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**REQUEST FOR QUOTATION (RFQ 19/2020)**

**Development of technical documentations for connections to the main sewerage pipe and construction of Wastewater Treatment Plant (WWTP) in National Park Pelister**

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| Project: Improving management of protected areas | DATE: March 10, 2020 |
| REFERENCE: RFQ19/2020 |

Dear Sir / Madam:

We kindly request you to submit your quotation in MKD, VAT excluded in a sealed envelope for **Development of technical documentations for connections to the main sewerage pipe and construction of wastewater treatment plant (WWTP) in National Park Pelister**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 3.

Quotations may be submitted on or before **March 23, 2020**, 11am and via *☒courier mail or ☒ hand delivery to* the address below:

**UNDP**

**RFQ 19/2020 Design for (WWTP) in National Park Pelister**

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 | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | **Public Enterprise – National Park “Pelister” – Bitola**  29th Noemvri No. 14 7000 Bitola | |
| 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)* | ☒ **15 May 2020**;  ☒ As per Delivery Schedule in the TOR  Time Zone of Reference: | |
| Delivery Schedule | ☒Required  ☐Not Required | |
| Packing Requirements | n/a | |
| Mode of Transport | ☐ AIR | ☐LAND |
|  | ☐SEA | ☐n/a |
| Preferred  Currency of Quotation[[3]](#footnote-3) | ☐ United States Dollars  ☐Euro  ☒Local Currency: MKD | |
| Value Added Tax on Price Quotation[[4]](#footnote-4) | ☐ Must be inclusive of VAT and other applicable indirect taxes  ☒ Must be exclusive of VAT and other applicable indirect taxes | |
| After-sales services required | ☐ Warranty on Parts and Labor for minimum period of 1 year  ☐ Technical Support  ☐ Provision of Service Unit when pulled out for maintenance/ repair  X n/a | |
| Deadline for the Submission of Quotation | *Monday, March 23, 2020 at 11am* | |
| All documentation produced  shall be in this language | ☐ English  ☐ French  ☐ Spanish  ☒ Macedonian | |
| Documents to be submitted | **FOR THE COMPANY**  ☒ **Company profile** (including company experience of minimum 5 years in design and/or review of technical documentation.  ☒ **Registration of the Company** - COPY; (kopija od Tekovna Sostojba)  ☒ **copy of License B of the Company** for design of infrastructure objects – Issued by the Ministry of Transport and Communications;  ☒ **List of min 3 projects** of comparable nature and degree of complexity (e.g., technical designs for construction or reconstruction sewerage network in urban or rural areas with house connections, development of technical designs for construction of wastewater treatment plants). List of referenced 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 in Annex 2.  ***UNDP reserves the right to additionally request copies of Contracts for the relevant projects to determine the relevant experience***  ☒ Readily available references from clients are welcomed  **FOR THE EXPERTS**  ☒ List Engineers with their diplomas , CVs reflecting only the relevant experience required and Authorizations where required.   1. Wastewater Treatment Expert 2. Senior Civil Engineer – Hydrotechnical Expert 3. Senior Structural/Geo-mechanical Engineer   ☒ Financial offer per deliverables, VAT presented separately | |
| Period of Validity of Quotes starting the Submission Date | ☐ 60 days  ☐ 90 days  ☒ 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. | |
| Partial Quotes | ☒ Not permitted  ☐ Permitted [*per groups)*. The bidders can bid to one or all groups of projects. For each group, the applicant will prepare a separate offer | |
| Payment Terms[[5]](#footnote-5) | ☐ 100% upon complete delivery of services  ☒ Others – Upon Reviewer written acceptance report for all deliverables as per national laws and regulations | |
| Liquidated Damages | ☐ Will not be imposed  ☒ Will be imposed under the following conditions:  Percentage of contract price per week of delay: 10%  Max. no. of weeks of delay : 1  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)  ☒ Full acceptance of the PO/Contract General Terms  ☐ Conditions Comprehensiveness of after-sales services  ☐ 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 deliverables based on full compliance with RFQ requirements verified by Reviewer and accepted by UNDP Project Manager  ☐Others | |
| Annexes to this RFQ[[9]](#footnote-9) | ☒ TOR of the Services Required (Annex 1)  ☒ List of Company project experience (Annex 2)  ☒ Form for Submission of Quotation (Annex 3)  ☒ General Terms and Conditions / Special Conditions: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  ☐ Others  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. | |
| Contact Person for Inquiries  (Written inquiries only)[[10]](#footnote-10) | procurement.mk@undp.org  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. | |

