



UNOPS

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

**Development of Design Documentation for
Reconstruction of Embankments and
Riverbed with Construction of the New Bridge
on Dragan's Creek in vicinity of Felix
Romuliana Archaeological Site**

RFQ No: UNOPS-SFRS-2015-S-028

Request for quotation (RFQ)**for Development of Design Documentation for Reconstruction of Embankments and Riverbed with Construction of the New Bridge on Dragan's Creek in vicinity of Felix Romuliana Archaeological Site****RFQ NO. UNOPS-SFRS-2015-S-028**

Date: 04 May 2015

UNOPS is accepting quotations from suppliers for development of Design Documentation for Reconstruction of Embankments and Riverbed with Construction of the New Bridge on Dragan's Creek in vicinity of Felix Romuliana Archaeological Site.

All interested parties must complete and return the attached price sheet to the following address:

UNOPS-RSOC, Šumatovačka 59, Belgrade,
or to the following e-mail address: srpc.bids@unops.org

Any requests for clarification should be referred to Procurement Unit and should be sent to srpc.procurement@unops.org.

Note: This email address is for clarifications only. Received quotation through srpc.procurement@unops.org will not be considered.

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)

The consultancy shall be conducted in period from June to September 2015. Overall timeframe should not exceed **95 calendar days**.

7 Quotations due

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

Date: 18 May 2015
Time: 12:00h, noon, CET
UNOPS-RSOC, Šumatovačka 59, 11000 Belgrade
Contact person: Procurement Unit

Quotations submitted shall be binding and valid for a period of sixty (60) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting contract.

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:



Svetlana Mijuk, UNOPS SFRS Project Manager

ANNEX A

Requirements and price list

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

- Quotation form – Annex B
- Terms of Reference – Annex C
- Financial offer - Annex D
- Previous Experience Form - Annex E (at least three similar designs)

As part of the tender documentation the Bidders shall also provide:

- Company Licence for the development of technical documentation for structures for which the building permit is issued by the relevant Ministry: P090A1 for structures within the boundaries of cultural assets registered in the UNESCO list of World Cultural and Natural Heritage;
- Company registration documents (not older than 6 months);
- List of references/designs serving similar purposes: completed Main Designs for construction of small to medium bridges and reconstruction of river embankments and/or riverbeds over the past five years;
- References or Letters of recommendation for at least three of these designs supporting information stated in Previous Experience Form;
- CVs and copies of professional licences of the proposed individual engineers, members of the design team, with reference lists of designs on which they were responsible designers;
- The Lead Engineer must hold the valid licence 313 or 314 issued by the Serbian Chamber of Engineers and proven experience in designs of watercourse regulation – lead engineer on at least one Main Design;
- Engineer(s) responsible for the design of the new bridge may hold licences 310, 311, 312, 313, 314, 315 or 318. Engineer responsible for the design of the new bridge must have proven experience in designs of bridges of small to medium structural span and complexity – lead engineer on at least one Main Design.

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

ANNEX B**RFQ –Quotation form**

The 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-2015-S-028 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 bid document.

I, the undersigned, declare that:

- a) Our firm and our personnel have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.
- b) Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation.
- c) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with clause 2, Eligibility.
- d) We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any contract awarded.

I, _____ (name of signing official), certify that I am
_____ (position) of _____ (legal name of company);
that by signing this RFQ bid for and on behalf of _____ (legal name of company)

I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

(Signature)

(Name)

(Title)

_____(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Phone no: _____ Fax no: _____

Email address: _____

Offer valid until: _____ Must be at least 60 days

Currency of offer: _____ (state currency)

Payment terms 30 days accepted: YES / NO

Are you a UNOPS registered vendor? Yes No If yes, provide vendor number: _____

Quotation to be addressed to:

Reference RFQ UNOPS-SFRS-2015-S-028

UNOPS RSOC

Procurement Unit,

Sumatovacka 59, 11 000 Belgrade, Republic of Serbia

E-mail: srpc.bids@unops.org

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.

