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**REQUEST FOR QUOTATION**

|  |  |
| --- | --- |
| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: July 11, 2019 |
| REFERENCE: **BiH/RFQ/091/19** |

Dear Sir / Madam:

We kindly request you to submit your quotation for**:**

**Performance of 18 detailed energy audits in Sarajevo Canton**

and as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **April 25, 2019, 12.00 h** and via ***courier mail***to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

**Ref: BIH/RFQ/091/19**

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. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

|  |  |
| --- | --- |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Activities will be conducted at the premises of the service provider and the locations of public buildings subject to this ToR. |
| Latest Expected Delivery Date and Time (*if delivery time exceeds this, quote may be rejected by UNDP)* | Service to be completed within **2 months** |
| Preferred  Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes  (VAT stated separately) |
| Deadline for the Submission of Quotation | **12.00 h,Thursday, July 25, 2019** CET |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | English language or BHS |
| Documents to be submitted | * Certified copy of company’s registration relevant to required works, * Certified copy of a Module 2 authorization for complex buildings systems in Federation of BiH; * Reference list proving minimum 3 years of relevant experience, and minimum 2 contracts of similar scope, nature and complexity implemented over the last 5 years. * Minimum average annual turnover of USD 100,000 for the last 3 years. * Reference letters and/or contracts for implementation of detailed energy audits for least at least 50 public buildings of similar complexity in BiH. References must include investors’ contact details, project values, square meters, etc.; * List of team members (engineers and other personal) to be engaged for the contract (names, education, skills, years of experience) * CV of each team member with contact references and letters of recommendation * Copies of professional license and/or professional exam certificates of each team member (diploma and professional license and/or professional exam certificates for each team member required) * Statement on availability and exclusivity during the entire contracted period, signed by each team member * Contract on the Joint Venture establishment, if applicable * Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List |
| Period of Validity of Quotes starting the Submission Date | 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 | Partial Quotes are not permitted; |
| Payment Terms | Upon full competition of service and acceptance by UNDP |
| Liquidated Damages | Percentage of contract price per day of delay: 0,5%  Max. no. of days of delay: 20 calendar days  Next course of action: Termination of Contract |
| Evaluation Criteria | Technical responsiveness/Full compliance to requirements and lowest price  Full acceptance of the PO/Contract General Terms and Conditions  Module 2 authorization for complex buildings systems in Federation of BiH;  Experience in execution of detailed energy audits in public sector building proven through reference letters and/or contracts for implementation of at least at least 50 public buildings of similar complexity in BiH. References must include investors’ contact details, project values, square meters, etc.;  The service provider must demonstrate purchase or lease/ rent option for the equipment necessary to conduct measurements including but not limited to:   * thermo vision camera, * anemometer, * thermal flux meter, * lux meter   Personnel proposed for this project:  The service provider must have a proposed team of minimum 6 (six) requested experts (at least three engineers must be full time employees). In addition to that, all mechanical and electrical engineers must possess Module 2 authorization for complex buildings systems in Federation of BiH, while all architects or civil engineers must possess Module 1 authorization for simple buildings systems in Federation of BiH.  **Minimum key personnel:**   * 2 (two) university graduated mechanical engineers (out of which one will act as the lead mechanical expert) with minimum of 7 years of experience and professional experience in: * conduction of detailed energy audits in public building sector; * calculations of energy performance in public building sector, * energy efficiency in public building sector * 3 (three) university graduated architect or civil engineer with minimum 7 years of experience and professional experience in: * conduction of detailed energy audits in public building sector; * calculations of energy performance in public building sector, * energy efficiency in public building sector * 1 (one) graduated electrical engineer with minimum 7 years of experience and professional experience in: * conduction of detailed energy audits in public building sector; * calculations of energy performance in public building sector, * energy efficiency in public building sector |
| UNDP will award to: | One Bidder, depending on the following factors:   * Technical responsiveness/Full compliance to requirements. * Lowest price offer of technically qualified/responsive Bid. |
| Type of Contract to be Signed | Contract for Services |
| Special conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 10 days |
| Conditions for Release of Payment | 100 percent upon successful completion of activities and upon submission and approval of reports related to deliverables (to be submitted not later than October 2019) |
| Annexes to this RFQ | Terms of Reference (ToR) (Annex 1)  Form for Submission of Quotation (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  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)[[1]](#footnote-1) | *UNDP BIH*  *GENERAL SERVICES*  *033 552 330/ registry.ba@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. |

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 herein attached as Annex 3.