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

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

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

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

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

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

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

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

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

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

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

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

**Annex 1**

**Terms of Reference**

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| **Consultancy services (Company):**  Development of main designs for wastewater connections to main sewerage pipe and construction of wastewater treatment facility in the National Park “Pelister” |

Project: Improving management of protected areas

Location Republic of North Macedonia

Languages Required: English

Expected Duration of Assignment: 01 April - 25 May 2020

**Background**

UNDP in close collaboration with the Ministry of Environment and Physical Planning is implementing the project “Improving the Management of Protected Areas,” which is funded by the European Union. The project aims to improve nature protection and to promote sustainable use of natural resources while increasing the capacity of management authorities of protected areas, local self-governments and NGOs to manage and promote protected areas in a professional and sustainable fashion. It will help trigger transformational change in the way the country manages its natural resources, by creating scalable and replicable examples that demonstrate the social and economic benefits that derive from protecting natural resources. And it will broaden support for genuine nature protection by helping the public understand the multitude of current and potential direct and indirect benefits that derive from protecting and restoring ecosystem functions and natural values.

The central feature of the project is a grant scheme that will be established to support the achievement of the following three main goals: 1) to address priority needs in improving the management of protected areas, where possible including those recently proposed as pilot Natura 2000 sites; 2) to promote more sustainable use of natural resources; and 3) to demonstrate through practical examples that nature protection and the economic development of communities can go hand in hand.

In addition to the grants scheme, the project will support piloting at least two wastewater treatment facilities in or around protected areas. Building on successful models, these facilities will demonstrate the environmental and economic benefits of community-based wastewater treatment technologies

The selection of the sites for the waste water treatment plans is based on the interest expressed by the municipalities on the call announced by UNDP. The selection was based on the following criteria: a) the magnitude of the wastewater-related challenges for the municipality/community and the environment; potential benefit to the environment; affordability and willingness-to-pay commitment by the local community; presence of a functional and well maintained sewerage collection network; availability of affordable public utility services not too far from the sites of interest; revenue collection rates for similar communal services; sustainable financing options and availability of local technical knowledge and skills for running and maintaining the new system.

The Baba Mountain, with the Pelister peak, is located in the southern part of the Republic of N.Macedonia and has alpine features. The area of Pelister National Park is 17,150 hectares. Pelister National Park was declared law by the Presidium of the People's Republic of Macedonia on November 30, 1948. In December 2007, by special law, Mount Baba with Pelister peak was again declared a national park. According to the Law on Nature Protection, the public institution “Pelister” National Park - Bitola is responsible for the protection and management of the park.

One of the main environmental issues the Public Enterprise Pelister and Municipality of Bitola are challenged by is the pollution of the mountain watercourses from the wastewaters from villages and the tourist facilities in the National Park and in some places an unpleasant odor.

Last year, the construction of 500 PE WWTP has started, near the village Trnovo for treatment of the wastewaters from villages Magarevo and Trnovo. The construction of the WWTP is finished, however in order to be operational house connections to the main sewerage pipe are expected to be finalized.. Nevertheless, this is only the partially solution. The water quality of the ground waters and the surface watercourses are also endangered by the direct discharge of wastewater from the Hotel Molika and the other facilities at the National Park. The wastewater from Molika Hotel is not treated in the old WWTP “PSEMO” (or by-passed) and other facilities in the Pelister National Park have septic tanks which are technically improperly build and maintained and the wastewater is discharged untreated into the recipients. The 2.5km main collector wastewater pipe was build in 2006 starting from Molika Hotel till Youth Hostel Complex, but none of the hotel facilities are connected to it, nor WWTP was build since then. During the same year, in 2006, preliminary design was developed for extension of sewerage main pipe with length of 166 meters and WWTP with RBS treatment technology.

UNDP is currently seeking an experienced Engineering Design Company for preparation of Technical Documentation for wastewater infrastructure construction/reconstruction of priority sewerage network and wastewater treatment plant) in the National Park Pelister.

The selected Engineering Design Company is expected to work jointly with the UNDP project implementation team and in close cooperation with the Management Authority of the National Park Pelister, Municipality of Bitola and line Ministries.

**Objectives of the Design Services**

The objectives of the Design Engineering services are to provide the highest quality of engineering design and consulting services required for construction of sewerage connections from hotel and other facilities and construction of new wastewater treatment plant in the National Park Pelister.