Quotes are due on 18 May 2015, 12:00h noon, CET

ANNEX C

Terms of References

For the development of Design Documentation for Reconstruction of Embankments and Riverbed and Construction of the New Bridge on Dragan's Creek in vicinity of Felix Romuliana Archaeological Site

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 reparation of up to five cultural institutions affected by the floods.

Felix Romuliana Archaeological Site situated 11.5 kilometres west of Zaječar is one of culturally significant locations requiring works on rehabilitation from the floods, as reported by the Ministry of Culture and Information of Republic of Serbia. This site was included on the UNESCO World Heritage List in 2007 (ref: <http://whc.unesco.org/en/list/1253>).

III. Immediate Objective(s):

To provide the complete design documentation needed for reconstruction of embankments and the riverbed and construction of the new bridge over Dragan's Creek in vicinity of Felix Romuliana Archaeological Site in order to permanently secure the site from flooding from the creek.

IV. Scope of Consultancy

The selected design company shall perform all necessary preliminary surveys, investigations, studies and calculations and develop the Conceptual Design, Preliminary Design, Design for Building Permit and Detailed Design for Execution of Works and Permit for Commencement of Works for reconstruction of embankments and the riverbed and construction of the new bridge over Dragan's Creek in vicinity of Felix Romuliana Archaeological Site, under the direct supervision of the Serbia Flood Rehabilitation Support Project engineers, with support of UNOPS Infrastructure Advisor and overall supervision of Serbia Flood Rehabilitation Support Project Manager.

1. Introduction

Dragan's creek runs from south to north roughly parallel to the eastern fortification wall of the Felix Romuliana Archaeological Site in approximate length of 230 meters. In May 2014, due to excessive rainfall, this creek overflowed its bed and the water reached the remnants of ancient fortification tower at the outer south-eastern corner of the Site and caused crumbling of mortar from the joints and of some bricks from the base of the wall. Experts from the Institute for Protection of Cultural Monuments of Republic of Serbia have repaired the wall since then, but the causes of overflow of water from the creek's bed were not tackled. Water had spilled because its course was blocked by debris, branches and mud piled at its narrowest point, the opening under the small bridge, some 25 meters from the south-eastern tower. In order to avoid such occurrences in the future, this bridge should be rebuilt with a wider opening for the creek's flow and to the same purpose it must be verified if there are needs for further interventions on the creek's embankments and possibly riverbed, i.e. clearing, widening, deepening, restructuring or similar.

2. Basic Concept and Methodology for Design Development

In order to permanently secure the Felix Romuliana Archaeological Site from flooding from the Dragan's Creek, the selected design company shall develop the comprehensive design documentation for works on demolition and complete removal of the old bridge, construction of a new bridge on the same position and all necessary interventions on the creek's embankments and possibly riverbed.

The new bridge should be constructed of reinforced concrete, either of prefabricated elements or cast on site, or of another constructive material in accordance with the applicable technical standards and regulations and legal requirements. Geometry and dimensions of the bridge must be determined on the basis of the needed water throughput and load bearing/transport capacity prescribed for regional and local roads. The bridge must be paved with appropriate material to integrate with the road passing over it.

The creek's embankments and possibly riverbed must be reconstructed in accordance with requirements for undisturbed water flow and prevention from flooding. The selected design company must determine the precise nature and scope of these works through a valid technical analysis of necessary preliminary surveys, investigations, studies and calculations.

The design documentation must be developed in full accordance with the 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, 132/2014 and 145/2014) and all applicable laws, bylaws, regulations, technical standards and legal requirements.

The design documentation must be developed to the content and extent of documentation and level of detail as specified in the Ordinance on the Content, Method and Procedure of Producing and Method of Control of Technical Documentation According to the Classification and Purpose of the Structure (Official Gazette of the Republic of Serbia No. 23/2015) in successive stages as described below.

