

**REQUEST FOR QUOTATION (RFQ)**

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| --- | --- |
| UNDP BiH Zmaja od Bosne bb  71 000 Sarajevo | DATE: October 7, 2019 |
| REFERENCE: **BIH/RFQ-187-19** |

Dear Sir / Madam:

We kindly request you to submit your quotation for **“Supervision of infrastructure upgrades at Ammunition Storage Site (ASS) Krupa Hadžići of the Bosnia and Herzegovina Ministry of Defence (MoD)“,** 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 **14:00, October 15, 2019** and via *courier mail* to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb  
71 000 Sarajevo

Registry

**REF: RFQ-187-19**

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.

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

|  |  |
| --- | --- |
| Delivery Terms[INCOTERMS 2010] | DAP |
| Latest Expected Delivery Date and Time | Services will start with issuance of the Notice to Commence by UNDP’s Contract Administrator to the Construction Contractor(s). The Contract(s) for the execution of rehabilitation works that is subject of supervision is expected to commence on October 25, 2019. The deadline for the completion of works is January 31, 2019 with possibility of deadline extension due to weather conditions. The estimated engagement for the supervision services is 95 (ninety-five) business days. |
| Exact Address/es of Delivery Location/s (identify all if muliple) | Ministry of Defence BiH (MoD)/ Armed Forces BiH (AF) Ammunition Storage Site (ASS) Krupa Hadžići, Bosnia and Herzegovina |
| Pre-Bid Conference | Will not be conducted |
| Delivery Schedule | N/A |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes - VAT to be indicated separately |
| Deadline for the Submission of Quotation | **14:00 Tuesday, October 15, 2019**  **14:00 utorak, 15. oktobar 2019.** |
| All documentations shall be in this language | In one of the official languages in Bosnia and Herzegovina |
| Documents to be submitted | All items under this clause are required to be submitted by the bidders including:   1. Valid registration certificate to perform required services and licence for services of project designing and supervision over the works in subject as a legal entity, issued by relevant government authority and valid at minimum until deadline for completion of works. 2. List of projects successfully implemented during last 5 years prepared on the company’s letterhead. 3. Purchaser’s recommendation letters indicating the value, complexity and date of project completion, for at least 3 projects implemented within the last 5 years. Letters should include purchasers’ contact details. 4. Statement that bidder will ensure that all works will be implemented with full implementation of security and safety standards specified in General and Technical Conditions for Works within Ammunition Storage Sites. 5. Income balance sheet for previous three years. 6. Original Tax Administration Excerpt confirming contributions paid for the minimum requested number of full-time employees or specifically subcontracted consultants for this assignment for at least three-month period, not older than one month, for companies registered in BiH. The excerpt must attain the certified list of employees. 7. List of team members for the contract on company’s letterhead, showing educational degree, qualifications and years of experience.   CV for 1 Graduated Engineer of Architecture or Graduated Civil Engineer (Lead Engineer) with professional license for project designing and supervision and at least 7 years of experience in supervision of infrastructure works of similar scope, nature and complexity. At least five projects during last 5 years related to supervision of infrastructure works of similar scope, nature and complexity. List of references should be submitted as an integral part of offer.  CV for 1 Graduated Civil Engineer with professional license for project designing and supervision and at least 5 years of experience in supervision of works related to landslide rehabilitation. At least three projects during last 5 years related to supervision of works related to landslide rehabilitation. List of references should be submitted as an integral part of offer.  CV for 1 Graduated Mechanical Engineer with professional license (HVAC) for project designing and supervision and at least 7 years of experience in supervision of installation works related to boiler rooms and heating systems. At least three projects during last 5 years related to supervision of works related to boiler rooms and heating systems. List of references should be submitted as an integral part of offer.  CV for 1 Graduated Electrical Engineer with professional license for project designing and supervision and at least 5 years of experience in supervision of works of similar scope, nature and complexity. At least three projects during last 5 years related to supervision of works of similar scope, nature and complexity. List of references should be submitted as an integral part of offer.  *Neformalni prijevod*   1. **Važeći izvod registracije firme iz sudskog registra i licenca pravnog lica za obavljanje projektovanja i nadzora nad izvođenjem predmetnih radova, izdata od strane relevantnog organa vlasti i važeća najmanje do kraja perioda predviđenog za izvođenje radova.** 2. **Lista projekata uspješno izvedenih tokom zadnjih pet godina pripremljena na memorandumu firme.** 3. **Pisma preporuke od naručilaca, sa naznačenom vrijednošću, kompleksnošću i datumom završetka projekta, za najmanje 3 projekta realizovana u posljednjih 5 godina. Pisma trebaju sadržati kontakt detalje naručioca.** 4. **Izjava ponuđača da će osigurati da svi radovi budu izvedeni uz punu primjenu sigurnosnih i zaštitnih standarda koji su navedeni u Opštim i tehničkim uslovima za radove u skladištima municije.** 5. **Bilans stanja i bilans uspjeha za prethodne tri godine.** 6. **Originalni izvod poreske uprave ili nadležnog organa koji potvrđuje da su doprinosi plaćeni za minimalno traženi broj stalno uposlenih ili privremeno zaposlenih saradnika specifično za ovaj zadatak, za minimalno tri mjeseca. Izvod ne smije biti stariji od jednog mjeseca za kompanije iz BiH.