**INVITATION FOR PREQUALIFICATION (IP 28/2020)**

**for**

**companies for**

**Review of Technical documentation**

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| **00106869 Building Municipal Capacities for Project Implementation** | DATE: April 22, 2020 |
| REFERENCE: IP 28/20 |

The United Nations Development Programme (**UNDP**) invites interested companies to submit documents for prequalification related to **Review of Technical documentation**, not later than **11 May 2020 by 10:00 am** to the dedicated e-mail address: offers.mk@undp.org.

**The companies pre-qualified will establish the UNDP Roster of companies for Review of Technical documentation.**

1. SUBMISSION OF PREQUALIFICATION DOCUMENTS
   1. Prequalification documents shall be sent digitally to dedicated email: [offers.mk@undp.org](mailto:offers.mk@undp.org)

**SUBJECT: OFFER MKD IP28 - 2020 Prequalification for review of engineering designs**

Format: PDF files

All files must be in PDF and free of viruses and not corrupted.

All documents must be in the following format companyname\_nameofthefile.pdf

Max. size of uploaded files (per document) must not exceed: 30 MB

* 1. UNDP reserves the right to modify any part of this invitation for prequalification, including the deadline for submission of prequalification documents, either at its own initiative or as a result of requests for clarification or otherwise from one or several firms.
  2. Any additional requests for clarification shall be addressed in writing only to: [**procurement.mk@undp.org**](mailto:procurement.mk@undp.org) not later than **5 May 2020**. Questions and answers/clarifications shall be published at UNDP web site (www.mk.undp.org Ref. IP28). No phone calls will be accepted.
  3. The prequalification does not preordain a contract.
  4. This Prequalification Stage is to identify successful applicants in the prequalification process (the "UNDP Roster of companies for review of Technical documentation") and to invite them to participate in the subsequent Request for Quotation (RfQ) stage. Solicitation documents (Request for quotation) will be extended in the second phase only to applicants qualified in this pre-qualification phase. During this Prequalification Stage, Participants will submit Prequalification Required Documentation to demonstrate compliance with prequalification requirements.

1. PROJECT INFORMATION

UNDP is the development arm of the United Nations system, with offices in 180 countries. Globally the organization employs 17,000 people and manages a budget of USD 5 billion each year.

The UNDP office in Skopje employs a team of 65 and currently manages a portfolio of projects in environmental protection, good governance and social inclusion worth USD 17 million per year.

Local government institutions continue to struggle to improve the quality of life enjoyed by their citizens. To extract tangible benefits from funds available for municipalities from the central government, the European Union (EU) and international financial institutions and other donors, municipalities need to strengthen their capacity to prioritize, formulate and implement development projects.

In order to assist country’s recovery efforts EU secured financing to implement prioritized set of interventions, the **Building Municipal Capacity for Project Implementation** project aims to address the main challenges of local development and to support municipal capacity to design and implement local development projects. Establishment of the Technical Documentation Fund for local development projects is one of the key components of this project. Ideally, the newly created fund would channel support specifically to those municipalities that are struggling the most in terms of local development.

As part of the efforts to address these challenges, UNDP and the Swedish International cooperation Agency (SIDA) are currently supporting municipalities by developing an International Technical Development Fund for implementation of basic infrastructure projects for the selected municipalities. The Technical Documentation Fund of 1 million USD is foreseen to provide financial resources that less-developed municipalities need to undertake necessary preparatory work for development projects that are eligible for EU, state or donor funding, either through direct grants or low-interest loans. In January 2020, UNDP has evaluated more than fifty municipal applications, and thirty-six Municipal Projects were selected for development of technical documentation that includes, but not limited to: infrastructure designs, preliminary and basic designs, feasibility studies etc.) for re-construction or new construction of infrastructure objects/facilities with implementation of Build Back Better (BBB) principle that are eligible for EU, state or IFI donor funding.

UNDP North Macedonia is currently seeking to fill its Roster of Licensed Review Engineering Companies of technical documentation for possible involvement in review of technical documentation for the groups of projects: Communal, transport and business infrastructure; Social infrastructure; and Environmental, climate change and water infrastructure

The objectives of the **review of** **technical documentation** are to meet legal requirements for delivering sets of technical documentation and at the same time guarantee the highest quality of produced technical documentation required for construction and engineering works; feasibility studies, basic designs (architecture, civil, mechanical, electrical, environmental…) environmental studies, topographic survey; geo-technical investigation; technical specifications, unit price analysis and cost estimates, construction drawings.

Selected Review Engineering Companies at the next RfQ stage will be invited to submit financial offers for number of assignments that require special Engineering expertise in review of technical documentation for infrastructure projects and assist and advice UNDP and other stakeholders during development of technical documentation in all engineering aspects for quality and timely submission of deliverables.

1. **GENERAL DESCRIPTION OF THE SERVICES REQUIRED**

Professional services are required by the licensed companies for review of technical documentation to provide general comprehensive consulting and professional services for review of technical documentation for the selected municipal or regional infrastructure projects within the following areas:

1. **Transport infrastructure – C**onstruction or reconstruction of local/municipal roads, bridges, construction of pedestrian walkways, bicycle and walkways, with brief projects description on the following table:

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| --- | --- |
| Municipality Name | Brief Project Description |
| Karbinci | Construction of pedestrian walkway and cycling track with approximate length of 1,8 Km including lighting. |
| Konche and Radovish | Construction of new local road with approximate length of 20 Km - connecting villages Vojislavci, Dedino, Pogulevo, Damjan, Borov Dol and Lake Mantovo village. |
| Rankovce | Reconstruction of local roads (4 local roads; total length 5.4 km from village Psacha to village Odreno). |
| Shtip | Reconstruction of Partizanska street in the city of Stip (length of 1,0 km; starting from crossing Boro Arsov to crossing street Vanco Kitanov). |
| Gradsko | Reconstruction of regional road Aleksandar Makedonski. Total length of 2.5 km. |

1. **Local industrial zones –** Construction of complete or part of the infrastructure at the industrial zones (i.e. roads, water supply, gas pipelines, stormwater network etc.), with brief projects description on the following table:

|  |  |
| --- | --- |
| Municipality Name | Brief Project Description |
| Kumanovo | Construction of secondary gas-pipeline network, roads, storm water and sewerage networks with average length of 7 km for each line infrastructure. |
| Struga | Construction of roads, storm water and wastewater network in business zone in Struga with dimensions of 1,0 Km by 300 meters. |
| Cheshinovo - Obleshevo | Construction of service roads in industrial zone in village Oblesevo. Total length of 840 m. Construction of other infrastructure for industrial zone (water supply, storm water and sewerage network, electrical). |

