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**REQUEST FOR QUOTATION**

|  |  |
| --- | --- |
| UNDP BIHZmaja od Bosne bb; Sarajevo | DATE: August 12, 2020 |
| REFERENCE: BiH/RFQ/105/20 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **preparation of technical documentation for water infrastructure projects in four LGs in BiH**:

**LOT 1 – PREPARATION OF STUDY on the classification and categorization of groundwater reserves at the WELLFIELD Povelič, MUNICIPALITY PRNJAVOR**

**LOT 2 - PREPARATION OF THE STUDY FOR THE LONG-TERM IMPROVEMENTS OF THE LOCAL/RURAL WATER SUPPLY SYSTEMS MANAGEMENT IN THE LOCAL GOVERMENTS OF PRIJEDOR, PRNJAVOR, SANSKI MOST AND TEŠANJ**

and as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **August 31, 2020, 14.00 h** and via ***courier mail or email***to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

**Ref: BIH/RFQ/105/20**

by email: registry.ba@undp.org

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

|  |  |
| --- | --- |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | LOT 1 – PREPARATION OF STUDY ON THE CLASSIFICATION AND CATEGORIZATION OF GROUNDWATER RESERVES AT THE WELLFIELD POVELIČ, MUNICIPALITY PRNJAVORLOT 2 - PREPARATION OF THE STUDY FOR THE LONG-TERM IMPROVEMENTS OF THE LOCAL/RURAL WATER SUPPLY SYSTEMS MANAGEMENT IN THE LOCAL GOVERMENTS OF PRIJEDOR, PRNJAVOR, SANSKI MOST AND TEŠANJ |
| Latest Expected Delivery Date and Time (*if delivery time exceeds this, quote may be rejected by UNDP)* | LOT 1: Service to be completed within **3 months** LOT 2: Service to be completed within **3 months** |
| Preferred Currency of Quotation | ☒Local Currency: BAM |
| Value Added Tax on Price Quotation | ☒ Must be exclusive of VAT and other applicable indirect taxes(VAT stated separately) |
| Deadline for the Submission of Quotation  | **14:00 h,Monday, August 31, 2020** CET |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language  | ☒ English language, languages of BiH peoples |
| Documents to be submitted | General for all LOTs:* Certified copy of company’s registration relevant to required works,
* Registration issued by the Indirect Taxation Authority (certified copy),
* Declaration issued by relevant Tax Administration that Bidder has clear direct tax record, the latest available (original or certified copy),
* Reference list indicating successfully implemented projects within the 5 (five) years on the company memorandum letter
* Recommendation letters indicating the value, complexity and date of project completion, for at least 3 (three) projects of similar scope and complexity, implemented within the last 5 (five) years. Letters should include referral’s contact details.
* List of team members (engineers and other personal) to be engaged for the contract (names, education, skills, years of experience).

In case of applying for more than one LOT, the list must indicate different team members for each LOT * CV of each team member with contact references and letters of recommendation
* Copies of professional license and/or professional exam certificates of each team member (diploma and professional license and/or professional exam certificates for each team member required)
* Statement on availability and exclusivity during the entire contracted period, signed by each team member
* Contract on the Joint Venture establishment, if applicable
* Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List

