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**REQUEST FOR QUOTATION (RFQ 53/2020)**

**(works)**

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| **RFQ 53-2020 for Civil Works- Implementation of energy efficiency measures in one pilot building in Tearce** | **DATE: June 16, 2020** |
| **REFERENCE: 00108024 Improving Resilience to Floods in the Polog Region** |

Dear Sir / Madam:

We kindly request you to submit your quotation under RFQ 53-2020 for **Civil Works- Implementation of energy efficiency measures in one pilot building in Tearce,** 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 13 July 2020by 11:00am via dedicated email: offers.mk@undp.org

 Subject: MKDRFQ53 - 2020 for Civil Works- in one pilot building in Tearce

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 works

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| --- | --- |
| Delivery Terms [INCOTERMS 2010] *(Pls. link this to price schedule)* | [ ] FCA[ ] CPT[ ] CIP [ ] DAP[ ] Other **n/a** |
| Customs clearance, if needed, shall be done by: | [ ] UNDP[ ] Supplier/Offeror [ ] Freight Forwarder**n/a** |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | **Tearce, Polog Region** |
| UNDP Preferred Freight Forwarder, if any | 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)* | [x]  **4 months from the issuance of contract**[x]  As per Delivery Schedule attached *[if delivery will be staggered]*Time : Time Zone of Reference :  |
| Delivery Schedule | [x] Required, Defined in the SoW (estimated at 90 days)[ ] Not Required |
| Packing Requirements  | n/a |
| Mode of Transport |  [ ]  AIR | [ ] LAND |
|  [ ] SEA | [ ] OTHER n/a |
| Preferred Currency of Quotation | [ ] United States Dollars for foreign bidders[ ] Euro[x] Local Currency: **MKD for domestic bidders** |
| Value Added Tax on Price Quotation | [ ]  Must be inclusive of VAT and other applicable indirect taxes[x]  Must be exclusive of VAT  |
| After-sales services required |  [ ] Warranty on Parts and Labor for minimum period of Click to type [ ] Technical Support  [ ] Provision of Service Unit when pulled out for maintenance/ repair [x]  **n/a** |
| Deadline for the Submission of Quotation  |  *Monday, July 13, 2020 and 11:00am* |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language  | [x]  English (except copies of original documents shall be submitted in Macedonian, no translation required) [ ]  French [ ]  Spanish [x]  Copies of originals and BoQ in Macedonian |
| Documents to be submitted[[1]](#footnote-1) | Following Documents Establishing Offeror’s Eligibility & Qualifications must be submitted and include the following:Required documents:☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in the RFQ. Financial offer expressed in MKD, VAT expressed separately ☒ Latest Business Registration Certificate (a copy);☒ Balance sheet/Тековна состојба на фирмата issued by the Central Registry of North Macedonia showing minimum annual turnover equivalent to at least two times the value of the financial bid for the last two years of operation (2018 and 2019);☒ Company Profile (brief of your company and experience) and Quality Certificate (e.g., ISO 9001, ISO 14001 and other, etc.) and/or other similar certificates, accreditations, awards and citations received, if any☒ Valid License B for construction works of 2nd category buildings issued by the Ministry of Transport and Communication (according to the Law on Construction, Official Gazette 130/2009, 124/10, 18/11, 36/11, 54/11, 13/12, 144/12, 25/13, 79/13, 137/13, 163/13, 27/14, 28/14, 42/14, 115/14, 149/14, 187/14, and 44/2015).☒ List of minimum 3 relevant projects of comparable value- (Re)construction of roofs, (re)construction of commercial and/or residential buildings, projects that include components such as insulation or improving energy efficiency in buildings. List of clients for reference check (contact details and e-mail addresses to be provided for reference check.**Provide the information regarding relevant projects in the table provided below:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** |
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☒Reference letter for satisfactory Performance from at least 3 clients, if available (or pls provide e-mail addresses of your clients for reference check on your performance by UNDP)☒ Key personnelProject Manager:* Authorization B for execution of works in the field of civil engineering or architecture issued by the Chamber of Authorized Architects and Authorized Engineers
* At least 7 years of relevant professional experience in constructions projects
* Record of at least 3 projects of comparable nature in the capacity of Project Manager such as (re)construction of roofs, (re)construction of commercial and/or residential buildings, projects that include components such as insulation or improving energy efficiency in buildings.

