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**REQUEST FOR QUOTATION (RFQ 15/19)**

**Re-announcement of RFQ 05/2019**

**(****Engineering designs for construction of the new roads in Municipality of Krushevo** **LOT 1 and LOT2)**

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| 00089220 - EU Project “Improving Municipal Governance” | DATE: February 14, 2019 |
| REFERENCE: RFQ 14/19 |

Dear Sir / Madam:

We kindly request you to submit your quotation in MKD, VAT excluded in a sealed envelope for **Engineering designs for construction of the new roads in Krushevo**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 4.

Quotations may be submitted on or before **February 28, 2019**, 10am and via *☒courier mail or ☒ hand delivery to* the address below:

**UNDP**

**RFQ 15/2019 for Engineering design of roads in Municipality of Krushevo LOT 1 and LOT 2**

Jordan Hadzi Konstantinov Dzinot 23  
Skopje

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s

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| --- | --- | --- |
| Delivery Terms  [INCOTERMS 2010]  *(Pls. link this to price schedule)* | ☐FCA  ☐CPT  ☐CIP  ☐DAP  ☒n/a | |
| Customs clearance[[1]](#footnote-1), if needed, shall be done by: | ☐UNDP  ☐Supplier/Offeror  ☐Freight Forwarder | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Municipality of Krushevo | |
| UNDP Preferred Freight Forwarder, if any[[2]](#footnote-2) | N/A | |
| Distribution of shipping documents *(if using freight forwarder)* | N/A | |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | ☒ **for LOT 1 – till** **31 June 2019; for LOT -2 – till 31 May 2019**  ☒ As per Delivery Schedule in the TOR  Time Zone of Reference : | |
| Delivery Schedule | ☒Required  ☐Not Required | |
| Packing Requirements | n/a | |
| Mode of Transport | ☐ AIR | ☐LAND |
| ☐SEA | ☐n/a |
| Preferred  Currency of Quotation[[3]](#footnote-3) | ☐United States Dollars  ☐Euro  ☒Local Currency : MK denars | |
| Value Added Tax on Price Quotation[[4]](#footnote-4) | ☐ Must be inclusive of VAT and other applicable indirect taxes  ☒ Must be exclusive of VAT and other applicable indirect taxes | |
| After-sales services required | ☐ Warranty on Parts and Labor for minimum period of 1 year  ☐ Technical Support  ☐ Provision of Service Unit when pulled out for maintenance/ repair  X n/a | |
| Deadline for the Submission of Quotation | *Thursday, February 28, 2019 at 10am* | |
| All documentation produced  shall be in this language | ☐ English  ☐ French  ☐ Spanish  ☒ Macedonian | |
| Documents to be submitted | **FOR LOT 1:**  **FOR THE COMPANY**  ☒ Company profile;  ☒ Registration of the Company; (Tekovna Sostojba)  ☒ Minimum License B of the Company for design of infrastructure– Issued by the Ministry of Transport and Communications;  ☒ Company shall have a record of minimum 3 projects of comparable nature and degree of complexity (e.g., technical designs for construction or reconstruction of local and/or regional roads, designs for construction or reconstruction of roads objects i.e. culverts, retaining walls, bridges etc. ). List of projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons).  ☒ Readily available references from clients are welcomed  **FOR THE EXPERTS**  ☒ List of CVs of Engineers  **Civil / Roads Engineer**  ☒ University degree in Civil / Road Engineering  ☒ Minimum Authorisation B for design in civil engineering  ☒ At least 5 years of experience in preparation of engineering designs or construction of transport infrastructure.  ☒ Record of at least 3 relevant projects that include preparation of Basic designs, infrastructure designs of engineering designs for road transport infrastructure for local or regional roads and similar  **Senior Civil / Structural / Geomechanical Engineering Expert**  ☒ University degree in Civil Engineering  ☒ Minimum Authorisation B for design in civil engineering  ☒ At least 5 years of experience in preparation of engineering designs or construction or reconstruction of transport infrastructure.  ☒ Record of at least 3 relevant projects that include preparation of Basic designs, infrastructure designs of engineering designs for road transport infrastructure for local or regional roads including complexity of the designs of structural road objects (bridges, retaining walls, culverts etc.)  ☒ Financial offer, VAT presented separately  **FOR LOT 2:**  **FOR THE COMPANY**  ☒ Company profile;  ☒ Registration of the Company;  ☒ License A of the Company for design of infrastructure– Issued by the Ministry of Transport and Communications;  ☒ Company shall have a record of minimum 3 projects of comparable nature and degree of complexity (e.g., technical designs for construction or reconstruction of local and/or regional roads). List of projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons).  **FOR THE EXPERTS**  ☒ List of CVs of all key experts  ☒ Readily available references from clients are welcomed  **Civil/Road Engineer**  ☒ University degree in Civil Engineering  ☒ Authorisation A for design in civil / road engineering  ☒ At least 5 years of experience in preparation of engineering designs or construction of transport infrastructure.  ☒ Record of at least 3 relevant projects that include preparation of Basic designs, infrastructure designs of engineering designs for road transport infrastructure for construction or reconstruction of local or regional roads and similar  **Conservation Expert**  ☒ Minimum university degree in Civil Engineering, Architecture, Archeology, History of Arts, or other relevant degrees  ☒ Conservation License (issued by the Directorate for Conservation of Cultural Heritage)  ☒ At least 3 years of experience in preparation of Conservation designs  ☒ Record of at least 2 relevant projects that include preparation of Preliminary or Basic Conservation Designs.  ☒ Financial offer, VAT presented separately | |
| Period of Validity of Quotes starting the Submission Date | ☐ 60 days  ☐ 90 days  ☒ 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. | |
| Partial Quotes | ☐ Not permitted  **☒ Permitted [*per LOTs)*. The bidders can bid to one or both LOTs**. **For each LOT, the applicant will prepare a separate offer** | |
| Payment Terms[[5]](#footnote-5) | ☐ 100% upon complete delivery of services  **☒ Others – Upon Reviewer written acceptance report for all deliverables as per national laws and regulations** | |
| Liquidated Damages | ☒ Will not be imposed  ☐ Will be imposed under the following conditions :  Percentage of contract price per day of delay : \_\_\_\_\_\_  Max. no. of days of delay : \_\_\_\_\_\_  After which UNDP may terminate the contract. | |
| Evaluation Criteria  *[check as many as applicable]* | ☒ Technical responsiveness/Full compliance to requirements and lowest price[[6]](#footnote-6)  Comprehensiveness of after-sales services  ☒ Full acceptance of the PO/Contract General Terms and Conditions ☐ Earliest Delivery / Shortest Lead Time[[7]](#footnote-7)  ☐ Others | |
| UNDP will award to: | ☐ One and only one supplier  **☒ One or more Supplier, depending on the following factors: *the lowest offer per LOT will determine the Contract award.*** | |
| Type of Contract to be Signed | ☒ minimi contracts  ☐ Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement[[8]](#footnote-8) and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  ☐ Other Type/s of Contract | |
| Contract General Terms and Conditions | ☐ General Terms and Conditions for contracts (goods and/or services)  ☒ General Terms and Conditions for de minimi contracts (services only, less than $50,000)  Applicable Terms and Conditions are available at  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> | |
| Special conditions of Contract | Cancellation of PO/Contract ☐ no | |
| Conditions for Release of Payment | ☐ Passing Inspection  ☐ Passing all Testing  ☐ Completion of Training on Operation and Maintenance at all six locations  ☒ Written Acceptance of the design based on full compliance with RFQ requirements verified by Reviewer and accepted by UNDP Project Manager  ☐ Others | |
| Annexes to this RFQ[[9]](#footnote-9) | ☒ TOR of the Services Required (Annex 1)  ☒ Form for Submission of Quotation (Annex 2)  ☒ General Terms and Conditions / Special Conditions: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  ☐ Others  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. | |
| Contact Person for Inquiries  (Written inquiries only)[[10]](#footnote-10) | procurement.mk@undp.org  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. | |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> .

