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**REQUEST FOR QUOTATION (RFQ 59/2020)**

**(Services)**

**Preparing Technical documentation for water supply network in “Kamenik” settlement in Municipality of Kisela Voda**

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| 00106869 Building Municipal Capacities for Project Implementation | DATE: July 9, 2020 |
| REFERENCE: RFQ 59/2020 |

Dear Sir / Madam:

We kindly request you to submit your e-quotation in MKD, VAT excluded for **Preparing Technical documentation for water supply network in “Kamenik” settlement in Municipality of Kisela Voda** 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 July 27, 2020 by 11:00am via dedicated email: [offers.mk@undp.org](mailto:offers.mk@undp.org)

Subject: MKDRFQ59 - 2020 for DESIGN WSN Kamnik

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 good/s

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| Delivery Terms  [INCOTERMS 2010]  *(Pls. link this to price schedule)* | ☐FCA  ☐CPT  ☐CIP  ☐DAP  ☒n/a | |
| Customs clearance[[1]](#footnote-1), if needed, shall be done by: | ☐UNDP  ☐Supplier/Offeror  ☐Freight Forwarder | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Municipality of Kisela Voda- Skopje | |
| UNDP Preferred Freight Forwarder, if any[[2]](#footnote-2) | N/A | |
| Distribution of shipping documents *(if using freight forwarder)* | N/A | |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | ☒ maximum 2 months after signing of the contract  ☒ As per Delivery Schedule in the TOR  Time Zone of Reference: | |
| Delivery Schedule | ☒Required  ☐Not Required | |
| Packing Requirements | n/a | |
| Mode of Transport | ☐ AIR | ☐LAND |
| ☐SEA | ☐n/a |
| Preferred  Currency of Quotation[[3]](#footnote-3) | ☐ United States Dollars  ☐Euro  ☒Local Currency: MKD | |
| Value Added Tax on Price Quotation[[4]](#footnote-4) | ☐ Must be inclusive of VAT and other applicable indirect taxes  ☒ Must be exclusive of VAT and other applicable indirect taxes | |
| After-sales services required | ☐ Warranty on Parts and Labor for minimum period of 1 year  ☐ Technical Support  ☐ Provision of Service Unit when pulled out for maintenance/ repair  X n/a | |
| Deadline for the Submission of Quotation | *Monday, July 27, 2020 at 11am* | |
| All documentation produced  shall be in this language | ☐ English  ☐ French  ☐ Spanish  ☒ Macedonian | |
| Documents to be submitted | **the bidder should submit the following documents:**  **FOR THE COMPANY**  ☒ Registration of the Company; (Tekovna sostojba).  ☒ The Company Profile including general company experience of minimum 5 years in developing of technical documentation in the field of water supply infrastructure design, development of infrastructure and basic designs, Environmental Studies, and similar  ☒ minimum license B for design in civil engineering design  ☒ Record of minimum 2 completed projects of comparable size and degree of complexity (e.g. development of technical documentation - infrastructure designs and Final (Basic) Designs for water supply networks (local or regional) including water pump stations, and water reservoirs).List of projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons).  ☒ Readily available references from clients are welcomed or please send us the contact details of clients with email addresses for reference check on your performance  Annex 2 ->Table 1  **FOR THE KEY EXPERTS**  ☒ List and CVs of all key experts  **Civil / Hydrotechnical Engineer**  ☒ Minimum university degree in Civil Hydrotechnical Engineering.  ☒ Minimum Authorization B for civil engineering design.  ☒ At least 5 years of experience in preparation of infrastructure and/or main designs for (re)construction of water supply  ☒ Record of at least 2 completed projects of comparable size and degree of complexity (e.g. development of technical documentation hydrotechnical phase – Final Designs for water supply networks (local or regional) including water supply pump stations, and water reservoirs  **Architect – Urban Planner**  ☒ Minimum university degree in Architecture (дипломиран инженер архитект или магистер инженер архитект кој завршил VIIА степен на високо образование и се стекнал со 300 кредити според Европскиот кредит трансфер систем ЕКТС).  ☒ Authorization for urban planning  ☒ At least 5 years of experience in preparation of urban plans and infrastructure designs  ☒ Record of at least 2 completed projects of comparable size and degree of complexity (e.g. development of infrastructure designs that include (re)construction of municipal water supply infrastructure)..List of projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons  **Civil Structural Engineering Expert**  ☒ University degree in Civil Structural Engineering  ☒ Minimum Authorization B for civil engineering.  ☒ At least 5 years of general experience in preparation of engineering designs, supervision or construction of structural objects.  ☒ Record of at least 2 relevant projects that include preparation of Basic designs, for water supply infrastructure for local or regional water supply structural objects (i.e. pump stations, water reservoirs etc)  ☒ Financial offer, VAT presented separately | |
| Way of submission of documents **by email:** | Documents to be submitted by email to dedicated email: [offers.mk@undp.org](mailto:offers.mk@undp.org)  **SUBJECT: OFFER MKDRFQ59 - 2020 for DESIGN of WSN Kamnik**  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  ☒ 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. | |
| Partial Quotes | **☒** Not permitted  ☐Permitted | |
| Payment Terms[[5]](#footnote-5) | ☐ 100% upon complete delivery of services  **☒ Others – Upon Authorized Reviewer written acceptance report for all deliverables as per national laws and regulations** | |
| Liquidated Damages | ☒ Will not be imposed  ☐ Will be imposed under the following conditions :  Percentage of contract price per day of delay : \_\_\_\_\_\_  Max. no. of days of delay : \_\_\_\_\_\_  After which UNDP may terminate the contract. | |
| Evaluation Criteria  *[check as many as applicable]* | ☒ Technical responsiveness/Full compliance to requirements and lowest price[[6]](#footnote-6)  Comprehensiveness of after-sales services  ☒ Full acceptance of the PO/Contract General Terms and Conditions ☐ Earliest Delivery / Shortest Lead Time[[7]](#footnote-7)  ☐ Others | |
| UNDP will award to: | **☒ One and only one supplier**  ☐ One or more Supplier, | |
| Type of Contract to be Signed | ☒ minimi contracts  ☐ Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement[[8]](#footnote-8) and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  ☐ Other Type/s of Contract | |
| Contract General Terms and Conditions | ☐ General Terms and Conditions for contracts (goods and/or services)  ☒ General Terms and Conditions for de minimi contracts (services only, less than $50,000)  Applicable Terms and Conditions are available at  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> | |
| Special conditions of Contract | Cancellation of PO/Contract ☐ no | |
| Conditions for Release of Payment | ☐ Passing Inspection  ☐ Passing all Testing  ☐ Completion of Training on Operation and Maintenance at all six locations  ☒ Written Acceptance of the design based on full compliance with RFQ requirements verified by Reviewer and accepted by UNDP Project Manager  ☐ Others | |
| Annexes to this RFQ[[9]](#footnote-9) | ☒ TOR of the Services Required (Annex 1)  ☒ List of Company project experience (Annex 1.2)  ☒ Evaluation criteria (Annex 2)  ☒ Form for Submission of Quotation (Annex 3)  ☐ Others  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. | |
| Contact Person for Inquiries  (Written inquiries only)[[10]](#footnote-10) | procurement.mk@undp.org  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. | |

