

REQUEST FOR QUOTATION (RFQ)

Date: 11-Sep-2013

Dear Sir/Madam,

Subject: Request for Quotation for the Development of Technical Documentation for the Main Design for the Construction of a Social Housing Residential Building

Project: 00085495 - Let's Build a Home Together

Case reference: UNOPS-00085495-2013-S-014

1. The United Nations Office for Project Services (hereinafter "UNOPS") is pleased to invite you to submit a quotation for provision of the services described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation in a sealed envelope on or before **25 September 2013, 12.00 hrs, CET** on address UNOPS, Sumatovacka 59, 11 000 Belgrade to the attention of Procurement Unit. Please specify above project and reference number on your quotation.
3. Bidders will be enabled to visit the building site with UNOPS representative. Visit to the site will be organized on Thursday, 19th September 2013, at 11.00h. Participants interested in visit could contact Mr. Vladimir Stamenov, (vladimirst@unops.org).
4. Any requests for clarification should be referred to:
Contact Person: Procurement Unit
Office: UNOPS
Address: Sumatovacka 59, 11 000 Belgrade
E-Mail: srpc.procurement@unops.org
5. Your quotation shall include the following:
 - Fixed overall quotation in RSD (see Annex II)
 - Completed Previous Experience Form (see Annex III) 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
 2. Civil engineer
 3. Electrical engineer (strong and weak current)
 4. Energy efficiency engineer
 5. Geodetic engineer (Licensed land surveyor)
 6. 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.
6. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
- (a) Compliance with all requirements as specified in Annex I
 - (b) Cost-effectiveness of price quotation
 - (c) Qualifications and suitability of the staff/personnel proposed for the assignment including their previous experience with same type of assignment
7. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
8. UNOPS reserves the right to make multiple arrangements for any item or items.
9. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under “UNOPS general conditions of contract”:
- UNOPS Conditions of Services - For contracts of a value of less than USD 50,000
10. **Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:
- (a) Suppliers are already suspended by UNOPS, or,
 - (b) Supplier’s names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
 - (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
 - (d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents

requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

11. Information regarding Bid Protest can be found at:

<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

12. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place (www.ungm.org). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.

13. UNOPS will effect payment within 30 days after receiving completed technical documentation with Technical control approval seal.

We look forward to receiving your quotation. Yours sincerely,



Graeme Tyndall
Programme Manager

Annex I – Terms of Reference

Development of Technical Documentation for the Main Design for the Construction of a Social Housing Residential Building within the Project “Let’s Build a Home Together”

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 UN Office of the High Commissioner for Human Rights (OHCHR), the Danish Refugee Council (DRC) and the Housing Development Centre for Socially Vulnerable Groups (HC).

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 202 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 houses 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:

Most of the project beneficiaries have expressed interest in the social housing component. This component will be fully successful only if the construction of the new houses for Roma is conducted through multi-sectoral cooperation rather than as an isolated activity, in order to guarantee that the beneficiaries have access to all services available to all nationals: health, education, social protection and employment, as well as equal access to justice and human rights protection.

This is why special attention has been devoted to the selection of the sites in which the housing will be constructed.

This invitation to bid regards the development of design documentation – the main design for one of the multi-family social housing buildings at the Orlovsko naselje site.

III Immediate objective:

The ultimate goal of this project activity is the construction of a building comprising 12 social apartments 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 architectural consultancy shall develop the technical documentation for the construction of a residential building comprising 12 social apartments on cadastral lot No. 861/4, Mirijevo Cadastral Municipality (CM), Municipality of Zvezdara, under the direct supervision of the UNOPS project team

engineers and Project Manager and the architect of the Housing Development Center for Socially Vulnerable Groups, who prepared the conceptual design of the building.

1. Concept:

The conceptual design of the building comprising social apartments for the most vulnerable Roma families in Belgrade was prepared in accordance with the Mirijevo Settlement Regulation Plan (City of Belgrade Official Herald No. 20/02), the Urban Plan for Reparcelling Cadastral Lots Nos. 861 and 862, Mirijevo CM, and the 2012 Belgrade General Plan (City of Belgrade Official Herald Nos. 21/03, 25/05 i 63/09).

The building is planned on cadastral lot No. 861/4, CM Mirijevo, Municipality of Zvezdara. The plot has a direct access to the Orlovsko 7. sokace street (extension of Django Rajnhart St.) and planned ring roads, and is in the vicinity of existing mobile-units settlement.

Over the plot, diagonally, the route of 2 x 110kV transmission line is spreading and the construction on the plot is possible only out of the protection zone, which extends up to the 17m on the both side of the transmission line axis.

Horizontal and vertical regulation of the planned building is going to follow the conditions from location licence and conceptual design.

The building is specifically planned for the resettlement and accommodation of the residents of the newly-formed settlements with mobile housing units in Belgrade. The construction of one residential building for the housing of more than one family, comprising one entrance and 12 housing units, is envisaged on the above mentioned lot.