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your quotation.**

**Annex 1**

**Terms of Reference**

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| **Consultancy services (Company):**  Preparation of Infrastructure and Basic Designs for construction and/or reconstruction of local roads in the Municipality of Krushevo LOT 1 and LOT 2 |

Project: Improving Municipal Governance

Location Republic of North Macedonia

Languages Required: English or Macedonian

Expected Duration of Assignment: for LOT 1: 15th March – 30 June 2019

for LOT 2: 15th March – 31st May 2019

**Background**

UNDP is the development arm of the United Nations system, with offices in 180 countries. Globally the organization employs 17,000 people and manages a budget of USD 5 billion each year.

The UNDP office in Skopje employs a team of 65 and currently manages a portfolio of projects in environmental protection, good governance and social inclusion worth USD 15 million per year.

UNDP is implementing “Improving Municipal Governance” project aiming to underpin democracy by giving people a greater say in decisions that affect them, especially in areas of everyday concern such as education, healthcare, culture and recreation. The total value of the project is EUR 2.3 million and it is funded by the European Union. The project is implemented by UNDP in partnership with the Ministry of Local Self-Government, the Ministry of Finance and Municipalities.

The project comprises three inter-related components:

1. Improving the monitoring, design and provision of already decentralized services;
2. Helping municipalities undertake new services in line with inclusive local development plans; and
3. Ensuring that municipalities can secure sufficient revenues to deliver all necessary public services.