1. **Social infrastructure** - Construction or reconstruction of local/municipal educational building infrastructure i.e. schools and kindergartens; (re)construction of buildings for social inclusion and community well-being; facilities of historic or notable buildings that have artistic or cultural value, with brief projects description on the following table:

|  |  |
| --- | --- |
| Municipality Name | Brief Project Description |
| Vasilevo | Reconstruction of primary school Goce Delcev (900 m2 and school yard 5700 m2). |
| Staro Nagorichane | Complete reconstruction and adaptation of all general medical practice buildings (ambulanta) into a fire fighting stations (total area 350 m2). |
| Resen | Reconstruction of two primary schools in Resen with total area 1.800 m2 (three buildings). |
| Shuto Orizari | Construction of family houses for 100 families. Area of 50 to 80 m2 each; total area of land 80000 m2. (development of feasibility study and conceptual drawings) – no review of technical documentation is required at this stage |
| Vevchani | Reconstruction and adaptation of existing old library building (gross area approx. 300m2)into a Hostel and a Business Hub Center |
| Debar | Reconstruction and extension of kindergarten Kolezija in Debar ( gross building area of 1100m2 and yard of 3800m2) |
| Vinica | Reconstruction and energy efficiency improvement of administrative, museum and cultural center in town Vinica (approx area in total 3000 m2). Replacement of boiler plant. |
| Berovo | Reconstruction and extension of an existing cultural center. Total gross area of 1500 m2. |
| Bitola | Reconstruction and adaptation of building Boris Basterot into a center for socially vulnerable categories. Reconstruction of a social center (KP- 17579/4). |

1. **Water supply and wastewater infrastructure** - Construction or reconstruction of rural or urban wastewater networks and small to medium wastewater treatment plants, water supply projects: protection of sources, construction of pipelines and other parts of the system – treatment facilities, filter stations, pumps, storage units, or similar) with brief projects description on the following table:

|  |  |
| --- | --- |
| Municipality Name | Brief Project Description |
| Bogdanci | Reconstruction of secondary water supply network in City of Bogdanci with approximate length of 46 Km. |
| Bosilovo | Construction of wastewater treatment plant and wastewater network in villages Ilovica and Stuka (approx. 20,700 inhabitants). |
| Krivogashtani | Project1: Construction of waste water treatment plant and waste water network in village Pasino Ruvci (approx. 5,000 inhabitants). Project 2: Reconstruction of local roads in village Pasino Ruvci (4 km long). |
| Rosoman | Reconstruction and extension of existing sewerage network and construction of wastewater treatment plan. |
| Skopje - Kisela Voda | Reconstruction of water supply network and water tank (reservoir) in area Kamenik (550 inhabitants). |
| Sopishte | Construction of wastewater network and wastewater treatment plant in village Dobri Dol (700 inhabitants). |
| Tearce | Construction of wastewater networks in all villages in Municipality of Tearce (9 villages, approx. 22.500 inhabitants). |
| Strumica | Construction of storm water network in village Murtino (resilient infrastructure). |
| Demir Kapija | Construction of wastewater treatment plants in Demir Kapija, Bistrenci and Koresnica (extension of existing wastewater network in total of 1.2 km; 7 small wastewater treatment plants; approx. 9000 inhabitants). Construction of wastewater treatment plant and wastewater network in village Przdevo. |
| Zrnovci | Construction of wastewater treatment plant and main sewerage pipeline for 2200 inhabitants in village Zrnovci. |
| Lipkovo | Construction of new water tank (reservoir; with capacity of 1000 m3) with pressured pipeline and construction of filter station for portable water Q=100 l/sec. |

1. **Flood protection infrastructure** - Construction or reconstruction of rural or urban flood protection engineering structures, riverbed / floodplain regulation, etc, with brief projects description in the following table:

|  |  |
| --- | --- |
| Municipality Name | Brief Project Description |
| Prilep | Reconstruction and river regulation extension of riverbed and floodplain in town Prilep with total length of 5 Km |
| Makedonski Brod | River bed and flood plain regulation in central urban area of Makedonski Brod (in length of 800m). |

1. **Municipal Gas pipeline and heating infrastructure** - Construction or reconstruction of municipal or city primary, secondary, tertiary, gas-pipeline networks, house connection, decompressed stations, etc., with brief projects description on the following table:

|  |  |
| --- | --- |
| Municipality Name | Brief Project Description |
| Krushevo | Construction of Primary and Secondary gas network for town Krushevo in two construction phases. Phase 1 (decompression station, hotels, administrative buildings and schools), Phase 2 gas pipe network for all city. |
| Novaci | Construction of secondary hot water pipeline network with house connections in village Novaci (hot water from REK Bitola). |
| Valandovo | Construction of secondary and tertiary gas pipeline network for town Valandovo (total gas pipeline 10km; for approx. 4400 inhabitants). |
| Negotino | Construction of primary and secondary gas pipeline network for town Negotino (Phase one only for administrative, public and educational buildings/facilities). |

Based on the selected projects scopes of work, review services for developed technical documentations is required. Only the preselected Review Engineering Companies will be invited to submit the financial proposal during the next RfQ phase for review of technical documentation, and consulting technical services for selected projects. If awarded service contract, the winning bidder shall perform the following tasks, but not limited to:

1. Assist and advice the design engineers, UNDP and project beneficiaries on specific technical design issues, if raised; and
2. Review of the technical documentations to be done in parallel with the development of the technical designs by the Design Engineering Company(ies); and
3. The review of technical documentations should be done according to Article 3 from the rulebook for the content and scope of the review of technical documentation (Official Gazette No.153/09).

Review of the technical documentations should be done according to the following laws and bylaws in Republic of North Macedonia:

- Construction Law (Official Gazette No 130/09, 124/10 ,18/11, 36/11, 13/12, 54/11, 144/12, 25/13, 79/13, 137/13, 163/13, 27/14, 28/14, 42/14, 115/14, and 149/14)

- Bylaws and standards for design (Official Gazette No. 60/12)

- Bylaws for content, and scope of review of technical documentation (Official Gazette 153/09)

1. **PREQUALIFICATION REQUIREMENTS**
   1. **The Company prequalification requirements for review of technical documentation for transport Infrastructure**

The Applicant shall have at least 5 years general experience in review and design of technical documentation (i.e. preliminary designs, infrastructure designs, and basic designs) in the field of local/regional/state, urban or rural transport infrastructure. The general experience should be clearly and in detail described in the Company Profile as part of Application for prequalification. The Applicant Company should possess minimum License B for review of technical documentation, as per the national regulations.

The Applicant should have a specific project experience and have a track record of minimum 3 relevant completed projects for review of technical documentation for construction or reconstruction of local or regional roads, bridges, pedestrian walkways, bicycle and walking paths, rural or urban streets etc.

The Applicant should be able to form a team of skilled professionals with previous experience in similar assignments. All members shall possess excellent technical skills in order to successfully implement the future assignments and shall also possess the necessary authorisations for review of technical documentation as per national regulations (minimum Authorisation B).