** 7. **Lista članova tima koji će biti angažovani na ovom poslu pripremljena na memorandumu firme, koja uključuje struku, vještine i godine iskustva.** 8. **CV za jednog diplomiranog inžinjera arhitekture ili diplomiranog građevinskog inžinjera**   **(glavni inžinjer) sa položenim stručnim ispitom za projektovanje i nadzor i minimalno 7 godina iskustva u nadzoru infrastrukturnih radova sa sličnim obimom, opisom i nivoom složenosti. Najmanje 5 projekata tokom prethodnih 5 godina vezana za nadzor infrastrukturnih radova sa sličnim obimom, opisom i nivoom složenosti. Lista preporuka treba biti dostavljena u sklopu ponude.**  **CV za jednog diplomiranog građevinskog inžinjera sa položenim stručnim ispitom za projektovanje i nadzor i minimalno 5 godina iskustva u nadzoru radova na sanaciji klizišta. Najmanje 3 projekta tokom prethodnih 5 godina vezana za nadzor radova na sanaciji klizišta. Lista preporuka treba biti dostavljena u sklopu ponude.**  **CV za jednog diplomiranog mašinskog inžinjera sa položenim stručnim ispitom za projektovanje (HVAC) i nadzor i minimalno 7 godina iskustva u nadzoru radova na ugradnji kotlovnica i sistema grijanja. Najmanje 3 projekta tokom prethodnih 5 godina vezana za nadzor radova na ugradnji kotlovnica i sistema grijanja. Lista preporuka treba biti dostavljena u sklopu ponude.**  **CV za jednog diplomiranog inžinjera elektrotehnike sa položenim stručnim ispitom za projektovanje i nadzor i minimalno 5 godina iskustva u nadzoru radova sa sličnim obimom, opisom i nivoom složenosti. Najmanje 3 projekta tokom prethodnih 5 godina vezana za nadzor radova sa sličnim obimom, opisom i nivoom složenosti. Lista preporuka treba biti dostavljena u sklopu ponude.**  ***All required documents must be originals or certified copies, and their submission is mandatory.***  ***Svi traženi dokumenti moraju biti originali ili ovjerene kopije, a predaja istih je obavezna.*** |
| Period of Validity of Quotes starting the Submission Date | 60 days |
| Partial Quotes | 🗹 Partial Quotations are not permitted. |
| Payment Terms | 🗹 Based upon Invoice submitted by the Contractor and Interim Payment Certificates issued by the Project Manager, UNDP shall make progress payments. The period covered by each Invoice shall be 30 (thirty) days during the Time for completion. Invoices shall indicate the percentage of completion of each portion of services as of the end of the period covered by the Invoice. Service provider will be obliged to fulfill the timesheet and interim report along each invoice.  🗹 Invoices reflecting final payment certificates shall be  paid within 30 (thirty) days of the date of their receipt and  acceptance by UNDP. |
| Liquidated Damages | Liquidated Damages  Will be imposed under the following conditions:   * Percentage of contract price per day of delay: 1.0%. Max. no. of days of delay: 10 calendar days. Next course of action: Termination of contract. |
| Evaluation Criteria | Price and Technical responsiveness/Full compliance with the requirements  Full acceptance of the Contract General Terms and Conditions.  The Bidder should meet the following criteria:  🗹 Company's registered and licensed to perform required services.  🗹 At least 5 years of experience as a legal entity in project designing and supervision over the execution of the works in subject.  🗹 At least 3 projects during last 5 years of similar value and complexity.  🗹 Statement that bidder will ensure that all works will be implemented with full implementation of security and safety standards specified in General and Technical Conditions for Works within Ammunition Storage Sites submitted.  🗹 Average annually monetary value of the works performed for last three years should be no less than 100,000 BAM.  🗹 Minimum number and profile of registered employees (permanent/subcontracted):  🗹 2 Full-time employees including Lead Engineer,  🗹 1 Graduated Engineer of Architecture or Graduated Civil Engineer with professional license for project designing and supervision and at least 7 years of experience in supervision of infrastructure works of similar scope, nature and complexity. At least five projects during last 5 years related to supervision of infrastructure works of similar scope, nature and complexity.  🗹 1 Graduated Civil Engineer with professional license for project designing and supervision and at least 5 years of experience in supervision of works related to landslide rehabilitation. At least three projects during last 5 years related to supervision of works related to landslide rehabilitation.  🗹 1 Graduated Mechanical Engineer with professional license (HVAC) for project designing and supervision and at least 7 years of experience in supervision of installation works related to boiler rooms and heating systems. At least three projects during last 5 years related to supervision of works related to boiler rooms and heating systems.  🗹 1 Graduated Electrical Engineer with professional license for project designing and supervision and at least 5 years of experience in supervision of works of similar scope, nature and complexity. At least three projects during last 5 years related to supervision of works of similar scope, nature and complexity. |
| 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 | Liquidated Damages   * Will be imposed under the following conditions: Percentage of contract price per day of delay: 1.0%.   Max. no. of days of delay: 10 calendar days.  Next course of action: Termination of contract. |
| Conditions for Release of Payment | UNDP shall effect payments to the Contractor after acceptance of the invoices for performed services by UNDP, submitted by the Contractor. |
| Annexes to this RFQ | * Scope of Work (Annex 1) including Main Project Designs and General and Technical Conditions for Works within Ammunition Storage Sites provided at the following link: <http://documents.undp.ba/procurement/BIH-RFQ-137-19.zip> * Form for Submission of Quotation (Annex 2); * General Terms and Conditions/Special Conditions (Annex 3)   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) | UNDP BiH Registry  Fax: 033 552 330; email: 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. |

