



REQUEST FOR PROPOSAL

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Feasibility Study for Wastewater Collection and Treatment Project for the Municipality of Veliko Gradiste**. Proposals may be submitted on or before the deadline indicated in the system directly in the portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Offers received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Offers must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.nextgenerp.partneragencies.org/> using the profile you may have in the portal. In case you have never registered before, follow this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000127715297&_afdc.ctrl-state=azywmctp_1&_afdlLoop=6329722925931702&_afdlWindowMode=0&_afdlWindowId=null&_afdlFS=16&_afdlMT=screen&_afdlMFW=1042&_afdlMFH=575&_afdlMFDW=1280&_afdlMFDH=720&_afdlMFC=8&_afdlMFCI=0&_afdlMFM=0&_afdlMFR=144&_afdlMFG=0&_afdlMFS=0&_afdlMFO=0

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. **It is the responsibility of the bidder** to make sure that the offer is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance.

UNDP will not accept any offer that is not submitted directly through the System.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements. The



Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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 Proposal. 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 Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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/business/protest-and-sanctions.html>

UNDP encourages **every** prospective supplier to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf



Thank you and we look forward to receiving your proposal



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1 Overview

1.1 General Information

Title	Feasibility Study WWTP Veliko Gradiste
Amendment Description	Amendment I refers to changes in the "Form J and K Financial Proposal Submission", to include the additional row for non-key staff, in Table 2: Breakdown of Professional Fees. The respective Form is now replaced and posted in the system.
Contact Point	Procurement Serbia
Outcome	
Two Stage Evaluation	Yes
E-Mail	procurement.rs@undp.org
Reference Number	UNDP-SRB-00010
Beneficiary Country	Serbia
Introduction	<p>Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: http://supplier.nextgenerp.partneragencies.org/ using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271.</p> <p>Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.</p> <p>UNDP CO Serbia</p>

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Tender Timeline

Preview Date	
Open Date	01/08/22 14:28 PM
Close Date	12/08/22 13:00 PM
Time Zone	Coordinated Universal Time

1.3 Response Rules



This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD ()



2 Requirements

**Response is required*

Please read the questions carefully and answer the questions by selecting an appropriate response. kindly also upload relevant documents where necessary.

Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

2.1 Section 1. General Provisions

*1. General Instructions to Proposers

This tender is governed by the provisions in Section 2. General Instructions to Proposers herewith attached. By participating and submitting an offer you confirm to have understood and accepted such provisions.

Attachments:

File Name or URL	Type	Description
Section 2 General Instructions	File	

Target: Confirm acceptance of instructions and provisions of this tender

*2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.

Attachments:

File Name or URL	Type	Description
Section 3 BDS.docx	File	

Target: Have read and understood provisions in BDS

3. Terms of Reference

Terms of Reference is attached herewith.

Attachments:

File Name or URL	Type	Description
Section 5 TOR.docx	File	

2.2 Section 2. Evaluation Criteria - Preliminary Examination

*1. General Conditions of Contract

Do you accept the General Conditions of Contract as specified in Section 6, attached herewith?

Attachments:

File Name or URL	Type	Description
Section 6 Contract terms.docx	File	

Target: Accept General Conditions of Contract

***2. Proposal Validity**

Do you accept that your proposal is valid as required in General Instructions and Bid Data Sheet sections?

***3. Form A: Proposal Confirmation**

Have you provided Proposal Confirmation as per the form provided, duly signed by a legal representative of your company?

Attachments:

File Name or URL	Type	Description
Form A Proposal Confirmation.d	File	

Target: Technical Proposal Submitted

***4. Form B: Checklist**

Have you provided Proposal Checklist as per the form provided?

Attachments:

File Name or URL	Type	Description
Form B Checklist.docx	File	

Target: Checklist provided

***5. Form C: Technical Proposal Submission**

Have you provided Technical Proposal Submission as per the form provided, duly signed by a legal representative of your company?

Attachments:

File Name or URL	Type	Description
Form C Technical Proposal Subm	File	

Target: Technical Proposal Submission Provided

***6. Form D: Proposer Information**

Have you submitted form D with information on proposer using the template herewith attached? In addition, please submit Company Profile as separate attachment, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured (in case of consortium for each member of consortium);

Attachments:

File Name or URL	Type	Description
Form D Proposer Information.do	File	

***7. Form E: Joint Venture/Consortium/Association Information**

Have you provided information on Joint Venture/Consortium/Association Information using the template and instructions attached?

Choose the applicable answer from options below.