Site Engineer:* Authorization B for execution of works in the field of civil engineering or architecture issued by the Chamber of Authorized Architects and Authorized Engineers.
* At least 5 years of relevant professional experience in constructions projects
* Record of at least 3 projects of comparable nature in the capacity of Site Engineer such as (re)construction of roofs, (re)construction of commercial and/or residential buildings, projects that include components such as insulation or improving energy efficiency in buildings.

**Special NOTE: One of the key staff must be a Civil Engineer and the other an Architect (without preference of which one). CVs of key personnel proposed for this assignment to be submitted.** The CVs of engineer shall evidence the required qualifications, relevant experience, copies of the relevant licenses and certificates.In addition to the CV, the bidder shall submit the following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***No.*** | ***Position[[2]](#footnote-2)*** | ***Relevant projects are (please check the requirements in TOR for relevance of projects)*** | ***License B******(indicate validity)***  | ***Total experience/******experience in relevant projects (years)*** |
| *1.* | *Project Manager* | *1.**2.**3.* |  |  |
| *2.*  | *Site Engineer*  | *1.**2.**3.* |  |  |

☒ Vendor form to be filled in with comapny data☒ Bill of Quantities (Annex 4) |
| Way of submission of documents **by Email:** | Documents to be submitted by email to dedicated email: offers.mk@undp.org**SUBJECT: MKDRFQ53 - 2020 for Civil Works- in one pilot building in Tearce**Format: PDF files **All files must be in PDF and free of viruses and not corrupted.****Technical and Financial OFFER must be separately uploaded.** **Max. size of uploaded files (per document) must not exceed: 30 MB****All submitted files should be in the following format:****Companyname\_nameofthefile.pdf (or .docx)****ONLY FINANCIAL offer will be submitted as PDF “password protected file”, DIGITALLY signed and** or signed and scanned in the .pdf format.**Password for Financial OFFER SHALL be provided to UNDP ONLY after the DEADLINE latest the NEXT day by 11am****(Password protection of a PDF document can be done using Adobe Reader. Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password)** |
| Period of Validity of Quotes starting the Submission Date | [ ]  60 days [ ]  90 days [x]  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 | [x]  Not permitted[ ]  Permitted [*pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]*  |
| Payment Terms | [ ]  100% upon complete delivery of works[x]  Others: **Based upon Invoices submitted by the Contractor and Interim Payment Certificates issued by the Supervising Engineer, UNDP shall make progress payments**. The period covered by each Invoice shall be 30 (thirty) days during the Time for completion. Invoices shall indicate the quantity of work performed and percentage of completion of each portion of Works as of the end of the period covered by the Invoice. Each Invoice shall be based on the Programme of Work submitted by the Contractor in accordance with the tender documents.**☒ Invoices reflecting final payment certificates shall be paid within max 30 (thirty) days of the date of their receipt and acceptance by UNDP.** |
| Liquidated Damages  | ☐ Will not be imposed ☒ **Will be imposed under the following conditions:****Percentage of contract price per week of delay: 5% percent of the delivered price of the delayed works for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed works’ contract price.** Max. no. of days of delay: 2 weeksNext course of action: Termination of contract |
| Evaluation Criteria *[check as many as applicable]* | [x]  **Technical responsiveness/Full compliance to requirements and lowest price** Comprehensiveness of after-sales services[x]  Full acceptance of the Contract General Terms and Conditions [ ]  Earliest Delivery / Shortest Lead Time[ ]  Others *[pls. specify]* |
| UNDP will award to: | [x]  **One and only one supplier** [ ]  One or more Supplier, depending on the following factors: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Suppliers]* |
| Type of Contract to be Signed | [x]  **Contract for works**[ ]  Long-Term Agreement *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*[ ]  Other Type/s of Contract *[pls. specify]* |
| Contract General Terms and Conditions | 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 | ☒ n/a[ ]  Others *[pls. specify]* |
| Conditions for Release of Payment |  Passing Inspection verification of works by the Supervisor Complete Installation[ ]  Passing all Testing *[specify standard, if possible]*[ ]  Completion of Training on Operation and Maintenance *[specify no. of trainees, and location of training, if possible*[x]  Written Acceptance of works based on full compliance with RFQ requirements [x]  **per submitted invoice and satisfactory report of the works certified by the Supervisor** |
| Annexes to this RFQ | ☒ Scope of Works(Annex 1) ☒ Evaluation Criteria (Annex 2) ☒ Form for Submission of Quotation (Annex 3)☒ Bill of Quantities (Annex 4)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) | *Procurement Official****Procurement.mk@undp.org****Written inquiries only* 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 herein attached as Annex 3.

