**Description: undplogo2**

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**REQUEST FOR QUOTATION (RFQ 104/2020)**

**(Services)**

**Preparation of Technical Review of**

**Detail designs for infrastructure in Industrial zones and Detail designs for reconstruction of municipal buildings in selected Municipalities - LOT 1 and LOT 2**

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| 00106869 Building Municipal Capacities for Project Implementation | DATE: September 25, 2020 |
| REFERENCE: RFQ104 /2020 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **RfQ 104/20** **Preparation of Technical Review of Detail designs for infrastructure in Industrial zones and Detail designs for reconstruction of municipal buildings in selected Municipalities - LOT 1 and 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 **13 October 2020 by 10:00** **via dedicated email**: [offers.mk@undp.org](mailto:offers.mk@undp.org).

RFQ 104/2020 for **Preparation of Technical Review of**

**Detail designs for infrastructure in Industrial zones and Detail designs for reconstruction of municipal buildings in selected Municipalities - LOT 1 and 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) | LOT 1 Municipality of Cheshinovo-Obleshevo, Kumanovo and Struga  LOT 2 Municipality of Berovo and Bitola | |
| 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)* | ☒ For LOT 1: end of December 2020  For LOT 2: end of December 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 | *Tuesday, October 13, 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 5 years of professional experience in preparation of Technical reviews of Detail designs in the field of civil engineering  ☒ Registration of the Company (Tekovna sostojba).  **FOR LOT 1 – the Bidder company should submit the following additional documents:**  **FOR THE COMPANY**  ☒ minimum License B for Review of technical documentation 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 5 technical reviews of detail designs for construction/reconstruction of road infrastructure  A list of these reviews 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  ☒ Statement of availability signed by the expert. One expert can be nominated by one company only. **The companies which will nominate the same expert/(one expert is part of two offers) will be disqualified.**  ☒ Readily available references from clients are welcomed  **Key-expert 1 – Road Engineer**  ☒ University degree in civil engineering, specialization in road engineering (MsC or PhD Degree is an asset);  ☒ minimum Authorization B for review of technical documentation in the field of civil engineering;  ☒ At least of 5 years of relevant work experience in revision of detailed road designs;  ☒ Record of at least 5 completed reviews of detailed designs for construction/reconstruction of municipal roads and streets (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 (MsC or PhD Degree is an asset);  ☒ minimum Authorization B for review of technical documentation in the field of civil engineering;  ☒ At least of 5 years of relevant work experience in revision of detailed hydrotechnical designs;  ☒ Record of at least 5 completed reviews of detailed designs for construction/reconstruction of water supply, storm water, sewage or wastewater treatment plant (please indicate the e-mail addresses or telephone numbers of contact persons).    **Key-expert 3 – Electrical Engineer**  ☒ University degree in electrical engineering (MsC or PhD Degree is an asset);  ☒ minimum Authorization B for review of technical documentation in the field of electrical engineering;  ☒ At least of 5 years of relevant work experience in revision of detailed electrical designs;  ☒ Record of at least 5 completed reviews of detailed electrical designs for construction/reconstruction of municipal roads and streets (please indicate the e-mail addresses or telephone numbers of contact persons).  **Key-expert 4 – Traffic Engineer**  ☒ University degree in traffic engineering (MsC or PhD Degree is an asset);  ☒ minimum Authorization B for review of technical documentation in the field of traffic engineering;  ☒ At least of 5 years of relevant work experience in revision of detailed traffic designs;  ☒ Record of at least 5 completed reviews of detailed traffic designs for construction/reconstruction of municipal roads and streets (please indicate the e-mail addresses or telephone numbers of contact persons).  ☒ Financial offer, VAT presented separately  **FOR LOT 2 – the Bidder company should submit the following additional documents:**  **FOR THE COMPANY**  ☒ License A for Review of technical documentation 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 3 technical reviews of detailed design for construction/reconstruction of public/municipal buildings, cultural buildings, cinema buildings, theaters, urban centers, centers for sport and recreation or similar buildings with comparable nature with the assignment;  A list of these reviews 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  ☒ Statement of availability signed by the expert. One expert can be nominated by one company only. **The companies which will nominate the same expert/(one expert is part of two offers) will be disqualified.**  ☒ Readily available references from clients are welcomed  **Key-expert 1 – Architect**  ☒ University degree in Architecture (MsC or PhD Degree is an asset);  ☒ Authorization A for review of technical documentation in the field of Architecture;  ☒ At least of 5 years of relevant work experience for revision of detailed architectural designs;  ☒ Record of at least 3 relevant completed reviews of detailed architectural designs for construction/reconstruction of public/municipal buildings, cultural buildings, cinema buildings, theaters, urban centers, centers for sport and recreation or similar buildings with comparable nature with the assignment. (please indicate the e-mail addresses or telephone numbers of contact persons).  **Key-expert 2 – Structural Engineer**  ☒ University degree in civil engineering, specialization in structural engineering (MsC or PhD Degree is an asset);  ☒ Authorization A for review of technical documentation in the field of civil engineering;  ☒ At least of 5 years of relevant work experience in revision of detailed structural designs;  ☒ Record of at least 3 completed reviews of detailed structural designs for construction/reconstruction of public/municipal buildings, cultural buildings, cinema buildings, theaters, urban centers, centers for sport and recreation or similar buildings with comparable nature with the assignment. (please indicate the e-mail addresses or telephone numbers of contact persons).  **Key-expert 3 – Electrical Engineer**  ☒University degree electrical engineering (MsC or PhD Degree is an asset);  ☒ Authorization A for review of technical documentation in the field of electrical engineering;  ☒ At least 5 years of relevant work experience in revision of detail electrical designs;  ☒ Record of at least 3 relevant completed reviews of detailed electrical designs for construction/reconstruction of public buildings, cultural buildings, cinema buildings, theaters or similar buildings with comparable nature with the assignment. (please indicate the e-mail addresses or telephone numbers of contact persons).  **Key-expert 4 – Mechanical Engineer**  ☒University degree in mechanical engineering; specialization in thermal engineering (MsC or PhD Degree is an asset);  ☒ Authorization A for review of technical documentation in the field of mechanical engineering;  ☒ At least 5 years of relevant work experience in revision of detail thermomechanical designs.  ☒ Record of at least 3 relevant completed reviews of detailed thermomechanical designs for public buildings, cultural buildings, cinema buildings, theaters or similar buildings with comparable nature with the assignment. (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 | |
| 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 review report of technical documentation 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 Review of**  **Detail designs for infrastructure in Industrial zones and Detail designs for reconstruction of municipal buildings in selected Municipalities - LOT 1 and 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 1: end of December 2020*  *LOT 2: end of December 2020* |
| **Expected Duration of the Assignment:** | *LOT 1: 10 days after receiving the Detailed Designs for each Municipality*  *LOT 2: 10 days after receiving the Detailed Designs for each Municipality* |

