

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

Provision of Main Design for the  
Reconstruction of Sports and Cultural  
Centre in Obrenovac

**RFQ No: UNOPS-SFRS-2014-S-059**

**Request for quotation (RFQ)  
for Provision of Main Design for the Reconstruction of Sports and  
Cultural Centre in Obrenovac**

**RFQ No. UNOPS-SFRS-2014-S-059**

Date: 01 December 2014

UNOPS is accepting quotations from suppliers for Development of the Main Design for the Reconstruction of Sports and Cultural Centre in Obrenovac. All interested parties must complete and return the attached price sheet to the following address: UNOPS RSPC, Šumatovačka 59, Belgrade, 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

## 6 Mobilization and duration (for services)

Service provision shall commence by mid December 2014. The successful supplier is expected to complete the services by the end of April 2015.

## 7 Quotations due

All quotations must be received in a sealed envelope at the address and an e-mail address as stated below no later than:

**Date: 09 December 2014**  
**Time: 12:00h, noon, CET**  
**UNOPS-RSPC, Šumatovačka 59, 11000 Belgrade**  
**Or by E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)**  
**Contact person: Procurement Unit**

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 reserves the right to make one or multiple contractual arrangements (for all lots or per lots) as partial bids per lots are allowed. 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:

  
Graeme Tyndall, Programme Manager

## **ANNEX A**

### **Requirements and price list**

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

- Quotation form
- Terms of Reference
- Financial offer
- Previous Experience Form with references (including letters of confirmation from the clients) for at least three similar projects of rehabilitation designs that have been implemented over the past 10 years
- Copy of company registration documents (not older than 6 months)
- CVs and copies of professional licences of the proposed individual engineers, members of the proposed team. The team leader for each LOT must have experience in rehabilitation designs, at least one rehabilitation design as the lead architect. The Team for each LOT must have, as the minimum, design engineers with licences covering the architecture, structural calculations, BoQ preparation, plumbing and sewage, electrical and mechanical (heating) installations, energy efficiency, fire protection.

**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.RFQ - UNOPS-SFRS-2014-S-059 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: \_\_\_\_\_

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

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

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

Validity of offer: \_\_\_\_\_

Currency of offer: \_\_\_\_\_

Payment terms 30 days accepted:

Quotation to be addressed to:

UNOPS-RSPC  
Procurement Unit  
Šumatovacka 59  
11000 Belgrade  
Serbia

or to the following e-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)

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## ANNEX C

### Terms of References

For the development of the Main Design for the Rehabilitation of the Sports and Cultural 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 Cultural 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.

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

To provide general and detail designs for the facilities within Sports and Cultural Centre in Obrenovac as well as to recommend options for the staged reconstruction of the Centre.

#### IV. SCOPE OF CONSULTANCY

The design company will, under the direct supervision of UNOPS Infrastructure advisor, develop the Main Rehabilitation Design for the facilities within Sports and Cultural Centre in Obrenovac and options for reconstruction as well as indicative cost estimates.

## **1. Main Rehabilitation Design**

Sports and Cultural Centre in Obrenovac consists of three buildings on three different locations, which operate independently. According to that preparation of Main Reconstruction Design is divided into three LOTS:

- A. Hall of Sports and Culture – LOT 1
- B. Pool Complex – LOT 2
- C. "Palež" Cinema – LOT 3

### **DESCRIPTION OF FACILITIES**

#### **A. Hall of Sports and Culture – LOT 1**

##### **Prior to the floods**

The Obrenovac Hall of Sports and Culture building is owned by the Sport and Culture Centre 'Obrenovac' PE. The building was commissioned on 8 October 1982. The Hall of Sports and Culture was designed in the style of socialist realism with futuristic elements. The basic structure is made of reinforced concrete and the dome structure is made of laminated wood supports. The large sports hall and theatre are located under the dome. The rest of the building is comprised of the following: art gallery, chamber stage, library, radio station, fitness club, sports and youth clubs offices, management offices and other venues. Prior to the floods all parts of the building were used daily for various sporting and cultural events.

##### **After the floods**

The floods destroyed the parquet flooring in the 1800m<sup>2</sup> sports hall and all equipment required for sports events. The offices with complete equipment, doctor's office, changing rooms and storage facilities, theatre auditorium and stage, youth clubs with the small hall and chamber stage, i.e. all ground floor facilities that were flooded for an extensive period time to the level of 190cm were also destroyed. Damage is evident on the floor, interior and facade walls, doors and windows, and also all mechanical and electrical installation as well as water and sewer lines. Stage equipment in the theatre and lighting and sound systems suffered particularly high damage. The total surface net area of the building damaged in the flood is **4.760 m<sup>2</sup>**. No programme or activity can currently be held in the Hall of Sports and Culture.

Total surface net area of Hall of Sports and Culture is 7.895 m<sup>2</sup>.