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.**

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions/>

<http://www.undp.org/content/dam/undp/documents/procurement/documents/UNDP_supplier_code_of_conduct.pdf>

**Sincerely yours,**

*UNDP BiH*

**Annex 1**

**Terms of Reference (ToR)**

1. **Background Information and Rationale, Project Description**

During the past three years UNDP has made a significant contribution in promotion of energy efficiency in BiH. The focus has been given to the introduction of energy efficiency in the public sector across Bosnia and Herzegovina by implementation of 38 energy efficiency infrastructure projects (total investment 3,8 million USD) and applying EMIS (Energy Management Information System) into more than 1,300 public buildings. These activities resulted in annual CO2 emission reduction of about 2,200 tonnes, total annual costs savings of 660,000 USD, better living quality, creation of “green jobs” (660 man months), increased awareness and understanding for energy efficiency and its resulting benefits.

Based on this experience and obvious results UNDP continues to promote and work on energy efficiency in public sector together with government of B&H on local and national level through different activities such as performance of detailed energy audits, training for public administration management, EMIS installation, development of EE action plans, etc.

This procurement consists of 18 detailed energy audits on public in Sarajevo Canton, FBiH, Bosnia and Herzegovina.

1. **Specific Objectives**

The overall objective of the assignment is to perform detailed energy audits of 18 public buildings in Sarajevo Canton.

1. **Scope**

## The outcomes of this intervention is development of 18 detailed energy audits for public sector buildings in Sarajevo Canton.

1. **Outputs/ tasks**

**The detailed energy audit for public buildings activities include following tasks**

1. **DETAILED ENERGY AUDIT (complex building systems) OF PUBLIC BUILDINGS**

***The detailed energy audit activities include the following tasks:***

* Conduct an detailed energy audit (complex building systems) of public buildings.
* Conduction of on-site measurements of selected facilities to determine energy losses, current energy efficiency of the heating and lightning system and building user pattern.
* Classify the energy rating/energy class of selected facilities in accordance to the EU Energy Performance Building Directive / legislation on energy classification of buildings.

**List of 18 public buildings in Sarajevo Canton**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Building / Objekat** | **Address / Adresa** | **Area / Površina** |
| 1 | JU "Terapijska zajednica Kampus" Kantona Sarajevo - objekti Rakovica | Rakovica bb, Ilidža | 1.000,00 |
| 2 | Policijska stanica Ilijaš | Hašima Spahića 17a, Ilijaš | 1.000,00 |
| 3 | Policijska stanica Trnovo | Trnovskog bataljona 105, Trnovo | 220,00 |
| 4 | Dom zdravlja Ilijaš, ambulanta Srednje | Srednje bb, Ilijaš | 505,60 |
| 5 | Dom zdravlja Ilijaš, ambulanta Mrakovo | Mrakovo bb, Ilijaš | 162,00 |
| 6 | Dom zdravlja Hadžići, ambulanta Tarčin | Đoke Mrđana bb, Hadžići | 228,75 |
| 7 | Sarajevski ratni teatar - SARTR | Gabelina br. 16, Centar | 678,30 |
| 8 | Vrtic Leptiric, Centar Sarajevo | Kranjčevićeva 23, Centar | 493,50 |
| 9 | Ambulanta Šabići, Trnovo | Šabići bb, Trnovo | 91,00 |
| 10 | Ambulanta Dejčići, Trnovo | Dejčići bb, Trnovo | 190,00 |
| 11 | Vrtić Biseri, Stari Grad Sarajevo | Očaktanum, Stari Grad | 569,00 |
| 12 | OŠ Safet Beg Bašagić, Centar Sarajevo | Gimnazijska 1, Centar | 1.158,00 |
| 13 | Biblioteka Sarajevo, Centar Sarajevo | Mis Irbina 4, Centar | 420,00 |
| 14 | OŠ "Porodice ef. Ramić", PŠ "Kamenica Gora" | Gora bb, Vogošća | 356,00 |
| 15 | OŠ "Srednje", PŠ "Gajevi", Ilijaš | Gajevi bb, Ilijaš | 130,00 |
| 16 | JU Kantonalna psihijatrijska bolnica Sarajevo, Jagomir | Nahorevska 177 | 1.290,00 |
| 17 | Dom Zdravlja Hadžići | 6. mart br. 14 | 1.865,92 |
| 18 | Vrtić "Košuta" | Aleja Lipa 49 | 1.290,00 |
|  |  | **Total/Ukupno:** | **11.639,07** |

