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**REQUEST FOR QUOTATION (RFQ 63/19)**

 **(****Services – Engineering designs)**

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| 00089220 - EU Project “Improving Municipal Governance” | DATE: May 16, 2019 |
| REFERENCE: RFQ 63/19 |

Dear Sir / Madam:

We kindly request you to submit your quotation in MKD, VAT excluded in a sealed envelope for **Engineering designs for reconstruction of two streets in Resen in Municipality of Resen LOT 1 and LOT2**, 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 **May 27, 2019**, 11am and via *☒courier mail or ☒ hand delivery to* the address below:

**UNDP**

**RFQ 63/2019 for Engineering designs for reconstruction of two streets in Resen**

**LOT 1 and LOT2**

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 services.

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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☒n/a |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | ☒ Lot 1 –street “Naum Veslievski” at City of Resen☒ Lot 2 –street ” Kuzman Josifovski” at City of Resen |
| 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** **1st September 2019** ☒ **for LOT -2 – till 15th September 2019**☒ As per Delivery Schedule in the TORTime 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  |
| 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/ repairX n/a |
| Deadline for the Submission of Quotation  |  *Monday, May 27, 2019 and 11am* |
| All documentation producedshall be in this language  | ☐ English ☐ French ☐ Spanish ☒ Macedonian  |
| Documents to be submitted | **FOR LOT 1 and LOT 2: FOR THE COMPANY**☒ Duly Accomplished form as provided in Annex 3☒ Registration of the Company – a copy; ☒ License B of the Company for development of technical designs in civil engineering- Issued by the Ministry of Transport and Communications; ☒ Company profile including general experience of at least 5 years; ☒At least 5 years of general experience in preparation, review of engineering designs or supervision of works construction for urban transport streets or roads infrastructure.☒ Company shall have a record of minimum 3 relevant completed projects of comparable nature and degree of complexity (e.g., development of infrastructure and basic technical designs for construction or reconstruction of streets, or regional roads with minimum length of 1000 meters, including reconstruction of sewer or storm-water manholes and designs for construction or reconstruction of roads objects i.e. culverts, retaining walls, bridges etc. ). List of relevant projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons). – Table 1 – Annex 2☒ Readily available references from clients are welcomed**FOR LOT 1 and LOT 2: FOR THE EXPERTS**☒ CVs of all key experts **Civil / Roads Engineer**☒ University degree in Civil / Road Engineering☒ Minimum Authorisation B for design in civil engineering☒ At least 5 years of general experience in preparation, review of engineering designs or supervision of works construction for 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 streets, local or regional roads with minimum length of 1000 meters.**Senior Civil / Structural / Geomechanical Engineering Expert** ☒ University degree in Civil Engineering☒ Minimum Authorization B for design in civil engineering☒ At least 5 years of general 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 streets, local or regional roads **including complexity of the designs of structural road objects (structural calculations and geomechanical reports and designs of bridges, retaining walls, culverts etc.)** |
| 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 - Annex 3 |
| 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:  |
| 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 by UNDP Project Manager☐ Others |
| Annexes to this RFQ[[9]](#footnote-9) | ☒ TOR of the Services Required (Annex 1)☒ Evaluation Criteria and Table for relevant projects (Annex 2)☒ Form for Submission of Quotation (Annex 3)☐ OthersNon-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.orgAny 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):** Conducting Infrastructure and Basic Designs for reconstruction of streets in town of Resen in the Municipality of Resen 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: from 1st June – 1st September 2019

 for LOT 2: from 1st June – 15th September 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 Resen in preparing technical documentation for construction and reconstruction of priority streets in town of Resen.

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 Resen.

**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 reconstruction of priority transport infrastructure in the Municipality of Resen (i.e. topographic survey; 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 streets through two LOTs

**Scope of Work for LOT 1**

The scope of work for the assignment for LOT 1 is to develop Basic design for reconstruction of street “Naum Veslievski”, with approximate length of 1,000 meters with two lanes 2,0x3,0m., and pedestrian walkways with width of 3,0m on both sides of carriageway. The street alignment should follow the existing earth street as much as possible. The existing sewerage line is with damaged and worn-out manhole covers which need replacement and rehabilitation.