**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.

With the support of the Swedish International Development Cooperation Agency **(SIDA),** 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 (Chesinovo-Obleshevo, Kumanovo and Struga) have applied for obtaining revision 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. 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. Moreover, municipality of Berovo has applied for obtaining revision of technical documentation for construction of multifunctional building hall in the city of Berovo, in order to obtain a multifunctional municipality building. It is expected that the construction of this building will improve the social life in the municipality. Additionally, it is expected that with the enrichment of the cultural programme by constructing these types of facilities, the interest in tourism which is one of the leading industries in the Municipality of Berovo, will increase. In addition to this, it is expected that the improvement in the cultural life will help reduce the migration in the Municipality of Berovo, primarily for the young people. Furthermore, municipality of Bitola has applied for obtaining revision of technical documentation for construction of two centers in the municipality: Modern urban center in urban community Boris Basterot and Center for sports and recreation.

UNDP is currently seeking several experienced **Engineering Design/Review Companies** to assist the project **Building Municipal Capacities for Project Implementation**in revision of the developed technical documentation for:

* construction of complete infrastructure network in industrial zones in municipalities of Cheshinovo-Obleshevo, Kumanovo and Struga.
* construction of a multifunctional building hall in the city of Berovo and
* construction of two centers in the city of Bitola: Modern urban center and Center for sports and recreational activities.

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

**Objectives of the Technical Review Services for LOT 1 and LOT 2**

The overall objective of the assignment is to provide high quality **Technical Review of** **Detail designs for infrastructure in Industrial zones and Detail designs for reconstruction of municipal buildings in selected Municipalities:**

* **LOT 1:** Technical Review of Detail Design for infrastructure in industrial zones in municipalities of Chesinovo-Obleshevo, Kumanovo and Struga
* **LOT 2:** Technical Review of Detail Design for construction of municipal buildings in municipalities Berovo and Bitola

The technical review shall be prepared in accordance with Macedonian Law on construction and all relevant and valid laws and by-laws.