The Applicant should be able to respond to the pre-qualification requirements in providing minimum 2 (two) Key Experts for the review of technical documentation for transport infrastructure of the following mandatory key areas of expertise:

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| No. | **Key Personnel**  and/or  **areas of expertise** | **Pre-Qualification requirements** |
| 1. | Civil / Road Engineer | * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, infrastructure designs, construction designs, urban planning documentation for roads infrastructure etc.); * Specific experience - Record of at least 3 relevant completed projects for review of technical documentation (infrastructure and/or basic designs) for construction or reconstruction of local or regional roads, pedestrian walkways, bicycle and walking paths, rural or urban streets etc. in the field of road engineering infrastructure. |
| 2 | Civil /Structural Engineer | * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; * At least 5 years of general experience in review and preparing technical documentation – structural phase in transport infrastructure (i.e. preliminary designs, basic designs, infrastructure designs, etc.); * Specific experience - Record of at least 2 relevant completed projects for review of structural technical documentation (basic designs) for construction or reconstruction of objects in road/street transport infrastructure (i.e. bridges, culverts, retaining walls, etc). |

**PLEASE NOTE:**

1. This is the minimum number of required Key Experts. The Applicant can list more than one Expert for each area of expertise. The Applicant shall fill Form C: Key Expert Experience in Annex 1.
2. CVs of all key personnel must be submitted. All listed Key Personnel shall be available during the bid availability period should the Engineering Review Company be pre-selected, including personal signatures assuring their availability. Replacements are possible only with prior approval from UNDP project manager. Any replacement(s) should have same or higher qualifications as listed Key Personnel and their CV credentials.
3. The Applicant needs to foresee additional authorised technical staff – Non-Key Experts for future successful completion of the eventual assignments as per the requirements of the national regulations (e.g., hydrotechnical civil engineer, geomechanical engineer, technicians, etc).
4. Failure to provide information for key experts, which is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information presented may result in disqualification of the applicant from pre-qualification.
   1. **The Company prequalification requirements for review of technical documentation for industrial zones infrastructure**

The Applicant shall have at least 5 years general experience in review and design of technical documentation (i.e. preliminary designs, infrastructure designs, and basic designs) for construction of rural or urban infrastructure in the field of roads, water supply, wastewater, stormwater, lighting, secondary/tertiary gas pipeline network infrastructure. The general experience should be clearly and in detail described in the Company Profile as part of Application for prequalification. The Applicant Company should possess minimum License B for review of technical documentation, as per the national regulations.

The Applicant should have a specific project experience and have a track record of completed minimum 1 (one) relevant completed project for review of technical documentation (infrastructure and/or basic designs) for construction of roads, water supply, wastewater, stormwater, electrical installations, lighting, secondary/tertiary gas pipeline network for industrial zone infrastructure.

The Applicant should be able to form a team of skilled professionals with previous experience in similar assignments. All members shall possess excellent technical skills in order to successfully implement the future assignments and shall also possess the necessary authorisations for review of technical documentation as per national regulations (minimum Authorisation B).

The Applicant should be able to respond to the pre-qualification requirements in providing minimum 4 (four) Key Experts for the review of technical documentation for construction of infrastructure at industrial zones with the following mandatory key areas of expertise:

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| No. | **Key Personnel**  and/or  **areas of expertise** | **Pre-Qualification requirements** |
| 1. | Civil / Road Engineer | * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, infrastructure designs, construction designs, urban planning documentation for roads infrastructure); * Specific experience - Record of at least 2 (two) relevant completed projects for review of technical documentation for construction of industrial roads, pedestrian walkways, parking lots etc at industrial zones. |
| 2 | Civil / Hydrotechnical Engineer | * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; * At least 5 years of general experience in review and preparing technical documentation – in water sector infrastructure (i.e. preliminary designs, basic designs, infrastructure designs, etc.); * Specific experience for:   + Record of at least 1 (one) completed project in review of technical documentation (infrastructure and/or basic design) for water supply network in industrial zones.   + At least 1 (one) completed project in review of technical documentation (infrastructure and/or basic design) for wastewater / stormwater network in industrial zones. |
| 3 | Mechanical Engineer | * Minimum valid Authorization B for review of technical documentation in mechanical engineering, issued by the Chamber of Architects and Engineers; * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, infrastructure designs, construction designs, urban planning documentation for primary/secondary/tertiary gas pipeline network infrastructure); * Specific experience - Record of at least 1 (one) relevant completed project for review of technical documentation for construction of secondary/tertiary gas pipeline network infrastructure at industrial zones. |
| 4 | Electrical Engineer | * Minimum valid Authorization B for review of technical documentation in electrical engineering, issued by the Chamber of Architects and Engineers; * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, infrastructure designs, construction designs, urban planning documentation for electrical line installations and objects at urban and rural areas, street lighting, electrical infrastructure at industrial zones etc); * Specific experience - Record of at least 1 (one) relevant completed project for review of technical documentation for construction of electrical line installations, objects and lighting at industrial zones. |

**PLEASE NOTE:**

1. This is the minimum number of required Key Experts. The Applicant can list more than one Expert for each area of expertise. The Applicant shall fill Form C: Key Expert Experience in Annex 1.
2. CVs of all key expert personnel must be submitted. All listed Key Expert Personnel shall be available during the bid availability period should the Engineering Review Company be pre-selected, including personal signatures assuring their availability. Replacements are possible only with prior approval from UNDP project manager. Any replacement(s) should have same or higher qualifications as listed Key Personnel and their CV credentials.
3. The Applicant needs to foresee additional authorised technical staff – Non-Key Experts for future successful completion of the eventual assignments (e.g., urban planner – architect, geomechanical engineer, technicians, etc), as per the requirements of the national regulations.
4. Failure to provide information for key experts, which is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information presented may result in disqualification of the applicant from pre-qualification.
   1. **The Company prequalification requirements for review of technical documentation for social infrastructure**

The Applicant shall have at least 5 years general experience in review and design of technical documentation (i.e. preliminary designs, and basic designs) for construction or reconstruction of social, educational, administrative and/or public buildings. The general experience should be clearly and in detail described in the Company Profile as part of Application for prequalification. The Applicant Company should possess minimum License B for review of technical documentation, as per the national regulations.

The Applicant should have a specific project experience and have a track record of:

* Minimum 1 (one) completed project for review of technical basic designs (all engineering phases) for (re)construction of educational building for primary school, secondary school or kindergarten.
* Minimum 1 (one) completed project for review of technical basic designs for (re)construction of public administrative building, police or firefighting building station.
* Minimum 1 (one) completed project for review of technical basic designs (all engineering phases) for (re)construction of social buildings (i.e. museums, cultural centres, cinemas, multimedia centres, theatres, etc) and/or government/municipal administration buildings.

The Applicant should be able to form a team of skilled professionals with previous experience in similar assignments. All members shall possess excellent technical skills in order to successfully implement the future assignments and shall also possess the necessary authorisations for review of technical documentation as per national regulations (minimum Authorisation B).