**Note: UNDP reserves the right to make changes in the list of public buildings for performance of tasks within the contract, with maximum deviation in surface +/- 10 %. Confirmed list of public buildings will be shared with company/ies prior to execution of deliverable.**

Within the audit activities, the auditor must:

* 1. *Analyse energy characteristics of the building and characteristics of energy consumption and cost management;*
  2. *Analyse energy costs and projections of further energy consumption;*
  3. *Analyse possible measures of increasing energy efficiency of the building;*
  4. *Propose measures of increasing energy efficiency of the building;*
  5. *Analyse energy, economic and environmental related effects of proposed measures;*
  6. *Perform comparative analysis of energy consumption indicators of the building in comparison with other buildings of similar purpose;*
  7. *Provide recommendations for energy management within the building;*
  8. *Prepare and deliver final report on detailed energy audit of the building;*
  9. ***Analyse* *energy characteristics of the building and characteristics of energy consumption and cost management to include:***
* Filled visit and necessary information gathering;
* General part – short description of characteristics of energy consumption and cost management, responsible persons, energy costs financing, decision making system about investments into the building maintenance, functioning of the energy consumption information system, motivation for applying energy efficiency measures;
* Analysis of thermal characteristics of the building envelope;
* Analysis of energy characteristics of the building heating system;
* Analysis of energy characteristics of the building cooling system;
* Analysis of energy characteristics of the building consumable hot tap water preparation system;
* Analysis of energy characteristics of the building electrical consumption system – electrical installations, lighting, gadgets and other consuming devices;
* Analysis of energy characteristics of specific subsystems (kitchen, laundry, etc.)
* Analysis of sanitary water consumption;
* Analysis of the system of regulation and management;
  1. ***Analyse* *energy costs and projections of further energy consumption to include:***
* Analysis of all costs related to energy and water for a period of 36 months;
* Analysis of the characteristics of energy and water consumption
* Determination of relevant indicators of energy consumption for the subject building;
  1. ***Analyse* *possible measures of increasing energy efficiency of the building to include:***
* Increase of thermal performance the building envelope;
* Increase of energy characteristics of the facility heating system;
* Increase of energy performance of the facility cooling system;
* Increase of energy performance of the system for preparation of consumable hot water;
* Increase of energy performance of the electric energy consumption system;
* Analysis of possibility of fuel replacement or usage of renewable energy sources to generate heat energy;
* Improving system of regulation and management;
* Improving water supply system;
  1. ***Propose measures of increasing energy efficiency of the building to include:***
* Detailed description of each measure proposed to increase energy efficiency of the building;
* For installation of the heat meter appropriate system for remote readings based on the M-Bus system (according to EN1434-3) must be included in the cost estimation.
  1. ***Analyse* *energy, economic and environmental related effects of proposed measures to include:***
* Quantitative analysis of energy savings;
* Quantitative analysis of the cost savings; Cost savings must include calculations for two optiobns:
  1. Real savings based on average paid energy bills vs. proposed scenarios.
  2. Savings based on calculated baseline vs. proposed scenarios.
* At least three scenarios of implementation of the proposed measures to increase energy efficiency of the building.
* Provide following output table for identified measures and scenarios:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Investment  [BAM]** | **Savings of heat energy**  **[kWh]** | **Financial savings for heat energy [BAM]** | **Savings of electrical energy**  **[kWh]** | **Financial savingsfor electrical energy**  **[BAM]** | **Expected simple payback  [years]** | **Specific savings per amount of investement**  **(2+4) / (1)**  **(kWh/BAM)** | **Reduction of CO2 emissions** |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **Measure 1** |  |  |  |  |  |  |  |  |
| **Measure 2** |  |  |  |  |  |  |  |  |
| **Measure 3** |  |  |  |  |  |  |  |  |
| **Measure n** |  |  |  |  |  |  |  |  |
| **Measure n+1** |  |  |  |  |  |  |  |  |
| **Scenario 1 (measure x + measure y)** |  |  |  |  |  |  |  |  |
| **Scenario 2 (measure x + measure y + measure z)** |  |  |  |  |  |  |  |  |
| **Scenario 3 (measure x + measure y + measure z + measure…)** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Investicija  [KM]** | **Ušteda toplotne energije**  **[kWh]** | **Ušteda troškova toplotne energije**  **[KM]** | **Ušteda električne energije**  **[kWh]** | **Ušteda troškova električne energije**  **[KM]** | **Očekivani jednostavni povrat investicije [godina]** | **Specifične uštede po**  **iznosu investicije**  **(2+4) / (1)**  **(kWh/KM)** | **Smanjenje emisije CO2** |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** |  |
| **Mjera 1** |  |  |  |  |  |  |  |  |
| **Mjera 2** |  |  |  |  |  |  |  |  |
| **Mjera 3** |  |  |  |  |  |  |  |  |
| **Mjera n** |  |  |  |  |  |  |  |  |
| **Mjera n+1** |  |  |  |  |  |  |  |  |
| **Scenarij 1 (mjera x + mjera y)** |  |  |  |  |  |  |  |  |
| **Scenarij 2 (mjera x + mjera y + mjera z)** |  |  |  |  |  |  |  |  |
| **Scenarij 3 (mjera x + mjera y + mjera z + mjera…)** |  |  |  |  |  |  |  |  |