**Scope of Work for LOT 1**

The scope of work for LOT 1 is to prepare Technical Reviews of Detail designs for infrastructure in the following industrial zones:

* Industrial zone „Urban blok 4 Obleshevo “ in Municipality of Cheshinovo - Obleshevo
* Industrial zone „Novine“ in Municipality of Kumanovo
* Industrial zone „Komercijalno servisna zona Struga “ in Municipality of Struga

**Task 1 for LOT 1:**

For industrial zone „Urban blok 4 Obleshevo“ in Municipality of Cheshinovo - Obleshevo the Bidder Company shall provide Technical review of the Detail designs for road infrastructure, storm water system traffic, street lightning, water supply system, , sewage and wastewater treatment plant (including review of all supporting designs and phases as part of the Detailed Design).

The Urban block 4 is located near the entrance of village Obleshevo. From the north side it is connected with the state road A3 that connects Republic of North Macedonia with Republic of Bulgaria.

The area of the industrial zone “part of the Urban block 4” is around 8.00 ha, according to the urban plan for village Obleshevo, no. 0701-106/1 from 05.02.2009. There are 13 cadastral parcels in the Urban block 4 for light and non-pollution industry, services and storehouses.

More specifically, for the scope of work for For industrial zone „Urban blok 4 Obleshevo“ in Municipality of Cheshinovo – Obleshevo, as part of LOT 1, the Bidder Company shall provide Technical review of the Detail designs for construction of:

1. Street 1, Street 2, Street 3 and branch 2 of Street “Joakim Krchovski”.

Total length of these streets is approximately 850 m. According the Detail urban plan these streets are defined as two-way streets with one traffic lane in each direction. 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.

1. Water supply system and Storm water system for Street 1, Street 2, Street 3 and branch 2 of Street “Joakim Krchovski”.

Total length of water supply system and storm water system is approximately 850 m. For the water supply system, a connection to each of the 13 cadastral parcels should be provided. The designed water supply system should be connected with the existing water supply system in village Obleshevo. 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 located around 2 km from the industrial zone.

1. Sewage and Wastewater treatment plant (WWTP)

Total length of the sewage is approximately 850 m and a connection to each of the 13 cadastral parcels in the zone should be provided. The waste water should be collected and conducted into a wastewater treatment plant.

The main purpose of the WWTP is to prevent the pollution of the environment from the waste water that will be treated and later-on used for irrigation of the agricultural land. The location of the WWTP is defined in the urban plan for village Obleshevo, part of the Urban block 4 no. 0701-106/1 from 05.02.2009. The area of the industrial zone is around 8.00 ha. The WWTP should be designed in accordance with the valid European standards and directives for treatment of waste water, and valid Macedonian legislation and standards.

1. Street lightning system

Technical review of the Detail Design for street lightning system should be prepared for the Street 1, Street 2, Street 3 and branch 2 of Street “Joakim Krchovski”, as part of the industrial zone Urban Block 4 Obleshevo.

The total length of the street lightning system is approximately 850 m. The street lightning system should be predicted as an underground system, instead of wiring from one utility post to another. The location of the electrical cabinets for street lightning, street light poles, type of the street lambs etc. should be defined by the Designer. An appropriate quality and safety guarantee of the whole installed equipment has to be provided.

**Task 2 for LOT 1:**

For industrial zone „Novine“ in Municipality of Kumanovo the Bidder company shall provide Technical Review of the Detail designs for road infrastructure, traffic and storm water system (including review of all supporting designs and phases as part of the Detailed Design)

The industrial zone “Novine” in the Municipality of Kumanovo, is located near village Recica and Gorno Konjare, and there is approved detail urban plan for the zone. 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, for the scope of work for industrial zone “Novine” in the Municipality of Kumanovo, as part of LOT 1, the Bidder Company shall provide Technical review of the Detail designs for construction of:

1. 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 review of the detail design 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 review of the detail designs for the other streets in the zone with cumulative length of 5950m.

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 review of the detailed design 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.

**Task 3 for LOT 1:**

For industrial zone „Komercijalno servisna zona Struga“ in Municipality of Struga the Bidder company shall provide Technical Review of the Detail designs for road infrastructure, storm water system, traffic and street lightning (including review of all supporting designs and phases as part of the Detailed Design).

For Commercial and service zone Struga in Municipality Struga, there is valid and approved detail urban plan for UE 11 Blok 1 and Blok 2. At the moment there are around 50 companies in the zone and around 1200 people are already working in the companies. The commercial and service zone Struga is located at the exit of Struga near the motorway to R. Albania and is connected with the regional road for the city of Debar.