The project is also providing up to EUR 25,000 in funding to some 30 municipalities to help them address priority needs, particularly for vulnerable groups, with the aim of ensuring better living standards for all.

UNDP is currently seeking an experienced Engineering Design Company for preparation of Technical Documentation for Roads Infrastructure to assist the project Improving Municipal Governance in supporting and facilitating the process of preparing technical documentation for construction/reconstruction of priority local transport infrastructure.

In the above context, one of the activities of the project is to support Municipality of Krushevo in preparing technical documentation for construction and reconstruction of priority local roads for transport infrastructure.

The selected Engineering Design Company is expected to work jointly with the UNDP project implementation team and in close cooperation with the project focal point in the Ministry of Local Self-Government and Municipality of Krushevo.

**Objectives of the Technical Design Services**

The objectives of the Design Engineering services are to provide the highest quality of engineering design and consulting services required for construction and reconstruction of priority transport infrastructure in the Municipality of Krushevo (i.e. topographic survey; geo-technical investigation- for the new local roads only; technical specifications, unit price analysis and cost estimates, construction and reconstruction drawings; environmental and social impact assessments)

**Scope of Work**

As described above and the indentified municipal problems, with this project scope for the assignment is to develop technical designs for municipal roads and streets through two LOTS

**Scope of Work for LOT 1**

The scope of work for the assignment for LOT 1 is to develop infrastructure and basic designs for construction of two municipal roads in Municpality of Krushevo as follows:

1. Construction of new Ring road Krushevo - starting from regional road R517 to regional road R3106 (Figure -1 ), with approximate length of 5,500 meters with parking lot of approximate area of 1000 m2(for vehicles including min 3 parking spaces for busses). There is existing preliminary design for the road (out dated). The new ring road should be with two lanes with min dimensions of 2x3m and 2x0.75m shoulders. The proposed road alignment should follow the existing earth road as much as possible. It is expected traffic load from trucks, busses and tourist vehicles visiting ski slopes in Stanich.

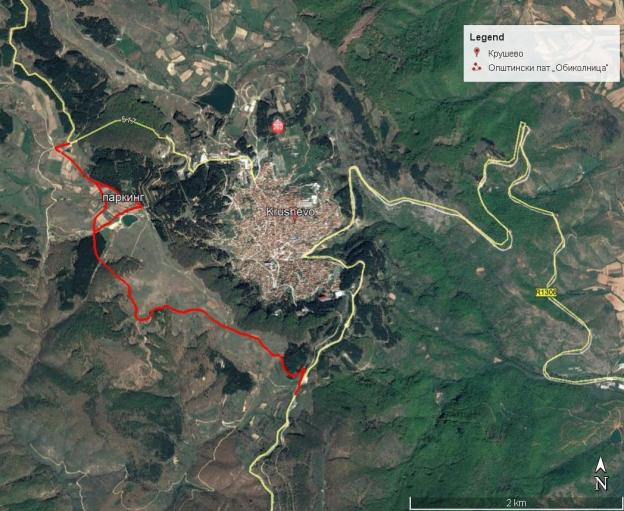


Figure 1

1. Construction of the new road from Monastery “Sv.Preobrazenie” to locality Ruchalo with approximate length of 3500 meters, with parking lot for max 50 vehicles including parking spaces for busses. On the end of the road “U” turn or round a bound should be designed. The width of the carriageway should be with two lanes 2x3m and 2x0,75m shoulders.



Figure 2

Based on the above-described general scope of work for the assignment of the LOT 1 , the selected Design Company shall perform the following tasks:

**Task 1 for LOT 1:** *Development of Infrastructure Designs for construction of the new roads in Municipality of Krushevo, such as:*

1. *Construction of new Ring Road Krushevo;*
2. *Construction of new road from Monastery “Sv. Preobrazenie” to locality Ruchalo*

Specific activities of the Design Engineering Contractor under this task for LOT 1 would include:

1. The development of infrastructure designs for the construction of local roads to Comply with valid Macedonian laws, regulations and quality norms in relation to roads infrastructure
2. Baseline data collection, existing roads and future traffic analysis, in order to align with the urban plan for Krushevo and spatial plan (if out of detail urban planning for Krushevo), take into account the construction of new facilities along the local roads, the specific topographic characteristics, and to respect all limitations arising from the synthesis map of the restrictions along the alignment of the roads. The Contractor should take into account the horizontal alignment of the existing earth roads and should be followed as much as possible.
3. Get information from Cadastral documents for the local roads route and information on whether the local roads implementation is likely to have impacts on privately owned or leased land plots (temporal disturbance; loss of the part of the land plot or whole land plot by the owner; loss of the property being on the land plot; loss of income etc.);
4. Review all existing underground and surface communications within the roads corridor;
5. The Contractor shall carry out topographic survey of the selected route / alignment by ground survey. The adjusted co-ordinates and elevations of control points/traverse points shall be used for topographic survey. The topographic strip survey shall depict all the natural and man-made features in the appropriate wide corridor for the local municipal roads.
6. The horizontal alignment of the road center line should be determined within the survey strip of proposed corridor of the optimum alignment between control points specified as a result of the engineering investigation.
7. The Contractor shall numerically define the roads alignment /route on the basis of the defined project geometry and the verification of the spatial alignment of the applied elements in a site plan and longitudinal cross section.
8. Geometric definition of the roads alignment/route in the site plan and longitudinal cross section. The graphic presentation in a site plan should be in scale of 1: 2500 ( 1: 2000), and in the longitudinal cross section - in scale of 1: 2500/250 (1: 2000/200).
9. The roads cross-section profiles with structural details shall be in accordance with the road range, i.e. the predicted (calculated) speed, the traffic and location conditions of the route and facilities. The elements of the plan and the trunk of the road should be defined on the basis of the assumed speed. Drawings should be in scale of 1:50;20 or 10
10. To define geological profile and characteristics of the terrain based on the results from geotechnical site investigations, conditions of use of local material and economic/financial calculations for use of temporary quarries – if needed. Based on geotechnical soil characteristics to define soil load bearing conditions for road objects (retaining walls, bridges, culverts etc.)
11. To define the pavement structure in accordance with the requirements of the traffic, the climate impacts, the geotechnical characteristics of the soil and the conditions for the supply of materials. The Contractor has freedom to choose the type of sub structure and roads pavement structure, provided by the National code specifications and standards are met.
12. Hydrological-hydraulic analyses and calculations to determine the relevant precipitation for drainage of the roads surface and the relevant flows for dimensioning the channels and culverts.
13. To define the engineering structures and objects: retaining walls, culverts, bridges and other objects if any on the roads route.
14. To develop Elaborate for environmental protection for three roads according Environmental Law (Official Gazette No. 53/05, 81/05, 24/07, 159/08, 83/09, 48/10, 124/10, 51/11, 123/12, 93/13, 186/13, 42/14, 129/15, 192/15, 39/16)

The Infrastructure Designs should be in line with the National Construction Law with the following content:

1. Company data/License and Design Team Authorizations
2. Terms of Reference
3. Description of local and spatial plans of the region
4. Technical Report (general data of the project, base data for design, technical description of the road alignment, technical description of the base and carriageway pavement, numerical data of the road alignment etc)
5. Drawings – as specified above
6. Other document reports from urban planning (local and/or spatial)
7. Other Reports – if needed (cultural heritage preservation according Cultural Heritage Law – Official Gazette No. 20/04, 71/04, 115/07, 18/11, 148/11, 23/13, 137/13, 164/13, 38/14, 44/14, 199/14, 104/15, 154/15, 192/15, 39/16, 11/18)
8. Drawings / details of other objects (channels, culverts, bridges, retaining walls, etc)

**Task 2 for LOT 1:** *Development of Basic Designs from the approved Infrastructure Designs with all supporting projects and elaborates* *for the new roads in Municipality of Krushevo, such as:*

1. *Construction of new Ring Road Krushevo;*
2. *Construction of new road from Monastery “Sv. Preobrazenie” to locality Ruchalo*

Specific activities of the Design Engineering Contractor under this task should include, but not limited to:

1. Developing of the final cross sections and roads construction details (dimensions of road bed, specifications and dimensions of sub-grade, base course, width of carriageway, roads shoulders, etc) Drawings in scale of 1:50 and details in scale of 1:10
2. Determining final site plan, roads alignment in scale of 1:1000 and/or 1:500 and longitudinal cross sections in scale of 1:1000/100 and/or 1:500/50
3. Detail calculations, specifications and dimensions of the pavement structure in accordance with the requirements of the traffic, the climate impacts, the geotechnical characteristics of the soil and the conditions for the supply of materials according to the National codes and standards.
4. Scope and calculation of earth works and optimization of transport and installation of earth material for construction of local roads;
5. Detail Survey data
6. Detail drawings and calculations for Construction objects (retaining walls, culverts, etc)
7. Detail drawings and calculations for parking lots (drawings in scale : layout 1:1000 and/or 1:500 and longitudinal cross sections in scale of 1:1000/100 and/or 1:500/50)
8. Detail Bill of Quantities;
9. Technical specifications and requirements
10. Expropriation documentations – if needed

The Basic Designs should be in line with the National Construction Law with the following content:

