

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

**Development of Main Design for the  
Rehabilitation of the School for Economy  
and Trade in Paracin**

**RFQ No: UNOPS-SFRS-2014-S-055**

**Request for quotation (RFQ)  
for Development of Main Design for the Rehabilitation of the School for  
Economy and Trade in Paracin  
RFQ NO. RFQ - UNOPS-SFRS-2014-S-055**

Date: 4 November 2014

UNOPS is accepting quotations from suppliers for Development of Main Design for the Rehabilitation of the School for Economy and Trade in Paracin. 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)

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## 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 mid January 2015.

## 7 Quotations due

All quotations must be received in a sealed envelope at the address and 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](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 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 for at least one design of the rehabilitation of a civil engineering or architectural building in the last 5 years.

The selected design company should have proven expertise and experience in working on Main Rehabilitation Designs of civil engineering or architectural structures; 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: experienced designer with an adequate licence or a team of designers with adequate licenses that has done work on similar building rehabilitation designs in the previous five years. 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.RFQ - UNOPS-SFRS-2014-S-055 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](mailto:srpc.bids@unops.org)

## ANNEX C

### Terms of References

#### Development of the Main Design for the Rehabilitation of the School for Economy and Trade in Paraćin

##### 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 provide working conditions restored to normal functioning in up to 30 public institutions (kindergartens, schools, medical centres etc.) in the municipalities affected by the floods.

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

To define all required work that shall be undertaken with the aim of ensuring complete stability of the building and reinstating the building into function, as well as to calculate the total cost price of all work.

## **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, perform all necessary observation, examination, testing and surveying on site as described in the Report on Stability of Structural Elements of the building, issued by Faculty of Civil Engineering and Architecture in Niš and in these Terms of References and in accordance with the results of aforementioned preparatory actions, subsequently develop the Main Design for the Rehabilitation of the School for Economy and Trade in Paraćin.

### **1. Main Rehabilitation Design**

#### **Introduction**

The school building was constructed between 1959 and 1968. The building has the dimensions 78x13m with the following levels: B+G+2; total surface area is approximately 4000m<sup>2</sup>. School capacity is approximately 700 children. Due to overflow of the Crnica river in May 2014, the flood completely overtook the basement of the building, with water level reaching the basement ceiling. The basement was constructed in a solid brick system. Due to long-term water presence, all load-bearing elements in the basement, on which the structure of the ground floor and other floors relies, were caught in deterioration. The ground floor slab has sunk in several places and cracks have appeared in parts of the basement and floor structure.

The expert team of Faculty of Civil Engineering and Architecture in Niš issued a Report on Stability of Structural Elements of the building on 8 July 2014. This Report defines a sequence of actions that must be undertaken in order to determine the scope of necessary intervention and other data for development of the Main Design of rehabilitation works.

### **2. Outputs:**

The following must be done in order to get an overview of all relevant parameters occurring during the flood & with the aim to develop optimum rehabilitation measures:

- a. A survey of the existing situation of the building with all required layouts, cross-sections on a scale of 1:50.
- b. A detailed survey of all fissures and cracks with sketches of trajectory lines of maximum damage along the height of the building and existing bases,
- c. A survey of elastomechanical characteristics of materials installed in load-bearing structure elements affected by the flood (type of brick, type of mortar, type of wall etc) using non-destructive methods,
- d. Establishing geomechanical characteristics of the terrain (soil load-bearing capacity) after the flood under the strip foundations submerged under water,
- e. A geodetic survey and a survey of the vertical properties of walls and any movement, including spot footing and pillar rotation,
- f. A control structural analysis of load-bearing elements for surveyed situations under items 2-5.
- g. A rehabilitation design with a detailed structural analysis of the building as a whole, including all architecture and civil engineering details with a detailed Bill of Quantities of all work required for a complete rehabilitation of the building.

All listed items shall be included in the bid.

All and any testing and establishing the characteristics of materials shall be done by accredited laboratories with properly gauged instruments.

The content of the Main Rehabilitation Designs must comply in full with the Planning and Building Law as well as with all professional standards and regulations.

### **3. Activities:**

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

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

### **4. Inputs:**

Report on Stability of Structural Elements of the Building of School for Economy and Trade in Paraćin issued by Faculty of Civil Engineering and Architecture in Niš on 8 July 2014.

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 of civil engineering or architectural structures.
- 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 rehabilitation design can be developed by a design organisation, bureau or institution that has done at least one design of the rehabilitation of a civil engineering or architectural building in the last 5 years.

The rehabilitation design can be developed by an experienced designer with an adequate licence or a team of designers with adequate licenses that has done work on similar building rehabilitation designs in the previous five years.

### **5. Timing:**

The consultancy will be conducted over the period mid November 2014 to mid 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			
<p><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.</p>			
	DESCRIPTION	QTY	CURRENCY: RSD
			TOTAL OFFERED PRICE (VAT excluded)
1.	Development of Main Design for the Rehabilitation of the School for Economy and Trade in Paracin	1	

**ANNEX E****Previous experience form**

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



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