More specifically, for the scope of work for industrial zone „Komercijalno servisna zona Struga “ in Municipality of Struga, as part of LOT 1, the Bidder Company shall provide Technical review of the Detail designs for construction of:

1. Street network: Service Street SE1, Service Street SE2, Service Street SE2’, Novoproektirana 1, Novoproektirana 2, Stanbena ulica ST1, Stanbena ulica ST1 and access streets.

Total length of these streets is approximately 3500 m. The streets in the zone are defined as two-way streets with sidewalks on both sides, with different width. The exact width of each street is defined in the Detail Urban Plan. 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.

1. Storm water system for Street network: Service Street SE1, Service Street SE2, Service Street SE2’, Novoproektirana 1, Novoproektirana 2, Stanbena ulica ST1, Stanbena ulica ST1 and access streets.

Total length of the storm water system is approximately 3500 m. 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. The route of the stormwater system and the diameter of the pipeline are defined in the detail urban plan. All data for the existing communal infrastructure will be provided by the Municipality.

1. Street lightning system for Street network: Service Street SE1, Service Street SE2, Service Street SE2’, Novoproektirana 1, Novoproektirana 2, Stanbena ulica ST1, Stanbena ulica ST1 and access streets. The total length of the street lightning system is approximately 3500 m. The street lightning system should be predicted as an underground system, instead of wiring from one utility post to another. The location of the electrical cabinets for street lightning, street light poles, type of the street lambs etc. should be defined by the Designer. An appropriate quality and safety guarantee of the whole installed equipment has to be provided.

**Duties and Responsibilities**

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

* 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 technical information regarding the assignment, so the Bidder company can start the technical review procedure.
* Providing Technical Review with comments/remarks (if any) for the Detail Designs (including review of all supporting designs and phases as part of the Detailed Design), for infrastructure in industrial zones in Municipalities of Cheshinovo-Obleshevo, Kumanovo and Struga.
* Development of final report for technical review with acceptance of the Detail Design (including final reports for review of all supporting designs and phases as part of the Detailed Design) for infrastructure in industrial zones in Municipalities of Cheshinovo-Obleshevo, Kumanovo and Struga.

Note:

With reference to the TOR, legal and technical compliance of the technical documentation, the Technical Review of the Detail Designs shall be prepared respecting all legal requirements and in accordance with all relevant and applicable technical regulative, codes and standards.

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

The key-experts, as responsible reviewers for respective design phases, have to be certified and have to possess individual authorizations B for revision of technical documentation, which will be included in the general part of report for review of technical documentation, according to the Macedonian Law on construction.

**Main Deliverables**

For compliance of the assignment the main deliverables are:

1. Three (3) copies of the Final report of the technical review with acceptance of the detailed design for infrastructure in industrial zone„Urban blok 4 Obleshevo“ in Municipality of Cheshinovo - Obleshevo (including final report for review of all supporting designs and phases as part of the Detailed Design), printed and folded in A4 format,
2. One (1) digital copy of the Final report of the technical review with acceptance of the detailed design for infrastructure in industrial zone„Urban blok 4 Obleshevo“ in Municipality of Cheshinovo - Obleshevo (including final report for review of all supporting designs and phases as part of the Detailed Design) in PDF format, digitally signed by the responsible person from the legal entity and the responsible reviewers for each of the phases.
3. Three (3) copies of the Final report of the technical review with acceptance of the detailed design for infrastructure in industrial zone „Industrial zone „Novine“ in Municipality of Kumanovo (including review of all supporting designs and phases as part of the Detailed Design), printed and folded in A4 format,
4. One (1) digital copy of the Final report of the technical review with acceptance of the detailed design for infrastructure in industrial zone Industrial zone „Novine“ in Municipality of Kumanovo (including final report for review of all supporting designs and phases as part of the Detailed Design) in PDF format, digitally signed by the responsible person from the legal entity and the responsible reviewers for each of the phases.
5. Three (3) copies of the Final report of the technical review with acceptance of the detailed design for infrastructure in Industrial zone „Komercijalno servisna zona Struga “ in Municipality of Struga (including final report for review of all supporting designs and phases as part of the Detailed Design), printed and folded in A4 format,
6. One (1) digital copy of the Final report of the technical review with acceptance of the detailed design for infrastructure in Industrial zone „Komercijalno servisna zona Struga “ in Municipality of Struga (including final report for review of all supporting designs and phases as part of the Detailed Design) in PDF format, digitally signed by the responsible person from the legal entity and the responsible reviewers for each of the phases.