The Applicant should be able to respond to the pre-qualification requirements in providing minimum 4 (four) Key Experts for the review of technical documentation for construction or reconstruction of social, public, educational buildings with the following mandatory key areas of expertise:

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| No. | **Key Personnel**  and/or  **areas of expertise** | **Pre-Qualification requirements** |
| 1. | Architectural Engineer | * Minimum valid Authorization B for review of technical documentation in Architecture, issued by the Chamber of Architects and Engineers; * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, construction designs) for social or public/administrative buildings; * Specific experience - Record of:   + At least 1 (one) relevant completed project for review of technical documentation for (re)construction of educational building for primary school, secondary school or kindergarten.   + At least 1 (one) relevant completed project for review of technical basic designs for (re)construction of social building (i.e. museum, cultural centrecinema etc.)   + At least 1 (one) completed project for review of technical basic design for (re)construction of public administrative building, police or firefighting building station. |
| 2 | Civil / Structural Engineer | * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; * At least 5 years of experience in review and/or preparation of structural designs for public or private buildings. * Record of at least 2 relevant projects that include review of structural basic designs for (re)construction of buildings in the area of category I buildings as per regulations for seismic design (i.e. schools, kindergartens, museums, administration buildings etc.) |
| 3 | Mechanical Engineer | * Minimum valid Authorization B for review of technical documentation in mechanical engineering, issued by the Chamber of Architects and Engineers; * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, construction designs) for HVAC in public or private buildings; * Specific experience - Record of at least 2 (two) relevant completed projects for review of technical documentation for (re)construction of HVAC at educational, social, or public buildings. |
| 4 | Electrical Engineer | * Minimum valid Authorization B for review of technical documentation in electrical engineering, issued by the Chamber of Architects and Engineers; * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, construction designs) for electrical installations at public or private buildings; * Specific experience - Record of at least 2 (two) relevant completed project for review of technical documentation for (re)construction of electrical installations, at educational, social, or public buildings. |

**PLEASE NOTE:**

1. This is the minimum number of required Key Experts. The Applicant can list more than one Expert for each area of expertise. The Applicant shall fill Form C: Key Expert Experience in Annex 1.
2. CVs of all key expert personnel must be submitted. All listed Key Expert Personnel shall be available during the bid availability period should the Engineering Review Company be pre-selected, including personal signatures assuring their availability. Replacements are possible only with prior approval from UNDP project manager. Any replacement(s) should have same or higher qualifications as listed Key Personnel and their CV credentials.
3. The Applicant needs to foresee additional authorised technical staff – Non-Key Experts for future successful completion of the eventual assignments (e.g., environmental expert, BoQ expert, geomechanical engineer, technicians, etc), as per the requirements of the national regulations.
4. Failure to provide information for key experts, which is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information presented may result in disqualification of the applicant from pre-qualification.
   1. **The Company prequalification requirements for review of technical documentation for water supply and wastewater network infrastructure**

The Applicant shall have at least 5 years general experience in review and design of technical documentation (i.e. preliminary designs, infrastructure and basic designs) for construction or reconstruction of water supply and wastewater network infrastructure. The general experience should be clearly and in detail described in the Company Profile as part of Application for prequalification. The Applicant Company should possess minimum License B for review of technical documentation, as per the national regulations.

The Applicant should have a specific project experience and have a track record of:

* Minimum 1 (one) completed project for review of technical basic designs for (re)construction of water supply network including water tank(s), and filter station for potable water at urban or rural areas.
* Minimum 1(one) completed project for review of technical basic designs for (re)construction of urban or rural sewerage, stormwater network and wastewater treatment plant.

The Applicant should be able to form a team of skilled professionals with previous experience in similar assignments. All members shall possess excellent technical skills in order to successfully implement the future assignments and shall also possess the necessary authorisations for review of technical documentation as per national regulations (minimum Authorisation B).

The Applicant should be able to respond to the pre-qualification requirements in providing minimum 3 (three) Key Experts for the review of technical documentation for construction or reconstruction of water sector infrastructure with the following mandatory key areas of expertise:

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| No. | **Key Personnel**  and/or  **areas of expertise** | **Pre-Qualification requirements** |
| 1. | Civil / Hydrotechnical Engineer | * University degree in Civil / Hydrotechnical Engineering * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; * At least 5 years of general experience in review and preparing technical documentation – in water sector infrastructure (i.e. preliminary designs, basic designs, infrastructure designs, etc.); * Specific experience – Record of:   + At least 1 (one) completed project in review of technical documentation (infrastructure and/or basic design) for water supply network in rural or urban areas with min 5,000 inhabitants.   + At least 1 (one) completed project in review of technical documentation (infrastructure and/or basic design) for wastewater / stormwater network in rural or urban areas with min 5,000 inhabitants. |
| 2 | Civil / Structural Engineer | * University degree in Civil / Structural Engineering * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; * At least 5 years general of experience in review and/or preparation of structural designs for water/hydro-technical sector infrastructure. * Record of at least 2 relevant projects that include review of structural basic designs for (re)construction of water supply objects (water tanks, concrete structures for water filter plants, or similar) and / or wastewater objects (i.e. wastewater treatment plants. |
| 3 | Water / wastewater treatment expert | * University degree in Civil / Hydraulic Engineering, Mechanical engineering, Environmental engineering, or other related; * Minimum valid Authorization B for review of technical documentation in civil, mechanical, or environmental engineering, issued by the Chamber of Architects and Engineers; * At least 5 years of experience in review and/or preparation of basic designs, feasibility studies, assessments, etc. in the area of water supply & wastewater management * Specific experience - Record of at least:   + 1 (one) relevant projects that include review of final/basic designs for wastewater treatment plant with minimum capacity of 2000 PE.   + 1 (one) relevant projects that include review of final/basic designs for filter station for potable water with capacity of Q=50 l/sec. |

**PLEASE NOTE:**

1. This is the minimum number of required Key Experts. The Applicant can list more than one Expert for each area of expertise. The Applicant shall fill Form C: Key Expert Experience in Annex 1.
2. CVs of all key expert personnel must be submitted. All listed Key Expert Personnel shall be available during the bid availability period should the Engineering Review Company be pre-selected, including personal signatures assuring their availability. Replacements are possible only with prior approval from UNDP project manager. Any replacement(s) should have same or higher qualifications as listed Key Personnel and their CV credentials.
3. The Applicant needs to foresee additional authorised technical staff – Non-Key Experts for future successful completion of the eventual assignments (e.g., electrical engineer, geomechanical engineer, technicians, etc), as per the requirements of the national regulations.
4. Failure to provide information for key experts, which is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information presented may result in disqualification of the applicant from pre-qualification.
   1. **The Company prequalification requirements for review of technical documentation for flood protection infrastructure**

The Applicant shall have at least 5 years general experience in review and design of technical documentation (i.e. preliminary designs, infrastructure and basic designs) for construction or reconstruction of flood protection and water management infrastructure. The general experience should be clearly and in detail described in the Company Profile as part of Application for prequalification. The Applicant Company should possess minimum License B for review of technical documentation, as per the national regulations.

The Applicant should have a specific project experience and have a track record of minimum 2 (two) completed project for review of technical basic designs for (re)construction of riverbed regulation and flood plain protection.

The Applicant should be able to form a team of skilled professionals with previous experience in similar assignments. All members shall possess excellent technical skills in order to successfully implement the future assignments and shall also possess the necessary authorisations for review of technical documentation as per national regulations (minimum Authorisation B).

