

REQUEST FOR QUOTATION (RFQ)

Date: 11 March 2014

Dear Sir/Madam,

Subject: Request for Quotation for Provision of Transportation services for reconstruction material, household appliances, household belongings, tools, machines, equipment and resettlement of beneficiary families

Project: 00085495

Case reference: UNOPS-LBHT-2014-S-004

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 **24 March 2014, 12:00 hrs noon, CET** on address UNOPS, Sumatovacka 59, 11000 Belgrade or via e-mail srpc.bids@unops.org to the attention of Procurement Unit. Please specify above project and reference number on your quotation.
3. Any requests for clarification should be referred to:
Contact Person: Procurement Unit
Office: UNOPS
Address: Sumatovacka 59, 11 000 Belgrade
Republic of Serbia
E-Mail: srpc.procurement@unops.org. **NOTE: This e mail address is for clarifications only. Please do not send your quotation or it will not be opened.**
4. Your quotation shall include the following:
 - Completed Comparative Data Form (see Annex II)
 - Fixed overall quotation (see Annex III)
 - Completed Previous Experience Form (see Annex IV) of similar projects
 - Company registration documents
 - CV of the driver with minimum 10 years of professional working experience
 - The selected company shall be responsible also for the provision of any equipment necessary to provide proper and unremitting transportation
5. 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
6. 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.
7. UNOPS reserves the right to make multiple arrangements per lots or for any item or items.
8. 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
9. **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.

10. **Information regarding Bid Protest can be found at:**

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

11. 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.

12. UNOPS will effect payment within 30 days after receipt of original payment documentation.

We look forward to receiving your quotation.

Yours sincerely,

A handwritten signature in blue ink, consisting of several large, overlapping loops.

Graeme Tyndall
Programme Manager

ANNEX I - TERMS OF REFERENCES

1. Project Background

“The Livelihood Enhancement for the Most Vulnerable Roma Families in Belgrade” (“Let’s Build a Home Together”) project is aimed at providing durable and adequate housing solutions for up to 202 Roma families evicted from the informal settlements in Belgrade. The European Union (EU) funded the project with 3.6 million Euros.

There are three housing solutions that will be offered to the beneficiary families:

- 1) Social housing in multifamily blocks
- 2) Village houses
- 3) Reconstruction of the existing private property.

In order to achieve the full success, the construction of new houses for the Roma will not be an isolated action and will be complemented with a multi-sector approach to grant the beneficiaries access to citizenships services: health, education, social protection and employment as well as equal access to justice and human rights protection.

Durable housing solutions will be developed jointly with the City of Belgrade as the lead partner, with the active participation of the affected communities guaranteeing full respect for their human rights. Additional focus will be on protecting women and children’s equal entitlements to adequate housing.

The project also aims at establishing resettlement procedures and processes that are fully in line with the international human rights standards.

2. Justification of consultancy

The project will provide the beneficiary families transportation assistance in relocation to the selected durable housing solution. Based on the information gathered during the preparation for the resettlement and in accordance with the beneficiary families needs logistics for relocation will be organized and transportation assistance provided.

This will include: transportation of people – beneficiary families’ members, with particular attention paid to the provision of assistance to people that need special assistance (elderly, children, people with disabilities, people that need medical care, pregnant women); transportation of reconstruction material for repair of private owned houses and purchased village houses; transportation of basic set of household appliances that will be purchased for the resettled beneficiaries; transportation of family household belongings; transportation of different tools, machines, equipment for income generating activities of beneficiary families.

3. Scope of Services

The Transportation Company/ies will, under the general guidance of the Social Inclusion Associate and the Project Team, be responsible for the provision of road transportation services for “Let’s Build a Home Together” project beneficiaries. Transportation services will be

required on the territory of Republic of Serbia. Expected volume of required transportation services for transportation of goods is around 10000 km. Expected volume of required transportation services for transportation of passengers is around 3000 km. Transportation is expected from Belgrade to specified locations for relocation in municipalities within the territory of the Republic of Serbia and on the City of Belgrade territory.