1. Objectives and tasks of the Basic Design. Detail description of the current condition with the local roads and the objects on the road (road pavement structures and substructures, culverts etc) from the morphological, hydraulic, ecological, urban and social aspect.
2. Technical report with detailed description of the developed technical solution of the pavement structure and drainage system, roads sub base, adopted structural and hydraulic elements. Detail overview of the anticipated materials and the technical and economic feasibility of the solution.
3. Technical specifications with detailed description of positions, conditions, object protection, necessary tests, attests and quality control of the materials. The Contractor should also review the possible locations for borrowing materials.
4. Construction calculations. This analyzes and calculations should cover all parts of the pavement structure - upper layer, base structure, as well as structural analysis of culverts.
5. Hydrological and hydraulic calculations referring to the determination of the relevant precipitation for drainage of the road surface and the relevant flows for dimensioning of the channels and culverts
6. Detail Bill of Quantities
7. Drawings

**Main Deliverables for LOT 1**

The main deliverables of the assignment are:

1. Infrastructure Design for construction of ring road in Municipality of Krushevo
2. Basic Design for construction of ring road in Municipality of Krushevo
3. Infrastructure Design for construction new road from Monastery “Preobrazenie” to locality Ruchalo
4. Basic Design for construction of new road from Monastery “Preobrazenie” to locality Ruchalo

**Qualification Requirements for LOT 1**

**The Contractor** **for LOT 1** shall have sufficient experience in developing of technical documentation in the field of road design, and infrastructure project design, development of Environmental Studies, Conservation designs, of local or regional roads infrastructure and similar. It will possess minimum license B for design in civil engineering, as per the national regulations.

It has to have a track record of a minimum 3 projects of comparable size and degree of complexity (development of infrastructure designs, basic designs of local or regional roads). A list of these projects must be submitted with the proposal, including contact details for reference checking purposes (e-mail addresses and/or fax numbers for contact persons).

The scope of work requires a team of skilled professionals with previous experience in similar projects. Civil/structural/roads engineering designers shall also possess the necessary permits for design as per the national regulations (minimum Authorisation B). All members shall possess excellent technical skills in order to successfully implement the assignment for LOT 1 .

The team of experts for LOT 1 shall respond to the requirements of the following mandatory key areas of expertise.

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|  | **Team members for LOT 1**  and/or  **areas of expertise** | **Qualification requirements for LOT 1** |
| **1.** | Civil / Roads Engineering Expert | * Minimum university degree in Civil Engineering * Minimum Authorisation B for design in civil/roads engineering * At least 5 years of experience in preparation of engineering designs or construction of transport road infrastructure. * Record of at least 3 relevant projects that include preparation of Basic designs, infrastructure designs of engineering designs for road transport infrastructure for local or regional roads and similar |
| **2.** | Senior Civil / Structural / Geomechanical Engineering Expert | * Minimum university degree in Civil Engineering * Minimum Authorisation B for design in civil engineering * At least 5 years of experience in preparation of engineering designs or construction of transport infrastructure. * Record of at least 3 relevant projects that include preparation of Basic designs, infrastructure designs of engineering designs for road transport infrastructure for local or regional roads and similar- design of structural road objects (bridges, retaining walls, culverts etc.) |

**NOTE:**

1. Failure to provide adequate expertise for each of the areas for LOT 1 is considered grounds for disqualification. For the areas where more than one expert is proposed, the Contractor must indicate the lead expert for that particular area, and only the lead expert shall be evaluated.
2. The Contractor needs to foresee additional technical staff for successful completion of the assignment (e.g., geodetic survey engineers or technicians, geomechanical engineers), as per the requirements of the national regulations
3. **The Bidder can bid on one or both LOTs**

**Scope of Work for LOT 2**

The scope of work for the assignment for LOT 2 is to develop infrastructure and basic designs for reconstruction of three streets in town Krushevo as follows:

1. Reconstruction of the local roads “Kiro Fetak” and “Niko Doaga” with approximate total length of 610 meters.



Figure 3

1. Reconstruction of the local road “Parizanska” with approximate total length of 255 meters (see Figure 4 below). The width of the carriageway should be the same as existing.

1. Reconstruction of the local road “Pitu Guli” with approximate total length of 350 meters, and construction of parking lot for min 20 vehicles (as much as topographic and land ownership impacts allows – see Figure 4)

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Figure 4

The issuance of the permit for the reconstruction / extension of Kiro Fetak - Niko Doaga Street, Pitu Guli Street and Partizanska Street are under the authority of the Ministry of Transport and Communications because these streets are at the border of the protected historical heritage as objects of the first category and therefore, a conservation design is needed.