Works/goods/services 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/ Purchase Order 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 Contract/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/procurement/protest.shtml>.

**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.**

**Sincerely yours,**

**UNDP BiH**

October 7, 2019

**Annex 1**

**SCOPE OF WORK**

The following infrastructure upgrades are subject of supervision services:

* Rehabilitation of 2 ammunition storage facilities type M-40 (facilities 3 and 9) including roof, gutters, ceiling, walls, windows, facade, floors, drainage systems, ventilation systems and loading ramps as well as dismantling/ installation of video surveillance equipment. The surface of each facility is 401.00 m2.
* Rehabilitation of 4 earth-covered magazines (facilities 19, 20, 21 and 22) including replacement of ventilation grids, installation of sheet metal cover on ventilation casings, forehead edges and shed above doors, painting of security doors, dismantling/ installation of video surveillance equipment, rehabilitation of façade, painting of the walls and rehabilitation of section walls. The surface of each facility is 200.00 m2.
* Construction of support wall behind facility 19;
* Rehabilitation of boiler room (surface of 50.00 m2) and heating system which will provide heating to administration facility and guard facility (total surface of these two facilities is 792.00 m2). New boiler is pellet based;
* Construction of new entry gate guard facility (surface of 20.00 m2) including demolition of existing entry gate guard facility;