Attachments:

File Name or URL	Type	Description
Form E Joint Venture Consortiu	File	

***8. Form F: Eligibility and Qualifications**

Have you submitted the information required to establish eligibility and qualifications as per Form F herewith attached?

Attachments:

File Name or URL	Type	Description
Form F Eligibility and Qualifi	File	

Target: Information provided

***9. Form G: Technical Proposal**

Have you submitted technical proposal using template herewith attached?

Attachments:

File Name or URL	Type	Description
Form G Format for Technical Pr	File	

Target: Technical Proposal Submitted

***10. Form H: CVs of Proposed Key Personnel**

Have you provided CVs of key proposed personnel using the template herewith attached?

Attachments:

File Name or URL	Type	Description
Form H Format for CV of propos	File	

Target: CVs uploaded for all key personnel

***11. Form I: Statement of Exclusivity and Availability**

Have you provided a statement of exclusivity and availability as per the template herewith attached?

Attachments:

File Name or URL	Type	Description
Form I Statement of Exclusivit	File	

Target: Statements provided for all key personnel

***12. Form L: Proposal Security**

Have you provided form L proposal security in the forma nd template required herewith attached?

Upload scanned copy in the system and send original in the address provided in tender documents. Upload mail confirmation and/or reference number.

Attachments:

File Name or URL	Type	Description
Form L Proposal Security.docx	File	

Target: Proposal security provided

I-1. Overall Assessment on Preliminary Examination

This is an internal criteria for evaluation team to assess and determine if the offer meets overall the criteria for this section based on information provided in their offer and any subsequent clarifications sought.



Insert 1 for "Pass" and 0 for "Fail"

2.3 Section 3. Evaluation Criteria - Minimum Eligibility

***1. Legal Registration**

Bidder is a legally registered entity and all relevant information is provided.

Upload scanned copies of legal registration documents according to options listed below and any other relevant document.

I-1. Overall assessment of eligibility

This is an internal criteria for evaluation team to assess overall whether the offer meets the eligibility criteria.

Insert 1 for "Pass" and 0 for "Fail"

2.4 Section 4. Evaluation Criteria - Qualifications

***1. Financial Standing - Turnover**

Bidder must have average annual turnover of at least 400,000 USD for the last 3 years (2018, 2019 and 2020).

Provide average turnover amount for the last 3 years (2018, 2019 and 2019) in USD.

Response attachments are optional.

***2. Personnel Capacities**

Bidders must possess relevant personnel capacity, namely a minimum of 5 permanent employees currently working for the bidder in field of water or wastewater engineering.

Provide number of permanent employees currently working for the bidder in field of water or wastewater engineering.

Response attachments are optional.

***3. Relevant Experience in technical assistance**

Bidder must possess experience in technical assistance for preparation water and wastewater projects in the role of lead partner, JVCA partner, or subcontractor for at least 10 years prior to the submission deadline, and with activity in at least nine (9) months in each of the last 10 years.

Please confirm the compliance of the above requirement

Target: Yes

***4. Relevant Experience in feasibility studies preparation**

Bidder must possess relevant experience, in the preparation of at least two (2) feasibility studies for wastewater collection and treatment projects meeting the requirements for financing by international financing institutions (IFIs) and/or International Organizations, namely feasibility studies which includes cities of at least 15,000 inhabitants in the last ten (10) years.

Provide number of relevant completed projects as required above.

***5. Accredited laboratory**

Bidder must possess accredited laboratory for the types of sampling and analysis as required in the Section



5 - ToR? It is acceptable for this accredited laboratory to be subcontracted. The bidder may subcontract this accredited laboratory from an entity not connected to this tendering exercise in which case it is necessary for the bidder to submit a statement from the accredited laboratory on its intention to participate as a subcontractor in this assignment if the bidder is selected.
Provide a copy of accredited laboratory as required above.

Target: Copy of Accredited laboratory attached

***6. Key Staff**

Bidders must provide a core team of three Key Experts with relevant experience as listed below for successful completion of the above-mentioned tasks.

1.Key Expert 1: Project Manager - The Project Manager shall be responsible for the overall management of assignment, for cooperation with all stakeholders; for coordination of all activities; for reporting; for quality assurance of all project outputs, and all administrative issues.

Qualification and skills

- Minimum university/bachelor's degree in environmental sciences, engineering, or in other area relevant to the assignment.

General professional experience

- Minimum 10 years of general professional experience in the environmental sector.
- Minimum 2 year of international working experience (outside country of origin) related to preparation of wastewater collection and treatment investment projects.