Based on the above-described general scope of work for the assignment of the LOT 2 , the selected Design Company shall perform the following tasks:

**Task 1 for LOT 2:** *Development of Infrastructure Designs for reconstruction of the three streets in Town Krushevo, such as:*

*1. Reconstruction of Streets “Kiro Fetak “and “Niko Doaga”- town Krushevo;*

*2. Reconstruction of Street “Pitu Guli” and parking lot – in town Krushevo; and*

*3. Reconstruction of Street “Partizanska” in town Krushevo*

Specific activities of the Design Engineering Contractor under this task for LOT 2 would include:

1. The development of infrastructure designs for the reconstruction of local roads to Comply with valid Macedonian laws, regulations and quality norms in relation to roads infrastructure.
2. Baseline data collection, existing roads and traffic analysis, in order to align with the detail urban plan for Krushevo, take into account the reconstruction measures along the local roads, the specific topographic characteristics, and to respect all limitations arising from the synthesis map of the restrictions along the alignment of the roads. The Contractor should take into account the horizontal alignment of the existing local roads and should be followed as much as possible.
3. Get information from Cadastral documents for the local roads route and information on whether the local roads implementation is likely to have impacts on privately owned or leased land plots (temporal disturbance; loss of the part of the land plot or whole land plot by the owner; loss of the property being on the land plot; loss of income etc.);
4. Assess/survey all existing underground and surface communications within the roads corridor and incorporate into the designs;
5. The Contractor shall carry out topographic survey of the selected route / alignment by ground survey. The adjusted co-ordinates and elevations of control points/traverse points shall be used for topographic survey. The topographic strip survey shall depict all the natural and man-made features in the appropriate wide corridor for the local municipal roads.
6. The horizontal alignment of the road center line should be determined within the survey strip of proposed corridor of the optimum alignment between control points specified as a result of the engineering investigation.
7. The Contractor shall numerically define the roads alignment /route on the basis of the defined project geometry and the verification of the spatial alignment of the applied elements in a site plan and longitudinal cross section.
8. Geometric definition of the roads alignment/route in the site plan and longitudinal cross section. The graphic presentation in a site plan should be in scale of 1: 2500 ( 1: 2000), and in the longitudinal cross section - in scale of 1: 2500/250 (1: 2000/200).
9. The roads cross-section profiles with structural details shall be in accordance with the road range, ie the predicted (calculated) speed, the traffic and location conditions of the route and facilities. The elements of the plan and the trunk of the road should be defined on the basis of the assumed speed. Drawings should be in scale of 1:50/25
10. To define the pavement structure in accordance with site investigations of the current roads conditions, damages, needs for reconstruction requirements, traffic loads , the climate impacts, etc. The Contractor has freedom to choose the type of sub structure (if needed for reconstruction) and roads pavement structure, provided by the National code specifications and standards are met.
11. Hydrological-hydraulic analyses and calculations to determine the relevant precipitation for drainage of the roads surface and the relevant flows for dimensioning the channels and culverts – if needed for reconstruction.
12. To define the engineering structures and objects (if needed for reconstruction): retaining walls, culverts, bridges and other objects if any on the local roads route.
13. Conservation investigations and Reports- according references issued by the Ministry of Culture or Directorate for Protection of Cultural Heritage –according Cultural Heritage Law – (Official Gazette No. 20/04, 71/04, 115/07, 18/11, 148/11, 23/13, 137/13, 164/13, 38/14, 44/14, 199/14, 104/15, 154/15, 192/15, 39/16, 11/18).
14. To develop Elaborate for environmental protection for three roads according Environmental Law (Official Gazette No. 53/05, 81/05, 24/07, 159/08, 83/09, 48/10, 124/10, 51/11, 123/12, 93/13, 186/13 и 42/14)

**Task 2 for LOT 2:** *Development of Basic Designs from the approved Infrastructure Designs with all supporting projects and elaborates* *for the three local roads in town Krushevo, such as:*

*1. Reconstruction of streets “Kiro Fetak “and “Niko Doaga”- town Krushevo;*

*2. Reconstruction of street “Pitu Guli” and parking lot – in town Krushevo; and*

*3. Reconstruction of street “Partizanska” in town Krushevo*

Specific activities of the Design Engineering Contractor under this task for LOT 2 should include, but not limited to:

