

Request for quotation (RFQ) for services

Development of the Main Design with
Technical Control Report for the
Reconstruction of the external sewage
system of Primary School "14. Oktobar" in
Barič

RFQ No: UNOPS-SFRS-2014-S-056

**Request for quotation (RFQ)
for Development of the Main Design with Technical Control Report for
the Reconstruction of the external sewage system of Primary School
“14. Oktobar” in Barič
RFQ NO. UNOPS-SFRS-2014-S-056**

Date: 4 November 2014

UNOPS is accepting quotations from suppliers for Development of the Main Design with Technical Control Report for the Reconstruction of the external sewage system of Primary School “14. Oktobar” in Barič. 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

1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

3 Currency

All prices shall be quoted in RSD (Republic of Serbia Dinar) VAT free.

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

5 Delivery (for goods) – N/A

All items shall be delivered by _____, (date(s)) and shipped Incoterms (DAP place / FCA .. / ..)
[select appropriate Incoterms]

6 Mobilization and duration (for services)

Service provision shall commence by mid November 2014. The successful supplier is expected to complete the services by end March 2014.

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: 18 November 2014
Time: 12:00h, noon, CET
UNOPS-RSPC, Šumatovačka 59, 11000 Belgrade
Or by E-mail: 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 will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

8 UNOPS General Conditions of Contract

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

9 Clarifications

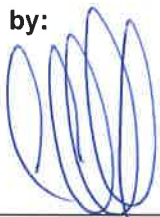
Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

10 Quotation form (Annex B)

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

Approved by:

Date:



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 (designs) that have been implemented over the past five years.
- The selected design company should have proven expertise and experience in working on Main Design of external sewage installations with waste water treatment in the municipality with no city sewage system; thorough knowledge and understanding of Serbia's building and construction legal framework
- Company registration documents (not older than 6 months)
- Tax administration receipt that the company paid all local and national taxes to be provided. Document should not be older than 6 months from the date of the quotation
- CVs and copies of professional licences of the proposed individual engineers, members of the proposed team. The Lead Engineer must hold the Licence 313 or 314 (Chief designer of hydraulic structures and plumbing and sewage installations) to ensure that the designs respect all current professional standards.

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-056 set out in the attached document, hereby offers to supply the services specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

Signature: _____

Date: _____

Name and title: _____

Company: _____

Postal address: _____

Tel.no: _____

Fax no: _____

Email address: _____

Validity of offer: _____

Currency of offer: _____

Payment terms 30 days accepted:

Quotation to be addressed to:

UNOPS-RSPC
Procurement Unit
Šumatovacka 59
11000 Belgrade
Serbia

or to the following e-mail: srpc.bids@unops.org

ANNEX C

Terms of References

Development of the Main Design with Technical Control Report for the Reconstruction of the external sewage system of Primary School "14. Oktobar" in Baric

I. Background:

"Serbia Floods Rehabilitation Support" project has been prepared in cooperation with the Government of the Republic of Serbia, and close coordination with its European Integration Office (SEIO), the Delegation of the European Union to the Republic of Serbia (DEU), the Royal Norwegian Embassy, as well as the resident United Nations agencies in Serbia, as a response to devastating floods that hit Serbia in May 2014.

The **objective** of the project is to support the citizens of Obrenovac and Krupanj to restore their living conditions through repair of private dwellings, and throughout the whole flood-affected region to establish normal functioning of kindergartens, schools, medical centres and other public institutions of primary importance, as well as to enhance the capacities of the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of sanitation efforts.

The project will deliver four results:

- **Result 1:** Housing solutions provided to up to 370 families in Obrenovac, Krupanj and other municipalities if needed, through reparation or reconstruction of damaged private houses, provision of prefabricated houses, and reparation of facilities for small businesses, respecting human rights standards and non-discrimination principle of good governance
- **Result 2:** Improved living conditions in temporarily shelters and enhanced capacities for monitoring and coordination of return process in municipalities Obrenovac and Lazarevac
- **Result 3:** Working conditions restored to normal functioning in up to 30 public institutions (kindergartens, schools, medical centres etc) in the municipalities affected by the floods
- **Result 4:** Normalised transport of goods and people between Krupanj and Loznica through Korenita and Krst
- **Result 5:** Enhanced capacities of the Government of Serbia Office for Flood Affected Areas Assistance and Recovery (FAAARO) to manage and monitor recovery process in the flood affected municipalities
- **Result 6:** Reduced risk of spreading infective diseases through reduction of mosquitoes population in the areas affected by the floods
- **Result 7:** The project results communicated to general public

The **final beneficiaries** of this project are:

- Up to 370 families from Obrenovac and Krupanj who were affected by the floods and currently live in unsatisfactory conditions or in the collective centres
- Thirty public institutions of primary importance (kindergartens, schools, medical centres) that are out of function due to the damage caused by the floods, which besides reparation and reconstruction need equipment for normal functioning
- Government of Serbia's Office for the Flood Affected Areas Assistance and Recovery, responsible for the overall monitoring of the flood response.

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); organisations implementing the same scope of activities in different municipalities affected by the floods: ASB, DRC, HELP and FAO; local self governments, the Serbian Chamber of Engineers and other UN agencies dealing with specific parts of intervention.

II. Justification

One of the Project's results is to restore working conditions to normal functioning in up to 30 kindergartens, schools, medical centres in the municipalities affected by the floods, including provision of back-to-school supplies for up to 6,050 primary school pupils in Obrenovac and Krupanj. During the floods the sewage system of Primary School "14. Oktobar" in Barič caused problem in the basement premises and school was assessed as the health and environmental risk in the municipality.

