**Description: undplogo2..**

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**REQUEST FOR QUOTATION (RFQ 45/2020)**

**(Services)**

**Preparation of Technical documentation – Detail designs for infrastructure in Industrial zones for selected Municipalities – Re-advertised LOT 2**

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| 00106869 Building Municipal Capacities for Project Implementation | DATE: September 3, 2020 |
| REFERENCE: RFQ 45/2020 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **RfQ 45/20** **Preparation of Technical documentation – Detail designs for infrastructure in Industrial zones for selected Municipalities – LOT 2, 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 **16 September 2020 by 10:00** **via dedicated email**: [offers.mk@undp.org](mailto:offers.mk@undp.org).

RFQ 45/2020 for **Preparation of Technical documentation – Detail designs for infrastructure in Industrial zones for selected Municipalities – LOT 2**

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

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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  N/A | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) |  | |
| 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)* | ☒ end of November 2020  ☒ As per Delivery Schedule in the TOR  Time Zone of Reference: N/A | |
| 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 | |
| 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 | *Wednesday, September 16, 2020 at 10am* | |
| All documentation produced  shall be in this language | ☐ English  ☐ French  ☐ Spanish  ☒ Macedonian | |
| Documents to be submitted | **FOR ALL LOTs – the Bidder company should submit the following documents:**  ☒ Company profile (including company general experience of minimum 3 years of professional experience in preparation of technical documentation (Detail designs) in the field of civil engineering  ☒ Registration of the Company; (Tekovna sostojba).  **FOR LOT 2: The Bidder company should submit the following documents:**  **FOR THE COMPANY**  ☒ Minimum License for Designing of II category of buildings (License B) issued by the Ministry of Transport and Communications of RNM or ability to obtain verification of foreign Licenses for design as per article 42 of the Macedonian Law on Construction.  ☒ The Company shall have a record of minimum 2 Detail designs for infrastructure in industrial zones.  A list of these projects must be submitted with the proposal, including contact details for reference checking purposes (please indicate the e-mail addresses and/or telephone numbers for contact persons).  **FOR THE KEY-EXPERTS**  ☒ List and CVs of all key-experts  ☒ Readily available references from clients are welcomed  **Team Leader – Main Designer**  ☒ University degree in Civil Engineering  ☒ Minimum Authorization B for preparation of technical documentation.  ☒ At least 5 years of experience in preparation of technical documentation in civil engineering detail designs for road/hydrotechnical infrastructure in industrial zones.  ☒ Record of at least 1 relevant completed project that include preparation of detail design for road/hydrotechnical infrastructure in industrial zones (please indicate the e-mail addresses or telephone numbers of contact persons)  **Key-expert 1 – Road Engineer**  ☒University degree in civil engineering, specialization in road engineering.  ☒ Minimum Authorization B for preparation of technical documentation in the field of civil engineering;  ☒ At least 3 years of relevant work experience on detail road designs.  ☒ Record of at least 1 relevant completed project that include preparation of detail design for road infrastructure in industrial zones (please indicate the e-mail addresses or telephone numbers of contact persons)  **Key-expert 2 – Hydrotechnical Engineer**  ☒ University degree in civil engineering, specialization in hydrotechnical engineering.  ☒ Minimum Authorization B for preparation of technical documentation in the field of civil engineering;  ☒ At least 3 years of relevant work experience in preparation of detail hydrotechnical designs.  ☒ Record of at least 1 relevant completed project that include preparation of detail design for water supply, storm water system or sewage in industrial zones (please indicate the e-mail addresses or telephone numbers of contact persons)  ☒ Financial offer, VAT presented separately | |
| Period of Validity of Quotes starting the Submission Date | ☐ 60 days  ☐ 90 days  ☒ 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. | |
| Partial Quotes | ☐ Not permitted  **☒ Permitted [*PER LOT)*.** | |
| Payment Terms[[5]](#footnote-5) | ☐ 100% upon complete delivery of services  **☒ Others – Upon Authorized Reviewer written acceptance report as per national laws and regulations, within of maximum two months after the deadlines of deliverables** | |
| 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 Supplier per LOT, depending on the following factors:**   * ***The lowest offer per LOT will determine the Contract(s) award.*** | |
| 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 2)  ☒ Form for Submission of Quotation (Annex 3)  ☒ General Terms and Conditions / Special Conditions: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  ☐ Others  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. | |
| Contact Person for Inquiries  (Written inquiries only)[[10]](#footnote-10) | procurement.mk@undp.org  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. | |

