

Request for quotation (RFQ) for services

**Provision of Technical Documentation
of the Main Designs for the Social
Housing Buildings in Mislođin,
Municipality of Obrenovac**

RFQ No: UNOPS-LBHT-2014-S-009

**Request for quotation (RFQ)
for Provision of Technical Documentation of the Main Designs for the
Social Housing Buildings in Mislođin, Municipality of Obrenovac
RFQ NO. UNOPS-LBHT-2014-S-009**

Date: 12 September 2014

UNOPS is accepting quotations from suppliers for Provision of Technical Documentation of the Main Design for the Social Housing Buildings in Mislođin, Municipality of Obrenovac. All interested parties must complete and return the attached price sheet in a sealed envelope to Sumatovacka 59, 11 000 Beograd.

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 calendar days after contract signature. The successful supplier is expected to complete the services by November 2014.

7 Quotations due

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

Date: 23 September 2014
Time: 12:00h, noon, CET
Address: Sumatovacka 59, 11000 Beograd
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 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 srpc.procurement@unops.org 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.

NOTE: This email address is for clarification purposes only. Offers submitted to this email 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:

 12/9/14

Graeme Tyndall, Programme Manager

ANNEX A

Requirements and price list

The following documents form part of this RFQ and must be completed and returned with your offer:

- Fixed overall quotation (see Annex D)
- Completed Previous Experience Form (see Annex E) of similar projects
- Company registration documents
- The design company shall provide reference letters for at least 3 similar projects (housing, preferably social housing) that have been implemented over the past five years.
- The Team must consist of the following design engineers with the appropriate valid licences for each specialised area:
 1. Architectural engineer (license No.300)
 2. Geology engineer (license No.391)
 3. Surveying Engineer (license No.372)
 4. Civil engineer (license No. 310, 311 and/or 313, 314)
 5. Electrical engineer /strong and weak current (license No. 350)
 6. Energy efficiency engineer (license No. 381)
 7. Horticulture Engineer (licence No. 373)
 8. Adequate number of support staff
- Valid licences of all proposed engineers to be included in quotation documentation with their CVs containing personal reference list with minimum 3 projects (preferably multi-family building, social housing) where acting as responsible engineers.
- The team members can be either permanently employed or be engaged on a service contract bases with the design company in which case the engagement contracts has to be submitted.

Note: Bidders are strongly encouraged to visit the building site. Building site location could be found in the ToR.

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-LBHT-2014-S-009 set out in the attached document, here by offers to supply the services specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

Signature: _____

Date: _____

Name and title: _____

Company: _____

Postal address: _____

Tel.no: _____

Fax no: _____

Email address: _____

Validity of offer: _____

Currency of offer: _____

Payment terms 30 days accepted: ☐

Quotation to be addressed to:

UNOPS
Procurement Unit
Sumatovacka 59
11000 Beograd

ANNEX C

Terms of References

Development of Technical Documentation (two separate sets) of the Main Designs for the Social Housing Buildings in Mislodín, cadastral plots No. 712 and 713, CM Mislodín, Municipality of Obrenovac, Belgrade (all according to the Location permit IX-20 No. 350.71-51/2014 issued for the c.p. 712 on 28.08.2014 and the Location permit IX-20 No. 350.71-50/2014 issued for c.p.713 on 28.08.2014. by Secretariat for Urban Planning and Construction, Belgrade)

I Project Background:

The project "Improvement of the Living Conditions for the Most Vulnerable Roma Families in Belgrade", or "Let's Build a Home Together" for short, is funded by the Delegation of the European Union (DEU) and implemented by the United Nations Office for Project Services (UNOPS) in partnership with the City of Belgrade.

The project is in accordance with the City of Belgrade Action Plan for the Resettlement of the Residents of the Newly-Formed Settlements of Makiš, Resnik, Jabučki Rit and Kijevo and aims to offer lasting and sustainable solutions for the resettlement of 170 Roma families living in the above-mentioned settlements, with their active participation in the identification of the options and decision-making.