Main Project Design and General and Technical Conditions for Works within Ammunition Storage Sites are provided at the following link: [http://documents.undp.ba/procurement/BIH-RFQ-137-19.zip](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fdocuments.undp.ba%2Fprocurement%2FBIH-RFQ-137-19.zip&data=02%7C01%7Charis.fejzibegovic%40undp.org%7C630030bdca7b4c02613408d725813501%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637019109173020753&sdata=8aEInMP%2BkaGBI6zkChdd4VnXdDfNdOP243ZInxSD9YQ%3D&reserved=0)

To fulfill and conduct supervision of the works, the following activities shall be carried out:

**Preparatory activities:**

* Audit of the Bill of Quantities, Contract document with General Terms and Conditions for Works in terms of their completeness,
* Survey of the facilities with the Investor and the Contractor(s).

**Supervision of rehabilitation works:**

* Technical consulting with the Contractor(s) and the Investor,
* Supervision of regular execution of works in accordance with the construction standards, as well as written instructions and regulations,
* Control of fulfillment of certain requirements giving instructions to the Contractor(s),
* Pointing out to any violations of construction regulations by responsible Contractor(s) and the Contractor’s experts, especially when failing to comply with safety-at-work regulations, fire-protection regulations as well as General and Technical Conditions for Works within Ammunition Storage Sites,
* Pointing out severe defects, danger of delays in the form of written notification to UNDP’s Contract Administrator, with a request for further instructions,
* Providing to the UNDP proposals about the necessary removal of unsuitable representatives of the Contractor(s),
* Control of development and implementation of the construction time schedule plan, supervision of construction deadlines,
* Should the Contractor be responsible for the delay, a proposal to the UNDP on defining a new deadline for completion of the Contract and notification of occurrence of contractual penalties,
* Inspection of the delivered construction material, construction elements concerning their completeness and compliance with contractual requirements (required standards, compliance with offered factory products, certificates of compliance, etc.),
* Preparation of conclusions necessary for calculation in accordance with the sequence of works,
* Control of submitted accounts of units and quantities, verification of correctness of deliveries and executed works and financial control of invoices,
* Control of submitted certificates for final payment and for determination of the account payable,
* Providing expert statements on delivery and works not included in the Contract(s).

**Submission of reports/ notices:**

* Keeping the necessary archive or registry of all documents within the responsibility of expert supervision,
* Establishing and keeping the construction log,
* Submission of the inception report, the interim reports and the final report to the UNDP on the execution of the planned works as well as special reports, if necessary,
* Proper and timely notification to the UNDP of all important circumstances of the quality and quantity of works, construction that is non-compliant to the regulations and professional code, construction non-compliant to the project designs, delay or acceleration of construction deadlines, improper keeping of the construction log and time-book, improper invoicing in the interim and final certificates, potential occurrence or occurrence of damage, potential occurrence or occurrence of force majeure, defects of construction and other important issues and especially of the causes, quantities and need to execute unforeseen works, additional works, increase or decrease of quantity of works in relation to the contracted Bill of Quantities or the Contract Price. Supervision service provider is not authorized to approve any unforeseen works, additional works, or increase or decrease of quantity of works.

**Handover and completion of construction works:**

* Preliminary and final inspection of overall construction works, or each completed section of rehabilitation together with the Investor and the Contractor(s) and preparation of minutes with the set deadlines for removal of possible deficiencies,
* Instructions to the operating staff based on manufacturer’s operation and maintenance manuals submitted by the Contractor(s),
* Participation in the final inspection and handover of the reconstructed facilities.