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

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

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

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

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

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

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

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

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

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

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

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

**Annex 1**

**Terms of Reference**

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| **Consultancy services (Company):**  Preparing Technical documentation for water supply network in “Kamenik” rural settlement in Municipality of Kisela Voda |

Project:  *00106869 Building Municipal Capacities for Project Implementation*

Location Republic of North Macedonia

Languages Required: Macedonian

Expected Duration of Assignment: 2 months

**Background**

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 15 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), international financial institutions and other donors, municipalities need to strengthen their capacity to prioritize, formulate and implement infrastructure development projects.

The project **Building Municipal Capacity for Project Implementation** aims to address the main challenges of local development and to increase municipal capacities when preparing and designing local development projects. Along with the creation of Municipal development index (MDI), the establishment of the TDF for funding local development projects represents one of the key components of this project. The newly created Fund will channel support specifically to those municipalities that are struggling the most in terms of socio-economic development.

As part of the efforts to address these challenges, **Technical Development Fund** will provide financial support to municipalities in North Macedonia for creation of technical documentation for their most prioritized infrastructure projects. More precisely, the **Technical development Fund (TDF)** will provide direct financial support for the least developed municipalities by providing funding for preparation of technical documentation for their most urgent and priority projects in the field of communal, social and environmental infostructure. The projects with developed technical documentation will be fully eligible for applying for further donor support from relevant international financial and donor institutions such as EU, EBRD, The World Bank and other additional state or donor funding through direct grants or low-interest loans.