\* Savings and investment costs must be calculated with included VAT / Uštede i investicije izračunati sa sadržanim PDV-om.

* 1. ***Perform comparative analysis of energy consumption indicators of the building in comparison with other buildings of similar purpose to include:***
* Comparison of relevant indicators of energy consumption of the subject building with similar facilities in BiH and the region for the current state of energy consumption
* Comparison of relevant indicators of energy consumption of the subject structure with similar facilities in BiH and the region following the implementation of the proposed measures to increase building energy efficiency.
  1. ***Provide recommendations for energy management within the building to include:***
* Qualitative recommendations for energy and water management in order to achieve and maintain the calculated values of energy savings;
  1. ***Drafting final report on the detailed energy audit of the building to include:***
* All above stated items
* Measurement results as separate appendix (Thermo-graphic imaging of the construction parts of the building envelope; Results from flue gas analysis, excess air and other needed variables to determine combustion efficiency
* Energy class in accordance to the EU EPBD directive (2010/31/EU) e.g. legislation on energy classification of buildings

**ON SITE MEASUREMENTS AND TESTING OF SELECTED FACILITIES TO DETERMINE ENERGY LOSSES, CURRENT ENERGY EFFICIENCY OF THE HEATING AND LIGHTNING SYSTEM AND BUILDING USER PATTERN**

With the aim of clearly defining the current state of energy consumption, and in order to determine the accurate input parameters needed for energy and economic calculations of expected energy savings of the given buildings, the auditor is required to take on-site measurements, including (but not limited to):

* Thermo-graphic imaging of the building envelope;
* Thermo-graphic imaging of heating distribution system;
* Thermo-graphic imaging of heating bodies;
* Flue gas analysis, excess air and other needed variables to determine combustion efficiency
* Measurement of electricity parameters (power, voltage, etc.);
* Determine the temperature of building surfaces;
* Determine the level and intensity of illumination;
* Measurement of heat flow through the building envelopes (heated space-outer space, heated space- unheated space, unheated space-outer space);

**List of inputs and services which will be provided to the contractor by UNDP**

The Contractor will be provided with data currently available to UNDP on contact data of building owner, energy consumption and energy related costs during the last 36 months. However, Contractor’s obligation is to ensure all required data in order to provide the required deliverables.