The Roma families covered by this project will be offered the following lasting solutions:

- Social housing in multi-family blocks in less densely populated areas,
- Housing in purchased rural households, and
- Aid in material and advice for reconstructing or improving their existing property.

The project also aims to establish resettlement processes and procedures fully in line with international human rights standards.

II Justification:

This invitation to bid is for the purpose of developing main design documentation for the social housing buildings on two cadastral plots in the Municipality of Obrenovac, Mislodín settlement. In line with two separate Location permits issued, two sets of complete main design documentation should be made.

III Immediate objective:

The ultimate goal of this project activity is the construction of two buildings comprising 11+21=32 social apartments in total for the most vulnerable Roma families living in the mobile settlements, whereby they will be provided with more humane and dignified living conditions.

IV Scope of Consultancy:

The selected company shall develop the technical documentation for the construction of a residential buildings comprising 32 social apartments on the cadastral plots No. 712 and 713, Cadastral Municipality Mislodín, Municipality of Obrenovac, Belgrade, under the direct supervision of the UNOPS project team engineers and Project Manager. The conceptual design for the location was developed by the Housing Development Center for Socially Vulnerable Groups (HC).

1. Concept:

The location in Mislodín comprises two separate cadastral plots: No. 712 and No. 713. For each plot the Location permit is issued and two separate main design documentations should be developed for each one, all in accordance with the conceptual design made by HC. For both locations the Information on location has been issued by Department for Urban Planning in Obrenovac: I-01 No. 350-393/2013 for the plot No. 712 and I-01 No. 350-416/2013 for the plot No. 713. According to these Information and needs assessment related to the size and number of flats for project beneficiaries, the conceptual design was developed.

On the plot No.712 one building with 11 units is going to be constructed with an underground level, ground and one additional floor. The gross area of the building is planned to be around 830m². More detailed design

brief on Serbian is attached to the conceptual design and is part of the tender documentation. On the same plot there is one individual house already existing, hosting one refugee family. This house will be treated as auxiliary to the newly constructed one.

On the plot No. 713 the bigger building will be constructed with the same number of floors and 21 flats. The gross area of this building is planned to be around 1750m².

The buildings are accessed from the Second priority motor-road No. 201 running by the plots. This will allow the development of requested number of parking spaces on each plot.

The position of the building as well as the horizontal and vertical regulation are defined according to the location permits and the conceptual designs.

According to the Cadastral excerpt of infrastructure network and the information from Belgrade Land Development Public Agency, there are water and telephone infrastructure lines running by the plots, while the sewerage will be treated individually by constructing sewerage pools on each location. The detailed technical conditions from utility companies for main design development will be obtained by Beoland, and forwarded to the design company simultaneously.

The selected architectural consultancy shall develop main designs for each of two separate buildings and form two separate main design documentation sets, each one to be submitted for the separate building permit.

The housing units and the building itself has to be designed in line with the Decree on Standards and Norms for Planning, Designing, Construction and Conditions for the Use and Maintenance of Social Housing Apartments (Official Gazette of the Republic of Serbia No. 26/2013)

Basic parameters for the building on the plot No. 712

- Number of floors: Underground, Ground Floor + 1
- Number and size of housing units: 11 units between 26 and 94m²
- Common premises: dayroom, tenant's storage spaces and communications
- Net area of the building: around 690m²
- Gross area of the building: around 830m².

Basic parameters for the building on the plot No. 713

- Number of floors: Underground, Ground Floor + 1
- Number and size of housing units: 21 units between 43 and 75m²
- Common premises: dayroom, tenant's storage spaces and communications
- Net area of the building: around 1466m²
- Gross area of the building: around 1750m².

