

Request for quotation (RFQ) for services

Development of Main Design for the
Reconstruction of the High School
“Gimnazija” in Obrenovac

RFQ No: UNOPS-SFRS-2014-S-054

**Request for quotation (RFQ)
for Development of Main Design for the Reconstruction of the High
School “Gimnazija” in Obrenovac
RFQ NO. UNOPS-SFRS-2014-S-054**

Date: 4 November 2014

UNOPS is accepting quotations from suppliers for Development of the Main Design for the Reconstruction of the High School “Gimnazija” 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

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 January 2015.

7 Quotations due

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

Date: 18 November 2014
Time: 12:00h, noon, CET
UNOPS-RSPC, Šumatovačka 59, 11000 Belgrade
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

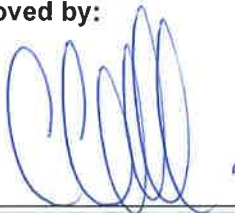
Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

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 3 similar projects of rehabilitation designs that have been implemented over the past five years. The selected design company should have proven expertise and experience in working on Main Rehabilitation Designs for 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;
- 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 team leader must have experience in rehabilitation designs, at least one rehabilitation design as the lead architect.
- The Team 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.UNOPS-SFRS-2014-S-054 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
11 000 Belgrade
Serbia

ANNEX C

Terms of References

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 students in Obrenovac and Krupanj. The High School "Gimnazija" in Obrenovac was assessed as the most severely damaged secondary school in the municipality.

III. Immediate objective(s):

To bring back to normal working conditions in the High School "Gimnazija" in Obrenovac. Given that the geotechnical site testing is completed and the geodetic survey of settling foundations of the building is about to start, the conditions were met for the development of Main Reconstruction Design.

IV. Scope of Consultancy

The design company will, under the direct supervision of Serbia Floods Rehabilitation Support Project Engineer, and overall supervision of Serbia Floods Rehabilitation Support Project Manager, develop the Main Rehabilitation Design for the High School "Gimnazija" in Obrenovac.

1. Main Rehabilitation Design

Introduction

The UNOPS Engineers visited the High School "Gimnazija" in Obrenovac on 23 and 26 June 2014, one month after the floods. Upon visual review of the building, large deformations were noticeable in almost 90% of flooring construction at the ground floor level. The underground waters were still high (and the basement was still partially under water). The assessment of the works necessary for the reconstruction of the building recommends the development of the Main Rehabilitation Design. **The gross building area is 4000 m².**

DESCRIPTION OF FACILITY

Before the floods

High school Obrenovac is located in the Milos Obrenovic Street no. 90. It was built in the late sixties, is P + 1. The building was annexed in 1977. New annex has the same structural system as the old building. The new annex is with the basement. The floor slab in the old building is on the fill.

The facility was originally consisting of three parts – administrative block, the school and the gymnasium. The height of the gym reaches almost two floors. The ground floor in the annexed building has the 6 classrooms, the hall and the staircase (the first floor has another 6 classrooms)

The basic structure is combined, reinforced concrete and brickwalls. The foundations of structural walls and foundation walls are made of compacted concrete with ring beams at the height of 3 cm from the floor. Footings under the columns are of the reinforced concrete. Foundation strips were built in the form of the grid, connecting bearing columns in both directions. Columns, beams and lintels are made of reinforced concrete and compacted, with theribbed plate floor, cast in situ. Bearing walls are of brick, and the partition walls are hollow bricks in mortar. Wall under the stairs at the main entrance was made with silicate bricks. Floor concrete slab is $d = 8$ cm. Cast over the compacted soil and gravel buffer layer $d = 5$ cm. On top of the floor slab is cement screed with final PVC flooring in the classrooms. In the hallways and sanitary facilities the floor is cast terrazzo. In gym and sports equipment room floor finishing is wood panel on cement screed. All walls are plastered with lime mortar, smoothed and painted. The oil paint is from the floor to 1.6 m high. Suspended ceilings are from lath, reeds and plaster, final smoothed and painted. Large part of the windows was later replaced by PVC joinery. Facade walls are plastered and painted. All gutters and flashings are galvanized sheet metal. The roof is flat, the waterproofing layer is deposited over the slope.

After the floods

The water level inside the facility was 2.5 m above the floor level, and 2.20 m from the gym floor. Inside the building, the damage is visible, because water remained in the building for more than two weeks. All interior

doors on the ground floor were removed as well as floor coverings - except terrazzo and ceramic tile. Pronounced damages and depressions of the ground floor slab are visible, caused by uneven settling of the purely compacted gravel and soli bases. The slabs are visibly separated from the bearing walls. All walls on the ground floor, which were built on top of the floor slab are cracked and deformed. Visible vertical cracks are around the reinforced columns on the facade walls and at the junction with the brick walls. Generally in all the walls there are cracks in the plaster and paint peeling.

The first floor was not under the water, but damages are visible as well (old, existed even before the floods). Paint is old, the plaster is cracked due to moisture, the installations are old and need thorough inspection and testing. Structural damages are not observed. The sidewalks around the entire building are separated from the building due to soil settling. The visible damage is on the façade, plaster is old and peeling.