A request for a location licence has been submitted together with the conceptual design and the other requisite documents. The licence is expected to be issued in late September.

Other parameters:

- Number of floors: Ground Floor + 1
- Number and size of housing units: 12 units between 22 and 95 m² in area
- Common premises: dayroom, pantries and communications
- Net area of the building: around 830m²
- Gross area of the building: around 1100m².

2. Documentation Available to the Designer:

- Design brief with the conceptual design of the building
- Requirements of the competent public utility companies at the Urban Plan level
- Urban Plan offprint (Certificate IX-03 No. 350.11-1078/06 of January 2007)
- Topographic/Cadastral Plan (Urban Plan level)
- Site information IX-20 No. 350.4 – 2704/2013 of 26 July 2013
- Excerpt from the cadastre of underground installations
- Copy of the lot plan
- Geotechnical survey study for the main design of the social housing building on cadastral lot No. 861/4, CMO Mirijevo

In the event the location licence is not obtained before the beginning of the work on the main design, it will be forwarded to the consultancy during its work on the documentation, as will the technical design requirements as they are successively obtained from the public utility companies.

The consultancy shall be under the obligation to prepare and submit the requests and cooperate on the obtainment of all the requisite technical requirements from the public utility agencies and companies, while the costs and fees shall be covered by the Belgrade Construction Land and Building Directorate, Public Company.

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 (documentation needed for a construction licence and comprising all the relevant data and details for unhindered construction):

1. Main architectural design (bases and sections on a 1:50 scale) and structural plan with the construction lay-out, formwork plans and reinforcement details,
2. Topographic-cadastral plan for the purpose of main design development (with the existing electricity transmission line exactly positioned)
3. Energy efficiency study,
4. Safety at work annex/study,
5. Main water and sewage design,
6. Main design of high and low voltage electrical installations and the ground rod and lightning rod installations,
7. Bills of Quantities for all project stages in Excel MS format,
8. Characteristic architectural-construction details or details of installations requisite for construction.
9. Land rehabilitation design in accordance with the geotechnical study requirements
10. Support wall design with calculations, drawings and details of reinforcements
11. Land drainage design in accordance with the geotechnical study requirements

12. Septic tank design (with a minimum capacity of 110m³)
13. Landscape design (yard and parking lots) with a project of the external hydrant network

Remark:

The heating of the building is planned by using of individual heating sources (ovens and 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 Orlovsko naselje. The design documentation shall be submitted to the contracting authority in 5 (five) bound copies and in electronic format, on a CD.

The plans designs must be amended to take into account all the 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 make all other corrections necessary for obtaining all the requisite approvals and the construction licence.

The design must comprise clearly defined solutions, without any versions, 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 could 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 and its partner, Housing Center (HC), 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 II Form, signed and certified by the seal of the bidder. Given that the geotechnical study will be completed and the location licence obtained during the bidding process, which may result in specific changes in the volume of the design

documentation, the price needs to be broken down into prices per each individual design to facilitate amendments, if any.

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 III 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.

Deadline:

This activity shall be conducted until late October 2013 and depending on the time the location licence is obtained (three weeks upon provision of location license).

Annex II: BID VALUE FORM

| 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: RSD Amount per individual design |
| 1. | Main architectural design and structural plan with the construction lay-out, formwork plans and reinforcement details | 1 | |
| 2. | Topographic-cadastral plan | 1 | |
| 3. | Energy Efficiency Study | 1 | |
| 4. | Health at Work Annex/Study | 1 | |
| 5. | Main water and sewage design | 1 | |
| 6. | Main design of high and low voltage electrical installations and the ground rod and lightning rod installations | 1 | |
| 7. | Bills of Quantities of all project stages in Excel MS format | 1 | |
| 8. | Characteristic architectural-construction details or details of installations requisite for construction | 1 | |
| 9. | Land rehabilitation design in accordance with the geotechnical study requirements | 1 | |
| 10. | Support wall plan with calculations, drawings and details of reinforcements | 1 | |
| 11. | Land drainage design in accordance with the geotechnical study requirements | 1 | |
| 12. | Septic tank design | 1 | |
| 13. | Landscape design (yard and parking lots) and external hydrant network design | 1 | |
| | TOTAL VALUE OF THE DESIGN | | |

Date: _____

Responsible officer: _____

Annex III: PREVIOUS EXPERIENCE FORM

| Prior Experience | | | | |
|-------------------------|-----------------|---|--|-----------------------|
| Design | Location | Total Value of Contract/Sub-Contract | Precise Name of the Design Contact Details of the Contracting Authority (Name, Address, Telephone, E-mail, Fax) | Year of Design |
| | | | | |
| | | | | |
| | | | | |

Date: _____

Responsible Person: _____