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

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

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

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

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

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

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

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

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

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

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

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

**Annex 1**

**Terms of Reference**

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| **Consultancy services (Bidder Company):**  Preparation of Technical documentation – Detail designs for infrastructure in Industrial zones for selected Municipalities – LOT 2 |

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| **Project:** | *00106869 Building Municipal Capacities for Project Implementation* |
| **Location:** | *Republic of North Macedonia* |
| **Languages Required:** | *Macedonian* |
| **Expected deadlines of Deliverables:** | *LOT 2: end of November 2020* |
| **Expected Duration of the Assignment:** | *LOT 2: 60 days* |

**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 preparation 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 infrastructure. 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 for development of technical documentation to help municipalities address priority needs, particularly for vulnerable groups, with the aim of ensuring better living standards and quality of life for all. 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.

Through UNDP ongoing project initiative, several municipalities have applied for development of technical documentation for infrastructure in industrial zones. It is expected that the construction of infrastructure in the industrial zones will speed up the development of the zones and increase the interest of different companies for investment, which will directly affect the socio-economic development of the municipalities. Moreover, it is expected that the higher investments will result into opening of new jobs for the local population, improvement of their working conditions, increasing the traffic safety of all participants who use these zones etc.

UNDP is currently seeking several experienced **Engineering Design Companies** to assist the project **Building Municipal Capacities for Project Implementation**in preparing technical documentation for construction of complete infrastructure network in industrial zones in municipalities of Cheshinovo-Obleshevo, Kumanovo and Struga.

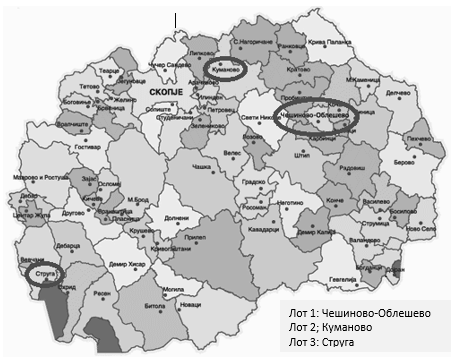


Figure 1: Location of the industrial zones Cheshinovo-Obleshevo, Kumanovo and Struga

The selected companies are expected to develop technical documentation and to work jointly with the UNDP project implementation team, in close cooperation with the project focal point in the respected municipalities in North Macedonia.

**Objectives of the Technical Design Services**

The overall objective of the assignment is to prepare Technical Documentation - Detail designs for infrastructure in one industrial zone in Republic of Macedonia, in accordance with Macedonian Law on construction, location conditions, and all relevant and valid laws and by-laws.

More specifically, Bidder company shell prepare technical documentation – detail design for infrastructure in the following industrial zone:

* Industrial zone „Novine“ in Municipality of Kumanovo **(LOT 2)**

The Bidder company shall be responsible for the following activities:

* **For industrial zone „Novine“ in Municipality of Kumanovo the Bidder company shall prepare Detail designs** **for road infrastructure and storm water system.**

**Scope of Work for LOT 2**

The general scope of work for **LOT 2** is to prepare technical documentation for the industrial zone “Novine” in the Municipality of Kumanovo, near village Recica and Gorno Konjare, in accordance with the approved detail urban plan. The great location of this industrial zone, near Corridor 10, is of huge importance and interest for the Investors especially because it opens different opportunities for regional cooperation and offers a fast and easy communication with the regional market.