2. Documentation Available to the Designer:

- Design brief with the conceptual design for the both plots/buildings
- Report on the preliminary geodetic examination of the location
- Information on locations I-01 No. 350-393/2013 for the plot No. 712 and I-01 No. 350-416/2013 for the plot No. 713 issued by Department for Urban Planning in Obrenovac on 8 November 2013.
- Location permit IX-20 No. 350.71-51/2014 for the plot No. 712 and the Location permit IX-20 No. 350.71-50/2014 for the plot 713, both issued on 28.08.2014. by Secretariat for Urban Planning and Construction, Belgrade
- Ownership list from Cadastre
- Excerpt from the cadastre of infrastructure network
- Copy of the lot plan

The main design development will start on the base of available documentation: Location permits and conceptual designs. Technical conditions for infrastructure connections from utility companies will be forwarded to the consultancy company successively, as obtained.

The consultancy shall be under the obligation to cooperate on the obtaining of technical conditions from utility companies and the location permit by passing all the data needed to the Belgrade Land Development Public Agency who will officially submit all the requests.

3. Required conditions for design documentation:

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

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

- Law on Planning and Construction (Official Gazette of the Republic of Serbia Nos. 72/2009, 64/2010, 24/2011, 121/2012, 42/ 2013 and 50/2013),
- Rulebook on the Content and Manner of Designing Technical Documentation for the Construction of Buildings (Official Gazette of the Republic of Serbia No. 15/2008).
- Social Housing Law (Official Gazette of the Republic of Serbia No. 72/2009)
- Decree on Standards and Norms for Planning, Designing, Construction and Conditions for the Use and Maintenance of Social Housing Apartments (Official Gazette of the Republic of Serbia No. 26/2013)
- Rulebook on Accessibility Technical Standards (Official Gazette of the Republic of Serbia No. 19/2012).
- Decree on Safety and Health at Work at Temporary or Mobile Construction Sites (Official Gazette of the Republic of Serbia No. 14/2009)
- Rulebook on Energy Efficiency of Buildings (Official Gazette of the Republic of Serbia Nos. 72/2009, 81/2009 64/2010 and 24/2011)

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

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

4. Required Content of Design Documentation:

Main design for the construction on the cadastral plot No. 712, CM Mislodín (documentation needed for a construction licence and comprising all the relevant data and details for unhindered construction):

1. Study on geotechnical conditions for the purpose of the construction of social housing on the cadastral plot No. 712 CM Mislodín
2. Topographic survey of the plot (level of detail for main project development), geodetic marking project and the protocol of regulation
3. Main architectural design (bases and sections on a 1:50 scale) and characteristic architectural-construction details
4. Construction: structural calculations with the construction lay-out, formwork plans and reinforcement detail
5. Land rehabilitation design in accordance with the geotechnical study requirements
6. Energy efficiency study
7. Plan of preventive protection measures
8. Main water and sewage design with sewerage tank (with a required capacity according to the number of inhabitants)
9. Landscape design (greenery, pedestrian paths, access road and parking lots)
10. Main design of high and low voltage electrical installations (two separate volumes)

Bills of Quantities with detailed bills of measurements included in each of project stages in Excel MS format

Main design for the construction on the cadastral plot No. 713, CM Mislodín, has to contain all the requested documentation as for the plot No. 712. For each of the two cadastral plots, complete documentation has to be prepared and packed in separate volumes.

Remark:

The heating of the building is planned by using of individual heating sources (stoves on liquid or solid fuels, electricity, etc.).

V Outputs:

The consultancy shall be under the obligation to prepare the technical documentation for the main design of the social housing facility in Jabučki Rit. The design documentation shall be submitted to the contracting authority in 5 (five) bound copies and in electronic format, on a CD.

The design plans must be amended and corrected according to all remarks of the technical accuracy inspection – Technical control and shall be submitted together with a positive decision on the performed inspection. The consultancy must provide the technical accuracy inspector(s) with insight in the documentation during its development to enable the simultaneous completion of the inspection and the completion of the design.

Technical control consultancy will be selected through separate tender procedure and will be available to the designer from the beginning of designing process.