**Bidder company qualifications and relevant experience for LOT 1**

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 at least 5 years of professional experience in preparation of Technical reviews of Detail designs in the field of civil engineering.

**Specific Experience:**

1. The Bidder company shall have a record of minimum 5 technical reviews of detail designs for construction/reconstruction of road infrastructure

A list of these reviews must be submitted with the proposal, including contact details for reference checking purposes (e-mail addresses and/or telephone numbers for contact persons, see annex 2).

1. Minimum License B for Review of technical documentation 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 this assignment 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**  and/or  **areas of expertise** | **Qualification requirements** |
| **1.** | **Key-expert 1: Road Engineer** | * University degree in civil engineering, specialization in road engineering (MsC or PhD Degree is an asset); * Minimum Authorization B for review of technical documentation in the field of civil engineering; * At least of 5 years of relevant work experience in revision of detailed road designs; * Record of at least 5 completed reviews of detailed designs for construction/reconstruction of municipal roads and streets (please indicate the e-mail addresses or telephone numbers of contact persons). |
| **2.** | **Key-expert 2: Hydrotechnical Engineer** | * University degree in civil engineering, specialization in hydrotechnical engineering (MsC or PhD Degree is an asset); * Minimum Authorization B for review of technical documentation in the field of civil engineering; * At least of 5 years of relevant work experience in revision of detailed hydrotechnical designs; * Record of at least 5 completed reviews of detailed designs for construction/reconstruction of water supply, storm water, sewage or wastewater treatment plant (please indicate the e-mail addresses or telephone numbers of contact persons). |
| **3.** | **Key-expert 3: Electrical Engineer** | * University degree in electrical engineering (MsC or PhD Degree is an asset); * Minimum Authorization B for review of technical documentation in the field of electrical engineering; * At least of 5 years of relevant work experience in revision of detailed electrical designs; * Record of at least 5 completed reviews of detailed electrical designs for construction/reconstruction of municipal roads and streets (please indicate the e-mail addresses or telephone numbers of contact persons). |
| **4.** | **Key-expert 4: Traffic Engineer** | * University degree in traffic engineering (MsC or PhD Degree is an asset); * Minimum Authorization B for review of technical documentation in the field of traffic engineering; * At least of 5 years of relevant work experience in revision of detailed traffic designs; * Record of at least 5 completed reviews of detailed traffic designs for construction/reconstruction of municipal roads and streets (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 key-experts is considered grounds for disqualification.
2. The Bidder company needs to foresee additional reviewers as Non-key experts for successful completion of the assignment, 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 review of 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 the reviewers must be members of the Chamber of Authorized Architects and Authorized Engineers of the Republic of North Macedonia.

**Scope of Work for LOT 2**

The scope of work for LOT 2 is to prepare Technical Reviews of Detail designs for construction of:

* multifunctional building hall in the city of Berovo
* two municipal centers in the city of Bitola: Modern Urban Center in the urban community Boris Basterot and Center for sports and recreational activities

**Task 1 for LOT 2:**

For this assignment the Bidder Company shall provide Technical review of the Detail designs for construction of a multifunctional building hall in the city of Berovo (including review of all supporting designs and phases as part of the Detailed Design).

The new multifunctional building hall shall be constructed at the location of the existing cinema building, which is part of the House of Culture "Dimitar Berovski" located in the central area of ​​the town, in accordance with the Detail Urban Plan for Berovo. The area of an existing cinema building is around 350 m2, but the Design should propose a solution with extended dimensions of the building in order to satisfy the needs of the users and owners (the total area of the new multifunctional hall should be around 750 m2). The multifunctional building shall be planned on two levels, with a base area of around 750 m2. The ground floor shall be planned with an entrance hall, ticket office and toilets. The second floor should include a sloped multimedia hall (amphitheater style) with a capacity of 100 to 150 visitors which should have equipment for projections and presentations, simultaneous interpretation equipment, projector booth and modern multimedia equipment.

In addition to the cinema, theater and exhibitions, the building is planned to have a Creative industry cluster. Apart from the cinema and theater performances, the multifunctional building hall will also be used for concerts, meetings, trainings, presentations, tribunes, business meetings and various other mass gatherings and events. The building should be equipped with a cloakroom and toilets available for disabled persons. Moreover, the design should propose an adequate solution for the equipment that should be installed in the building: lightning equipment, sound, projection, simultaneous translation and other equipment according to the requirements and usage. The Design should include a complete construction of the parking area located on the same parcel as the existing cinema building and the House of Culture. Currently this location is an empty area and it is been used by the employees as a parking area. The access to the parking area should be from the city street in front of the House of Culture.

