obtain the decision on construction permit. The design for construction permit has to contain the statement of the main designer, responsible designer and the person executing technical control, confirming that the design was done in accordance with the location requirements, regulations and rules of profession.

Main project is developed for executing the construction works. The detailed design is a set of harmonized designs determining construction, technical, technological and exploitation features of the structure with equipment and installations, technical, technological and organisational solutions for the construction of structure, investment value of the structure and conditions for maintenance of the structure. The detailed design has to contain the statement of the main designer and responsible designers confirming that the design was done in accordance with the location requirements, construction permit, design for construction permit, regulations and rules of profession.

Design for Construction Permit and Detailed Design for Protection from Erosion and Torrents in the Pčinja river basin should contain:

- General documentation for the design,
- Terms of reference verified by the Investor,
- Textual documentation:
 - Technical report:
 - Description of river basin and river bed
 - Basic parameters of the river basin
 - Overview of the main problems in the river basin, on the main watercourse and tributaries
 - Hydrographic features of the river basin (hydrographic map)
 - Geological features of the river basin (geological map)
 - Pedologic features of the river basin (pedologic map)
 - Manner of soil usage (Map of soil usage)
 - Erosion in river basin (Map of erosion)
 - Bill of quantities - BoQ
 - Estimated BoQ
 - Technical conditions for execution of works
- Numerical documentation:
 - Coordinates and levels of geodetic points that will be used during the construction
- Workplace safety measures
- Measures for prevention of negative impacts on the environment in the period of works execution
- Survey maps (topographic - cadastral maps)
- Clear map of the area at the scale of 1: 25 000
- Hydrologic calculation (maximum water discharge)
- Calculation of production and carrying through the sedimentation
- Concept of designed solutions with explanation for adopted solutions for protection from sedimentation
- Order of executing works
- Graphic annexes:
 - Layout drawing, scale of 1:1000
 - Longitudinal section, scale of 1:100/1000
 - Cross section, scale of 1:100
 - Drawings of transverse structures scale of 1:100
 - Structure details, scale of 1:20

NOTE:

- The Investor does not have at his disposal other technical documentation specified in the part 4.1. The existing technical documentation. The Investor had insight into the stated technical documentation during the work on individual cases. It is presumed that technical documentation is to be found at local governments or competent public enterprises that were entrusted with the tasks from this area.

- All necessary requirements for design stipulated in the Law on Planning and Construction, will be obtained by the designer on behalf of Public Water Management Company "Srbijavode" at his own expense, which involves the preparation and submission of request and production of offprints and documents needed to get the requirements, opinions and consents that they will obtain with authorization (proxy) issued by the PWMC "Srbijavode". The costs of the document preparation will be calculated in the price of production of technical documentation through the specification of works compliant with the terms of reference.
- The financier is obliged to engage the technical control of project documentation after the production of technical documentation for the Design for Construction Permit so that after the commission for technical control provides a positive opinion the designer may continue to obtain other acts (water consent) and construction permits and start with production of the Detailed Design.

The Design is made in 6 printed copies and 2 digital copies on CDs. The digital copies are submitted so that one copy is in PDF format and the other contains the text in Word, tables in Excel, databases in Access, drawings in DWG and spatial data in Shape format. The design is accompanied by submitted originals of all collected requirements, consents, opinions, solutions and maps (copies of plans and certificates of title) during the production of technical documentation.

Deadline for the production of design is one year from the day of mutual signing of the contract for the production of design.

Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

Subject: Quotation for the supply of [Insert a brief description of goods/services] in [Name of country/city], RFQ Case No.[insert RFQ ref number], dated [insert date]

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract.
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: Bid Particulars, Period of Validity of Bids] from the date fixed for the bid submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- d. 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;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DP, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- h. 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, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this quotation and bind [insert full name of bidder] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Signature: _____

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

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

Currency	RSD
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	Description	Total price
1.	Preparation of Technical Documentation of Conceptual Design, Design for Construction Permit and Detailed Design for Protection from Erosion and Torrents in the Pcinja River Basin	insert

Payment terms 30 days accepted: Yes

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors]

(B) _____

(C) _____

I, the undersigned, certify that I am duly authorized by **[insert full name of Bidder]** to sign this quotation and bind **[insert full name of Bidder]** should UNOPS accept this quotation:

Name : _____

Title : _____

Date : _____

Signature : _____

Form C: Technical Quotation Form

Section 1: Offeror's qualification, capacity and expertise	
1.1	<p>Brief description of the organization, including the year and country of incorporation, and types of activities undertaken</p> <p>[Insert response here]</p>
1.2	<p>Relevance of specialised knowledge and experience on similar engagements done in the country/region</p> <p>[Insert response here]</p>

Section 2: Proposed Methodology, Approach and Implementation Plan	
2.1	<p>Understanding of the requirement, description of available mechanisms and tools; how they shall be adopted and used for a specific requirement</p> <p>[Insert response here]</p>

Section 3: Key personnel proposed			
3.1	Name and Nationality	Position to be Assumed in this Contract	Requirements as per Terms of reference
	[Insert]		<i>Copy the requirements in the TOR</i>
	[Insert]		
	[Insert]		
	[Insert]		
	[Insert]		
	[Insert]		
3.2	<p>Qualifications of key personnel proposed</p> <p>[For each of the names identified above, attach his/her CV]</p>		

Name : _____

Title : _____

Date : _____

Signature : _____

Form D: Previous Experience Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Description of services/goods	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Name : _____

Title : _____

Date : _____

Signature : _____