The selected company/ies will be required to organize the following transportations:

- Transportation of reconstruction material
- Transportation of basic set of household appliances
- Transportation of furniture and household belongings
- Transportation of different tools, machines and equipment
- Transportation of passengers

4. Input

The Project will provide:

- Timely information about the actual transportation requirement (time, goods, passengers, destination...)
- Assistance in the organization if required

5. Outputs

The expected output of the service is the transportation of beneficiaries and delivery of required goods to LBHT project beneficiaries.

6. Requirements

For transportation of goods the transportation company should have the capacities to cover the following minimum requirements:

- To load the truck (household appliances, household belongings, tools, machines, equipment and other goods...). Loading of construction material is not required.
- To unload the truck (reconstruction material, household appliances, household belongings, tools, machines, equipment and other goods ...) to final destination.
- To be able to respond to project requirements in 5 calendar days
- To ensure safety of transported goods
- To financially cover all damages that occurred during transportation and loading/unloading

For transportation of goods the transportation company should be equipped with the following:

- Lorry – from 2-3t transport capacity
- Truck – from 6-8t transport capacity
- Truck – more than 10t transport capacity
- All trucks should be fully covered to protect the goods of different weather conditions



For transportation of passengers the transportation company should have the capacities to cover the following minimum requirements:

- To pick the passengers and transport them to various destinations.
- To be able to respond to project requirements in 5 calendar days
- To ensure safety and comfort of transported passengers

For transportation of passengers the transportation company should be equipped with the following:

- Two minibuses – minimum 21 passenger transport capacity, A/C, maximum 15 years old

All drivers should have at least 10 years of professional working experience.

7. Monitoring

LBHT Social Inclusion Associate and Procurement Unit will be in charge to monitor the overall process.

8. Timeframe

Blanket Purchase Agreement will be issued for the period of one year. It is expected from the transportation company to respond in 5 calendar days upon request.

9. Reporting

n/a

ANNEX II: COMPARATIVE DATA FORM

Bidders are required to complete the following with “Yes”, “No” or specific information requested for the trucks being supplied (model, year of production, transport capacity...)

LOT 1 – TRANSPORTATION OF GOODS (reconstruction material, household appliances, household belongings, tools, machines, equipment...)

Our minimum requirements:	Your offer (Please fill in):
To load the truck (household appliances, household belongings, tools, machines, equipment and other goods...). Loading of construction material is not required.	
To unload the truck (reconstruction material, household appliances, household belongings, tools, machines, equipment and other goods ...) to final destination.	
Lorry – from 2-3t transport capacity	
Truck – from 6-8t transport capacity	
Truck – more than 10t transport capacity	
All trucks should be fully covered to protect the goods of different weather conditions	

LOT 2 – TRANSPORTATION OF PASSENGERS

Two minibuses – minimum 21 passenger transport capacity, A/C, maximum 15 years old	
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THE PRODUCTS OFFERED ARE IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS
 YES

 NO

 ANY DEVIATION MUST BE LISTED BELOW:

 Date

 Authorized Signature

ANNEX III: BID PRICE FORM

QUOTATION					
BIDDER'S PRICES (Price & Currency to be entered in EUR). All prices should be TAX free. UNOPS will provide necessary documentation for tax exemption. 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.					
All items of all Lots are to be delivered DAP to: Various locations on the territory of Republic of Serbia					
REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION: _____ Days (120 days) Blanket Purchase Agreement will be signed in unit prices for the period of one year. Payments will be conducted in RSD.					
BIDDER'S UNIT PRICES (Price to be entered by Bidder):					
	DESCRIPTION	Estimated mileage in KM	CURRENCY: EUR – tax free		
			UNIT PRICE per KM - DAP	TOTAL PRICE DAP	
LOT 1 - TRANSPORTATION OF GOODS					
Item 1	<i>Lorry – from 2-3t transport capacity</i>	2500 km			
Item 2	<i>Truck – from 6-8t transport capacity</i>	5000 km			
Item 3	<i>Truck – more than 10t transport capacity</i>	2500 km			
				Subtotal:	
LOT 2 – TRANSPORTATION OF PASSENGERS					
Item 1	<i>Minibus – minimum 21 passenger transport capacity, A/C, maximum 15 years old</i>	3000 km			
				Subtotal:	
				TOTAL:	

 Date

 Authorized Signature

ANNEX IV: 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

Authorized Signature: _____

Date: _____