For LOT 1 Licensed issued by Ministry of Energy and Mining, Republika Srpska, BiH for geological exploration works |
| Period of Validity of Quotes starting the Submission Date | ☒ 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 | Partial Quotes are permitted; partial LOTs are not permitted (Bidders can submit their offer for one, two or all three LOTs)  |
| Payment Terms | Based on Annex 2 TABLE 1: Cost Breakdown per Deliverable |
| Liquidated Damages  | Percentage of contract price per day of delay: 1%Max. no. of days of delay: 10 calendar daysNext course of action: Termination of Contract |
| Evaluation Criteria  | For all LOTs:☒ Technical responsiveness/Full compliance to requirements and lowest price per LOT ☒ Full acceptance of the PO/Contract General Terms and Conditions☒ At least 3 (three) successfully implemented projects of the similar scope and complexity in the past 5 years ☒ Minimum key personnel proposed for this project: **Team composition and competences of the team members**:**For LOT 1:**1 (one) licensed graduate Hydrogeology, Hydrotechnical or Civil Engineer / Team Leader with minimum 15 years of experience in the relevant field and implementation of projects with similar complexity.1 (one) graduate Hydrogeology or Geology Engineer with minimum 10 years of experience in the relevant field and implementation of projects with similar complexity1 (one) graduate Hydrotechnical or Civil Engineer with minimum 5 years of experience in the relevant field and implementation of projects with similar complexity.1 (one) licensed Geodetic engineer with minimum 5 years of experience in similar projectsTeam Leader and Hydrotechnical/Civil Engineer must be permanent (full-time) employee of the Service Provider.**For LOT 2:**1 (one) licensed graduate Hydrotechnical or Civil Engineer / Team Leader with minimum 15 years of experience in the relevant field and implementation of projects with similar complexity.2 (two) graduate Hydrotechnical or Civil Engineer with minimum 5 years of experience in the relevant field and implementation of projects with similar complexity.1 (one) licensed graduate Structural Engineer with minimum 5 years of experience in the relevant field and implementation of projects with similar complexity.1 (one) licensed Mechanical engineer with minimum 5 years of experience in similar projects1 (one) licensed Electrical engineer with minimum 5 years of experience in similar projects1 (one) Institutional and Human Resources Expert with minimum 5 years of experience in similar projects with water utility companies 1 (one) graduate Lawyer with minimum 5 years of experience in similar projects with water utility companiesTeam Leader and Hydrotechnical/Civil Engineer must be permanent (full-time) employee of the Service Provider.**Important notice:****In case of applying for more than one LOT, each team should be composed of different team members**  |
| UNDP will award to: | ☒ One or more Bidders, depending on the following factors: * Technical responsiveness/Full compliance to requirements.
* Lowest price offer of technically qualified/responsive Bid per LOT.

\* In the best interest of the organization, UNDP reserves the right not to award the Contract to the lowest priced bidder only in case when one bidder offers the lowest price for more than one LOT but has no capacity to perform services concurrently on all offered LOTs. The bidder/s in subject will be awarded with LOT/LOTs according to assessed and proved capacity and for LOT with highest cost difference to next ranked bidder. For LOT where the lowest bidder was already awarded with other LOT, the criteria for awarding not the lowest priced bid will be based on calculating the least price difference between the lowest and next ranked bidders |
| Type of Contract to be Signed | ☒ Contract for Services |
| Special conditions of Contract | ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 10 days ☒ Advance Payment upon signing of contractAllowed up to a maximum of 20% of contract values  |
| Conditions for Release of Payment | Within thirty (30) days from the date of meeting the following conditions:a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs (final versions including auditor’s verification); andb) Receipt of invoice from the Service Provider. |
| Annexes to this RFQ | ☒ Terms of Reference (ToR) (Annex 1)☒ Form for Submission of Quotation (Annex 2)☒ General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  ☒ Project Assignment Information Annex 4Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.  |
| Contact Person for Inquiries(Written inquiries only) | *UNDP BIH**GENERAL SERVICES**033 552 330/ registry.ba@undp.org* Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |

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.**

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions/>

<http://www.undp.org/content/dam/undp/documents/procurement/documents/UNDP_supplier_code_of_conduct.pdf>

**Sincerely yours,**

*UNDP BiH*

**Annex 1**

**LOT 1**

**Terms of Reference**

**Preparation of the Study on the classification and categorization of groundwater reserves at the source Povelič**

**CURRENT SITUATION OF WATER DISTRIBUTION SYSTEM PRNJAVOR**

The water supply system of Prnjavor is supplied with water from two sources

* Drenova reservoir,
* Well field Povelic

Water supply system is a combination of a pumping and gravity system. Length of the water mains (pipes) is app. 300 km of distribution (primary and secondary mains) with diameters DN 50 and higher. Technical and technological unit are Kremna water treatment plant, where water from the Drenova reservoir is treated. Five wells at Povelič spring (four are fully equipped and in operation).

The water supply system of Prnjavor is supplied with water from two sources and is practically divided into two systems. One system is supplied with water from the Drenova reservoir, the other unit is supplied with water from the Povelič well.

**DESCRIPTION OF SERVICES**

The main objective of the assignment is the preparation of the Study on the classification and categorization of groundwater reserves of the Povelič wellfield (hereinafter the Study).

Consultant has to collect all existing hydrogeological documentation regarding Povelič wellfield. Collected data need to be classified and processed into a single database. Especial attention has to be provided on the following information and results:

* Individual testing of all wells
* Combined testing of all wells at the Povelič wellfield
* Water quality results at the Povelič wellfield
* Exploitation data obtained from the SCAD-a system for the last year of wellfield exploitation

After collecting the existing data, it is necessary to examine the condition of all five wells by digital camera recording with well cameras and to determine degree of incrustation of the well structure. Based on the well structure condition, it is necessary to define the maximum installation depth of the pump to ensure safe operation of the pump, i.e. the maximum depression per well.