A) Preliminary Surveys, Investigations and Studies

The selected design company shall perform all necessary preliminary surveys, investigations, studies and calculations required for determination of the precise nature and scope of works and development of the design documentation for reconstruction of embankments and possibly riverbed and construction of the new bridge on Dragan's Creek, including but not limited to:

- Survey of the whole alignment of the creek's riverbed in immediate vicinity of the Felix Romuliana Archaeological Site and upstream and downstream from the Site in the length necessary for determination of all positions from which the water from the creek could overflow and reach the Site, with recording/graphical presentation of all relevant data, such as charts, diagrams, cross sections/profiles etc.

- Topographic survey of the plot on the level of details for the development of Detailed Design and Geodetic Marking Design, if necessary.
- Obtainment and analysis of available data on historical and reasonably foreseeable maximum water levels of Dragan's Creek.
- All necessary hydraulic calculations of existing and required water flow with regards to obtained data on historical and reasonably foreseeable maximum influx and determination of required cross sections of the Creek's riverbed on all positions from which the water could overflow and reach the Site.
- Study on geotechnical conditions for purposes of construction of the new bridge and reinforcement of embankments of Dragan's Creek.

B) Conceptual Design

The selected design company shall develop the Conceptual Design for the purpose of obtaining the Location Conditions document, issued by the Ministry of Construction, Transportation and Infrastructure of Republic of Serbia, as per article 53a of the Law on Planning and Construction.

The Conceptual Design must be developed in full accordance with the above described surveys, investigations, studies and calculations, general and specific conditions and procedures, instructions and requests of the administration authorised for issuance of Location Conditions.

C) Preliminary Design

The selected design company shall develop the Preliminary Design for the purpose of obtaining a positive Report on Expert Control (Revision) of Technical Documentation issued by the Revision Commission of the Ministry of Construction, Transportation and Infrastructure of Republic of Serbia, as per articles 131 and 132 of the Law on Planning and Construction.

The Preliminary Design must be developed in full accordance with the previous design stages, general and specific conditions described above and procedures, instructions and requests of the Revision Commission.

D) Detailed Design for Execution of Works and obtaining of Building Permit and Permit for Commencement of Works with the Extract needed for the Building Permit

The selected design company shall develop the Detailed Design for Execution of Works and obtaining of Building Permit and Permit for Commencement of Works. The selected design company shall prepare the Extract from the Detailed Design for the purpose of obtaining a Building Permit that shall be issued by the Ministry of Construction, Transportation and Infrastructure of Republic of Serbia, as per articles 133, 135 and 148 of the Law on Planning and Construction.

The Detailed Design must be developed in full accordance with the previous design stages, general and specific conditions described above and mandatory instructions from the State Revision Commission and Technical Control.

V. Outputs

1. Preliminary Surveys, Investigations and Studies – as described above,
2. Conceptual Design – as described above,
3. Detailed Design for Execution of Works and obtaining of Building Permit and Permit for Commencement of Works with the Extract from the Detailed Design for Building Permit – as described above,
4. Design Briefs – Terms of Reference for all design stages, to be approved and signed by the Contracting Authority,
5. Bills of Quantities for execution of works with detailed bills of measurements with accuracy of +/- 3% in MS Excel format in Serbian and English languages.

The selected design company shall develop complete design documentation needed for reconstruction of embankments and the riverbed and construction of the new bridge over Dragan's Creek in vicinity of Felix Romuliana Archaeological Site in order to permanently secure the site from flooding from the creek, as described above. The design documentation shall be submitted to the Contracting Authority in 6 (six) bound copies and in electronic format, on a CD.

The design plans must be amended and corrected according to all remarks, instructions and requests of the State Revision Commission and Technical Control and shall be submitted along with the positive reports on performed inspections. Technical Control consultancy will be selected through a separate tender procedure and will be available to the designer after the completion of the Conceptual Design. The selected design company must cooperate with the Technical Control from the commencement of the engagement of Technical Control.