The Final report on the detailed energy audit of the building should include:

* All items stated under the activity detailed *energy audit of public buildings.*
* Measurement results as separate appendix (Thermo-graphic imaging of the construction parts of the building envelope; Results from flue gas analysis, excess air and other needed variables to determine combustion efficiency.

1. **Approach and Methodology**

This section should demonstrate the Offeror`s in-depth understanding of the purpose and objectives of the ToR and provide the Offeror`s approach to structuring and most effective implementation of the service. In addition, this section should clearly show the Offeror`s understanding and sufficient detailed consideration of all important aspects of the service with regard to providing business Development Services training courses and conducting market assessment of commodities or sub-sectors.

Being the core instrument for the successful provision of the service, the proposed by the Offeror methodology shall undoubtedly demonstrate capability to reach the envisaged results of the ToR and strong relevance to the specific scope, objectives and range of tasks in a complex manner.

This section should propose the Offeror`s vision and approach to organizing and performing the tasks as stated within the ToR and as per the overall scope and objectives of the service in the most logical, realistic, efficient and relevant to the context in BiH manner.

This part shall also contain a general work plan, which illustrates the anticipated work-flow and timeframe of implementation of the tasks and activities.

1. **Deliverables and Schedules/Expected Outputs**

Draft and Final reports on the detailed energy audits should include:

1. All items stated under the activity *in this ToR*
2. Measurement results as separate appendix;

Draft reports for QA assessment will be submitted electronically. The service provider will deliver final reports on two hard copies in colour for each output and two electronic versions on separate CD’s.

Successful Offerors will be requested to conduct the services in accordance to the table below. This indicates **key steps** of the services to be undertaken.

**Deliverables:**

|  |  |
| --- | --- |
| Activity (as per TOR) | Estimated completion deadline |
| Delivery of draft reports on the detailed energy audits for 18 public buildings in Sarajevo Canton | September 2019 |
| Delivery of final reports on the detailed energy audits for 18 public buildings in Sarajevo Canton | October 2019 |

**The Contractor must perform corrections if significant errors/mistakes within detailed energy audits are identified on a later stage (even after QA stage and contractual obligations),**

1. **Key Performance Indicators and Service Level**

Key performance indicators are as follows:

* All activities completed by defined deadlines and reports delivered in time.
* All key activities and deliverables will be subject to review by UNDP team and Project partners.

1. **Governance and Accountability**

Monitoring and evaluation of the Service Provider’s work will be conducted by the UNDP team. Apart from the reports specified as deliverables, the service provider is expected to report monthly informing on the progress made; results and deliverables in place; critical reflection on issues and challenges faced, or these that may need attention in the following period. Template for these reports will be provided by UNDP.

UNDP withholds the right to request additional periodical updates/reports on particular issues. All reports will be submitted in writing to the above-mentioned persons.

Due to complexity of the tasks, Service Provider will need to appoint at least one person who will at all times be responsible for keeping track of plans, activities, progress reports and ongoing issues.

1. **Facilities to be provided by UNDP**

The Contractor will be provided with contact data of Municipalities/end-users. However, Contractor’s obligation is to ensure all required data in order to provide the required deliverables.

1. **Expected duration of the contract/assignment**

Expected duration of work is 2 months starting from August 2019. Expected date of full completion of all activities is October 2019.

1. **Duty Station**

Activities will be conducted at the premises of the service provider and the locations of public buildings subject to this ToR.