In parallel with this activity, it is necessary to perform hydrogeological mapping of the source area in order to determine the existing condition, the presence of long hydrogeological phenomena that are or may be a consequence of exploitation at the source. In addition to hydrogeological processes and phenomena, it is necessary to determine the presence of modern geological processes that could endanger the stability of pipelines, facilities at the Povelič wellfield.

Since the wells have not been cleaned from the time of construction, it is necessary to clean all five wells by compression air and airlifting in an individual duration of 12 hours.

After the cleaning/development of wells, it is necessary to equip them with well pumps with a maximum capacity of at least 10% higher than the capacity with which these wells were tested in the previous period, so that the wells can be tested with the maximum testing capacity.

The condition of the maximum exploitation of the well is the achieved maximum depression in the well, which must not exceed 1/3 of the depth of the filter layer of the structure.

After the installation of the pumps, it is necessary to perform hyperchlorination of all wells in order to ensure that the introduction of the pumps does not degrade the water quality in the wells in the microbiological sense. Well B-4 has not been in operation at all, so this well needs to be tested in individual operation for 24 hours. For that well, it is necessary to provide a electric power generator sufficient to start and to run the pump with an installed capacity of 25 KW.

Testing should be performed for a minimum period of 7 days or 168 hours. During testing, excess water should be evacuated outside of the impact zone and without impact on the well performances. During testing, it is necessary to monitor groundwater levels at all wells as well as at existing piezometers.

On the seventh day of testing, it is necessary to take one sample of water for physical, chemical and microbiological analysis, for the level of the new source to prove the quality of groundwater at the maximum of exploitation. The water sample should be cumulative from the system as raw water. If the sample does not match any of the parameters, it is necessary to repeat the sampling for those parameters on all wells, to define is there problem with one or all wells.

After the completion of field exploration works, it is necessary to prepare a Study on the classification and categorization of groundwater of the Povelič spring in accordance with the **Rulebook on the classification and categorization of mineral resources and keeping records on them (Official Gazette of RS 92/14)**.

**SCOPE OF WORK:**

Scope of this intervention is the preparation of the Study on the classification and categorization of groundwater reserves of the Povelič spring, Municipality Prnjavor.

The task of the designer is to prepare Study including following activities and tasks:

* Collect, process, analyses and interpretation of the previous geological and hydrogeological research works and characteristics around Povelič wellfield.
* Detailed hydrogeological mapping of the Povelič wellfield area. The size of the area is app. 8 hectares.
* Provision of all necessary equipment for the successful implementation of the research activities and well testing
* Detailed recording with digital cameras of all 5 wells
* Air lifting and compressed air of 5 wells at least 12 h for the each well upon complete well clearing
* Installation of the well pumps in the each well, capacity of the pumps has to provide at least 10% higher capacity compering to the previous testing
* Provision of electric generator minimal power 70KW for testing well B-4
* Testing of the well B-4 in individual work for 24 h
* Testing of all five wells (B-1, B-2, B-3, B-4 and B-5) in coupled work set up for a minimum of 7 days or 168 hours, with recording of return to the static level
* Sampling, transport to the laboratory and analysis of the cumulative water sample for the water level of the new source
* Preparation of the Study on the classification and categorization of groundwater of the Povelič spring

The study must be submitted in two printed copies as well as two versions on CD in digital form (pdf format).

**All activities will be performed in accordance with the relevant national legislation, content of the technical documentation shall be in line with “Rulebook on the classification and categorization of mineral resources and keeping records on them (Official Gazette of RS 92/14), and good practices.**

**REPORTING FOR LOT1**

• Monthly reports to the UNDP and beneficiary local government,

• Final report documenting all activities carried out by the that service provider.

• Reports shall be submitted in the languages of BiH people.

**DURATION OF ASSIGNMENT FOR LOT1**

Three (3) calendar months.