The project is providing up to **USD 1 million** in funding to some 30 municipalities to help them address priority needs, particularly for vulnerable groups, with the aim of ensuring better living standards and quality of life for all. Addressing gender equality issues in the local context plays significant role in evaluating and selecting the projects for funding.

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. In the above context, driven by the “leave no one behind” goal, one of the main outcomes of the project is to transparently support least developed municipalities in preparing technical documentation for construction and reconstruction of priority basic infrastructure projects.

One of the selected projects for financing is rehabilitation of the water-supply system in rural settlement “Kamenik” in Municipality of Kisela Voda – Skopje. The rural settlement “Kamenik” in part of the cadaster areas KO Usje and KO Gorno Lisiche as shown on the Figure 1 below. The existing water – supply system for 550 inhabitants and commercial buildings was built by self-contribution and has frequent failures, low pressure at high area. Moreover, the existing water-supply system is not according the technical standards, and therefore is not operated or maintained by the Public Utility “Vodovod I Kanalizacija” Skopje.



Figure 1 - Rural settlement "Kamenik"

UNDP is currently seeking experienced **Engineering Design Company** to assist the project **Building Municipal Capacities for Project Implementation**in developing and preparing technical documentation for construction/reconstruction of priority local water supply infrastructure project in rural settlement “Kamenik” at Municipality of Kisela Voda. The selected Company for preparation of technical documentation is expected to work jointly with the UNDP project implementation team, in close cooperation with the project focal point in the Municipality of Kisela Voda and Public Utility “Vodovod i Kanalizacija” Skopje.

**Objectives of the Technical Design Services**

The objective of the Design Engineering services is to provide the highest quality of engineering design and consulting services required for improvement of water supply network system in rural settlement “Kamenik” in the Municipality of Kisela Voda with consideration to the entire project area for water supply system acknowledging future water demand and the level of service.

**Scope of Work**

The general scope of work for the assignment is to develop complete technical documentation for improvement of water supply system in replacement of the old water-supply pipelines, extension of water-supply network, and connection to the existing water-supply network in or adjacent to the “Kamenik” area. The connection of the water-supply network for “Kamenik” should be form the 200mm diam water supply pipe (reduced from 400mm diam water-supply pipeline) at boulevard “Boris Trajkovski”.



Figure 2 - Technical connection conditions by ViK Skpje

The above figure 2 is from the hydrotechnical conditions for design[[11]](#footnote-11) of the 100mm pipeline from the boulevard “Boris Trajkovski” issued by PE “ViK” Skopje on 16 April 2019.

In addition, the water-supply network for the entire rural settlement should have sufficient water supply quantity of max 200 L/capita/day, the quality of potable water should be according The Drinking Water Directive (98/83/EC) or local water supply regulations, 20 meters head (2,0 bars) pressure at the end of the network the and firefighting network should be designed according the Official Gazette no 31/2006. Furthermore, it should be noted that the scope of the design should also incorporate the water-supply for the commercial buildings (lower zone) along the boulevard for the area shown on Figure 1 above.

For the reconstruction and improvement of the water supply system in Kamenik rural area, infrastructure design (or urban design for infrastructure[[12]](#footnote-12)) should be developed in accordance with the Law on Spatial and Urban Planning (Official Gazette of RM, No. 199/14, 44/15, 193/15, 31/16, 163/16, 64/18, 168/18 and 32/2020), and Rulebook on standards and norms for urban planning.

The final (Basic) design for the water supply at Kamenik rural settlement in Municipality of Kisela Voda, should be developed as a base for developing tender documentation and for issuing of construction permit on the basis of the provisions prescribed by the Law on Construction (Official Gazette of the Republic of Macedonia No. 130/09, 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 18/2020) and the bylaws deriving from the Law on Construction.