#### **B. Pool complex – LOT 2**

##### **Prior to the floods**

The Obrenovac pool complex buildings are owned by the Sport and Cultural Centre 'Obrenovac' PE. The pool complex consists of indoor and outdoor Olympic and children pools with accompanying auxiliary, sanitary and infrastructure facilities. The basic structure is made of reinforced concrete and the indoor pool roof structure is made of laminated wood supports. The rest of the building is comprised of the following: restaurant with the kitchen, water sports clubs facilities, fitness club, laundry, sauna and other facilities. Prior to the floods the pools were used daily for various sporting and recreational activities.

##### **After the floods**

The floods destroyed the indoor pool cellar with rooms intended for pool machinery and the offices of the clubs and laundry. Also, all changing rooms with complete equipment were destroyed, as was the sauna, restaurant with kitchen, i.e. all ground floor facilities that were flooded for an extensive period time to the level of 190cm. Currently, no programme or activity can be held at the pool complex. This building has been part of the Sports Centre for twenty five years. Pools were used at full capacity. During the flood the pools were under water for over twenty days; the pools are presently full of soiled water; electricity cabinets, electrical installation, water pumps, water treatment facilities were destroyed; there is damage to the tiles, changing rooms, offices, two saunas, sound system etc. The total surface gross area of the building damaged in the flood is **5.700 m<sup>2</sup>**. Currently, no activities can be held at the indoor or outdoor pools.

Total surface gross area of pool complex is 8.000 m<sup>2</sup>

#### **C. "Palež" Cinema – LOT 3**

##### **Prior to the floods**

The "Palež" cinema building is owned by the Sport and Cultural Centre 'Obrenovac' PE. The building is located in the town centre and it was used for film screenings and other social events such as concerts, panels, lectures, presentations, meetings etc. The building structure is made up of solid load bearing walls made of standard solid brick, supported by reinforced concrete pillars. The capacity of the cinema hall is 500

seats. The rest of the building is made up of the following: entrance hall, offices with ticket office, side hallway with exit points, heating substation and AC room, as well as toilet facilities in the cellar.

#### **After the floods**

The floods destroyed the cellar with its toilet facilities and the rooms housing the heating and AC machinery. The cinema hall theatre furniture and ground floor flooring have completely been destroyed. Doors, windows, water and sewer lines, heating and ventilation, electrical installations, projectors and the sound system have also been destroyed. Prior to the floods the general state of the building was poor and the floods only aggravated the building's general condition. The walls and wall cladding was also damaged in the flood. The silver screen needs to be replaced and a completely new interior design developed for the cinema hall and other rooms for patrons and the staff. The total surface net area of the building damaged in the flood is **125 m<sup>2</sup>**. No programme or activity can currently be held in "Palež" Cinema.

Total surface net area of "Palež" Cinema is 650 m<sup>2</sup>

### **The Goal of the Rehabilitation and Reconstruction Design for each LOT**

Define all necessary work for the complete rehabilitation and reconstruction of the facilities, including architectural and structural works of the building, water and sewer work, mechanical and electrical installation work as well as to recommend options i.e. independent stages in reconstruction that can be performed separately. Each stage must have the costs and activities clearly defined in the Designs.

**The stages for each lot are:**

- 1. Restoring the basic function of the Centre (all facilities are available for public use)**
- 2. Full Rehabilitation of buildings, facilities and equipment**

#### **Architectural and Structural works**

The rehabilitation and reconstruction design shall provide for the type and scope of work that shall be executed to rehabilitate the damaged parts of the buildings and their components both visible and hidden architecture and construction elements that shall be established as damaged during the floods and that shall be necessary to be rehabilitated in order to hand over a fully functional building to the Beneficiary. After rehabilitation/reconstruction buildings must satisfy all applicable regulations and standards.

#### **Water and Sewer Lines**

The design for rehabilitation of the hydro-technical installations shall foresee all necessary equipment and works required for necessary system functioning. Outdated and dilapidated equipment shall be replaced.

#### **Electrical Installation**

All and any electrical installation shall be tested by the Designer, and then, based on the results, rehabilitation and reconstruction of all electrical installation systems and parts thereof shall be provided for in accordance with standing regulations, needs of the building users and their primary function. Special attention shall be paid to the lighting of the projection room and the cinema hall sound system.

#### **Mechanical Installation**

All mechanical installation of the heating, ventilation and air conditioning system shall first be examined by the Designer, the type and degree of damage assessed and then all necessary work to restore operation of all mechanical installation in accordance with standing regulations shall be provided.

#### **Separate parts for each LOT**

- LOT 1 – Work on rehabilitation and reconstruction of the theatre, stage equipment and light and sound system shall especially be defined. Due to the specificity of the entire building special attention shall be paid to the interior.
- LOT 2 – Work on rehabilitation and reconstruction of the pools and pool machinery consisting of pumps and water filters with other accompanying devices shall especially be defined.
- LOT 3 – Work on rehabilitation and reconstruction of the projectors and sound system in shall especially be defined.

#### **Note**

In order to define optimum measures of rehabilitation it is necessary that the Designer shall do the following:

- Make site visits of the premises in all the buildings of Sports and Culture Centre in Obrenovac and note the type and scope of work required for the rehabilitation design in cooperation with SCC Obrenovac.
- Do a survey of the present situation of the facilities and prepare **as-is design** with all required layouts, cross-sections and layouts in proportion of 1:50, because the existing designs were damaged in the floods.