The consultancy shall also be under the obligation to obtain the Building permit and all necessary approvals from utility companies which includes all corrections necessary for obtaining them. Taxes and fees for the approvals, as well as for the building permit will be paid by the Investor – Belgrade Land Development Agency.

The design must comprise clearly defined solutions, without any variations, to ensure that a public call for contractors and the construction of the facility can proceed without difficulty.

The design shall remain the intellectual property of UNOPS.

VI Activities:

The activities shall include, but not be limited to the following tasks:

- Familiarisation with and good understanding of the "Let's Build a Home Together" project, within which this design activity is implemented
- Any field visits to collect additional information relevant to the project:
Bidders will be enabled to visit the building site with UNOPS representative. Participants interested in visit have to contact UNOPS by email in the period of first five days from the tender announcement. Afterwards, common visit will be organized.

VII Inputs:

Contribution of the UNOPS Project Team and Its Partner:

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

Contribution of the Consultancy:

Within its bid, the consultancy must submit:

1. The fixed amount of the bid in RSD in the Annex D Form, signed and certified by the seal of the bidder.
2. The price should not include VAT (the project is a donation and therefore exempted from paying VAT)
3. List of references – designs serving similar purposes (residential, notably social housing): built or designed facilities and/or designs for architectural competitions over the past five years –Annex E Form. Please also submit reference letters for at least three of these designs.
4. Company registration documents,
5. List of licenced designers who will be responsible for each project stage together with their valid licences and a reference list of designs where they were responsible designers.

Timeframe of the activity:

This activity shall be conducted in period October-November 2014.

Payment

UNOPS will process 75% of payment within 30 days after receiving completed technical documentation with Technical control approval seal, and the Building permit obtained. Further 25% will be paid after obtaining all approvals from the Belgrade utility companies.

Timeframe for main design for both cadastral plots: 10 days for geotechnical and topographic studies, 30 days for main design development and 10 days for final adjustments to the technical control requests – total of 50 calendar days.

ANNEX D

Financial offer

PRICES			
BID VALUE (The bidder shall enter the value and the currency; domestic bidders may bid in RSD, foreign bidders may bid in EUR or USD) UNOPS will convert the different currencies into USD according to the United Nations exchange rate for the purpose of evaluating and comparing the bids.			
No.	Design Title	No of Units	Currency: Amount per individual design no VAT included
1.	Study on geotechnical conditions for the purpose of the construction of social housing on the cadastral plots No. 712 and No. 713, CM Mislođin	1	
2.	Topographic survey of the plot (level of detail for main project development), geodetic marking project and the protocol of regulation for the cadastral plots No. 712 and No. 713	1	
3.	Main architectural design (bases and sections on a 1:50 scale) and characteristic architectural-construction details for the constructions on the cadastral plots No. 712 and No. 713	1	
4.	Construction: structural calculations with the construction layout, formwork plans and reinforcement detail for the constructions on the cadastral plots No. 712 and No. 713	1	
5.	Land rehabilitation design in accordance with the geotechnical study requirements for the cadastral plots No. 712 and No. 713	1	
6.	Energy efficiency study for the constructions on the cadastral plots No. 712 and No. 713	1	
7.	Plan of preventive protection measures, separate for each construction on the cadastral plots No. 712 and No. 713	1	
8.	Main water and sewage design with sewerage tank (with a required capacity according to the number of inhabitants) , separate on the cadastral plots No. 712 and No. 713	1	
9.	Landscape design (greenery, pedestrian paths, access road and parking lots) for the cadastral plots No. 712 and No. 713	1	
10.	Main design of high and low voltage electrical installations (two separate volumes) for each of SH buildings	1	
	TOTAL VALUE OF THE DESIGN for both cadastral plots		

Date: _____

Responsible Person: _____

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

Date: _____

Responsible Person: _____



UNOPS Headquarters
Marmorvej 51
P.O. Box 2695
2100 Copenhagen
Denmark
Tel: +45 45 33 75 00
Fax: +45 45 33 75 01