**Scope of Work**

The scope of this assignment includes: comprehensive inspection and assessment of the existing sewerage main pipeline in the National Park Pelister, design sewerage connections from Hotel Molika, Pelister National Park Info Centre, Youth Hostel , and other facilities/objects to the main sewerage pipeline, and design the wastewater treatment plant with SBR (sequencing batch reactor - Bioaerobic Granules Reactor) technology based on the previous feasibility study for the wastewater treatment plant in village Trnovo (developed in 2019).

The technical designs shall be at a level sufficient for permitting and construction.

**Duties and Responsibilities**

Under the direct supervision of the Project Manager and in close coordination/communication with multiple stakeholders (Municipality of Bitola, management Authority of the National Park Pelister, line ministries) and other project experts, the company shall be responsible for carrying out the following tasks:

**TASK I**: INSPECTION OF THE EXSITING SEWERAGE MAIN PIPELINE AND DEVELOP TECHNICAL DESIGNS FOR SEWERAGE CONNECTION PIPES FROM HOTEL FACILITIES

This task should include, but are not limited to:

1. Review of all previous/existing technical documentation;
2. Assess the current conditions of entire wastewater infrastructure in the National Park Pelister, especially the condition of the existing sewerage main pipeline in length of 2,5 Km;
3. Conduct detail inspection of the existing manholes (with approximate number of 106 manholes) and assessment of reconstruction works if needed;
4. Develop Detail Report of the inspection on the main sewerage pipeline with recommendations for further cleaning/rodding of the sewerage main pipeline; eventual reconstruction/repair work of sewerage manholes or segments of the main sewerage pipe with detail activities and cost estimate.; Please note that no CCTV Inspection Program is planned at this stage. The Detail inspection Report should also include all necessary activities for closing down and remediation of all septic tanks and existing wastewater plant “PSEMO” for Molika Hotel.
5. Detailed Topographic Surveys for sewerage connections from Hotel Molika, Pelister National Park Info Centre, Youth Hostel, and other facilities/objects (see picture below) in the National Park Pelister.
6. Assess/survey all existing underground and surface communications (if any) within the wastewater connection networks alignment, at all hotel/facilities properties and incorporate into the final design.
7. Develop basic design for sewerage connections from: Hotel Molika, Pelister National Park Info Centre, Youth Hostel , and other facilities/objects to the main sewerage pipeline, marked on the picture below.



1. The Basic Design should be in line with the National Construction Law with the following content:
   1. Objectives and tasks of the Basic Design.
   2. Technical report with detailed description of the developed technical solution of the wastewater connections from all hotel facilities.
   3. Technical specifications with detailed description of positions, conditions, necessary tests during construction, attests and quality control of the materials.
   4. Detail hydraulic calculations for sewerage network including current and future development.
   5. Detail Bill of Quantities (separate for each connection for current and future / in construction facilities);
   6. Detail Drawings (layouts 1:1000, 1:100, longitudinal cross-sections 1:100/10, details in 1:10).

**TASK II**: DEVELOPMENT OF INFRASTRUCTURE AND BASIC DESIGN FOR THE WASTEWATER TREATMENT PLANT

The task entails preparation of a full package of detailed technical design documents (basic and infrastructural designs) for the identified/proposed wastewater treatment technology SBR (sequencing batch reactor - Bioaerobic Granules Reactor), and specification of the required equipment. The design documentation should be prepared according to the applicable national legislation. The level of details of the basic design should be sufficient to organize tendering procedure for selection of construction company and construct the wastewater treatment facility according to the applicable national legislative requirements especially Law on Construction.

The designs should include connection from the existing manhole 106 to new WWTP, discharge pipe to the recipient, mitigation measures for the odors from WWTP and energy efficiency of the plant.

**Please note:** the capacity of the WWTP should be designed in two phases for construction i.e. Phase 1: Treatment of wastewaters from Hotel Molika, Info Center and Hotel facilities of Construction Company Pelister. Phase 2: treatment of wastewater from Youth Hostel and other facilities which are under construction or planned for (re)construction



More specifically this task includes:

1. Development of the Infrastructure Design for the extension of the wastewater network and new WWTP to comply with valid Macedonian laws, regulations and quality norms in relation to wastewater infrastructure, as follows but limited to:
   1. Collect baseline data, as a methodological base for design of wastewater treatment plant, existing information and relevant input data for the estimated population equivalent from all existing and future tourist facilities, hydraulic and hydrological data etc.
   2. Get information from Cadastral documents on whether the new wastewater treatment plant and extension of sewerage pipeline 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.);
   3. Get information and documents from all public enterprises and companies (EVN, Telephone companies, cable TV and internet providers, water supply and wastewater Public Enterprises etc) of all underground and surface line installations or objects within the WWTP site location and sewerage pipeline extension alignment and incorporate into the designs
   4. Carry out topographic survey and numerically define of the selected wastewater extension alignment from manhole No 106 to new WWTP and site location of the WWTP by ground survey.
   5. Carry out geotechnical and geo-mechanical site investigations to define geological/geo-mechanical profile along extension of the sewerage pipeline and wwtp site location.
   6. Carry out assessment and determine the location of the WWTP (proposed on KP 245/1)
      1. Size of the site, both for original and for anticipated expansions;
      2. Proximity to the source of water needed for the WWTP;
      3. Potential for flooding of the WWTP site;
      4. Availability and reliability of electric power;
      5. Access road(s), entrance gates and fencing;
      6. Legal obligations or restrictions and Environmental effects, mitigation measures etc.
   7. Calculate wastewater design flows, peaking factor(s), infiltration, flow type, and any other necessary for infrastructure design calculations.
   8. Describe the treatment technology i.e.:
      1. Proposed wastewater treatment technology;
      2. Inlet wastewater parameters and treated effluent parameters– in line with classification of sensitive or protected areas;
      3. Sludge treatment and disposal
      4. Technical skills required for operation and maintenance of the WWTP;
   9. Develop WWTP site layout drawing(s) in scale 1:1000 and/or 500, longitudinal cross section for extension of sewerage line (from MH 106 to WWTP) and discharge pipe in scale of 1:500/50 or 1:250/25
2. Development of the Basic Design including all technical phases: architectural, hydrotechnical, technology/equipment, structural, mechanical, electrical, firefighting etc, according the Law on Construction, as follows but limited to:
   1. Detail (additional) land survey, geo-mechanical investigations needed for the Basic Design
   2. Detail hydraulic calculations, of the wastewater (PE and wastewater flow projections, seasonal and 24 hour flow variations during wet and dry weather conditions (DWF, ADWF, PWWF, WWF etc) including infiltration)
   3. Detail estimate/data of sewage inlet parameters (BOD5, COD, suspended solids, nitrogen and phosphorus etc.)
   4. Detail technology wastewater treatment calculation and parameters for removal of suspended solids and reduction of COD or BOD, and ammonia
   5. A detail schematic drawing for WWTP showing technology equipment, configuration of all piping, equipment including valves and fittings
   6. Detail mechanical for all pumping scenarios, selection of pumping and other wastewater treatment equipment and fittings.
   7. Detail electrical calculations and specification of all electrical equipment and installations needed.
   8. Develop Detail architectural, hydraulic, structural, mechanical, electrical drawings of the WWTP site plan in scale of 1:500 and/or 1:250, longitudinal cross sections for extension of sewerage pipeline in scale of 1:250/25 and/or 1:100/10, and detail drawings in 1:10
   9. Calculation of WWTP operational costs (labor, materials, electricity and maintenance) for both construction phases.
   10. Detail Bill of Quantities for both construction phases.

The Basic Design 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 the current wastewater network and management at National Park Pelister.

4. Objectives and tasks of the Basic Design.

5. Technical report with detailed description of the developed technical/technological solution for the wastewater treatment in National Park Pelister

6. Technical specifications and construction requirements with detailed description of positions, conditions, necessary tests during construction, attests and quality control of the materials.

8. All technical calculations (hydraulic, mechanical, technological, structural and electrical) as specified above

9. Detail Bill of Quantities ( for all technical phases, and construction phases)

10. Drawings Architectural, hydrotechnical, mechanical, electrical and structural (as specified above).

1. Develop Environmental Study (Елаборат за заштита на животна средина) for wastewater treatment plant 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);

**Main Deliverables**

The main deliverables of the assignment are:

* + 1. Detail Report of the inspection on the existing main sewerage pipeline with recommendations, for further cleaning/rodding of the sewerage main pipeline and/or eventual reconstruction/repair work of sewerage manholes or segments of the main sewerage pipe with detail activities and cost estimate.
    2. Final Design (Basic Design) for sewerage connections from all tourist / hotel facilities to main sewerage collector pipeline.
    3. Infrastructure Design for extension of the sewerage collector pipeline and for the new WWTP.
    4. Final Design (Basic Design) for extension of the sewerage collector pipeline and for the new WWTP
    5. Environmental Study (Елаборат за заштита на животна средина) for the new WWTP.