- Provide a detailed survey of all damage to the structure of the buildings as well as all damage to the fittings.
- Define a detailed Project Brief for each LOT to develop a rehabilitation and reconstruction designs that must be approved by the Investor and the user of the each facility.

### **Contents of the Rehabilitation and Reconstruction Design for each LOT**

The Obrenovac Sports and Culture Centre rehabilitation and reconstruction design shall contain all parts defined by the Law on Planning and Construction, including:

- Architecture and Construction Design with all required detail and a detailed priced bill of quantities, with the clear distinction of stages for implementation reflected in the drawings and in the BoQ,
- the water and sewer line installation design with all required detail and a detailed priced bill of quantities, with the clear distinction of stages for implementation reflected in the drawings and in the BoQ,
- the electrical installation design with all required detail and a detailed priced bill of quantities, with the clear distinction of stages for implementation reflected in the drawings and in the BoQ,
- the mechanical installation design with all required detail and a detailed priced bill of quantities, with the clear distinction of stages for implementation reflected in the drawings and in the BoQ,
- Fire Fighting Design,
- Energy Efficiency Elaborate
- Approval from all relevant institutions and public utility companies.

### **Other requirements:**

- Project technical documentation shall be developed in accordance with the regulations of the Republic of Serbia for these type of objects
- In all stages of project design the designer's duty is to cooperate with the Investor's team of professionals and act according to any comments by the Investor
- The project shall be developed and submitted in 4 (four) hard copies and one e-copy on CD
- The Designer shall act as per technical control instructions as well as the instructions of relevant institutions (fire control, Ministry of Culture, Ministry of Sports, User, etc.).

### **These services should include but not limit to the following:**

- Site visits, which include meeting with relevant officials, analysis of the original design documents should there be any, building surveillance and quantification and the assessment of the damage caused by the floods, as well as the assessment of the entire building especially in terms of energy efficiency, etc.
- The content of the Main Reconstruction Designs must comply in full with the Planning and Building Law as well as with all professional standards and regulations. In accordance with ToR, all available facts and information about the locations and the site visit of the facility the designer will prepare detailed Project brief (ToR for the detailed design) for each LOT. The ToR and the Project Brief must be approved and signed by the Investor (user).
- The Designs shall include but not be limited to the Bill of Quantities for rehabilitation of the entire building, with the clear distinction of stages for implementation reflected in the drawings and in the BoQ, Technical Description including the assessment of the existing state of the building and works to be performed and necessary technical drawings.
- Detailed project design shall be used for purposes of tendering and subsequent execution of works on reconstruction; therefore it is essential that the Design contains all necessary executive details which will enable smooth reconstruction process, with the clear distinction of stages for implementation reflected in the drawings and in the BoQ,
- Designer shall obtained all necessary technical conditions for developing Main Rehabilitation Design as well as approvals issued by relevant institutions.
- The Designer shall ensure that the Design shall enable the beneficiary/owner of the buildings to obtain the necessary permits/licenses where necessary for the commencement of works. Given this,

Designer shall provide any documentation needed for building permit or commencement of works for each stage

## **2. Outputs:**

Main Rehabilitation Designs for the each LOT according to the legal Acts issued by relevant institution, and acknowledged by the Office for Reconstruction and Flood Relief.

Work plan within 1 week of being contracted  
Electronic copy of the Design and estimates and 5 hard copies

The Designs will remain the intellectual property of UNOPS.

## **3. Activities:**

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

- Site visits to obtain all conditions relevant for the Main Rehabilitation Designs
- Desk research and consultations with stakeholders during the initial activities
- Project brief (ToR for the detailed design) and detailed design
- **Full cost estimates and BoQ for the total work with the clear distinction of stages for implementation reflected in the drawings and in the BoQ,**
- Implementation plan and stage costing

The selected design company should have proven expertise and experience in:

- Working on Main Rehabilitation Designs for large public facilities
- Thorough knowledge and understanding of Serbia's building and construction legal framework as well as all regulations related to this type of the construction
- Excellent communication skills and stakeholder management experience

The design company shall provide references for at least 3 similar project of rehabilitation designs that have been implemented over the past 10 years as well as the CVs and copies of professional licences of the proposed individual engineers, members of the proposed team. The team leader for each LOT must have experience in rehabilitation designs, at least one rehabilitation design as the lead architect.

The Team for each LOT must have, as the minimum, design engineers with licences covering the architecture, structural calculations, BoQ preparation, plumbing and sewage, electrical and mechanical (heating) installations, energy efficiency, fire protection.

## **4. Timing:**

The consultancy will be conducted over the period mid December 2014 to end of April 2015.

## **5. Reporting:**

Inception Report after 3 weeks of being contracted  
Interim Report  
Final Report

Updates as requested

**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>LOT 1</b> - Provision of Main Reconstruction Design for the Hall of Sports and Culture	1	
2.	<b>LOT 2</b> – Provision of Main Reconstruction Design for Pool Complex	1	
3.	<b>LOT 3</b> – Provision of Main Reconstruction Design for "Palež" Cinema	1	

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**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



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