More specifically, the scope of work for the assignment of LOT 2 is to prepare Detail designs for construction of:

1. Road infrastructure (Complete street network)

According to the urban plan documentation for the industrial zone “Novine” (*Urbanisticki plan von naseleno mesto Gorno Konjare za stopanski kompleks*), the total length of the street network is 7372 m. For part of the zone (around 850m) technical documentation already has been prepared. Considering the fact that these streets are located in the industrial zone it is expected that there will be high traffic load from trucks and loading vehicles.

The main street of the industrial zone is defined in the urban plan documentation as four lane street with two lanes in each direction. The total length of the main street is 716m, while the total width including sidewalks (on both sides) is 17m. Technical documentation for part of this street (around 150m) has already been prepared, and the bidder company should prepare technical documentation for the other part of the street with length of around 560m.

The other streets in the zone are defined in the urban plan documentation as two-way streets with one traffic lane in each direction. The total length of the streets is 6656 m, while the total width (including sidewalks on both sides) is 10 m. For street 1 (with length of 707m), technical documentation is already completed, and the bidder company should prepare technical documentation for the other streets in the zone with cumulative length of 5950m.

All data for the existing communal infrastructure and the existing technical documentation that is already prepared will be provided by the Municipality upon request.

The typical cross sections of these streets are shown in Figure 1\*\*\*\*.

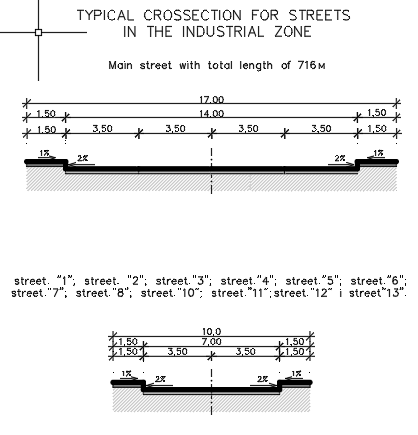


Figure 2 Typical cross sections of streets in Industrial zone “Novine”

1. Storm water system for the industrial zone “Novine” in the Municipality of Kumanovo.

Total length of storm water system is approximately 7300 m, but part of the system (for part of the main street and for street 1 with total length of around 850m is already completed) and the Bidder company should prepare technical documentation for the rest of the storm water system with total length of around 6500m. The storm water system should be designed as a separate system that will collect, transport and release storm water in the final recipient appointed from the Municipality.

All data for the existing communal infrastructure and the existing technical documentation that is already prepared will be provided by the Municipality upon request.

**Duties and Responsibilities for LOT 2**

Based on the above-described general scope of work for the assignment of LOT 2, under the direct supervision of the Project Manager and in close coordination/communication with municipality officials and other project experts, the Contractor shall be responsible for carrying out the following tasks:

* Task 1: Development of Detail Design for road infrastructure and storm water system, including all supporting designs, studies and elaborates

**Task 1 for LOT 2:** **Development of Detail Design for road infrastructure and storm water system, including all supporting designs, studies and elaborates**

The task 1 for LOT 2 should include the following specific activities, as a minimum:

* Setting up the kick-off meeting, where the Client and Bidder company are supposed to discuss and develop an approach for the upcoming cooperation with all project stakeholders. The Client should provide all available information regarding the assignment, so the Bidder company can start its designing activities.
* Topographic surveying: a field activity conducted by surveying experts who have to perform measurements on site in accordance with the design requirements and legal framework. In general, the surveying of the terrain consists of several main activities:
  + Collecting topographical data through direct measuring of the ground and vectorization from geodetic materials. The Bidder company shall use state of the art instruments for surveying. The surveying activities shall be summarized in a Topographical Report.
  + Surveying of the road cross sections, on every 10 m distance. For each cross section a measured data for different points has to be provided: middle and end points of the road; ends of shoulders, gutters, curbs, berms, manholes, electric pillars etc.; additional points of local structures and buildings; entrance of buildings; crossroads etc.
  + Surveying of complete infrastructure (electric pillars, manholes, traffic signs, trees etc.). The infrastructural elements have to be presented in detail drawings and layouts.
  + Office work: preparation of topographic layouts and digital topographic maps
* Elaborate for Geotechnical investigation works
  + Field works: excavation of trial pits and shovels, boreholes drilling, boreholes for structures, geological and hydro-geological mapping or the terrain along the alignment, geophysical investigations, geophysical investigations, definition of the necessary number of samples for laboratory tests, photographing and detail mapping of borehole cores containing all parameters for RMR classification, determination of the bearing capacity of the sub grade (CBR or Resilient/Elasticity Modulus) etc.
  + Laboratory tests of soil and rock samples from field investigations, in accordance with the design requirements, such as: bulk density of soil, natural soil humidity, granulation, organic material composition, swelling, soil compressibility, soil hardness, water optimal content (Proctor’s test), bearing strength ration (CBR), deformation modulus, elasticity modulus and Poisson coefficient etc.
  + Office works: data processing and preparation of the Elaborate for geotechnical investigation works
* Road Design
  + Collection of basic data needed for the road design
  + Setting up the optimal road alignment[[11]](#footnote-11) and road elements: horizontal and vertical alignment. Development of the horizontal alignment of the streets: drawings in scale 1:1,000 and/or 1:500.
  + Digitalization of the terrain and production of the longitudinal profile of the alignment at 1:1,000/100 and/or 1:500/50
  + Development of the typical cross sections on every 10 m and on every surveyed points and development of street’s construction details (dimensions of road bed, specifications and dimensions of sub-grade, base course, width of carriageway, roads shoulders etc.). Preparation of drawings in scale of 1:50 and details in scale of 1:20, 1:10. The cross sections should show the position and number of lanes and sidewalks, along with their cross slope or banking, drainage features, pavement structure and other items outside the category of geometric design.
  + Development of characteristic cross-sections that should represent the predominant section of roadway and show the major road elements.
  + Development of cross-sections of the alignment at intervals of 10 m in scale of 1:100;
  + Production of layout with vertical alignment and preparation of manager plan – layout with infrastructural installations.
  + Detail calculations and dimensioning of the pavement structure in accordance with the traffic requirements, climate impacts, geomechanical characteristics of the terrain etc.
  + Detail calculation of the quantities and preparation of Bill of Quantities and Priced Cost Estimate
  + Preparation of technical report and technical specification
  + Detail Bill of Quantities and Cost estimates
  + Preparation of drawings in appropriate scale i.e. 1:1000/500 for general layouts, 1:100/50 for detail layouts, 1:1000 for layout of the sewage, 1:100/1.000 for longitudinal profile, typical cross sections etc.
* Hydrotechnical (drainage) design – storm water system
  + Baseline data collection, from previous studies (if any), obtaining data for the road geometry, hydrogeological conditions of the location from all relevant institutions, intensity of rainfalls, characteristics of the catchment area, climate and meteorological conditions of the location, topography of the location, soil conditions, environmental conditions etc. Obtaining data from all relevant institutions.
  + Detail hydrology and hydraulic calculations and analysis, such as: intensity of rainfalls, characteristics of the catchment area, climate and meteorological conditions of the location, topography of the location, soil conditions, environmental conditions etc.
  + Preparation of technical report and technical specification
  + Detail Bill of Quantities and Cost estimates
  + Preparation of drawings in appropriate scale i.e. 1:1000/500 for general layouts, 1:100/50 for detail layouts, 1:1000 for layout of the sewage, 1:100/1.000 for longitudinal profile, typical cross sections etc.
* Structural Design
  + Development of Detail Design for road structures (if any): culverts, retaining and supporting walls etc.
  + Establishing the loading and other design conditions that must be supported by the structure and therefore must be considered in the design
  + Analysis and computation of internal gross forces (i.e. thrust, shear, bending moments and twisting moments), as well as stress intensities, strain, deflection and reactions produced by loads, changes in temperature, shrinkage, creep and other design conditions.
  + Seismic analysis of road structures
  + Proportioning and selection of materials for the members and connections to respond adequately to the effects produced by the design conditions
  + Determination of the most suitable proportions, dimensions and details of the structural elements base on loading (dead, traffic, snow, wind, seismic etc.) in accordance with the valid technical regulative
  + Graphical representation of the road structures (layouts, longitudinal profiles, cross sections, details, reinforcement). General layouts shall be produced in scale 1:500, 1:200 or 1:100. Detailed drawings at scale 1:100 and/or 1:50 and structure details at scale 1:50 as a minimum.
  + Specification of the reinforcement and recapitulation
  + Preparation of detail Bill of Quantities and Cost estimates
  + Technical report
* Traffic Design
  + Preparation of layout with details for horizontal signalization (road markings like longitudinal markings, transverse markings, object markings and special markings to warn the driver about the hazardous locations on the street etc.)
  + Preparation of layout with location for vertical signalization (traffic signs and traffic-light)
  + Specification of the signalization
  + Preparation of graphical parts including details
  + Preparation of detail Bill of Quantities and Cost estimates (for road markings, traffic signs and traffic equipment – signpost, safety fence, speed bumps, wire fence etc.)
  + Technical report