**Technical Documentation:**

In terms of executing expert supervision, Supervision service provider should ensure and check whether the Contractor has furnished the construction site with the following:

1. Construction Contract(s) (original/ copy),
2. Decision on Entry into the Court Register or Trade License of the Contractor(s),
3. Notice of appointment of the Main Site Engineer, Site Engineer i.e. Construction Manager,
4. Notice of appointment of the Supervising Engineer i.e. Main Supervising Engineer,
5. List of employees at the site,
6. Construction log, time-book, bills of quantity,
7. Proofs of compliance for installed construction products in accordance to the applicable laws,
8. Necessary certification of the constructed parts of the facility and current construction and other works in progress,
9. Site-specific safety plan,
10. Supervising engineer’s report for final payment certificate,
11. Written statement of the Contractor on executed works and conditions for the maintenance of the facility,
12. Supervising engineer’s report following the execution of works,
13. Other documents, permits and approvals as prescribed by special regulations.

The Contractor shall be notified of the appointment of expert supervision.

**Presence at the Construction Site:**

Working hours for supervision and providing instructions concerning construction and time spent on the construction site should be determined and allocated so that all tasks can be fulfilled diligently and conscientiously.

The travel costs will be paid by Supervision service provider.

**Duration of Supervision:**

Construction supervision starts with issuance of the Notice to Commence by UNDP’s Contract Administrator to the Contractor.

The Contract(s) for the execution of rehabilitation works is expected to begin works on October 25, 2019. The deadline for the completion of works is January 31, 2019 with possibility of deadline extension due to weather conditions. The estimated engagement for the supervision services is 95 (ninety-five) business days.

Supervision shall continue during the entire Contract(s) for execution of rehabilitation works.

Supervision is conducted under the obligation of duration to the end of control of calculation and possible legal dispute related to the construction.

**Management and Hierarchy:**

The Supervision service provider is the representative of the Investor (UNDP) at the site.

Supervision service provider cannot be employee of the Construction Contractor neither connected to Construction Contractor in any way. For this reason, Supervision service provider must not perform any activity which would place him/ her in the domain of or make him/ her responsible to the Contractor. Supervision service provider is thus not responsible to the Construction Manager for organization of the construction site.

For any alterations to the Bill of Quantities, Contract document with General Terms and Conditions for Works, Supervision service provider shall obtain prior consent of the Investor (UNDP).

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the services listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ-187-19:**

TABLE 1: Offer to Supply services Compliant with Technical Specifications and Requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item No. | Description of services | TOTAL (BAM):  Without **VAT** | VAT Amount | TOTAL (BAM):  With **VAT** |
| **1** | **Supervision of infrastructure upgrades at Ammunition Storage Site (ASS) Krupa Hadžići of the Bosnia and Herzegovina Ministry of Defence** |  |  |  |
|  | Total (in BAM) |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Unit** | **Quantity** | **Unit Price, BAM** | **Total Price, BAM** |
| **I. Personnel Services** |  |  |  |  |
| **1. Services related to Supervision of infrastructure upgrades at Ammunition Storage Site (ASS) Krupa Hadžići** |  |  |  |  |
| Graduated Engineer of Architecture or Graduated Civil Engineer (Lead Engineer) | Day | 45 |  |  |
| Graduated Civil Engineer | Day | 20 |  |  |
| Graduated Mechanical Engineer | Day | 20 |  |  |
| Graduated Electrical Engineer | Day | 10 |  |  |
| **Total without VAT** | | | |  |
| **VAT Amount** | | | |  |
| **Total with 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 Lead Time:   * Services will start with issuance of the Notice to Commence by UNDP’s Contract Administrator to the Construction Contractor(s). The Contract(s) for the execution of rehabilitation works that is subject of supervision is expected to commence on October 25, 2019. The deadline for the completion of works is January 31, 2019 with possibility of deadline extension due to weather conditions. The estimated engagement for the supervision services is 95 (ninety-five) business days depending on implementation of rehabilitation works. |  |  |  |
| Validity of Quotation:   * 60 days |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Full implementation of security and safety standards as specified in General and Technical Conditions for Works within Ammunition Storage Sites |  |  |  |

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]

[Date]

**Annex 3**

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