1. Determining final site plan, roads alignment in scale of 1:1000 and/or 1:500 and longitudinal cross sections in scale of 1:1000/100 and/or 1:500/50
2. Developing of the final cross sections and local roads reconstruction details (dimensions of road carriageway , specifications and dimensions of sub-grade, base course, width of carriageway, roads shoulders, pedestrian walkways, etc) Drawings in scale of 1:50 and details in scale of 1:10
3. Detail calculations, specifications and dimensions of the pavement structure in accordance with the reconstruction needs, requirements of the traffic loads, the climate impacts, according to the National codes and standards.
4. Scope and calculation of earth reconstruction works (if any) and optimization of transport and installation of earth material for reconstruction of local roads;
5. Reconstruction conservation project – Report (according Cultural Heritage Law – (Official Gazette No. 20/04, 71/04, 115/07, 18/11, 148/11, 23/13, 137/13, 164/13, 38/14, 44/14, 199/14, 104/15, 154/15, 192/15, 39/16, 11/18).
6. Detail Survey data
7. Detail drawings and calculations for reconstruction objects (retaining walls, culverts, etc)
8. Detail Bill of Quantities;
9. Technical specifications and requirements
10. Expropriation documentations – if needed

The Basic Designs should be in line with the National Construction Law with the following content:

1. Objectives and tasks of the Basic Design. Detail description of the current condition with the local roads and the objects on the road (road pavement structures and substructures, culverts etc) from the morphological, hydraulic, ecological, cultural heritage, urban and social aspect.
2. Technical report with detailed description of the developed technical solution of the pavement structure and drainage system, roads sub base (if necessary to be reconstructed), adopted structural and hydraulic elements.
3. Technical specifications with detailed description of positions, conditions, object protection, necessary tests, attests and quality control of the materials.
4. Reconstruction calculations. This analyzes and calculations should cover all parts of the pavement structure - upper layer, base structure, as well as structural analysis of reconstruction of culverts – if any.
5. Hydrological and hydraulic calculations referring to the determination of the relevant precipitation for drainage of the road surface (Build Back Better principle) and the relevant flows for dimensioning of the channels, side ditch and culverts.
6. Incorporating technical measures from the conservation design for the local roads/streets
7. Detail Bill of Quantities
8. Drawings

**Main Deliverables for LOT 2**

The main deliverables of the assignment for LOT 2 are:

1. Infrastructure Designs for reconstruction of three streets (“Kiro Fetak “-“Niko Doaga”, “Partizanska” and “Pitu Guli” – for each street separate technical design) in town Krushevo
2. Basic Designs for reconstruction of three streets (“Kiro Fetak “-“Niko Doaga”, “Partizanska” and “Pitu Guli” – for each street separate technical design) in town Krushevo

**Qualification Requirements for LOT 2**

**The Contractor** **for LOT 2** shall have sufficient experience in developing of technical documentation in the field of road design, and infrastructure project design, development of Environmental Elaborates, Conservation designs, of local or regional roads infrastructure and similar. It will possess license A for design in civil engineering, as per the national regulations.

It has to have a track record of a minimum 3 projects of comparable size and degree of complexity (development of infrastructure designs, basic designs of local or regional roads). A list of these projects must be submitted with the proposal, including contact details for reference checking purposes (e-mail addresses and/or fax numbers for contact persons).

The scope of work requires a team of skilled professionals with previous experience in similar projects. Civil/structural/roads engineering designers shall also possess the necessary permits for design as per the national regulations (minimum Authorisation A). All members shall possess excellent technical skills in order to successfully implement the assignment for LOT 2.

The team of experts for LOT 1 shall respond to the requirements of the following mandatory key areas of expertise.

|  |  |  |
| --- | --- | --- |
|  | **Team members for LOT 2**  and/or  **areas of expertise** | **Qualification requirements for LOT 2** |
| **1.** | Senior Civil / Roads Engineering Expert | * Minimum university degree in Civil Engineering * Authorisation A for design in civil engineering * At least 5 years of experience in preparation of engineering designs or construction of transport infrastructure. * Record of at least 3 relevant projects that include preparation of Basic designs, infrastructure designs of engineering designs for road transport infrastructure for local or regional roads and similar |
| **3.** | Conservation Expert | * Minimum university degree in Civil Engineering, Architecture, Archeology, History of Arts, or other relevant degrees * Conservation License (issued by the Directorate for Conservation of Cultural Heritage) * At least 3 years of experience in preparation of Conservation designs * Record of at least 2 relevant projects that include preparation of Preliminary or Basic Conservation Designs. |

**NOTE:**

1. Failure to provide adequate expertise for each of the areas is considered grounds for disqualification. For the areas where more than one expert is proposed, the Contractor must indicate the lead expert for that particular area, and only the lead expert shall be evaluated.
2. The Contractor needs to foresee additional technical staff for successful completion of the assignment (e.g., geodetic survey engineers or technicians, geomechanical engineers), as per the requirements of the national regulations
3. **The Bidder can bid on one or both LOTs**

**Terms and Conditions for both LOTs**

* *Language*

The language of the required deliverables for both LOTs is Macedonian Language. All produced documents shall be subject to proofreading, while the quality of the final versions is subject to independent Reviewer and UNDP approval.

