

REQUEST FOR QUOTATION (RFQ)

Date: 21 March 2014

Dear Sir/Madam,

Subject: Request for Quotation for the Development of Technical Documentation of the Main Design for the Social Housing Facility in Jabučki Rit, cadastral plot No. 473, CM Komareva humka, Municipality of Palilula, Belgrade

Project: 00085495 - Let's Build a Home Together

Case reference: UNOPS-LBHT-2014-S-007

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 **07 April 2014, 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, 31st March 2014, at 10.00h. 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 SRPC
Address: Sumatovacka 59, 11 000 Belgrade
E-Mail: srpc.procurement@unops.org
NOTE: This email address is for clarification purposes only. Offers submitted to this email will not be considered.
5. Your quotation shall include the following:
 - Fixed overall quotation (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 (license No.300)
 2. Geology engineer (license No.391)
 3. Civil engineer (license No. 310, 311 and/or 313, 314)
 4. Electrical engineer /strong and weak current (license No. 350)
 5. Energy efficiency engineer (license No. 381)
 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 receipt of original payment documentation.

We look forward to receiving your quotation. Yours sincerely,



Graeme Tyndall
Programme Manager



Annex I – Terms of Reference

Development of Technical Documentation of the Main Design for the Social Housing Facility in Jabučki Rit, part of cadastral plot No. 473, CM Komareva humka, Municipality of Palilula, Belgrade

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 blocks 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-sectorial 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 facility on the part of cadastral plot No.473 CM Komareva Humka in Jabučki Rit.

III Immediate objective:

The ultimate goal of this project activity is the construction of a building comprising 15 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 company shall develop the technical documentation for the construction of a residential building comprising 15 social apartments in Jabučki Rit, on part of cadastral plot No. 473, Cadastral Municipality Komareva humka, Municipality of Palilula, Belgrade, 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 Urban Project for the Social Housing in the Jabučki Rit Settlement, City Municipality of Palilula, developed by the Belgrade Urban Planning Institute in 2013 (Confirmation IX-07, No. 350.13-25/2013 from 15 August 2013) and the Allotment plan for forming two building plots (GP1 and GP2) out of cadastral plot No. 473 (Confirmation IX-07, No. 350.15-178/2013 from 19 August 2013).

The building is planned as one of three social housing facilities on the building plot GP1, part of cadastral plot lot No. 473, CM Komareva humka. The plot has a direct access to the existing local road running along the plot in the north-west / south-east direction and is in the vicinity of existing mobile-units settlement "Jabučki Rit".

The position of the building as well as the horizontal and vertical regulation are defined in the „Regulaciono-nivelacioni plan sa analitičko-geodetskim elementima za obeležavanje“ in the Urban Project and in the agreement with the Investor, Belgrade Land Development Public Agency (Beoland). The same Investor is funding the construction of other two social housing facilities on the plot with additional 27 social housing units.

Basic conditions for available infrastructure connections are elaborated in the Urban project, while the detailed technical conditions from utility companies for main design development will be obtained by Beoland, as well as the location permit for the whole complex. Beoland will also prepare all documentation for the first phase of construction including two multi-family houses, and all infrastructure planned on the plot.

The selected architectural consultancy shall develop main design for the third multi-family building on the base of preliminary design made by Project Partner - Housing Centre and within the boundaries defined by "building lines" in Urban Project.

The housing units and the building itself has to be designed in line with the 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)

Other parameters for the building

- Number of floors: Ground Floor + 1
- Number and size of housing units: 5 units between 26 and 78 m² in area
- Common premises: dayroom, pantries and communications
- Net area of the building: around 850m²
- Gross area of the building: around 1050m².

2. Documentation Available to the Designer:

- Design brief with the conceptual design of the building
- Urban Project for the Social Housing in the Jabučki Rit Settlement, City Municipality of Palilula, (Confirmation IX-07, No. 350.13-25/2013 from 15 August 2013)
- Technical conditions of the relevant public utility companies at the Urban Project level

- Topographic/Cadastral Plan (Urban Project level)
- Site information IX-20 No. 350.4 –1463/2013 of 19 April 2013
- Excerpt from the cadastre of underground installations
- Copy of the lot plan

The main design development will start on the base of available documentation. All detailed technical conditions for infrastructure connections and for technical documentation development will be forwarded to the consultancy company successively, as obtained. The location permit issuance will allow the immediate requesting of the building permit.

The consultancy shall be under the obligation to cooperate on the obtaining of technical conditions from utility companies and the location permit by passing all the data needed to the Beoland who will officially submit all the requests.

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. Study on geotechnical conditions of the construction of social housing on the part of cadastral plot No. 473 CM Komareva humka in Jabucki Rit (narrowest area under and around the building)
2. Main design for filling the field
3. Geodetic marking project and the protocol of regulation
4. Main architectural design (bases and sections on a 1:50 scale) and structural calculations with the construction lay-out, formwork plans and reinforcement details

5. Energy efficiency study
6. Plan of preventive protection measures
7. Main water and sewage design
8. Main design of high and low voltage electrical installations (two separate volumes)
9. Characteristic architectural-construction details or details of installations requisite for construction
10. Bills of Quantities with detailed bills of measurements for all project stages in Excel MS format

Remark:

The heating of the building is planned by using of individual heating sources (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 Jabučki Rit. 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 required approvals and the construction licence.

The design must comprise clearly defined solutions, without any variations, 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 have to 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.
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.

Timeframe of the activity:

This activity shall be conducted in period April – June 2014, depending on the time the location licence is obtained.

Payment

UNOPS will process 75% of payment within 30 days after receiving completed technical documentation with Technical control approval seal, and the building permit obtained. Further 25% will be paid after obtaining all approvals from the Belgrade utility companies.

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: Amount per individual design
1.	Study on geotechnical conditions	1	
2.	Main design for filling the field	1	
3.	Geodetic marking project and the protocol of regulation	1	
4.	Main architectural design and structural calculations with the construction lay-out, formwork plans and reinforcement details	1	
5.	Energy efficiency study,	1	
6.	Plan of preventive protection measures	1	
7.	Main water and sewage design	1	
8.	Main design of high and low voltage electrical installations (two separate volumes)	1	
9.	Characteristic architectural-construction details or details of installations requisite for construction	1	
10.	Bills of Quantities with detailed bills of measurements for all project stages in Excel MS format	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: _____