The Applicant should be able to respond to the pre-qualification requirements in providing minimum 2 (two) Key Experts for the review of technical documentation for construction or reconstruction of flood protection and river regulation infrastructure with the following mandatory key areas of expertise:

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| No. | **Key Personnel**  and/or  **areas of expertise** | **Pre-Qualification requirements** |
| 1. | Civil / Hydrotechnical Engineer | * University degree in Civil / Hydrotechnical Engineering * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; * Minimum 5 years of professional experience in review or development of technical designs of comparable nature (hydrological studies, water balance studies, complex feasibility studies in water resources management such as riverbed regulation projects, hydrological modelling or similar). * Specific experience from at least 2 projects projects/assignments of comparable nature – review of technical documentation (basic designs) in water resource management such as river restoration, riverbed and floodplain regulation including hydrological modelling. |
| 2 | Civil / Structural Engineer | * University degree in Civil / Structural Engineering * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; * Minimum of 5 years of professional general experience in review and/or preparation of structural designs as structural engineer preferably hydro-technical structures; * Record of at least 2 relevant projects that include review of structural basic designs for (re)construction of retaining walls at riverbed regulation projects, hydrotechnical concrete structures or similar. |

**PLEASE NOTE:**

1. This is the minimum number of required Key Experts. The Applicant can list more than one Expert for each area of expertise. The Applicant shall fill Form C: Key Expert Experience in Annex 1.
2. CVs of all key expert personnel must be submitted. All listed Key Expert Personnel shall be available during the bid availability period should the Engineering Review Company be pre-selected, including personal signatures assuring their availability. Replacements are possible only with prior approval from UNDP project manager. Any replacement(s) should have same or higher qualifications as listed Key Personnel and their CV credentials.
3. The Applicant needs to foresee additional authorised technical staff – Non-Key Experts for future successful completion of the eventual assignments (e.g., architect – urban planner, geomechanical engineer, technicians, etc) as per the requirements of the national regulations.
4. Failure to provide information for key experts, which is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information presented may result in disqualification of the applicant from pre-qualification.
   1. **The Company prequalification requirements for review of technical documentation for gas pipeline and hot water/steam heating network infrastructure**

The Applicant shall have at least 3 years general experience in review and/or design of technical documentation (i.e. preliminary designs, infrastructure and basic designs) for construction or reconstruction of gas secondary/tertiary distribution network and hot/steam heating distribution network infrastructure. The general experience should be clearly and in detail described in the Company Profile as part of Application for prequalification. The Applicant Company should possess minimum License B for review of technical documentation, as per the national regulations.

The Applicant should have a specific project experience and have a track record of minimum:

* 1 (one) completed project for review of technical basic designs for (re)construction of gas secondary/tertiary distribution network at rural or urban areas.
* 1 (one) completed project for review of technical basic designs for (re)construction of hot/steam heating distribution network at rural or urban areas.

The Applicant should be able to form a team of skilled professionals with previous experience in similar assignments. All members shall possess excellent technical skills in order to successfully implement the future assignments and shall also possess the necessary authorisations for review of technical documentation as per national regulations (minimum Authorisation B).

The Applicant should be able to respond to the pre-qualification requirements in providing minimum 2 (two) Key Experts for the review of technical documentation for construction or reconstruction of gas secondary/tertiary distribution network and hot/steam heating distribution network infrastructure with the following mandatory key areas of expertise:

|  |  |  |
| --- | --- | --- |
| No. | **Key Personnel**  and/or  **areas of expertise** | **Pre-Qualification requirements** |
| 1. | Mechanical Engineer for gas distribution network | * Minimum valid Authorization B for review of technical documentation in mechanical engineering, issued by the Chamber of Architects and Engineers; * At least 3 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, infrastructure designs), for gas distribution networks; * Specific experience - Record of at least 1 (one) relevant completed project for review of technical documentation for (re)construction of industrial zones, urban or rural gas distribution pipeline (low pressure distribution system). |
| 2 | Mechanical Engineer for hot water/steam heating distribution network | * Minimum valid Authorization B for review of technical documentation in mechanical engineering, issued by the Chamber of Architects and Engineers; * At least 3 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, infrastructure designs), for hot water/steam heating distribution network; * Specific experience - Record of at least 1 (one) relevant completed project for review of technical documentation for (re)construction of industrial zones, urban or rural hot water/steam heating distribution network (secondary and tertiary network). |

**PLEASE NOTE:**

1. This is the minimum number of required Key Experts. The Applicant can list more than one Expert for each area of expertise. The Applicant shall fill Form C: Key Expert Experience in Annex 1.
2. CVs of all key expert personnel must be submitted. All listed Key Expert Personnel shall be available during the bid availability period should the Engineering Review Company be pre-selected, including personal signatures assuring their availability. Replacements are possible only with prior approval from UNDP project manager. Any replacement(s) should have same or higher qualifications as listed Key Personnel and their CV credentials.
3. The Applicant needs to foresee additional authorised technical staff – Non-Key Experts for future successful completion of the eventual assignments (e.g., architect – urban planner, electrical engineer, structural engineer, geomechanical engineer, technicians, etc), as per the requirements of the national regulations.
4. Failure to provide information for key experts, which is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information presented may result in disqualification of the applicant from pre-qualification.
5. **CONTENT AND FORMAT OF THE APPLICATION**

In order to demonstrate compliance with the Prequalification Requirement the following documentation is required for the purposes of prequalification:

* + 1. Completed Application Form (Form 1 in Annex 1)
    2. Copies of Registration of the Company (Тековна состојба – не постара од 6 месеци) no translation is required.
    3. Minimum valid License B for review of technical designs for construction projects issued by the MoTC.
    4. Company Profile, including company organization, areas of services, detail description of general experience in review of technical documentation, clients etc.
    5. Applicant Experience - Reference list of relevant completed projects (Form B in Annex 1 )
    6. Key Expert Experience (Form C in Annex 1)
    7. CV’s of Key Experts including copies of valid Authorization for review of technical documentation issued by the Chamber of the Architects and Engineers
    8. Statements of exclusivity and availability signed by proposed Key Experts (Form E in Annex 1)

1. INSTRUCTIONS TO APPLICANTS
   1. Submission of an Application for prequalification shall be deemed as an acknowledgement by the Applicant that all requirements stipulated by this Invitation for Prequalification (IP) will be met and, unless specified otherwise, the Applicant has read, understood and agreed to all the instructions in this IP.
   2. The Application, as well as any and all related correspondence exchanged by the Applicant and UNDP, shall be written in English, and all supporting documents shall be in Macedonian language.
   3. The Applicant may submit prequalification documentation for review of technical documentation for one or all municipal infrastructure projects. In case of submitting documents for more than one group of municipal projects – documents under items 5.1.1. and 5.1.2. should be submitted once only.
   4. The Applicant may withdraw its prequalification documents, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of the same. The withdrawal notice may also be sent by e-mail or fax but followed by a signed confirmation copy.
   5. The UNDP does not accept Application from a joint venture, consortium, partnership or association of the companies.
   6. None the proposed Key Experts are allowed to be proposed as a candidate to the other Application or Applicant Company for this invitation for prequalification. Applicants found to have a same Key Expert in their Application will be disqualified from this prequalification.
   7. Any Key Expert could be proposed in more than one LOT’s member team, if all qualification requirements are met.
   8. Applicants must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Applicants found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Applicants, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
2. The Applicant is wholly or partly owned by the Government, Local/Regional Government or Public Enterprise; or
3. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.

In the event of any uncertainty in the interpretation of a potential conflict of interest, the Applicants must disclose to UNDP, and seek UNDP’s confirmation on whether or not such conflict exists.

Failure to disclose such an information may result in the rejection of the Application affected by the non-disclosure.