**Duties and Responsibilities**

Based on the above-described general scope of work for the assignment and under the direct supervision of the Design Reviewer, Project Manager, and in close coordination/communication with Public Utility “Vodovod I Kanalizacija” – Skopje and municipality officials and other project experts, the company shall be responsible for carrying out the following tasks:

**Task 1:** *Data collection and hydraulic water-supply modeling for the water supply network in Kamenik rural settlement.*

As indicated in the Background section, the Design Contractor should therefore assess the current water supply network, asses the need for renew or replace the existing water supply pipelines or objects, review the work done by the other design companies (if any), analyze the current strengths and weaknesses for providing efficient water supply service. Specific activities of the Contractor under this task should include, but not limited to:

1. Baseline data collection, from previous designs (if any or ongoing designs), detail urban plan for the lower part of the area (along the boulevard “Boris Trajkovski”), General Urban Plan etc, that takes into account the all extension measures for water-supply network in Kamenik rural settlement.
2. The work shall be done in a consultative manner by consulting various stakeholders at the municipal level, and through the active participation and consultation with the technical staff from the PU “ViK”-Skopje involved in water supply.
3. Undertake all necessary assessments, including technical, financial, economic, environmental and social, institutional that feed into the planning of water supply interventions.
4. On-site assessment and survey of the existing water supply network (pipelines, reservoir(s), pump stations – if any, valves and other objects).
5. Preliminary hydraulic calculations and Modeling scenarios (static – pressure requirements, peak hour demand, peak hour demand plus firefighting flow etc.) additional scenarios, adjustments to the fire flow placement, pumping, existing reservoir locations and elevations (assess the need for extended capacity of the reservoir-s), existing system connections, water-supply pipelines and node schematic layout, and other model modifications as necessary to verify that the proposed additional potable water-supply network will meet the design requirements for current potable and future water-supply demands for the rural settlement Kamenik in Municipality of Kisele Voda and other commercial facilities/buildings. In addition, in the preliminary hydraulic calculation and water-supply network modeling, the Contractor shall evaluate and determine pumping and water storage/reservoir needs based on several factors: low cost operations and maintenance, frequency of routine maintenance and adjustment, and energy efficiency.
6. Develop report for the proposed water-supply network in Kamenik rural settlement as a base for further water supply network interventions.

**Task 2:** *Preparation of Urban Design for Infrastructure for water supply network in rural settlement Kamenik*

Specific activities of the Design Engineering Contractor under this task should include but not limited to:

1. The development of Urban Design for infrastructure (infrastructure design) for the upgrade water supply system of rural settlement Kamenik to comply with valid Macedonian laws, regulations and quality norms in relation to water-supply infrastructure.
2. Baseline data collection (additional if needed), as a methodological base for design, of all existing information and relevant input data for the water-supply demand, connection to the main water supply pipe, quality of potable water, objects, trunk lines, and existing water-supply alignment.
3. Conduct Hydraulic water supply calculations and Modeling scenarios including existing or new water supply reservoirs, pressure valves, buster pumps and all existing or new water supply and firefighting objects. Place estimated domestic, commercial water, fire hydrants, and water supply connections to all current and future potable water customers at appropriate node locations within the model as they relate within the project including current and future water supply network system flows.
4. The Contractor shall carry out topographic survey and numerically define of the selected water-supply route / alignment by ground survey. The adjusted co-ordinates and elevations of control points/traverse points shall be used for topographic survey (ажурирана геодетска подлога и нумерички податоци). The topographic strip survey shall depict all the natural and man-made features in the appropriate wide corridor for the water-supply network system. Assess/survey all existing underground and surface communications within the water supply alignment and incorporate into the designs;
5. Get information from Cadastral documents for the water-supply alignment, existing and/or new reservoir, and information on whether the upgraded water supply network implementation is likely to have impacts on privately owned or leased land plots (temporal disturbance; loss of the part of the land plot or whole land plot by the owner; loss of the property being on the land plot; loss of income etc.);
6. Geometric definition of the upgraded water-supply network system alignment in the site plan and longitudinal cross section. The graphic presentation in a site plan should be in appropriate scale in example 1: 2500 ( 1: 2000), and in the longitudinal cross section - in scale of 1: 2500/250 (1: 2000/200)
7. The contractor should evaluate and determine for the extension of the existing or new reservoir the foundation structural requirements based upon soils analysis and recommendations of a geotechnical engineer experienced in the field of soils mechanics and foundation design. Information on ground water conditions and the classification of soil types should be obtained through borings at the existing or new reservoir location.
8. To develop Environmental Study (Елаборат за заштита на животна средина) according Environmental Law (Official Gazette No. 53/05, 81/05, 24/07, 159/08, 83/09, 48/10, 124/10, 51/11, 123/12, 93/13, 186/13 и 42/14).