Figure 1

Specific activities of the Design Engineering Contractor under this task for LOT 1 would include but not limited to:

1. The development of Basic design for the reconstruction of the street “Naum Vesleivski” to Comply with valid Macedonian laws, regulations and quality norms in relation to roads and street urban infrastructure.
2. Baseline and existing data collection, current and future traffic analysis, in order to align with the urban plan for Resen, to take into account the reconstruction of new facilities along the street, the specific topographic characteristics, and to respect all limitations arising from the synthesis map of the restrictions along the alignment of the street. The Contractor should take into account the horizontal alignment of the existing street and should be followed as much as possible.
3. Get information from Cadastral documents for the street route and information on whether the street reconstruction 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 street corridor;
5. The Contractor shall carry out detail 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 reconstructed street including walkways.
6. The horizontal alignment of the street 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. To define geological profile and characteristics of the terrain based on the onsite and previous geotechnical site investigations of the street, conditions of use of local material and economic/financial calculations for use of temporary quarries – if needed. Based on existing geotechnical soil characteristics to define soil load bearing conditions for street objects (retaining walls, culverts etc.)
8. Detail Survey data - Geometric numeric definition of the street alignment/route on the basis of the defined urban plan and existing alignment, in the site plan and longitudinal cross section. 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
9. Developing of the final cross sections and street reconstruction details (dimensions of road bed, specifications and dimensions of sub-grade, base course, width of carriageway, width of walkways including pavement and walkways sub – base, curbs, etc) Drawings in scale of 1:50 and details in scale of 1:10
10. 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 (if needed for reconstruction of the street) and street and walkway pavement structure, provided by the National code specifications and standards are met.
11. The Contractor shall carry out detail onsite investigation of the sewer and storm water manholes condition of the lids, cover, structural damages and determine the scope, materials and specifications for reconstruction of the manholes.
12. Hydrological-hydraulic analyses and calculations to determine the relevant precipitation for drainage of the roads surface and walkways the relevant flows for dimensioning the channels and culverts.
13. To develop Elaborate for environmental protection for the street 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 Basic 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 urban plan along the street alignment and requirements.
4. Objectives and tasks of the Basic Design. Detail description of the current condition of the street “Naum Veslievski” and the objects on the street (street pavement structures and substructures, culverts, existing walkways, etc) from the morphological, hydraulic, ecological, urban and social aspect.
5. Technical report with detailed description of the developed technical solution for the reconstruction of the street pavement structure and drainage system, street sub base, adopted structural and hydraulic elements, walkway pavement and sub-base, curbs etc . Detail overview of the anticipated materials and the technical and economic feasibility of the solution for the reconstruction.
6. 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 (if needed).
7. Reconstruction calculations for the street. This analyzes and calculations should cover all parts of the pavement structure - upper layer, base structure, as well as structural analysis of culverts and walkways.
8. Hydrological and hydraulic calculations referring to the determination of the relevant precipitation for drainage of the street and walkway surface and the relevant flows for dimensioning of the channels and culverts.
9. Detail description and specifications for reconstruction of the street/sewer manholes (lids, reinforced concrete ring, and manhole)
10. Detail Bill of Quantities
11. Detail Drawings for the reconstruction of the street and sewer manholes (in scale as specified above)

**Main Deliverables for LOT 1**

The main deliverables of the assignment are:

1. Basic Design for reconstruction of the street “Naum Veslievski” in Resen
2. Elaborate for environmental protection during reconstruction of the street “Naum Veslievski” in Resen