* 1. Without derogating from the generality of the foregoing, the UNDP may request an Applicant to clarify items contained in its Prequalification Submission and to submit additional information, in the opinion of the UNDP, for the evaluation of its Prequalification Submission.
  2. The UNDP reserves the right, at its sole discretion to reject any application for Prequalification Submission in the event that the UNDP is of the opinion that such application or any part thereof does not conform to the requirements of the Invitation for prequalification.
  3. The Applicant shall bear all costs related to the preparation and/or submission of the application for prequalification, regardless of whether it’s Application is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
  4. The table below serves as a checklist for preparation of your Application. Please complete all Application Forms in Annex 1 in accordance with the instructions in the forms and return them as part of your Application submission including required supporting documents. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Application, please ensure compliance with the Prequalification Submission instructions.

|  |  |
| --- | --- |
| **Have you duly completed all the Application Forms?** | |
| * Form A: Company Application Submission Form | ☐ |
| * Form B: Applicant project experience – relevant projects | ☐ |
| * Form C: Key Expert Experience table(s) | ☐ |
| * Form D: Statements of exclusivity and availability signed by proposed the KEY EXPERTS | ☐ |
| **Have you compiled all supporting documents and attached to your Application?** | |
|  | |
| * Company Profile - including company organization, areas of services, detail description of general experience (*will be evaluated – see evaluation criteria in Annex 2*), clients etc. | ☐ |
| * Minimum valid License B for review of engineering designs for construction projects issued by the MoTC. | ☐ |
| * CV’s of all KEY EXPERT PERSONEL including copies of Authorization for review of technical documentation - *see evaluation criteria in Annex 2* | ☐ |
| * Copy of Company original documents defining the constitution or legal status, place of registration, and principal place of business. (ТЕКОВНА СОСТОЈБА – не постара од 6 месеци) *No translation required.* | ☐ |
| **Have you provided all required information to establish compliance with the evaluation criteria in Annex 2?** | ☐ |
| **Before you submit the requested documents to UNDP, please check the web site for any changes or updates.** | ☐ |

*ANNEX 1*

[INSERT COMPANY LOGO]

**FORM A: APPLICATION SUBMISSION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the Applicant | [ INSERT THE NAME OF THE COMPANY] | | | |
| Address of the Company | [ INSERT THE COMPANY ADDRESS] | | | |
| Telephone: | [INSERT COMPANY TELEPHONE /FAX] | Year of Registration |  | |
| e-mail | [INSERT COMPANY e-mail] | Core business activity |  | |
| Web site | [INSERT COMPANY web site] | Number of full time Employees |  | |
| Contact Person | [ INSERT THE NAME OF THE CONTACT PERSON AND POSSITION IN THE COPMANY] | Number of full time Engineers |  | |
| telephone and e-mail of contact person | [Mobile number]  [e-mail ] | Number of Engineers – outsource / freelancers |  | |
| **We are hereby submitting documentation for the review of the technical documentation of the following Municipal infrastructure projects[[1]](#footnote-1):** | | | | |
| **A.** | Transport Infrastructure | | |  |
| **B.** | Local industrial zone infrastructure | | |  |
| **C.** | Social buildings infrastructure | | |  |
| **D.** | Water supply and wastewater network infrastructure | | |  |
| **E.** | Flood protection infrastructure | | |  |
| **F.** | Gas pipeline and hot/steam heating network infrastructure | | |  |

We hereby declare that our firm, its affiliates or subsidiaries or employees, for any part of this Submission of Interest for Prequalification:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Applicants item 6.10;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Application are true and we accept that any misinterpretation or misrepresentation contained in this Application may lead to our disqualification and/or sanctioning by the UNDP.

I, the undersigned, certify that I am duly authorized by [Insert Name of Applicant] to sign this Application and bind it should UNDP accept this Submission of Application for Prequalification.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form B: APPLICANT TECHNICAL EXPERIENCE**

**Please Note: TO BE SUBMITTED FOR EACH MUNICIPAL INFRASTRUCTURE PROJECT GROUP**

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

We, the undersigned, hereby confirm that to the best of our knowledge and belief, the data provided above correctly describes the Applicant specific relevant project experiences and other relevant information for the Application Submission for the prequalification for providing engineering services for review of technical documentation in:

|  |  |  |
| --- | --- | --- |
|  | **Infrastructure Project Group** | **Thick one** |
| **A.** | Transport Infrastructure |  |
| **B.** | Local industrial zone infrastructure |  |
| **C.** | Social buildings infrastructure |  |
| **D.** | Water supply and wastewater network infrastructure |  |
| **E.** | Flood protection infrastructure |  |
| **F.** | Gas pipeline and hot/steam heating network infrastructure |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Applicant Date (Day/Month/Year)

**Form C: KEY EXPERT EXPERIENCE**

**PLEASE NOTE: TO BE SUBMITED FOR EACH KEY EXPERT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name and Surname of the Key Expert** | **Authorization[[2]](#footnote-2) A/B**  *(indicate)* | **Total general**  **experience**  *[see item 4. General Requirements – for Key Experts]* | **Relevant project specific experience – for Key Expert**  *[see item 4. General Requirements – for Key Experts]* |
|  |  |  |  |  |
|  |
|  |
|  |
|  |

We, the undersigned, hereby confirm that to the best of our knowledge and belief, the data provided above correctly describes experiences and other relevant information of the Key Expert for:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Infrastructure Project Group** | **Thick one** | **Key Expert for area of expertise**  *[see item 4. General Requirements – for Key Experts]* |
| **A.** | Transport Infrastructure |  |  |
| **B.** | Local industrial zone infrastructure |  |  |
| **C.** | Social buildings infrastructure |  |  |
| **D.** | Water supply and wastewater network infrastructure |  |  |
| **E.** | Flood protection infrastructure |  |  |
| **F.** | Gas pipeline and hot/steam heating network infrastructure |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Applicant Date (Day/Month/Year)

Form E: - Statement of exclusivity and availability FOR PROPOSED KEY EXPERT POSITIONS   
INVITATION FOR PREQUALIFICATION IP ref 28/2020

**[***to be filled and signed by each Key Expert***]**

**Building Municipal Capacity for Project Implementation**

**Review of Technical documentation**

I, the undersigned, hereby declare that I agree to participate exclusively with the Applicant Company [INSERT NAME OF THE COMPANY] in the above-mentioned UNDP Invitation for Prequalification for providing services for review of technical documentation.

I further declare that I am able and willing to work as Key Expert in the position [*Please select one or more of following Key Expert positions*]:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Infrastructure Project Group** | **Key Expert for area of expertise** | **Thick one or more** |
| **A.** | Transport Infrastructure | Civil / Road Engineer |  |
| Civil /Structural Engineer |  |
| **B.** | Local industrial zone infrastructure | Civil / Road Engineer |  |
| Civil / Hydrotechnical Engineer |  |
| Mechanical Engineer |  |
| Electrical Engineer |  |
| **C.** | Social buildings infrastructure | Architectural Engineer |  |
| Civil / Structural Engineer |  |
| Mechanical Engineer |  |
| Electrical Engineer |  |
| **D.** | Water supply and wastewater network infrastructure | Civil / Hydrotechnical Engineer |  |
| Civil / Structural Engineer |  |
| Water / wastewater treatment expert |  |
| **E.** | Flood protection infrastructure | Civil / Hydrotechnical Engineer |  |
| Civil / Structural Engineer |  |
| **F.** | Gas pipeline and hot/steam heating network infrastructure | Mechanical Engineer for gas distribution network |  |
| Mechanical Engineer for hot water/steam heating distribution network |  |

for which my credentials and CV has been included in the Company Application for Invitation for Prequalification for review of technical documentation.