**Task 3** *Development of Main (Basic) Design for the water supply network in rural settlement Kamenik*

Specific activities of the Design Engineering Contractor under this task should also include developing of Basic Design, but not limited to:

1. Detail hydraulic calculations, for all modeled scenarios for water supply and firefighting. Hydraulic and modeling calculations shall include the following information and final results for: Network Pipe Length, Network Pipe Diameter, Pipes Material . Hazen-Williams Coefficient, Pipe Control Status (open or closed), Pipe Velocity Upstream Calculated Pressure , Headless, Node Demand, Calculated Hydraulic Grade, etc.
2. Detail mechanical and hydraulic calculations for all pumping scenarios, extension of the existing or new reservoir, and other water supply objects
3. Detail structural and seismic calculations for the water reservoir (in case of the capacity extension or new reservoir).
4. Determining final site plan of the water-supply system (including connection to the existing pipe, pumps, existing or new reservoir, and water supply pipe network for Kamenik settlement) in scale of 1:1000 and/or 1:500 and longitudinal cross sections in scale of 1:1000/100 and/or 1:500/50
5. Developing of the final longitudinal and cross sections of upgraded water supply network including all objects
6. Detail Survey data
7. Detail structural drawings in scale of 1:50 and details in scale of 1:10 for the extension of the existing or new reservoir and other structural objects (manholes).
8. Detail Bill of Quantities;
9. Technical specifications and requirements
10. Expropriation documentations – if needed

The Basic Design should be in line with the National Construction Law with the following content:

1. Company data / License and Design Team Authorizations
2. Terms of Reference
3. Description of the current water supply system and upgraded water supply system in relation with the local requirements.
4. Objectives and tasks of the Basic Design.
5. Technical report with detailed description of the developed technical solution of the upgrading of the water supply system for rural settlement Kamenik
6. Detail hydraulic calculations and modeling for the water supply network
7. Structural calculations as well as structural seismic analysis of the new or extension of the existing reservoir
8. Technical specifications and construction requirements with detailed description of positions, conditions, necessary tests during construction, attests and quality control of the materials.
9. Detail Bill of Quantities
10. Drawings hydrotechnical, mechanical, electrical and structural (as specified above).

**Main Deliverables**

The main deliverables of the assignment are:

1. *Urban Design for Infrastructure for (re)construction of the water supply network in rural settlement Kamenik– Municipality of Kisela Voda;*
2. *Final (Basic) Design (including all engineering phases) for (re)construction of rural settlement “Kamenik” – Municipality of Kisela Voda;*
3. *Environmental Study (Елаборат за заштита на животна средина) for watersupply network system in rural settlement “Kamenik” – Municipality of Kisela Voda;*

**Qualification Requirements**

**The Contractor** shall have sufficient general experience of minimum 5 years in developing of technical documentation in the field of water supply infrastructure design, development of infrastructure and basic designs, Environmental Studies, and similar. It will possess minimum license B for design in civil engineering, as per the national regulations.

It has to have a track record of a minimum 2 completed projects of comparable size and degree of complexity (e.g. development of technical documentation - infrastructure designs and Final (Basic) Designs for water supply networks (local or regional) including water pump stations, and water reservoirs). A list of these completed referenced projects must be submitted with the proposal, including contact details for reference checking purposes (e-mail addresses and/or fax numbers for contact persons).

The scope of work requires a team of skilled professionals with previous experience in similar projects. Civil/hydrotechnical/architectural engineering designers shall also possess the necessary permits for design as per the national regulations (minimum Authorization B). All members shall possess excellent technical skills in order to successfully implement the assignment.