III. Immediate objective(s):

To bring back to normal working conditions in the Primary School "14. Oktobar" in Barič. The damages caused by floods from May 2014 are mostly on the external sewage system, the Main Design for the reconstruction need to be done.

IV. Scope of Consultancy

The design company will, under the direct supervision of Serbia Flood Rehabilitation Support Project Engineer, and overall supervision of Serbia Flood Rehabilitation Support Project Manager, develop the Main Design with Technical Control Report for the Reconstruction of the external sewage system in the Primary School "14. Oktobar" in Barič.

1. Introduction

During the floods that occurred in the Republic of Serbia and the municipality of Obrenovac in primary school "14. October" the lowest school premises - boiler and bomb shelter (which in peacetime serves as a workshop for maintenance) were flooded. Water in the boiler room had been more than 2 m height. With every rain, when it raised the level of underground water comes to re-flooding. The UNOPS Engineers visited the Primary School "14. Oktobar" in Barič on 8 August 2014, almost three month after the floods, and after heavy rains in July. On the day of visit basement premises – boiler room and bomb shelter were under the water up to 70 cm. According to user state water entered into the schools basement premises through the drains in basement, which are at the lowest point of sewer system.

By visiting school was found that there are two separate external sewerage networks - rain with length of approximately 60m' and fecal length of approximately 150 m', discharged separately, both freely in the gap close to the school. After the construction the school's sewage was poured out through water purification plant - bio disc into unregulated riverbed of Barič stream which is located next to the school plot. Water purification plant, according to users, is not in operation for over 10 years. Bypass was performed in front of the machine and waste water are poured out in unregulated riverbed of Barič stream. Four years ago, performed the regulation of Barič stream. Regulated concrete riverbed Barič stream is close to school, approximately 100 m. School sewage system is still disposed into the gap next to the school plot. According to information in Barič no city sewage system.

Designer should develop Main reconstruction project of external sewage network and joining the building sewage to the nearest recipient, all in accordance with the technical conditions of relevant institutions.

2. Basic concept and methodology for design development

A) Preparatory work

Prior to the development of project documentation designer is required to record the existing situation of complete sewerage network, which include, but are not limited to these task:

- Survey of the entire external sewer network
- cleaning of the entire network together with manholes
- capture the longitudinal profiles with camera which has the ability to record and display the integrated falls
- testing of the functionality and water-tightness of sewage network

B) Main Design with Technical Control Report

In accordance with the results of the preparatory works the Main design with Technical Control Report of reconstruction should anticipate all necessary actions to sewerage networks - rain and sewerage:

- to be fully operational
- to be joined to the closest recipient in accordance with the technical conditions issued by relevant institutions

- to prevent flooding of the school premises

Main Design with Technical Control Report of reconstruction should predict rehabilitation of the existing water treatment plant, if possible and feasible, or disassembly of the same and procurement new equipment for biological water purification, all according to the technical conditions of relevant institutions. The Employer should agree with the proposed solution.

The Designer agrees to obtain all necessary technical conditions of relevant institutions as well as the approval from all relevant institutions on finished Main Design with Technical Control Report of reconstruction external sewage.

The Designer would have access to all available as-built design and the groundwater level at the site, to be determined in mid-September in line with other tender.

3. Outputs:

3.1 Conceptual paper (elaborate) which will record the existing situation of complete sewerage network and propose the solution for the main design. The concept must be agreed with the user and the UNOPS.

3.2 Design Company will be responsible for obtaining all technical conditions from relevant institutions. Include costs for issuing in the offer.

3.3 Main Design with Technical Control Report of reconstruction for the external sewage system of Primary school "14. October" in Barič, according to the legal Acts issued by Obrenovac municipality and other relevant institutions. The design must have the approvals from relevant institutions which issued the technical conditions, all as per current laws and regulations.

4. Activities:

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

- Understand the Serbia Flood Rehabilitation Support Project Project background
- Field research to obtain all conditions relevant for the Study
- Desk research and consultations with Serbia Flood Rehabilitation Support Project Project during the initial activities

5. Inputs:

Serbia Flood Rehabilitation Support Project and partners on this project will assure that all available facts and information about the location is given to the design company, such as all available as-built design and the groundwater level at the site, to be determined in mid-September in line with other tender.

Consultant's Input

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

- Working on Main Design of external sewage installations with waste water treatment in the municipality with no city sewage system
- Thorough knowledge and understanding of Serbia's building and construction legal framework
- Excellent communication and team building skills.

The design company shall provide references (including letters of confirmation from the clients) for at least 3 similar projects (designs) that have been implemented over the past five years, as well as the CVs of the proposed individual engineers, members of the proposed team. The Lead Engineer must hold the Licence 313 or 314 (Chief designer of hydraulic structures and plumbing and sewage installations) to ensure that the designs respect all current professional standards.

6. Timing:

The consultancy will be conducted over the period mid November 2014 to end March 2014.

7. Reporting:

Monthly progress reports and final report, in English

Electronic copy of the Main Design with Technical Control Report and 5 hard copies

The Main Design with Technical Control Report will remain the intellectual property of UNOPS.

ANNEX D
Financial offer

QUOTATION			
BIDDER'S PRICES (Price & Currency to be entered by Bidder in RSD) 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.	Development of the Main Design with Technical Control Report for the Reconstruction of the external sewage system of Primary School "14. Oktobar" in Barič	1	

ANNEX E
Previous experience form

Previous experience				
Description of services/goods/works	Country	Total amount of contract	Contract identification and title and contact details of client: (Name, Address, telephone, email, fax)	Year project was undertaken



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