**Detailed Project Assignment Information ANNEX 4**

**LOT 2**

**Terms of Reference**

**PREPARATION OF THE STUDY FOR THE LONG-TERM IMPROVEMENTS OF THE LOCAL/RURAL WATER SUPPLY SYSTEMS MANAGEMENT IN THE LOCAL GOVERMENTS OF PRIJEDOR, PRNJAVOR, SANSKI MOST AND TEŠANJ**

**Description of the Required Services**

**The main objective of the assignment is the preparation of the Study for long-term improvements of the local/rural water supply systems management in four pilot partner LGs: Prijedor, Prnjavor, Sanski Most and Tešanj.**

**Study shall be prepared for one local/rural water supply system identified per each of the pilot LGs (thus 4 in total, one per LG). Local/rural water supply systems will be selected by partner LG in coordination with MEG Project. Study will create basis for the future enhancement of remaining local/rural water supply systems and creation of the local/rural water supply systems cadastre in each partner LG.**

**Task of the Consultant is to prepare comprehensive study that will include different aspects relevant for the sustainable and controlled water supply management for the each pilot LG, including but not limited to the:**

Study and proposed conceptual solutions have to support LGs in meeting UN Sustainable Development Goals (SDG) - Goal 6: Ensure access to water and sanitation for all. Under SDG 6 following targets are defined:

Target 6.1 - By 2030, achieve universal and equitable access to safe and affordable drinking water for all.

Target 6.2 - By 2030, achieve access to adequate and equitable sanitation and hygiene for all and end open defecation, paying special attention to the needs of women and girls and those in vulnerable situations.

To meet the standard for safely managed drinking water, a household must use an improved source that is (a) accessible on the premises, (b) available when needed, and (c) free from contamination.

In line with recommendations on „Domestic Water Quantity, Service, Level and Health” - World Health Organization 2003, there are several levels of the service quality, depending on the drinking water quantities.

Low medium level - defined with 50 litres per capita per day, this level enables consumers to have sufficient water quantities for all personal needs, but it is not sufficient for the use of the flashing toilets in the premises and domestic food growing.

Medium level - defined with 70 litres per capita per day, this level enables consumers to have sufficient water quantities for all personal needs including sanitation and use of the flashing toilets within premises/households.

High level - defined with 100 or more litres per capita per day, this level enables consumers to meet all their needs in the long term, including recreational use and limited crop and livestock farming at the household.

Consultant is obliged to use above defined level of service quality for definition and comparison of potential options.

**SCOPE OF WORK**

Preparation of the Study for the long-term improvements of the local/rural water supply systems management in four pilot partner LGs: Prijedor, Prnjavor, Sanski Most and Tešanj.

Size of the selected local/rural water supply systems will be between 1000 – 1500 inhabitants.

Study has to include following activities:

**Activity 1 - Assessment of the existing performances of local/rural water supply systems including:**

Assessment of the main technical characteristics of the selected local/rural water supply system management:

* Data availability (legal, institutional, technical, financial, socio-economic and environmental), including data about current organization and management of the local/rural water supply system.
* Water quality and quantity assessment of the existing water source used for water supply. Assessment shall be based on the available data, results of the existing water quality analyses. In addition to this, Consultant has to take one water sample on the water source and one sample in the network and make standard water quality analyses in line with relevant rule books and standards.
* Vulnerability of the water source, risk of the contamination and related needed protection measures and activities.
* Technical description of the existing local/rural water supply system, including drawings, geodetic data if they exist, technical assessment of the system key elements (water source objects, reservoirs, pumping stations, diameters, material of the water pipes and etc), systems for the water treatment and purification where existing. Measurements and control equipment (valves, sludge outlets, air valves, pressure valves and similar). Preparation of the layouts in the appropriate scale with network and key system elements.
* Technical performance assessment of the water supply system including but not limited to: number of the consumers, type of the consumers (households, industry, agriculture production, farming, institutions, schools etc.), trends in water consumption, quality of water supply including seasonal variations and water scarcity. Approx. level of the non-revenue water (separated by real and administrative). Condition of the reservoirs, sufficient volumes, elevation issues. Condition assessment of the network, level of its deterioration, quality and adequacy of the used materials. In addition, Consultant will perform 24 hours measurements in the network in order to establish current level of the water losses.

Assessment of the of the selected local/rural water supply system management performance:

* Brief institutional, organizational and financial assessment of the local/rural water supply system management, including but not limited to: existing legal and institutional set up, management set up, existence and validity of the required documentation in line with corresponding BiH legal framework (entity, cantonal and municipal laws, rulebooks, decisions and other) and good practice; water tariff, collection period and percentage, annual income and expenses (from balance sheet and income statement, so as cash flow statement if available), maintenance records and plans.