The team of experts shall respond to the requirements of the following mandatory key areas of expertise.

|  |  |  |
| --- | --- | --- |
|  | **Team members areas of expertise** | **Qualification requirements** |
| **1.** | Civil / Hydrotechnical Engineer | * Minimum university degree in Civil Hydrotechnical Engineering. * Minimum Authorization B for civil engineering design. * At least 5 years of experience in preparation of infrastructure and/or main designs for (re)construction of water supply infrastructure. * Record of at least 2 completed projects of comparable size and degree of complexity (e.g. development of technical documentation hydrotechnical phase – Final Designs for water supply networks (local or regional) including water supply pump stations, and water reservoirs .List of both referenced projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons). |
| **2** | Architect – urban planner | * Minimum university degree in Architecture (дипломиран инженер архитект или магистер инженер архитект кој завршил VIIА степен на високо образование и се стекнал со 300 кредити според Европскиот кредит трансфер систем ЕКТС) * Authorization for urban planning * At least 5 years of experience in preparation of urban plans and infrastructure designs * Record of at least 2 completed projects of comparable size and degree of complexity (e.g. development of infrastructure designs that include (re)construction of municipal water supply infrastructure).List of both referenced projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons). |
| **3** | Civil / Structural / Engineering Expert | * University degree in Civil Engineering – Structural * Minimum Authorisation B for design in civil engineering * At least 5 years of general experience in preparation of engineering designs, supervision or construction of structural objects. * Record of at least 2 relevant projects that include preparation of Basic designs, for water supply infrastructure for local or regional water supply structural objects (i.e. pump stations, water reservoirs etc)   List of both referenced projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons). |

**NOTE:**

1. Failure to provide adequate expertise for each of the areas is considered grounds for disqualification. For the areas where more than one expert is proposed, the Contractor must indicate the lead expert for that particular area, and only the lead expert shall be evaluated.
2. The Contractor needs to foresee additional technical engineering staff for successful completion of the assignment (e.g., Land surveyor – Geodetic engineer, geomechanical engineer), as per the requirements of the national regulations

**Terms and Conditions**

* *Language*

The language of the required **deliverables is Macedonian Language**. All produced documents shall be subject to proofreading, while the quality of the final versions is subject to independent Reviewer and UNDP approval.

* *Legal and other requirements*

The content of the requested documents shall conform to the pertaining relevant legislation in the country for construction projects.

* *Review and quality assurance*

Review of the all engineering designs will be carried out by an independent licensed reviewer hired by UNDP through separate contracts. Relevant comments and suggestions made by the reviewer will have to be integrated in the final versions of the designs.

* *Duration of the assignment*

Maximum available time for development of the Designs upon signing of contract is 2 months.

* *Additional costs*

The company should calculate the possible costs for acquiring various maps, layouts and other relevant documents or information required for successful finalization of all tasks. UNDP shall not accept any additional expenses which aren’t included in the company’s financial offer.

* *Reporting requirements*

The expert team will report to UNDP through the Project Manager.

* *Submission of data, reports and other material produced*

All primary data, reports, and other documentation produced during this assignment shall be made available **to UNDP Project Manager** in electronic format on CDs/USB and required number of hard copies and originals as per National Construction Law necessary for obtaining construction permit. All data acquired and products developed in the course of the assignment will be in the ownership of UNDP and cannot be used by the Contractor and its team without prior written permission.

* *Cooperation requirements*

The consulting team is expected to work closely with Municipality officials and other experts and/or expert teams hired by UNDP on parallel/complementary activities.

***Payment schedule* upon submission of final versions of the designs, as per Reviewer positive opinion.**

The payment will be process within thirty (30) days upon the following conditions met:

1. Reviewer written acceptance report (for all deliverables from all groups) as per national laws and regulations
2. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and
3. Receipt of invoice from the Service Provider.

**Annex 1.2**

**Table 1** FOR THE COMPANY - Please provide the following information in the table below regarding corporate experiences which are related or relevant to those required for this Contract: 2 completed projects of comparable size and degree of complexity (e.g. development of technical documentation - infrastructure designs and Final (Basic) Designs for water supply networks (local or regional) including water pump stations, and water reservoirs).