The Bidder company must develop Detail Design for road infrastructure and storm water system in the industrial zone “Novine” near village Recica according to the Macedonian legislative, based on the results of previous investigations (if any) and those carried out by the Bidder company during this assignment.

**In addition, the Bidder company should develop Elaborate for Environmental Protection (Елаборат за заштита на животна средина) according valid Environmental Law for both tasks described above.**

**Main Deliverables for LOT 2**

For compliance of the assignment the main deliverables for LOT 2 are:

1. Four (4) copies of the Detail Design (e.g. ‘Osnoven Proekt’ in Macedonian) for road infrastructure and storm water system, printed and folded in A4 format, (including all related phases and elaborates)
2. One (1) digital copy of the Detail Design (with all related phases and elaborates) for road infrastructure and storm water system in PDF format, digitally signed by the responsible persons from the legal entity and the key-experts, and DWG format signed by the responsible person from the legal entity

**Key points for achieving Main Deliverables for LOT 2**

Considering different factors, such as geography of the location, community needs and feedback, technical requirements and restrictions, as well as values around sustainability, the Bidder company needs to comply the following key points:

* To provide the Client with an assurance that the services delivered by the Bidder company comply with the project specifications set out in the TOR for this assignment
* To provide design services in accordance with the Law on construction and other legislative and technical regulative applicable in the construction sector
* To deliver Detail Designs with high quality, on time and within the budget
* Close communication and participatory approach
* Assignment of appropriate and experienced team of experts with access to both technical and managerial support
* To take into account the requirements of all institutions involved in the implementation of this assignment
* To collect all available information related to this assignment in close cooperation with the Client, relevant institutions and project stakeholders

With reference to the TOR, legal and technical compliance of the technical documentation, in accordance with the National standards and applicable technical legislation, the Detail Designs (with all related studies and drawings) shall be prepared respecting all legal requirements, design codes and rules.

The Detail Designs shall be prepared by a legal entity that possesses and adequate and valid license – License B for preparation of technical documentation.

The key-experts, as responsible design engineers for respective design phases, have to be certified and have to possess individual design licenses, which will be included in the general part of each technical documentation, according to the Macedonian Law on construction.

The set of the technical documentation shall contain a “resolution for appointing the individual/responsible design engineers”, prepared and issued by the legal entity.

The key-experts/designers shall insert a digital copy in each individual DWG and/or PDF format file, digitally signed by the legal entity.