**Qualification Requirements**

**The Contractor (company)** shall have extensive experience (at least 5 years) in design or review of technical documentation.

It shall have a record of minimum 3 projects of comparable nature and degree of complexity (e.g., technical designs for construction or reconstruction of sewerage network in urban or rural areas with house connections, development of technical designs for construction of wastewater treatment plants). List of projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons).

The scope of work requires an **interdisciplinary team** of skilled professionals with previous experience in similar sewerage network inspection, design and wastewater treatment systems design/management projects. Team members will possess excellent relevant technical and language skills in order to successfully implement the assignment. All key/team members engineering designers shall also possess the necessary Authorizations for design as per the national regulations (minimum Authorization B). All members shall possess excellent technical skills in order to successfully implement the assignment.

The team of key experts shall be able to respond to the requirements of the following mandatory areas of expertise:

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|  | **Team of key members**  and/or  **areas of expertise** | **Qualification requirements** |
| **1.** | Wastewater Treatment Expert | * University degree in Civil / Hydraulic Engineering, Mechanical engineering, Environmental engineering, or other related; * At least 8 years of experience in preparation of basic designs, feasibility studies, assessments, etc. in the area of wastewater management * Specific experience - Record of at least 3 relevant projects that include preparation of final/basic designs for wastewater treatment systems with minimum capacity of 2000 PE. |
| **2.** | Senior Civil Engineer – Hydrotechnical  Expert | * Minimum university degree in civil engineering – hydro-technics * Minimum Authorization B for design in civil engineering * At least 5 years of experience in preparation of engineering designs for construction of objects in water sector. * Specific experience - Record of at least 3 relevant projects that include preparation of: basic designs, infrastructure designs for construction/ reconstruction of sewerage networks in rural or urban areas.) |
| **3.** | Senior Structural/Geo-mechanical Engineer | * Minimum university degree in civil engineering – Structural/Geo-mechanical * Minimum Authorisation B for design Civil Structural Engineering * At least 8 years of experience in preparation and/or technical review of engineering designs in hydrotechnical or wastewater treatment objects including geo-mechanical assessments. * Specific experience - Record of at least 3 relevant projects that include preparation and/or technical review of engineering structural designs including geo-mechanical assessment for wastewater treatment plants with minimum capacity of 2000 PE. |

**NOTES:**

* Failure to provide adequate expertise in all areas of expertise is considered grounds for disqualification

**Other staff and resources**

The company shall ensure that all other necessary staff and additional technical resources required for efficient finalization of the work will be provided (e.g., geo-mechanical site engineers, land surveyors, architect, mechanical, electrical engineer, CAD technicians, environmental licensed engineer, etc).

**Terms and Conditions**

* *Language*

The language of the required deliverables/outputs is Macedonian. The quality of the produced documents of the final versions is subject to UNDP approval.

* *Legal and other requirements*

The content of the requested documents shall conform to the pertaining relevant legislation in the country and the international best practices and models.

* *Review and quality assurance*

Review of the deliverables may be carried out by an independent Reviewer and/or expert team contracted by UNDP. Relevant comments and suggestions made by the reviewer(s) will have to be integrated in the final versions of the deliverables.

* *Duration of the assignment*

Maximum available time for completion of tasks under this term of reference is 2 months upon signing of the contract.

* *Additional costs*

The company should calculate the possible costs for acquiring various maps, layouts and other relevant documents or information required for successful finalisation of all tasks. UNDP shall not accept any additional expenses which are not 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 in electronic format on CDs. 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.

* *Consultations process*

The responsibility for facilitating the consultation process for the purposes of completion of tasks outlined hereto will be responsibility of UNDP. The responsibility for organizing field visits and working meetings will be shared between the Contractor and the project. The Contractor shall be responsible for: preparation of working material ensuring participation of the key team members as required, and etc..

* *Payment schedule*

1. Reviewer written acceptance report as per national laws and regulations
2. UNDP’s written acceptance of the quality of the outputs;

**Annex 2**

**Table 1- List of relevant projects for the Company:**

Please provide the following information in the table below regarding corporate experiences which are related or relevant to those required for this Contract: minimum 3 projects of comparable nature and degree of complexity (e.g., technical designs for construction or reconstruction sewerage network at urban or rural areas with house connections including development of final designs for construction of WWTP with min capacity of 2000 PE).