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

**Table 2** FOR THE KEY EXPERTS- Please provide the following information in the table 2 below regarding key expert experiences (general and specific) as specified on page 14 and 15 for qualification requirements of the Key Experts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name and Surname of the Key Expert** | **Authorization[[13]](#footnote-13) A/B**  *(indicate)* | **Total general**  **experience (in years)** *in line with CV credentials* | **Relevant project specific experience – for Key Expert** |
|  |  |  |  |  |
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**Annex 2**

**Contract will be awarded to the Bidder that meets the criteria based on pass/fail method and offers the lowest offer.**

|  |  |
| --- | --- |
| **Minimum Requirements** | **Status** |
| **FOR THE COMPANY** | |
| * Legal entity registered for the business activity (тековна состојба на фирмата) | **YES/NO** |
| * The Company Profile including general company experience of minimum 5 years in developing of technical documentation in the field of water supply infrastructure design, development of infrastructure and basic designs, Environmental Studies, and similar. | **YES/NO** |
| * minimum license B for design in civil engineering design | **YES/NO** |
| * Record of at least 2 relevant completed projects of comparable size and degree of complexity (e.g. development of technical documentation - infrastructure designs and Final (Basic) Designs for water supply networks (local or regional) including water pump stations, and water reservoirs).– Annex 2 ->Table 1 | **YES/NO** |
| **For the Experts - Annex 2 -> Table 2** | |
| **Civil / Hydrotechnical Engineer** | |
| * University degree in Civil Hydrotechnical Engineering | **YES/NO** |
| * Minimum Authorization B for civil engineering design. | **YES/NO** |
| * At least 5 years of experience in preparation of infrastructure and/or main designs for (re)construction of water supply infrastructure. | **YES/NO** |
| * Record of at least 2 completed projects of comparable size and degree of complexity (e.g. development of technical documentation hydrotechnical phase – Final Designs for water supply networks (local or regional) including water supply pump stations, and water reservoirs . | **YES/NO** |
|  | |
| **Architect – urban planner** | |
| * Minimum university degree in Architecture | **YES/NO** |
| * Authorization for urban planning | **YES/NO** |
| * At least 5 years of experience in preparation of urban plans and infrastructure designs | **YES/NO** |
| * Record of at least 2 completed projects of comparable size and degree of complexity (e.g. development of infrastructure designs that include (re)construction of municipal water supply infrastructure). | **YES/NO** |
| **For the Civil Structural Expert** | |
| * University degree in Civil Structural Engineering. | **YES/NO** |
| * Minimum Authorization B for civil engineering. | **YES/NO** |
| * At least 5 years of general experience in preparation of engineering designs, supervision or construction of structural objects. | **YES/NO** |
| * Record of at least 2 relevant projects that include preparation of Basic designs, for water supply infrastructure for local or regional water supply structural objects (i.e. pump stations, water reservoirs etc) | **YES/NO** |

**Annex 3.**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

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

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to deliver services in conformity with TOR under **RFQ 59/2020 for Preparing Technical documentation for water supply network in “Kamenik” rural settlement in Municipality of Kisela Voda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description of milestones and deliverables**  Upon completion of the assignments and submission of the engineering design | **Total Price in MKD, VAT excluded** | **Completion date** |
| 1 | Urban Design for Infrastructure for (re)construction of the water supply network in rural settlement Kamenik– Municipality of Kisela Voda; |  |  |
| 2 | Final (Basic) Design (including all engineering phases) for (re)construction of rural settlement “Kamenik” – Municipality of Kisela Voda; |  |  |
| 3 | Environmental Study (Елаборат за заштита на животна средина) for watersupply network system in rural settlement “Kamenik” – Municipality of Kisela Voda; |  |  |
| **TOTAL** | |  |  |

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]*

1. *Must be linked to INCO Terms chosen.* [↑](#footnote-ref-1)
2. *Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.*  [↑](#footnote-ref-2)
3. *Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP’s issuance of Purchase Order.* [↑](#footnote-ref-3)
4. *This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.* [↑](#footnote-ref-4)
5. *UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of $30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank checque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.* [↑](#footnote-ref-5)
6. *UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term “more superior” as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.* [↑](#footnote-ref-6)
7. *This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).* [↑](#footnote-ref-7)
8. *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation* [↑](#footnote-ref-8)
9. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-9)
10. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-10)
11. The hydrotechnical conditions was issued on the request by design company “Prima Inzenering” [↑](#footnote-ref-11)
12. According the new Law on Spatial and Urban Planning, the infrastructure design is renamed in urban design for infrastructure („Урбанистички проект за инфраструктура “– член 58) [↑](#footnote-ref-12)
13. C*opies of the original Authorization, no translation required.* [↑](#footnote-ref-13)