Assessment of contributions of the of the LG to the selected local/rural water supply system management:

* Activities and involvement of the LG related to the selected local/rural water supply system construction and management including but not limited to the LG investments over past period, LG responses to initiatives of the local community, monitoring of the water supply system performances, monitoring of the water quality, protection of the water source, preparation and adoption of the water source protection plan by LG. Integration of local community issues regarding water supply in LGs development and strategic plans.

**Activity 2 - Definition of potential technical options for the long-term sustainable improvements of the local/rural water supply systems, feasibility assessment and recommendations:**

* Definition of potential options has to be conducted as the multi-step process. First step is brief technical feasibility assessment of potential options depending on topographical conditions, availability of the water quantities, water source protection possibilities, realistic potentials for the inclusion of the local/rural water supply system into the “urban” water supply system (physically, connecting local network to the urban water supply network). At this level Consultant will analyse potential options and make unambiguous yes/no decision upon following identified options:
	+ Physical inclusion/integration of the local/rural water supply system in the “urban” water supply system.
	+ Physical inclusion/integration of the local/rural water supply system to other neighbouring water supply system.
	+ Reconstruction and extension of the local/rural water supply system with or without provision of the new water quantities.

Objective of this activity is to exclude options that are not possible to be implemented due the technical limitations, oversized investment costs, lack of the water quantities or other reasons.

**Preparation of the Conceptual solution for identified options.** For the identified options Consultant has to prepare Conceptual solution for reconstruction/construction of the local/rural water supply system.

Consultant shall use existing drawings and available information’s as much as possible. Task of the Consultant is to collect all relevant geodetical (and other available) documentation and surveys and to put in consideration other relevant urban, spatial documentation and designs.

It is not expected to perform any detailed geodetical surveys except to establish correct coordinates and elevations of the key elements of the water supply system (water source reservoir, main reservoirs, pumping stations etc).

Based on the performed “Assessment of the existing performances of local/rural water supply systems”, the Consultant has to provide conceptual solution for at least two quality levels of water services. Conceptual solution has to include but not to be limited to the following tasks:

* Construction/reconstruction works on the water source including
* Proposal regarding water treatment and insurance of the drinking water quality (chlorination devices, automatic sand filters and similar technical interventions)
* Proposal regarding water reservoirs volume and need for upgrade/ construction/reconstruction
* Pumping stations, if necessary
* Construction/reconstruction/extension/improvements of the water supply network
* Reconstruction of the household connections and household meters
* Metering equipment, DMA if necessary
* Proposals for NRW reduction

Content of the Conceptual solution must be fully in line with relevant legislation including but not limited to:

* Technical description
* BoQ and priced BoQ
* Drawings and layouts in apropriate scale
* ToR for the preparation of the Detailed design
* ToR for the preparation of the elaborate on protection of water source where it is applicable

**Institutional, organizational and financial recommendations and implementing procedures**

Based on the performed “Assessment of the local/rural water supply systems performances” and proposed Conceptual solutions, Consultant has to provide recommendations for future institutional, organizational and financial improvements or restructuring of the local/rural water supply system. These recommendations has to be communicated by Local Governance and to reflect proposed technical solutions. As the final step, Consultant will prepared implementation procedure with clearly identified activities and institutions/entities responsible for the implementation.

Depending also on adopted technical solution provide recommendations on physical and/or administrative inclusion of the local/rural water supply system into the “urban” water supply system, or any other legal/organizational transformation as preferred option , or keeping existing legal/organizational model, with arguments for the selected option, e.g. keeping separate network but integrating management and harmonizing management practice.

Provide recommendations on physical and/or administrative inclusion of the local/rural water supply system into the “urban” water supply system, or any other legal/organizational transformation as preferred option, or keeping existing legal/organizational model, with arguments for the selected option.

If needed recommend for update and improvement of the existing legal acts on the municipal level (PSA, decision on water supply , etc) and prepare plan for the implementation of the recommendations with clearly defined obligations of the entities/institutions involved in this process. Final objective of this recommendations is to achieve long term sustainability of the water supply system, implementation of the “full cost recovery” principles and regular maintenance of the assets. During the recommendations’ drafting Consultant will use already prepared guidelines by “Centar za menadžment, razvoj iplaniranje – MDP Inicijative Doboj”.