The selected design company shall also be under the obligation to obtain the Location Conditions, positive Report of the State Revision Commission, Building Permit and Permit for Commencement of Works, as well as all necessary approvals from all legal entities and utility companies, including all corrections and amendments necessary for obtaining them. Costs of all taxes and fees for all conditions and approvals, including the Location Conditions, positive Report from the State Revision Commission, Building Permit and Permit for Commencement of Works shall be included in the offer for development of the design documentation.

The design must comprise clearly defined solutions, without any variations, to ensure that a public call for bids for provision of reconstruction works 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 "Serbia Rehabilitation Support after Floods" project, within which this design activity is implemented.
- Any site visits to collect all information relevant to the project:
Bidders will be obligated to visit the building site with UNOPS representative.
- Field research to obtain all information, parameters and conditions relevant for the development of design documentation.
- Desk research and consultations with the UNOPS Project Team and relevant stakeholders during the development of design documentation.

VII. Inputs

Contribution of the UNOPS Project Team and its Partner:

The UNOPS Project Team shall ensure that the selected consultancy is forwarded:

- The Ownership List from Cadastre,
- Copy of the Lot Plan.

Contribution of the Consultant:

Within its bid, the consultancy must submit:

1. The fixed amount of the bid in RSD in the Annex II Form signed and certified by the seal of the bidder – the price should not include VAT, as the design is financed by a donation and therefore exempted from VAT.
2. Company Licence for the development of technical documentation for structures for which the building permit is issued by the relevant Ministry: P090A1 for structures within the boundaries of cultural assets registered in the UNESCO list of World Cultural and Natural Heritage.
3. Company registration documents not older than six months.
4. List of references/designs serving similar purposes: completed Main Designs for construction of small to medium bridges and reconstruction of river embankments and/or riverbeds over the past five years. Please also submit client's reference letters for at least three of these designs.
5. CVs and copies of professional licences of the proposed individual engineers, members of the design team, with reference lists of designs on which they were responsible designers. At least the Lead Engineer must hold the valid licence 313 or 314 issued by the Serbian Chamber of Engineers and engineer(s) responsible for the design of the new bridge may hold licences 310, 311, 312, 313, 314, 315 or 318. The Team Leader must have proven experience in designs of watercourse regulation – lead engineer on at least one Main Design. Engineer responsible for the design of the new bridge must have proven experience in designs of bridges of small to medium structural span and complexity – lead engineer on at least one Main Design.

Timeframe of the activity

The consultancy shall be conducted in period from Jun to September 2015 with milestones as follows:

1. Completion of Preliminary Surveys, Investigations and Studies, submission of the Conceptual Design Brief to Contracting Authority and submission of Request for and obtaining of Location Conditions: **30 days** counting from the date of commencement of services.

2. Completion and submission of Conceptual Design to the Revision Commission: **15 days** counting from the previous milestone.
3. Procedure of the Revision Commission and issuance of their Report: **30 days** counting from the previous milestone – in this period the design development shall be continued to the level of the Design for Building Permit and Technical Control of this Design shall commence.
4. Implementation of the mandatory instructions from the Revision Commission and Technical Control, submission of the Detailed Design to the relevant authority for issuance of Building Permit and submission of the detailed BoQs in Serbian and English language to the Contracting Authority: **20 days**.

Overall timeframe includes obtaining of all necessary conditions, approvals and Building Permit and should not exceed **95 calendar days**.

In addition to the overall timeframe of the activities, the selected design company shall remain in contractual obligation with the Contracting Authority until the contractor for the execution of works is selected and the Permit for Commencement of Works is issued to the Contracting Authority and only then the final payment shall be made (see below).

Reporting

Inception Report 15 days after being contracted, Progress Reports at every 15 days and Final Report. Updates as requested.

Payments

1. 50% of contract price within 30 days after the issuance of a positive Report from the Revision Commission.
2. 40% of contract price within 30 days after the issuance of the Building Permit.
3. 10% of contract price within 30 days after the issuance of the Permit for Commencement of Works.

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 Design Documentation for Reconstruction of Embankments and Riverbed with Construction of the New Bridge on Dragan's Creek in vicinity of Felix Romuliana Archaeological Site.	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