1. **Professional Qualifications of the Successful Contractor and its key personnel**

This section should provide information of the Offeror, to include the year and state/country of incorporation and a brief description of the Offeror’s previous and present activities most relevant to this ToR, as well as description of specific knowledge and previous experience in areas within the scope of this Quotation, structured in the following manner:

* Vendor is legally registered entity.
* The service provider must have a Module 2 authorization for complex buildings systems in Federation of BiH;
* Minimum 3 years of relevant experience;
* Minimum 2 contracts of similar scope, nature and complexity implemented over the last 5 years.
* Minimum average annual turnover of USD 100,000 for the last 3 years;
* Experience in execution of detailed energy audits in public sector building proven through reference letters and/or contracts for implementation of at least at least 20 public buildings of similar complexity in BiH. References must include investors’ contact details, project values, square meters, etc.;
* Strong analytical skills – statistics and visualization;
* Good and proven experience and skills on general communication and co-operation
* Ownership or lease of relevant measurement equipment;
* Expertise of Offeror’s full time employed employees or independent consultants, with the following minimum key staff requirements:

The service provider must have a proposed team of 6 (six) requested experts (**at least three engineers must be full time employees**). In addition to that, **Experts 1, 2 and 6 must be in possession of Module 2** authorization for complex buildings systems in Federation of BiH, while **Experts 3, 4 and 5 must be in possession of at least Module 1** authorization for simple buildings systems in Federation of BiH.

* **Expert 1 - Lead Mechanical expert**: At least 1 (one) university graduate mechanical engineer with minimum of 7 years of experience

- Professional experience in:

* conduction of detailed energy audits in public building sector;
* calculations of energy performance in public building sector,
* energy efficiency in public building sector
* **Expert 2 - Mechanical engineering expert**: At least 1 (one) university graduate mechanical engineer with minimum of 7 years of experience

- Professional experience in:

* conduction of detailed energy audits in public building sector;
* calculations of energy performance in public building sector,
* energy efficiency in public building sector.
* **Expert 3, 4 and 5 – Architecture or Civil engineering expert:** At least 3 (three) university graduate architect or civil engineer with minimum 7 years of experience

- Professional experience in:

* conduction of detailed energy audits in public building sector;
* calculations of energy performance in public building sector;
* energy efficiency in public building sector.
* **Expert 5 – Electrical engineering expert:** At least 1 (one) electrical engineer with minimum 7 years of experience

- Professional experience in:

* conduction of detailed energy audits in public building sector;
* calculations of energy performance in public building sector;
* energy efficiency in public building sector

1. **Price and Schedule of Payments**

Payments of the delivered services will be done according to the following timetable:

* 100 percent upon successful completion of activities and upon submission and approval of reports related to deliverables (to be submitted not later than October 2019)

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[2]](#footnote-2)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[3]](#footnote-3))***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to provide services listed below in conformity with the ToR and requirements of UNDP as per RFQ Reference No.092-19:

**TABLE 1 : Cost Breakdown per Deliverable\***

|  |  |  |
| --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| A1 | Delivery of final reports on the detailed energy audits for 18 public buildings in Sarajevo Canton |  |
| **Total without VAT** | |  |
| **VAT** | |  |
| **Total including VAT** | |  |

*\*This shall be the basis of the payment tranches*

**TABLE 2: Cost Breakdown by Cost Component [This is only an Example]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| **1. Services from Home Office** |  |  |  |  |
| 1. Task 1 |  |  |  |  |
| Expert 1 |  |  |  |  |
| Expert 2 |  |  |  |  |
| Expert 3 |  |  |  |  |
| Expert 4 |  |  |  |  |
| Expert 5 |  |  |  |  |
| Expert 6 |  |  |  |  |
| … |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance |  |  |  |  |
| 3. Communications |  |  |  |  |
| 4. Reproduction |  |  |  |  |
| 5. Equipment Lease |  |  |  |  |
| 6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |
| **Total without VAT** | | | |  |
| **VAT** | | | |  |
| **Total including VAT** | | | |  |

**TABLE 3: Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Deadlines |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |

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

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

**General Terms and Conditions**

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| --- |
|  |

General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)

1. *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-1)
2. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-2)
3. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-3)