**Task 2 for LOT 1:**

For this assignment the Bidder Company shall provide Technical review of the Detail designs for construction of two municipal centers in the city of Bitola (including review of all supporting designs and phases as part of the Detailed Design):

* Modern Urban Center in the urban community Boris Basterot and
* Center for sports and recreational activities

The modern urban center in the urban community Boris Basterot is planned to be open for all citizens, with a special focus on work with people from vulnerable categories. This center will be a municipal center, where everyone will have the right and possibility to come, help or be helped, which will also help reduce the gap, separation and segregation between citizens. The new modern urban center will be located in the urban community Boris Basterot on Cadaster parcel 1773 in Bitola and it will be constructed on the site of the existing old and ruined building, in accordance with the Detail Urban Plan for North-east residential zone “Tiragolnik” in Bitola. The existing building is a ground floor building - a wooden construction with а base area of about 130 m2 which has not been in operation for years and is completely ruined. According to the existing Detail Urban Plan for North-east residential zone “Tiragolnik” in Bitola, the construction of a new building is planned on this location with solid structure, a base area of 130 m2 and a maximum height of 5.4 m. The Modern urban center should be functional and accessible to all, including people with physical disabilities, with access ramps and adapted toilets, it should be energy efficient so that it can be properly equipped with the appropriate interior and technical electronic devices.

The center for sports and recreational activities is planned to represent a modern center for socialization and sports activities for all citizens, especially people with disabilities. This center will be located on Cadaster parcel 17579/4 in Bitola, at the exact place of the existing building which is very old and completely ruined, in accordance with the Detail Urban Plan for “Part of the City Center for Sports and Recreation no. 1 – Block 1” in Bitola. The existing building is currently an old building which is completely ruined. It is a ground floor building with a base area of about 465 m2. The plot covers an area of 4813 m2 and is completely state-owned. The new building should be designed in accordance with the Detailed Urban Plan (DUP), covering a construction area of ​​465.7 m2, with a total gross area of ​​931.4 m2, a class D3 building – for sports and recreation, with ground and first floor and maximum height of 7,0 m. The Center for sports and recreational activities, including people with physical disabilities, with access ramps and adapted toilets, it should be energy efficient so that it can be properly equipped with the appropriate interior and technical electronic devices.

**Duties and Responsibilities**

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

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 technical information regarding the assignment, so the Bidder company can start the technical review procedure.

Providing technical Review with comments/remarks (if any) of the Detail Designs (including review of all supporting designs and phases as part of the Detailed Design), for construction of:

* multifunctional building hall in the city of Berovo
* two municipal centers in the city of Bitola: Modern Urban Center in the urban community Boris Basterot and Center for sports and recreational activities

Development of Final Report for technical review with acceptance of the Detail Design (including final reports for review of all supporting designs and phases as part of the Detailed Design) for construction of:

* multifunctional building hall in the city of Berovo
* two municipal centers in the city of Bitola: Modern Urban Center in the urban community Boris Basterot and Center for sports and recreational activities

Note:

With reference to the TOR, legal and technical compliance of the technical documentation, the Technical Review of the Detail Designs shall be prepared respecting all legal requirements and in accordance with all relevant and applicable technical regulative, codes and standards.

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

The key-experts, as responsible reviewers for respective design phases, have to be certified and have to possess individual authorizations B for revision of technical documentation, which will be included in the general part of report for review of technical documentation, according to the Macedonian Law on construction.

**Main Deliverables**

For compliance of the assignment the main deliverables are:

1. Three (3) copies of the Final report of the technical review with acceptance of the detailed design for construction of multifunctional building hall in the city of Berovo (including final report for review of all supporting designs and phases as part of the Detailed Design), printed and folded in A4 format,
2. One (1) digital copy of the Final report of the technical review with acceptance of the detailed design for construction of multifunctional building hall in the city of Berovo (including final report for review of all supporting designs and phases as part of the Detailed Design) in PDF format, digitally signed by the responsible person from the legal entity and the responsible reviewers for each of the phases.
3. Three (3) copies of the Final report of the technical review with acceptance of the detailed design for construction of two municipal centers in the city of Bitola: Modern Urban Center in the urban community Boris Basterot and Center for sports and recreational activities (including review of all supporting designs and phases as part of the Detailed Design), printed and folded in A4 format,
4. One (1) digital copy of the Final report of the technical review with acceptance of the detailed design for construction of two municipal centers in the city of Bitola: Modern Urban Center in the urban community Boris Basterot and Center for sports and recreational activities (including final report for review of all supporting designs and phases as part of the Detailed Design) in PDF format, digitally signed by the responsible person from the legal entity and the responsible reviewers for each of the phases.