* *Legal and other requirements*

The content of the requested documents shall conform to the pertaining relevant legislation in the country for construction projects.

* *Review and quality assurance*

Review of the all engineering designs (for all deliverables from both LOTs) will be carried out by an independent licensed reviewer(s) hired by UNDP through separate contracts. Relevant comments and suggestions made by the reviewer(s) will have to be integrated in the final versions of the designs.

* *Duration of the assignment*

Maximum available time for development of the Designs is (3,5 months for LOT 1 and 2,5 months for LOT 2) upon signing of contract

* *Additional costs*

The company should calculate the possible costs for acquiring various maps, layouts and other relevant documents or information required for successful finalization of all tasks. UNDP shall not accept any additional expenses which aren’t included in the company’s financial offer.

* *Reporting requirements*

The expert team will report to UNDP through the Project Manager.

* *Submission of data, reports and other material produced*

All primary data, reports, and other documentation produced during this assignment shall be made available **to UNDP Project Manager** in electronic format on CDs/USB and required number of hard copies and originals as per National Construction Law necessary for obtaining construction permit. All data acquired and products developed in the course of the assignment will be in the ownership of UNDP and cannot be used by the Contractor and its team without prior written permission.

* *Cooperation requirements*

The consulting team is expected to work closely with Municipality officials and other experts and/or expert teams hired by UNDP on parallel/complementary activities.

***Payment schedule* upon submission of final versions of the designs, as per Reviewer positive opinion.**

The payment will be process within thirty (30) days upon the following conditions met:

1. Reviewer written acceptance report (for all deliverables from LOT 1 and LOT 2) as per national laws and regulations
2. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and
3. Receipt of invoice from the Service Provider.

**Annex 2.**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to deliver services in conformity with TOR under **RFQ 15/2019 for:**

**LOT 1 : Developing infrastructure and basic designs for construction of two municipal roads in Municpality of Krushevo**

**Table 1 – LOT 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description of milestones and deliverables**  Upon completion of the assignments and submission of the engineering design | **Total Price in MKD, VAT excluded** | **Completion date** |
| 1 | Development of Infrastructure design for construction of the new ring road and parking lot in Municipality of Krushevo |  |  |
| 2 | Development of Infrastructure design for construction of the new road from Monastery “Sv.Preobrazenie” to Locality Ruchalo in Municipality of Krushevo |  |  |
| 3 | Development of Basic design for construction of the new ring road and parking lot in Municipality of Krushevo |  |  |
| 4 | Development of Basic design for construction of the new road from Monastery “Sv.Preobrazenie” to Locality Ruchalo in Municipality of Krushevo |  |  |
| **TOTAL LOT 1:** | |  |  |

**LOT 2 : Developing infrastructure and basic designs for reconstruction of three streets in town Krushevo**

**Table 2 – LOT 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description of milestones and deliverables**  Upon completion of the assignments and submission of the engineering design | **Total Price in MKD, VAT excluded** | **Completion date** |
| 1 | Development of Infrastructure design for reconstruction of streets “Kiro Fetak “and “Niko Doaga”- in town Krushevo |  |  |
| 2 | Development of Infrastructure design for reconstruction of street “Pitu Guli” and parking lot in town Krushevo |  |  |
| 3 | Development of Infrastructure design for reconstruction of street “Partizanska” in town Krushevo |  |  |
| 4 | Development of Basic design for reconstruction of streets “Kiro Fetak “and “Niko Doaga”- in town Krushevo |  |  |
| 5 | Development of Basic design for reconstruction of street “Pitu Guli” and parking lot in town Krushevo |  |  |
| 6 | Development of Basic design for reconstruction of street “Partizanska” in town Krushevo |  |  |
| **TOTAL LOT 2:** | |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

We hereby declare that:

1. All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RfQ, and the General Terms and Conditions of UNDP’s Standard Contract for this RfQ.

We agree to abide by this Bid for 120 days*.*

We undertake, if our Bid is accepted, to commence the Works and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*please mark this letter with your corporate seal, if available]*

1. *Must be linked to INCO Terms chosen.* [↑](#footnote-ref-1)
2. *Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.*  [↑](#footnote-ref-2)
3. *Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP’s issuance of Purchase Order.* [↑](#footnote-ref-3)
4. *This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.* [↑](#footnote-ref-4)
5. *UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of $30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank checque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.* [↑](#footnote-ref-5)
6. *UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term “more superior” as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.* [↑](#footnote-ref-6)
7. *This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).* [↑](#footnote-ref-7)
8. *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation* [↑](#footnote-ref-8)
9. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-9)
10. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-10)