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

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

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

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

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

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

**ANNEX 1**

 **Scope of works/Technical description**

**Available as separate files with technical description.**

**Annex 1 : Technical Specification – Arhitektura**

**Annex 1: Technical Specification – Termotehnika**

**ANNEX 2**

**Evaluation criteria**

**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:** |  |
| * Valid License B for construction works of 2nd category buildings issued by the Ministry of Transport and Communication (according to the Law on Construction, Official Gazette 130/2009, 124/10, 18/11, 36/11, 54/11, 13/12, 144/12, 25/13, 79/13, 137/13, 163/13, 27/14, 28/14, 42/14, 115/14, 149/14, 187/14, and 44/2015).
 | YES/NO |
| * List of minimum 3 relevant projects of comparable value- (Re)construction of roofs, (re)construction of commercial and/or residential buildings, projects that include components such as insulation or improving energy efficiency in buildings. List of clients for reference check (contact details and e-mail addresses to be provided for reference check.
 | YES/NO |
| * Balance sheet/Тековна состојба на фирмата issued by the Central Registry of North Macedonia showing minimum annual turnover equivalent to at least two times the value of the financial bid for the last two years of operation (2018 and 2019);
 | YES/NO |
| **(one must be Civil engineer and One Architect)** |  |
| **For the Project Manager**  |  |
| * Authorization B for execution of works in the field of civil engineering or architecture issued by the Chamber of Authorized Architects and Authorized Engineers
 | YES/NO |
| * At least 7 years of relevant professional experience in constructions projects
 | YES/NO |
| * Record of at least 3 projects of comparable nature in the capacity of Project Manager such as (re)construction of roofs, (re)construction of commercial and/or residential buildings, projects that include components such as insulation or improving energy efficiency in buildings.
 | YES/NO |
| **For the Site Engineer** |  |
| * Authorization B for execution of works in the field of civil engineering or architecture issued by the Chamber of Authorized Architects and Authorized Engineers.
 | YES/NO |
| * At least 5 years of relevant professional experience in constructions projects
 | YES/NO |
| * Record of at least 3 projects of comparable nature in the capacity of Site Engineer such as (re)construction of roofs, (re)construction of commercial and/or residential buildings, projects that include components such as insulation or improving energy efficiency in buildings.
 | YES/NO |

**NOTE: One of the key staff must be a Civil Engineer and the other an Architect (without preference of which one). CVs of key personnel proposed for this assignment to be submitted.**

**ANNEX 3**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery***

Skopje

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

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the works listed below in conformity with the specification and requirements of UNDP as per RFQ Reference no. **53/2020 for** **Civil Works- Implementation of energy efficiency measures in one pilot building in Tearce ” in the total amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MKD, VAT exempt.**

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

We hereby declare that:

1. All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RfQ, and the General Terms and Conditions of UNDP’s Standard Contract for this RfQ.

We agree to abide by this Bid for 120 days*.*

 We undertake, if our Bid is accepted, to commence the Works and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

 We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

 Contact Details:

*[please mark this letter with your corporate seal, if available]*

**ANNEX 4**

**BILL OF QUANTITIES**

***BoQs is available in excel as a separate file.***

***Annex 4 – BoQ Arhitektura***

***Annex 4 – BoQ Termotehnika***

1. *First 2 items in this list are mandatory for the supply of imported goods*  [↑](#footnote-ref-1)
2. *CVs in English with clear and relevant information about engineer’s involvement in stated projects.* [↑](#footnote-ref-2)