Specific professional experience shall be considered as an asset

- Previous experience as a Project Manager on preparing for financing at least 1 project (over 8 Million Euro, as estimated value of construction works in Veliko Gradiste) in the wastewater sector under EU IPA/ISPA/Cohesion funding, in the past 10 years.
- Experience in preparation of at least two (2) feasibility studies for wastewater investment projects in the past 10 years, for funding under EU IPA/ISPA/Cohesion fund/IFIs, approved by the competent authorities shall be considered as an advantage.
- Experience in the Western Balkans shall be considered an advantage

2.Key Expert 2: Wastewater Planning Expert-The Wastewater Planning Expert shall be responsible for all technical components of the Feasibility Study, and coordinating the team of technical experts.

Qualification and skills

- Minimum University degree in Civil/Hydraulic, or Sanitary engineering;

General professional experience

- Minimum 10 years of general professional experience in the environmental sector.
- Minimum 2 year of international working experience (outside country of origin) related to preparation of wastewater investment projects.

Specific professional experience shall be considered as an asset

- Experience within a lead role in preparation of at least two (2) feasibility studies for wastewater investment projects in the past 10 years, for funding under EU IPA/ISPA/Cohesion fund/IFIs, approved by the competent authorities.
- Experience with planning of wastewater infrastructure (collection networks and WWTPs); including customer demand analysis, assessment of flows and loads, hydraulic modelling, least-cost options analysis, and conceptual/outline designs of wastewater systems.
- Experience in the Western Balkans shall be considered an advantage

3.Key Expert 3: Financial Expert- The Financial Expert shall be responsible for the financial and economic analysis of the Priority Investment Project proposed within the Study.



Qualification and skills

- Minimum University degree in finance, economics, or engineering;

General professional experience

- Minimum 10 years of general professional experience in the infrastructure sector.

Specific professional experience, shall be considered as an asset

- Experience as financial expert in preparation of at least two (2) feasibility studies for wastewater investment projects aiming funding under EU IPA/ISPA/Cohesion fund/IFIs, in last 10 years, shall be considered as an advantage.
- Experience with development of financial models for public utility companies, development of financial and economic appraisals.
- Experience in the Western Balkans shall be considered an advantage

Provide names of the abovementioned Key Staff and their proposed roles.

Response attachments are optional.

***7. Other Staff**

The Bidder shall demonstrate in its offer that they have internal capacity to select the best possible staff in order to deliver the expected results or to have access to experts with the adequate profiles.

The expected expertise of the other experts shall be in the following areas, but not limited to:

- Hydraulic modelling experts
- Flow measurement experts
- Wastewater treatment expert
- Sludge management expert
- Environmental and Social experts
- Institutional expert
- Procurement expert
- Draftsmen

Bidders must provide an Organizational Chart with clearly indicated names and functions of each above proposed Other Staff with their CVs.

However, UNDP shall score only CVs of the Key Staff during the technical and financial evaluation of received proposals.

I-1. Overall Qualifications Criteria

This is an internal criteria for evaluation team to assess and determine whether bidder meets overall the qualifications criteria.

Insert 1 for "Pass" and 0 for "Fail"

2.5 Section 5. Technical evaluation Criteria

1. Technical evaluation criteria of the proposal

The technical proposal will be evaluated based on the criteria set here below following the maximum obtainable points set. Evaluation team will score each criteria based on the information provided in the proposal. To pass the technical evaluation, the proposal must score at least 70% of the maximum total

obtainable points.

Summary of Technical Proposal Evaluation Forms	
1.	Bidder's qualification, capacity and experience
2.	Proposed Methodology, Approach and Implementation Plan
3.	Management Structure and Key Personnel
	Total

2. 1.1. Reputation of Organization and Staff Credibility/Reliability/Industry Standing

Means of evidence	Sub-Score
Affirmed statements by previous clients	10
Opinion polls and market surveys	5
Certifications and awards	15

Response attachments are optional.

3. 1.2.1. General Organizational Capability which is likely to affect implementation - Financial stability

Means of evidence	Sub-Score
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Financial stability: Bidders who had an average annual turnover within the last three years (2018, 2019 and 2020) of at least USD 400,000 will receive 60 points. For each additional USD 100,000, the bidder will receive an additional 5 points up to maximum 85 points in total)	85
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Response attachments are optional.

4. **1.2.2. General Organizational Capability which is likely to affect implementation - Consortium structure**

One company or consortium with previous experience of working together 15 points	15
Consortium with no previous experience of working together, 10 points	

Response attachments are optional.