**CONTENTS OF THE DESIGN DOCUMENTATION**

**Study for long-term improvements of the local/rural water supply system**

* **cHAPTER 1 - Assessment of the existing performances of local/rural water supply system**
* **CHAPTER 2 - Conceptual solution for identified options**
* **CHAPTER 3 - Institutional, organizational and financial recommendations**

**REPORTING FOR LOT2**

* **Monthly progress reports to the UNDP,**
* **Delivery of the studies for long term improvements of the local/rural water supply systems for 4 LGs in BiH**

**DURATION OF ASSIGNMENT FOR LOT1**

**THREE (3) CALENDAR MONTHS**

**Annex 2**

**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 supply the items listed below in conformity with the specification and requirements of UNDP as per **RFQ Reference No.105-20:**

**LOT 1 – PREPARATION OF STUDY ON THE CLASSIFICATION AND CATEGORIZATION OF GROUNDWATER RESERVES AT THE WELLFIELD POVELIČ, MUNICIPALITY PRNJAVOR**

**TABLE 1 : Cost Breakdown per Deliverable\***

|  |  |  |
| --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFQ]*** | **Price*****(Lump Sum, All Inclusive)*** |
|  | STUDY ON THE CLASSIFICATION AND CATEGORIZATION OF GROUNDWATER RESERVES AT THE WELLFIELD POVELIČ, MUNICIPALITY PRNJAVOR |  |
|  |  |  |
| **Total without VAT** |  |
| **VAT** |  |
| **Total including VAT** |  |

*\*This shall be the basis of the payment tranches*

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
|  **1. Services from Home Office** |  |  |  |  |
| 1. Task 1
 |  |  |  |  |
| Expert 1 |  |  |  |  |
| Expert 2 |  |  |  |  |
| Expert 3 |  |  |  |  |
| Expert 4 |  |  |  |  |
| … |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction |  |  |  |  |
|  5. Equipment Lease |  |  |  |  |
|  6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |
| **Total without VAT** |  |
| **VAT** |  |
| **Total including VAT** |  |

**LOT 2 - PREPARATION OF THE STUDY FOR THE LONG-TERM IMPROVEMENTS OF THE LOCAL/RURAL WATER SUPPLY SYSTEMS MANAGEMENT IN THE LOCAL GOVERMENTS OF PRIJEDOR, PRNJAVOR, SANSKI MOST AND TEŠANJ**

**TABLE 1 : Cost Breakdown per Deliverable\***

|  |  |  |
| --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFQ]*** | **Price*****(Lump Sum, All Inclusive)*** |
| **1** | PREPARATION OF THE STUDY FOR THE LONG-TERM IMPROVEMENTS OF THE LOCAL/RURAL WATER SUPPLY SYSTEM MANAGEMENT IN THE LOCAL GOVERMENT OF PRIJEDOR |  |
| **2** | PREPARATION OF THE STUDY FOR THE LONG-TERM IMPROVEMENTS OF THE LOCAL/RURAL WATER SUPPLY SYSTEM MANAGEMENT IN THE LOCAL GOVERMENT OF PRNJAVOR |  |
| **3** | PREPARATION OF THE STUDY FOR THE LONG-TERM IMPROVEMENTS OF THE LOCAL/RURAL WATER SUPPLY SYSTEM MANAGEMENT IN THE LOCAL GOVERMENT OF SANSKI MOST |  |
| **4** | PREPARATION OF THE STUDY FOR THE LONG-TERM IMPROVEMENTS OF THE LOCAL/RURAL WATER SUPPLY SYSTEM MANAGEMENT IN THE LOCAL GOVERMENT OF TEŠANJ |  |
| **Total without VAT** |  |
| **VAT** |  |
| **Total including VAT** |  |

*\*This shall be the basis of the payment tranches*

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
|  **1. Services from Home Office** |  |  |  |  |
| 1. Task 1
 |  |  |  |  |
| Expert 1 |  |  |  |  |
| Expert 2 |  |  |  |  |
| Expert 3 |  |  |  |  |
| Expert 4 |  |  |  |  |
| … |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction |  |  |  |  |
|  5. Equipment Lease |  |  |  |  |
|  6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |
| **Total without VAT** |  |
| **VAT** |  |
| **Total including VAT** |  |

**TABLE 3: Offer to Comply with Other Conditions and Related Requirements**

|  |  |
| --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Deadlines |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |

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

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

**General Terms and Conditions**

|  |
| --- |
|  |

General Terms and Conditions (for Goods and/or Services)

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

**Annex 4**

**Project Assignment Information**

|  |
| --- |
|  |

Ubaciti LINK