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Date Completed** | **References Contact Details (Name, Phone, Email)** |
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**List of relevant projects FOR THE KEY EXPERTS**

Please provide the following information in the separate table (see below) for each key member - expert experiences (should be in line with the Key Expert CV) which are related or relevant to those required for this Contract.

For the Wastewater Treatment Expert - Record of at least 3 relevant projects that include preparation of final/basic designs for wastewater treatment systems with minimum capacity of 2000 PE.

For the Senior Civil Engineer – Hydrotechnical Expert – Record of at least 3 relevant projects that include preparation of: basic designs, infrastructure designs for construction/ reconstruction of sewerage networks in rural or urban areas.)

For the Senior Civil Engineer – Structural Expert - Record of at least 3 relevant projects that include preparation and/or technical review of engineering structural designs including geo-mechanical assessment for wastewater treatment plants with minimum capacity of 2000 PE.

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| --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Types of activities undertaken by the key expert** | **Start of the assignment till Date Completed**  **[from – to]** | **References Contact Details (Name, Phone, Email)** |
|  |  |  |  |  |
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**Evaluation method: cumulative**

**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** |
| **FOR THE COMPANY** | |
| * Legal entity registered for the business activity (тековна состојба на фирмата) | YES/NO |
| * Company Profile – including description of corporate experience (min 5 years in design of technical documentation | YES/NO |
| * License B of the Company for design Issued by the Ministry of Transport and Communications; | YES/NO |
| * Track record of minimum 3 projects of comparable nature and degree of complexity (e.g., technical designs for construction or reconstruction sewerage network at urban or rural areas with house connections including development of final designs for construction of WWTP with min capacity of 2000 PE). | YES/NO |
| **For the Wastewater Treatment Expert** | |
| * University degree in Civil / Hydraulic Engineering, mechanical engineering, | YES/NO |
| * At least 8 years of experience in preparation of basic designs, feasibility studies, assessments, etc. in the area of wastewater management | YES/NO |
| * Specific experience - Record of at least 3 relevant projects that include preparation of final/basic designs for wastewater treatment systems with minimum capacity of 2000 PE. | YES/NO |
| **For the Senior Civil engineer - Hydrotechnical Expert** | |
| * Minimum university degree in civil engineering – Structural/Geo-mechanical | **YES/NO** |
| * Minimum Authorization B for design in civil engineering | **YES/NO** |
| * At least 5 years of experience in preparation of engineering designs for construction of objects in water sector. | **YES/NO** |
| * Track Record of at least 3 relevant that include preparation of: basic designs, infrastructure designs for construction/ reconstruction of sewerage networks in rural or urban areas.) | **YES/NO** |
| **For the Senior Civil engineer - Structural /Geomechanical Expert** | |
| * Minimum university degree in civil engineering – Structural/Geo-mechanical | **YES/NO** |
| * Minimum Authorisation B for design Civil Structural Engineering | **YES/NO** |
| * At least 8 years of general experience in preparation n and/or technical review of engineering designs in hydrotechnical or wastewater treatment objects including geo-mechanical assessments. | **YES/NO** |
| * Track Record of at least 3 relevant projects that include preparation and/or technical review of engineering structural designs including geo-mechanical assessment for wastewater treatment plants with minimum capacity of 2000 PE. | **YES/NO** |

**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 19/2020** for **Development of technical documentations for connections to the main sewerage pipe and construction of wastewater treatment plant (WWTP) in National Park Pelister.**

**TABLE 2: Offer to Supply services compliant with TOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | Detail Report of the inspection on the existing main sewerage pipeline with recommendations, for further cleaning/rodding of the sewerage main pipeline and/or eventual reconstruction/repair work of sewerage manholes or segments of the main sewerage pipe with detail activities and cost estimate . |  |  |
| 2 | Final Design (Basic Design) for sewerage connections from all tourist / hotel facilities to main sewerage collector pipeline. |  |  |
| 3 | Infrastructure Design for extension of the sewerage collector pipeline and for the new WWTP. |  |  |
| 4 | Final Design (Basic Design) for extension of the sewerage collector pipeline and for the new WWTP |  |  |
| 5 | Environmental Study (Елаборат за заштита на животна средина) for the new WWTP. |  |  |
| **TOTAL** | |  |  |

*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]*

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. *.* [↑](#footnote-ref-4)
5. [↑](#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. [↑](#footnote-ref-7)
8. [↑](#footnote-ref-8)
9. [↑](#footnote-ref-9)
10. [↑](#footnote-ref-10)