By making this declaration, I understand that I am not allowed to present myself as a candidate to the other Application or Applicant Company for the above-mentioned invitation for prequalification.

I am fully aware that if I do so, I will be excluded from this invitation, I may also be subject to exclusion from other tender procedures and contracts funded by the UNDP, the Applicant Companies will be disqualified and may file a lawsuit under the Law on Obligations.

Furthermore, should the Company Application be accepted, I am fully aware that if I am not available to perform my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other tender procedures and contracts funded by the UNDP and that the notification of award of specific contracts to the prequalified applicant may be rendered null and void.

|  |  |
| --- | --- |
| **Name and Surname** |  |
| **Key Expert position (s)** |  |
| **Signature** |  |
| **Date** |  |

*ANNEX 2*

**Evaluation criteria**

Applications will be examined to determine whether they are complete and submitted in accordance with Invitation for Prequalification requirements as per below criteria on a Yes/No basis:

* All requested Prequalification supporting documents provided [Y/N]
* Prequalification supporting documents provided with compliant validity period [Y/N]

|  |  |
| --- | --- |
| **Minimum Requirements** | **Status** |
| **FOR THE COMPANY** | |
| * Legal entity registered for the business activity (тековна состојба на фирмата) | **YES/NO** |
| * License B of the Company for review of technical documentation Issued by the Ministry of Transport and Communications; | **YES/NO** |
|  | |
| **FOR THE COMPANY FOR REVIEW OF TECHNICAL DOCUMENTATION – TRANSPORT INFRASTRUCTURE** | |
| * At list 5 years general experience in review and design of technical documentation (i.e. preliminary designs, infrastructure designs, and basic designs) in the field of local/regional/state, urban or rural transport infrastructure. | **YES/NO** |
| * Record of minimum 3 projects completed projects for review of technical documentation for construction or reconstruction of local or regional roads, bridges, pedestrian walkways, bicycle and walking paths, rural or urban streets etc. | **YES/NO** |
| **For the Key Experts** | |
| **Civil / Road Engineer** | |
| * University degree in Civil / Road Engineering | **YES/NO** |
| * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, infrastructure designs, construction designs, urban planning documentation for roads infrastructure etc.); | **YES/NO** |
| * Record of at least 3 relevant completed projects for review of technical documentation (infrastructure and/or basic designs) for construction or reconstruction of local or regional roads, pedestrian walkways, bicycle and walking paths, rural or urban streets etc. in the field of road engineering infrastructure. | **YES/NO** |
| **Civil Structural Engineer** | |
| * University degree in Civil / Structural Engineering | **YES/NO** |
| * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation – structural phase in transport infrastructure (i.e. preliminary designs, basic designs, infrastructure designs, etc.) | **YES/NO** |
| * Record of at least 2 relevant completed projects for review of structural technical documentation (basic designs) for construction or reconstruction of objects in road/street transport infrastructure (i.e. bridges, culverts, retaining walls, etc) . | **YES/NO** |
|  | |
| **FOR THE COMPANY FOR REVIEW OF TECHNICAL DOCUMENTATION – LOCAL INDUSTRIAL ZONE INFRASTRUCTURE** | |
| * At least 5 years in review and design of technical documentation (i.e. preliminary designs, infrastructure designs, and basic designs) for construction of rural or urban infrastructure in the field of roads, water supply, wastewater, stormwater, lighting, secondary/tertiary gas pipeline network infrastructure. | **YES/NO** |
| * Record of minimum 1 (one) relevant completed project for review of technical documentation (infrastructure and/or basic designs) for construction of roads, watersupply, wastewater, stormwater, electrical installations, lighting, secondary/tertiary gas pipeline network for industrial zone infrastructure. | **YES/NO** |
| **For the Key Experts** | |
| **Civil / Road Engineer** | |
| * University degree in Civil / Road Engineering | **YES/NO** |
| * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, infrastructure designs, construction designs, urban planning documentation for roads infrastructure); | **YES/NO** |
| * Record of at least 2 (two) relevant completed projects for review of technical documentation for construction of industrial roads, pedestrian walkways, parking lots etc at industrial zones. | **YES/NO** |
| **Civil / Hydrotechnical Engineer** | |
| * University degree in Civil / Hydrotechnical Engineering | **YES/NO** |
| * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation – in water sector infrastructure (i.e. preliminary designs, basic designs, infrastructure designs, etc.); | **YES/NO** |
| * Record of at least 1 (one) completed project in review of technical documentation (infrastructure and/or basic design) for water supply network in industrial zones. * At least 1 (one) completed project in review of technical documentation (infrastructure and/or basic design) for wastewater / stormwater network in industrial zones. | **YES/NO** |
| **Mechanical Engineer** | |
| * Minimum valid Authorization B for review of technical documentation in mechanical engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, infrastructure designs, construction designs, urban planning documentation for primary/secondary/tertiary gas pipeline network infrastructure); | **YES/NO** |
| * Record of at least 1 (one) relevant completed project for review of technical documentation for construction of secondary/tertiary gas pipeline network infrastructure at industrial zones. | **YES/NO** |
| **Electrical Engineer** | |
| * Minimum valid Authorization B for review of technical documentation in electrical engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, infrastructure designs, construction designs, urban planning documentation for electrical line installations and objects at urban and rural areas, street lighting, electrical infrastructure at industrial zones etc); | **YES/NO** |
| * Record of at least 1 (one) relevant completed project for review of technical documentation for construction of electrical line installations, objects and lighting at industrial zones. | **YES/NO** |
| **FOR THE COMPANY FOR REVIEW OF TECHNICAL DOCUMENTATION – SOCIAL BUILDINGS INFRASTRUCTURE** | |
| * At least 5 years in review and design of technical documentation (i.e. preliminary designs, and basic designs) for construction or reconstruction of social, educational, administrative and/or public buildings. | **YES/NO** |
| Track record of:   * Minimum 1 (one) completed project for review of technical basic designs (all engineering phases) for (re)construction of educational building for primary school, secondary school or kindergarten. * Minimum 1 (one) completed project for review of technical basic designs for (re)construction of public administrative building, police or firefighting building station. * Minimum 1 (one) completed project for review of technical basic designs (all engineering phases) for (re)construction of social buildings (i.e. museums, cultural centres, cinemas , multimedia centres, theatres, etc), and/or government/municipal administration buildings. | **YES/NO** |
| **For the Key Experts** | |
| **Architectural Engineer** | |
| * Minimum valid Authorization B for review of technical documentation in architecture, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, construction designs) for social or public/administrative buildings; | **YES/NO** |
| Track Record of:   * At least 1 (one) relevant completed project for review of technical documentation for (re)construction of educational building for primary school, secondary school or kindergarten. * At least 1 (one) ) relevant completed project for review of technical basic designs for (re)construction of social building (i.e. museum, cultural centre , cinema etc) * At least 1 (one) completed project for review of technical basic design for (re)construction of public administrative building, police or firefighting building station. | **YES/NO** |
| **Civil / Structural Engineer** | |
| * University degree in Civil / Structural Engineering | **YES/NO** |
| * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation – of structural designs for public or private buildings. | **YES/NO** |
| * Record of at least 2 relevant projects that include review of structural basic designs for (re)construction of buildings in the area of category I buildings as per regulations for seismic design (i.e. schools, kindergartens, museums, administration buildings etc.) | **YES/NO** |
| **Mechanical Engineer** | |
| * Minimum valid Authorization B for review of technical documentation in mechanical engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, construction designs), for HVAC in public or private buildings; | **YES/NO** |
| * Record of at least 2 (two) relevant completed projects for review of technical documentation for (re)construction of HVAC at educational, social, or public buildings. | **YES/NO** |
| **Electrical Engineer** | |
| * Minimum valid Authorization B for review of technical documentation in electrical engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, construction designs) for electrical installations at public or private buildings; | **YES/NO** |
| * Record of at least 2 (two) relevant completed project for review of technical documentation for (re)construction of electrical installations, at educational, social, or public buildings. | **YES/NO** |
| **FOR THE COMPANY FOR REVIEW OF TECHNICAL DOCUMENTATION – WATERSUPPLY AND WASTEWATER NETWORK INFRASTRUCTURE** | |
| * At least 5 years in review and design of technical (i.e. preliminary designs, infrastructure and basic designs) for construction or reconstruction of water supply and wastewater network infrastructure. | **YES/NO** |
| Track record of:   * Minimum 1 (one) completed project for review of technical basic designs for (re)construction of water supply network including water tank(s), and filter station for potable water at urban or rural areas. * Minimum 1 (one) completed project for review of technical basic designs for (re)construction of urban or rural sewerage, stormwater network and wastewater treatment plant. | **YES/NO** |
| **For the Key Experts** | |
| **Civil / Hydrotechnical Engineer** | |
| * University degree in Civil / Hydrotechnical Engineering | **YES/NO** |
| * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation in water sector infrastructure (i.e. preliminary designs, basic designs, infrastructure designs, etc.); | **YES/NO** |
| Track Record of :   * At least 1 (one) completed project in review of technical documentation (infrastructure and/or basic design) for water supply network in rural or urban areas with min 5000 inhabitants. * At least 1 (one) completed project in review of technical documentation (infrastructure and/or basic design) for wastewater / stormwater network in rural or urban areas with min 5000 inhabitants. | **YES/NO** |
| **Civil / Structural Engineer** | |
| * University degree in Civil / Structural Engineering | **YES/NO** |
| * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and preparing technical documentation – of structural designs for water/hydro-technical sector infrastructure. | **YES/NO** |
| * Record of at least 2 relevant projects that include review of structural basic designs for (re)construction of water supply objects (water tanks, concrete structures for water filter plants, or similar) and / or wastewater objects (i.e. wastewater treatment plants. | **YES/NO** |
| **Water / wastewater treatment expert** | |
| * University degree in Civil / Hydraulic Engineering, Mechanical engineering, Environmental engineering, or other related; | **YES/NO** |
| * Minimum valid Authorization B for review of technical documentation in civil, mechanical, or environmental engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and/or preparation of basic designs, feasibility studies, assessments, etc. in the area of water supply & wastewater management | **YES/NO** |
| Record of at least   * 1 (one) relevant projects that include review of final/basic designs for wastewater treatment plant with minimum capacity of 2000 PE. * 1 (one) relevant projects that include review of final/basic designs for filter station for potable water with capacity of Q=50 l/sec. | **YES/NO** |
| **FOR THE COMPANY FOR REVIEW OF TECHNICAL DOCUMENTATION – FLOOD PROTECTION INFRASTRUCTURE** | |
| * At least 5 years in review and design of (i.e. preliminary designs, infrastructure and basic designs) for construction or reconstruction of flood protection and water management infrastructure. | **YES/NO** |
| * Track record of minimum 2 (two) completed project for review of technical basic designs for (re)construction of riverbed regulation and flood plain protection. | **YES/NO** |
| **For the Key Experts** | |
| **Civil / Hydrotechnical Engineer** | |
| * University degree in Civil / Hydrotechnical Engineering | **YES/NO** |
| * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review or development of technical designs of comparable nature (hydrological studies, water balance studies, complex feasibility studies in water resources management such as riverbed regulation projects, hydrological modelling or similar) | **YES/NO** |
| * Track Record of 2 projects projects/assignments of comparable nature – review of technical documentation (basic designs) in water resource management such as river restoration, riverbed and floodplain regulation including hydrological modelling. | **YES/NO** |
| **Civil / Structural Engineer** | |
| * University degree in Civil / Structural Engineering | **YES/NO** |
| * Minimum valid Authorization B for review of technical documentation in civil engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 5 years of general experience in review and/or preparation of structural designs as structural engineer preferably hydro-technical structures | **YES/NO** |
| * Record of at least 2 relevant projects that include review of structural basic designs for (re)construction of retaining walls at riverbed regulation projects, hydrotechnical concrete structures or similar. | **YES/NO** |
| **FOR THE COMPANY FOR REVIEW OF TECHNICAL DOCUMENTATION – GAS PIPELINE AND HOT WATER/STEAM WATER HEATING NETWORK INFRASTRUCTURE** | |
| * At least 3 years general experience in review and design of technical documentation (i.e. preliminary designs, infrastructure and basic designs) for construction or reconstruction of gas secondary/tertiary distribution network and hot/steam heating distribution network infrastructure. | **YES/NO** |
| Track record of:   * 1 (one) completed project for review of technical basic designs for (re)construction of gas secondary/tertiary distribution network at rural or urban areas. * 1 (one) completed project for review of technical basic designs for (re)construction of hot/steam heating distribution network at rural or urban areas. | **YES/NO** |
| **For the Key Experts** | |
| **Mechanical Engineer for gas distribution network** | |
| * Minimum valid Authorization B for review of technical documentation in mechanical engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 3 years of general experience in review and preparing technical documentation in water sector infrastructure (i.e. preliminary designs, basic designs, infrastructure designs),for gas distribution networks; | **YES/NO** |
| * Track Record of 1 (one) relevant completed project for review of technical documentation for (re)construction of industrial zones, urban or rural gas distribution pipeline (low pressure distribution system) | **YES/NO** |
| **Mechanical Engineer for hot water/steam heating distribution network** | |
| * Minimum valid Authorization B for review of technical documentation in mechanical engineering, issued by the Chamber of Architects and Engineers; | **YES/NO** |
| * At least 3 years of general experience in review and preparing technical documentation (i.e. preliminary designs, basic designs, infrastructure designs), for hot water/steam heating distribution network; | **YES/NO** |
| * Record of at least 1 (one) relevant completed project for review of technical documentation for (re)construction of industrial zones, urban or rural hot water/steam heating distribution network (secondary and tertiary network) | **YES/NO** |

1. Please tick for one, two or for all municipal infrastructure project that the Applicant is submitting pre-qualification documents [↑](#footnote-ref-1)
2. C*opies of the original Authorization, no translation required.* [↑](#footnote-ref-2)