Scope of work

it is necessary to develop a detailed design for the restoration, rehabilitation and reconstruction of the entire building, which among other things includes the structural rehabilitation of the building, waterproofing, and rehabilitation of the existing water, sewer, mechanical and electrical installations.

Architectural-civil engineering phase

It is necessary to completely rehabilitate the Obrenovac High School, severely damaged by floods that occurred in May 2014. Major damage occurred to the ground floor level while the upper floors are in need of rehabilitation due to their outdated and dilapidated state.

The building exterior (building envelope and roofs)

- The existing building due to its function and designation shall be brought up to a level which enables its normal functioning .
- During the drafting of the rehabilitation design, attention shall be paid to the energy efficiency of the buildings; Energy efficiency elaborate needs to be part of the documentation
- The existing building envelope shall be treated with thermal insulation while new façade shall be foreseen as per energy efficiency calculations
- The existing outer joinery shall be replaced with the new one (PVC joinery) as per energy efficiency calculations. Check if the PVC joinery already replaced and in good condition can satisfy energy efficiency calculations. If "yes" it should remain.
- Conduct surveillance of the existing roof structure and roof cover which shall be rehabilitated or replaced should there be a need. Attention should be paid to the thermal insulation of the roof structure, as per energy efficiency calculations

The interior

- The interior shall be brought back to the proper hygienic-technical state;
- Complete replacement or rehabilitation of the outdated and damaged joinery and metal frameworks;
- To replace or rehabilitate damaged and outdated floors which shall be adapted to serve its designated purpose in the premises by complete rehabilitation of the damaged layers of the floor structures should there be a need for it; consider energy efficiency requirements as well.
- Damaged walls shall be rehabilitated;

Plumbing and sewerage installations

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 low-current and high-current installations

The building which is subject to rehabilitation shall also be examined by means of the existing electrical installations, earthing and in line with that, the replacement of the entire or partial installation shall be foreseen with an aim to provide necessary conditions for its functioning.

The existing lighting elements in the building shall be examined and pending their current state, especially considering energy efficiency, the design shall foresee their replacement with new, energy efficient ones.

Mechanical installations phase

The design for rehabilitation of thermo-technical installations shall foresee all necessary equipment and works so that the heating system is brought back into operational state. The buildings are heated through a district heating system.

Note: the scope of works to be defined by the designers following the field visit and detailed surveillance of the mentioned buildings. Bidders are encouraged to visit the locations of the building.

The design must contain all parts defined in the Planning and Building Law, including:

- Architectural Design with details and Bills of Quantities
- Structural Design with details and Bills of Quantities
- Electrical Installations and telecommunication installations with the details and Bills of Quantities
- Mechanical Installations with the details and Bills of Quantities
- Plumbing and sewage installations with details and Bills of Quantities
- Fire protection Design with details and Bills of Quantities
- Energy efficiency
- Technical control of the Main Designs
- Design approvals from all relevant institutions

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 site visit the designer will prepare detailed Project brief which needs to be signed by the Investor.
- The Design shall include but not limit to the Bill of Quantities for rehabilitation of the entire building, 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 details and shop drawings which will enable smooth reconstruction process.
- The Designer shall ensure that the Design shall enable the beneficiary/ owner of the building 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.

Main Reconstruction Designs must be done for the entire facility.. **The Main Reconstruction Design shall provide clearly for 2 phases of the implementation/reconstruction.**

The first phase would include reconstruction of the building and repairing the damage that has occurred as a consequence of flooding and would include all necessary work on the ground floor and school yard. The BoQ for this phase should be part of the design.

The second phase would include all other works. Designer should prepare detailed Bill of Quantities in accordance with a staged performance of work done. The BoQ for this phase should be part of the design.

2. Outputs:

Main Rehabilitation Design for the High school in Obrenovac according to the legal Acts issued by Obrenovac municipality, and acknowledged by the Office for Reconstruction and Flood Relief

3. Activities:

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

- Understand the SERBIA FLOOD REHABILITATION SUPPORT Project background
- Field research to obtain all conditions relevant for the Main Rehabilitation Designs
- Desk research and consultations with SERBIA FLOOD REHABILITATION SUPPORT Project during the initial activities

4. Inputs:

- Geotechnical Study for the development of the Main Rehabilitation Design for the High School in Obrenovac.
- Report on the geodetic monitoring of settlement building foundations

- Report on the determined level of underground water at the site
- The Main design for reconstruction of the building from 1969
- Report on the assessment of damages to the building
- City Department of Expertise Report

Serbia Floods Rehabilitation Support Project and partners on this project will assure that all available facts and information about the locations are given to the selected design company.

Consultant's Input

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

- Working on Main Rehabilitation Designs for 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 and team building skills
-

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

The Team 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.

5. Timing:

The consultancy will be conducted over the period mid November 2014 to end January 2015.

6. Reporting:

Electronic copy of the Design and 5 hard copies

The Designs 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 for the Reconstruction of the High School "Gimnazija" in Obrenovac	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



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

4