**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 at least 5 years of professional experience in preparation of Technical reviews of Detail designs in the field of civil engineering.

**Specific Experience:**

1. The Bidder company shall have a record of minimum 3 technical reviews of detail designs for construction/reconstruction of public/municipal buildings, cultural buildings, cinema buildings, theaters, urban centers, centers for sport and recreation or similar buildings with comparable nature with the assignment

A list of these reviews must be submitted with the proposal, including contact details for reference checking purposes (e-mail addresses and/or telephone numbers for contact persons, see annex 2).

1. License A for Review of technical documentation 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 this assignment 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**  and/or  **areas of expertise** | **Qualification requirements** |
| **1.** | **Key-expert 1: Architect** | * University degree in Architecture (MsC or PhD Degree is an asset); * Authorization A for review of technical documentation in the field of Architecture; * At least of 5 years of relevant work experience for revision of detailed architectural designs; * Record of at least 3 relevant completed reviews of detailed architectural designs for construction/reconstruction of public/municipal buildings, cultural buildings, cinema buildings, theaters, urban centers, centers for sport and recreation or similar buildings with comparable nature with the assignment. (please indicate the e-mail addresses or telephone numbers of contact persons). |
| **2.** | **Key-expert 2: Structural Engineer** | * University degree in civil engineering, specialization in structural engineering (MsC or PhD Degree is an asset); * Authorization A for review of technical documentation in the field of civil engineering; * At least of 5 years of relevant work experience in revision of detailed structural designs; * Record of at least 3 completed reviews of detailed structural designs for construction/reconstruction of public/municipal buildings, cultural buildings, cinema buildings, theaters, urban centers, centers for sport and recreation or similar buildings with comparable nature with the assignment. (please indicate the e-mail addresses or telephone numbers of contact persons). |
| **3.** | **Key-expert 3: Electrical Engineer** | * University degree in electrical engineering (MsC or PhD Degree is an asset); * Authorization A for review of technical documentation in the field of electrical engineering; * At least of 5 years of relevant work experience in revision of detailed electrical designs; * Record of at least 3 completed reviews of detailed electrical designs for construction/reconstruction of public/municipal buildings, cultural buildings, cinema buildings, theaters, urban centers, centers for sport and recreation or similar buildings with comparable nature with the assignment. (please indicate the e-mail addresses or telephone numbers of contact persons). |
| **4.** | **Key-expert 4: Mechanical Engineer** | * University degree in mechanical engineering, specialization in thermal engineering (MsC or PhD Degree is an asset); * Authorization A for review of technical documentation in the field of mechanical engineering; * At least of 5 years of relevant work experience in revision of detailed thermomechanical designs; * Record of at least 3 completed reviews of detailed thermomechanical designs for construction/reconstruction of public/municipal buildings, cultural buildings, cinema buildings, theaters, urban centers, centers for sport and recreation or similar buildings with comparable nature with the assignment. (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 key-experts is considered grounds for disqualification.
2. The Bidder company needs to foresee additional reviewers as Non-key experts for successful completion of the assignment, 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 review of 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 the reviewers must be members of the Chamber of Authorized Architects and Authorized Engineers of the Republic of North Macedonia.

**Annex 2**

**Table 1**

**List of relevant references for LOT 1:**

Please provide the following information in the table below regarding company experiences which are related or relevant to those required for this Contract: minimum 5 technical reviews of detailed designs for construction/reconstruction of road infrastructure with comparable nature and complexity degree of the assignment.

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| **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)** |
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**Table 2**

**List of relevant references FOR THE KEY EXPERTS for LOT 1:**

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 Key-Expert 1: Road Engineer

* University degree in civil engineering, specialization in road engineering (MsC or PhD Degree is an asset);
* Minimum Authorization B for review of technical documentation in the field of civil engineering;
* At least of 5 years of relevant work experience in revision of detailed road designs;
* Record of at least 5 completed reviews of detailed designs for construction/reconstruction of municipal roads and streets (please indicate the e-mail addresses or telephone numbers of contact persons).