5. **1.3. Relevance of specialized knowledge and experience on similar engagements**

Means of evidence	Sub-Score
Bidders who successfully completed least two (2) feasibility studies for wastewater collection and treatment projects meeting the requirements for financing by international financing institutions (IFIs) and/or International Organizations, namely feasibility studies which includes cities of at least 15.000 inhabitants in the last ten (10) years will obtain 160 points. For each additional successfully completed contract according to above mentioned bidder will receive an additional 30 points up to maximum 220 points in total.	220

Response attachments are optional.

6. **2.1. Proposed Methodology, Approach and Implementation Plan - Understanding of requirement**



- | | | |
|-----|--|---|
| 2.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 5 |
|-----|--|---|

Response attachments are optional.

7. 2.2. Proposed Methodology, Approach and Implementation Plan - Offeror's approach and methodology

- | | | |
|-----|--|---|
| 2.2 | Description of the Offeror's approach and methodology. Is it meeting or exceeding the requirements of the Terms of Reference? Does it contain quality assurance and construction budget estimate and control mechanisms? | 7 |
|-----|--|---|

Response attachments are optional.

8. 2.3. Proposed Methodology, Approach and Implementation Plan - How the different service elements shall be organized, controlled and delivered

- | | | |
|-----|---|---|
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered. Does the methodology contain organizational plan, are all engineering disciplines and licenses included? Is the methodology concrete and appropriate to the local conditions and project environment? | 1 |
|-----|---|---|

Response attachments are optional.

9. 2.4. Proposed Methodology, Approach and Implementation Plan - Assessment of the implementation plan proposed

- | | | |
|-----|---|---|
| 2.4 | Assessment of the implementation plan proposed including whether the activities are properly sequenced, developed in sufficient details and if these are logical and realistic. | 8 |
|-----|---|---|

Response attachments are optional.

10. 3.1. Management Structure and Key Personnel - Composition and structure of the team proposed

- | | | |
|-----|--|----|
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? Is the spreadsheet showing the activities of each personnel and the time allocated for his/her involvement submitted and realistic? | 30 |
|-----|--|----|

Response attachments are optional.

11. 3.2.1. Project Manager - General professional experience

Project Manager with 10 years of general professional experience in the environmental sector will obtain 42 points. For each additional year of general professional experience, additional 3 points will be received up to maximum 60 points in total.	60
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Response attachments are optional.

12. 3.2.2. Project Manager - International working experience

Project Manager with 2 years of international working experience (outside country of origin) related to preparation of wastewater collection and treatment investment projects will obtain 42 points. For each additional year of international working experience, additional 6 points will be received up to maximum 60 points in total.	60
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Response attachments are optional.

13. 3.3.1. Wastewater Planning Expert - General professional experience

Wastewater Planning Expert with 10 years of general professional experience in the environmental sector will obtain 35 points. For each additional year of general professional experience, additional 5 points will be received up to maximum 50 points in total.	50
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Response attachments are optional.

14. 3.3.2. Wastewater Planning Expert - international working experience

Wastewater Planning Expert with 2 years of international working experience (outside country of origin) related to preparation of wastewater investment projects will obtain 35 points. For each additional year of international working experience, additional 5 points will be received up to maximum 50 points in total.	50
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Response attachments are optional.

15. 3.4. Financial Expert

Financial Expert with minimum 10 years of general professional experience in the infrastructure sector will obtain 70 points. For each additional year of general professional experience, additional 10 points will be received up to maximum 100 points in total.	100
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Response attachments are optional.

2.6 Section 6. Financial Evaluation

*1. Financial Proposal

Please provide the cost breakdown of your financial proposal as per the template and instructions provided herewith. Indicate the total amount here and make sure it matches with the total amount indicated line items.

Attachments:

File Name or URL	Type	Description
Form J and K Financial Proposa	File	

Target: Cost breakdown provided

I-1. Commercial offer and cost breakdown

This is an internal criteria for the evaluation team to analyse and assess the details for the financial offer including cost breakdown and other cost elements.

2.7 Section I-1.

I-1. Total score from technical evaluation

This is an internal criteria. Evaluator has to provide the total points scored by each supplier based on the scores provided each individual evaluation criteria



3 Lines

Instructions Please insert Total Final and All-inclusive Price (USD)
Price must be identical to the "Total final and all-inclusive price quotation in USD (VAT 0%)" price indicated in the respective UNDP CO Serbia 00010 - Form J and K Financial Proposal document.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Feasibility Study WWTP Veliko Gradiste	81101500						