**Qualification Requirements for LOT 1 and 2**

**The Contractor** shall have sufficient experience in developing of technical documentation in the field of infrastructure street/road project design, development of Environmental Elaborates, reconstruction 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 and basic technical designs for construction or reconstruction of streets, or regional roads with minimum length of 1000 meters including reconstruction of sewer or storm-water manholes and designs for construction or reconstruction of roads objects i.e. culverts, retaining walls, bridges etc.). 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 and 2 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 and LOT2** |
| **1.** | Civil / Roads Engineering Expert | * Minimum university degree in Civil/Roads Engineering
* Minimum Authorisation B for design in civil/roads engineering
* At least 5 years of general experience in preparation, review of engineering designs or supervision of works construction for 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 streets, local or regional roads with minimum length of 1000 meters.
 |
| **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 general 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 streets, local or regional roads **including complexity of the designs of structural road objects** (**structural calculations and geomechanical reports and designs of bridges, retaining walls, culverts etc.**)
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**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,hydrotechnical engineers), as per the requirements of the national regulations
3. **The Bidder shall submit offer for both LOTs**

**Scope of Work for LOT 2**

The scope of work for the assignment for LOT 2 is to develop infrastructure and basic design for reconstruction of the existing street “Kuzman Josifovski” in town Resen, with approximate length of 980 meters with two lanes 2,0x2,5-3,0m as picture 2 below. The current street pavement is heavily damaged asphalt without pedestrian walkways. The street alignment should follow the existing earth street as much as possible. The existing sewerage line is with damaged and worn-out manhole covers which need replacement and rehabilitation. The “Kuzman Josifovski” street is not part of the detail urban plan, but is subject to General spatial plan.

.Figure 2

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 Design for reconstruction of the street in “Kuzman Josifovski” Town Resen, such as:*

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 the street “Kuzman Josifovski” to comply with valid Macedonian laws, regulations and quality norms in relation to urban street infrastructure.
2. Baseline data collection, existing street and future traffic analysis, to take into account the reconstruction measures along the street, the specific topographic characteristics, and to respect all limitations arising from the synthesis map of the restrictions along the alignment of the street. The Contractor should take into account the horizontal alignment of the existing street and should be followed as much as possible.
3. Get information from Cadastral documents for the local street route and information on whether the reconstruction of the “Kuzman Josifovski” street 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 street corridor and incorporate into the infrastructure design;
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 street.
6. The horizontal alignment of the street 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 street 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 street 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 street cross-section profiles with structural details shall be in accordance with the urban street 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 street should be defined on the basis of the assumed speed.
10. To define the pavement structure in accordance with site visual investigations (if needed detail geomechanical investigations) of the current street condition, 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 street 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 street 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 street route.
13. The Contractor shall carry out onsite investigation of the sewer and storm water manholes condition of the lids, cover, structural damages and determine the scope, materials and specifications for reconstruction of the manholes.
14. To develop Elaborate for environmental protection for the “Kuzman Josifovski” street 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 Design from the approved Infrastructure Design for the street “Kuzma Josifovski” in town Resen, such as:*

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

1. Determining final site plan, street 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 street reconstruction details (dimensions of street carriageway , specifications and dimensions of sub-grade, base course, width of carriageway, 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 the street;
5. Detail Scope and specification of materials for reconstruction of street sewer/storm-water manholes (covers, lids, reinforced ring, etc)
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

The Basic 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. Objectives and tasks of the Basic Design. Detail description of the current condition with the street and the objects on the street (pavement structures and substructures, culverts, manholes etc) from the morphological, hydraulic, ecological, urban and social aspect.
4. Technical report with detailed description of the developed technical solution of the pavement structure and drainage system, street sub base (if necessary to be reconstructed), adopted structural and hydraulic elements.
5. Technical specifications with detailed description of positions, conditions, object protection, necessary tests, attests and quality control of the materials.
6. 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.
7. Hydrological and hydraulic calculations referring to the determination of the relevant precipitation for drainage of the street surface (Build Back Better principle) and the relevant flows for dimensioning of the channels, side ditch and culverts.
8. Detail specification for the reconstruction of the street sewer and storm-water manholes.
9. Detail Bill of Quantities
10. Drawings

**Main Deliverables for LOT 2**

The main deliverables of the assignment for LOT 2 are:

1. Infrastructure Design for reconstruction of the street “Kuzman Josifovski” in town Resen
2. Elaborate for environmental protection during reconstruction of the street “Kuzman Josifovski” in Resen
3. Basic Design for reconstruction of the street “Kuzman Josifovski” in town Resen