The printed copies of the Detail Designs shall be verified with personal signature and stamp of the responsible design engineers and the legal entity.

**Bidder company qualifications and relevant experience for LOT 2**

The Bidder company's proposal shall be prepared according to the requirements of these Terms of Reference. Interested Bidder companies should provide information in the Proposal demonstrating that they have the required qualifications and relevant experience to perform the Services.

**General Experience:**

1. The Bidder company must have a least 3 years of professional experience in preparation of technical documentation in the field of civil engineering.

**Specific Experience:**

1. The Bidder company must have participated in preparation of (at least) 2 Detail designs for infrastructure in industrial zones.

A list of these projects must be submitted with the proposal, including contact details for reference checking purposes (e-mail addresses and/or fax numbers for contact persons).

1. License for Design of II category of buildings (License B), as minimum, issued by the Ministry of Transport and Communications of RNM or ability to obtain verification of foreign Licenses for design as per article 42 of the Macedonian Construction Law.

**Staff requirements and relevant experience**

The scope of work for the LOT 2 requires a team of skilled professionals with previous experience in similar projects.

It is expected that the Bidder company will provide a team of experts with experience in similar activities and work under similar conditions and constraints, with specific professional certifications and authorizations for the services provided in the project, required by the legal framework in the Republic of North Macedonia. The core team will consist of key-experts supported by a subsidiary team of non-key-experts, which the Bidder company can draw upon when needed.

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| No. | **Team of key members for LOT 2**  and/or  **areas of expertise** | **Qualification requirements for LOT 2** |
| **1.** | **Team Leader – Main Designer** | The Team Leader will be tasked with the overall coordination of the assignment, outputs revision, provision of technical documentation and delivery of activities within the budget and time limits contracted and will also actively participate in the design activities. He/she will be the main contact person of the Bidder company and interface with the Client Coordinator. He/she will develop the work plan, manage deliverables, identify required expertise, and allocate tasks.   * University degree in **Civil Engineering** * Minimum Authorization B for preparation of technical documentation. * At least 5 years of experience in preparation of technical documentation in civil engineering detail designs for road/hydrotechnical infrastructure in industrial zones. * Record of at least 1 relevant completed project that include preparation of detail design for road infrastructure in industrial zones (please indicate the e-mail addresses or telephone numbers of contact persons) |
| **2.** | **Key-expert 1: Road Engineer** | He/she will be responsible for the design of the construction options and solutions for the alignment, will be nominated as responsible designer and, hence, will be also in charge of bill of quantities and cost estimates.  The minimum necessary qualification for the **Road Engineer:**   * University degree in civil engineering; specialization in road engineering * Minimum of 3 years of relevant work experience on detail road designs; * Minimum Authorization B for preparation of technical documentation in the field of civil engineering; * Knowledge of the Macedonian laws, standards and technical regulations applicable in the field of construction; * Record of at least 1 relevant completed project that includes preparation of detail design for road infrastructure in industrial zones (please indicate the e-mail addresses or telephone numbers of contact persons) |
| **3.** | **Key-expert 2: Hydrotechnical Engineer** | He/she will be responsible for the design of the drainage options and solutions, will be nominated as responsible designer and, hence, will be also in charge of bill of quantities and cost estimates.  The minimum necessary qualification for the **Hydrotechnical Engineer**:   * University degree in civil engineering; specialization in hydrotechnical engineering; * Minimum of 3 years of relevant work experience on detail hydrotechnical designs; * Minimum Authorization B for preparation of technical documentation in the field of civil engineering; * Knowledge of the Macedonian laws, standards and technical regulations applicable in the field of construction; * Record of at least 1 relevant completed project that include preparation of detail design for water supply, storm water system or sewage in industrial zone (please indicate the e-mail addresses or telephone numbers of contact persons). |