**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 months for LOT 1 and 3,5 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**

**Evaluation criteria**

**For LOT 1 and LOT 2: Infrastructure and Basic Designs for reconstruction of streets in town of Resen in the Municipality of Resen**

**Contract will be awarded to the Bidder that meets the criteria based on pass/fail method and offers the lowest offer.**

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| --- | --- |
| **Minimum Requirements** | **Status** |
| **THE COMPANY** |
| * Legal entity registered for the business activity (тековна состојба на фирмата) - copy
 | YES/NO |
| * License B of the Company for development of technical designs in civil engineering- Issued by the Ministry of Transport and Communications;
 | YES/NO |
| * Company Profile including general experience
 | YES/NO |
| * Minimum 5 years of general experience in preparation, review of engineering designs or supervision of works construction for urban transport streets or roads infrastructure.
 | YES/NO |
| * Track record of minimum 3 relevant completed projects of comparable nature and degree of complexity (e.g., development of infrastructure and basic technical designs for construction or reconstruction of streets, or regional roads with minimum length of 1000 meters, including reconstruction of sewer or storm-water manholes and designs for construction or reconstruction of roads objects i.e. culverts, retaining walls, bridges etc. ) and comparable value to the financial supervising proposal. as per Table 1 below\*
 | YES/NO |
| * Reference letter for satisfactory Performance from at least 2 clients if available (or e-mail addresses for reference check by UNDP)
 | YES/NO |
| **Civil / Roads Engineer:** |
| * Minimum university degree in Civil/ Road Engineering
 | YES/NO |
| * Minimum Authorisation B for design in civil engineering
 | YES/NO |
| * Minimum 5 years of general experience in preparation, review of engineering designs or supervision of works construction for transport infrastructure.
 | YES/NO |
| * Track record of minimum 3 relevant projects that include preparation of Basic designs , infrastructure designs of engineering designs for road transport infrastructure for streets, local or regional roads with minimum length of 1000 meters.
 | YES/NO |
| **Senior Civil / Structural / Geomechanical Engineering Expert**  |
| * Minimum University degree in Civil Engineering
 | YES/NO |
| * Minimum Authorisation B for design in civil engineering
 | YES/NO |
| * At least 5 years of general experience in preparation of engineering designs or construction or reconstruction of transport infrastructure.
 | YES/NO |
| * Record of at least 3 relevant projects that include preparation of Basic designs, infrastructure designs of engineering designs for road transport infrastructure for streets, local or regional roads including complexity of the designs of structural road objects (structural calculations and geomechanical reports and designs of bridges, retaining walls, culverts etc.)
 | YES/NO |

**\* Table 1 – LOT 1 &LOT 2 – Provide list of min 3 completed projects of comparable nature and degree of complexity (e.g., development of infrastructure and basic technical designs for construction or reconstruction of streets, or regional roads with minimum length of 1000 meters, including reconstruction of sewer or storm-water manholes and designs for construction or reconstruction of roads objects i.e. culverts, retaining walls, bridges etc. ) and comparable value to the financial supervising proposal.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

**Fill in a table separately for the company and for the Engineers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of expert** | **University degree and Years of experience** | **Relevant projects** | **Licence B****Yes/no** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\*\* Provide CV of the Engineer with relevant design expertise**

**Annex 3.**

**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 63/2019 for:**

**LOT 1 : Developing Basic design for reconstruction of street “Naum Veslievski” in Town Resen**

**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 Basic Design for reconstruction of the street “Naum Veslievski” in Resen |  |  |
| 2 | Development of Elaborate for environmental protection during reconstruction of the street “Naum Veslievski” in Resen |  |  |
| **TOTAL LOT 1:** |  |  |

**LOT 2 : Developing infrastructure and basic design for reconstruction of street “Kuzman Josifovski” in town Resen**

**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 street “Kuzman Josifovski in town Resen |  |  |
| 2 | Development of Elaborate for environmental protection during reconstruction of the street “Kuzman Josifovski” in Resen |  |  |
| 3 | Development of Basic Design for reconstruction of the street “Kuzman Josifovski” in Resen  |  |  |
| **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)