**NOTES:**

1. The Bidder company shall submit CVs of all key-experts. Failure to provide adequate expertise for each of the areas for LOT 2 is considered grounds for disqualification. For the areas where more than one key-expert is proposed, the bidder company must indicate the lead key-expert for that particular area, and only the lead key expert shall be evaluated.
2. The Bidder company needs to foresee additional technical engineering staff as Non-key experts for successful completion of the assignment (e.g., Architect, Structural and Geomechanical engineer, land surveyor, Environmental expert, Fire-protection expert, Health Safety expert, CAD technicians etc.), as per the requirements of the national regulations. The Non-key experts will assist the above key-experts in their respective tasks.
3. Authorizations for preparing the technical documentation must be issued by the Chamber of Authorized Architects and Authorized Engineers of the Republic of Macedonia, according to Art. 33 of the Law on construction (O.G. of RNM, No. 130/09) and must be members of the Chamber of Authorized Architects and Authorized Engineers of the Republic of North Macedonia.
4. Each of the Key-experts may be appointed as Team leader – Main designer.
5. In cases where company has active contract with UNDP, one key-expert can be appointed at maximum two (2) ongoing projects.

**Annex 2**

**Table 2 - List of relevant projects for LOT 2:**

Please provide the following information in the table below regarding company experiences which are related or relevant to those required for this Contract: minimum 2 projects of comparable nature and complexity degree for development of detail designs for construction of infrastructure in industrial zones (e.g. road infrastructure, stormwater system, water supply system, sewage, etc. in industrial zones).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of project** | **Client** | **Contract Value (in MKD)** | **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 tables below regarding key experts’ experiences (general and specific)- for each expert in a separate table

For the Team Leader – Main Designer

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Surname of the Key Expert 1** | **Authorization[[12]](#footnote-12) A/B**  *(indicate)* | **Total general**  **experience (in years)** *in line with CV credentials* | **Relevant project specific experience – for Key Expert 1** |
|  |  |  |  |
|  |
|  |
|  |
|  |

For the Key Expert 1: Road Engineer

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Surname of the Key Expert 2** | **Authorization[[13]](#footnote-13) A/B**  *(indicate)* | **Total general**  **experience (in years)** *in line with CV credentials* | **Relevant project specific experience – for Key Expert 2** |
|  |  |  |  |
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|  |
|  |

* For the Key Expert 2: Hydrotechnical Engineer

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Surname of the Key Expert 3** | **Authorization[[14]](#footnote-14) A/B**  *(indicate)* | **Total general**  **experience (in years)** *in line with CV credentials* | **Relevant project specific experience – for Key Expert 3** |
|  |  |  |  |
|  |
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**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 45/2020 for Preparation of Technical documentation – Detail designs for infrastructure in Industrial zones for selected Municipalities – LOT LOT 2**

**LOT 2: Developing complete technical documentation for infrastructure in the industrial zone “Novine” in the Municipality of Kumanovo**

**Table 2 – LOT 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description of milestones and deliverables**  Upon completion of the assignments and submission of the detail designs as per Annex 1 | **Total Price in MKD, VAT excluded** | **Completion date** |
| 1 | Detail Design (e.g. ‘Osnoven Proekt’ in Macedonian) for construction of road infrastructure and storm water system in the industrial zone “Novine” in the Municipality of Kumanovo printed and folded in A4 format, (including all related phases and elaborates) |  |  |
| **TOTAL for LOT 2:** | |  |  |

**PLEASE NOTE:**

1. ***The Bidder company should bid on both deliverables (1 and 2) listed in Table 2 - LOT 2***

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. If urban-planning documentation is available, then the road alignment has to be adjusted to the existing plans [↑](#footnote-ref-11)
12. C*opies of the original Authorization, no translation required.* [↑](#footnote-ref-12)
13. C*opies of the original Authorization, no translation required.* [↑](#footnote-ref-13)
14. C*opies of the original Authorization, no translation required.* [↑](#footnote-ref-14)