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| **Name and Surname of the Key-Expert 1** | **University degree** | **Authorization[[11]](#footnote-11) A/B**  *(indicate)* | **Total general**  **Experience (in years)**  *in line with CV credentials* | **Relevant project specific experience for the Key-Expert 1** |
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For the Key-Expert 2: Hydrotechnical Engineer

* University degree in civil engineering, specialization in hydrotechnical engineering (MsC or PhD Degree is an asset);
* Minimum Authorization B for review of technical documentation in the field of civil engineering;
* At least of 5 years of relevant work experience in revision of detailed hydrotechnical designs;
* Record of at least 5 completed reviews of detailed designs for construction/reconstruction of water supply, storm water, sewage or wastewater treatment plant (please indicate the e-mail addresses or telephone numbers of contact persons).

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| **Name and Surname of the Key-Expert 2** | **University degree** | **Authorization[[12]](#footnote-12) A/B**  *(indicate)* | **Total general**  **Experience (in years)**  *in line with CV credentials* | **Relevant project specific experience for the Key-Expert 2** |
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For the Key Expert 3: Electrical engineer

* University degree in electrical engineering (MsC or PhD Degree is an asset);
* Minimum Authorization B for review of technical documentation in the field of electrical engineering;
* At least of 5 years of relevant work experience in revision of detailed electrical designs;
* Record of at least 5 completed reviews of detailed electrical designs for construction/reconstruction of municipal roads and streets (please indicate the e-mail addresses or telephone numbers of contact persons).

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| **Name and Surname of the Key-Expert 3** | **University degree** | **Authorization[[13]](#footnote-13) A/B**  *(indicate)* | **Total general**  **Experience (in years)**  *in line with CV credentials* | **Relevant project specific experience for the Key-Expert 3** |
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For the Key Expert 4: Traffic engineer

* University degree in traffic engineering (MsC or PhD Degree is an asset);
* Minimum Authorization B for review of technical documentation in the field of traffic engineering;
* At least of 5 years of relevant work experience in revision of detailed traffic designs;
* Record of at least 5 completed reviews of detailed traffic designs for construction/reconstruction of municipal roads and streets (please indicate the e-mail addresses or telephone numbers of contact persons).

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| **Name and Surname of the Key-Expert 4** | **University degree** | **Authorization[[14]](#footnote-14) A/B**  *(indicate)* | **Total general**  **Experience (in years)**  *in line with CV credentials* | **Relevant project specific experience for the Key-Expert 4** |
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**Table 1**

**List of relevant references 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 3 technical reviews of detailed designs for construction/reconstruction of public/municipal buildings, cultural buildings, cinema buildings, theaters, urban centers, centers for sport and recreation or similar buildings with comparable nature with the assignment.

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| **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)** |
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**Table 2**

**List of relevant references FOR THE KEY EXPERTS for LOT 2:**

For the Key-Expert 1: Architect

* University degree in Architecture (MsC or PhD Degree is an asset);
* Authorization A for review of technical documentation in the field of Architecture;
* At least of 5 years of relevant work experience for revision of detailed architectural designs;
* Record of at least 3 relevant completed reviews of detailed architectural designs for construction/reconstruction of public/municipal buildings, cultural buildings, cinema buildings, theaters, urban centers, centers for sport and recreation or similar buildings with comparable nature with the assignment. (please indicate the e-mail addresses or telephone numbers of contact persons).

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| **Name and Surname of the Key-Expert 1** | **University degree** | **Authorization[[15]](#footnote-15) A/B**  *(indicate)* | **Total general**  **Experience (in years)**  *in line with CV credentials* | **Relevant project specific experience for the Key-Expert 1** |
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For the Key-Expert 2: Structural Engineer

* University degree in Architecture (MsC or PhD Degree is an asset);
* Authorization A for review of technical documentation in the field of Architecture;
* At least of 5 years of relevant work experience for revision of detailed architectural designs;
* Record of at least 3 relevant completed reviews of detailed architectural designs for public/municipal buildings, cultural buildings, cinema buildings, theaters, urban centers, centers for sport and recreation or similar buildings with comparable nature with the assignment. (please indicate the e-mail addresses or telephone numbers of contact persons).

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| **Name and Surname of the Key-Expert 2** | **University degree** | **Authorization[[16]](#footnote-16) A/B**  *(indicate)* | **Total general**  **Experience (in years)**  *in line with CV credentials* | **Relevant project specific experience for the Key-Expert 2** |
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For the Key-Expert 3: Electrical engineer

* University degree electrical engineering (MsC or PhD Degree is an asset);
* Authorization A for review of technical documentation in the field of electrical engineering;
* At least 5 years of relevant work experience in revision of detail electrical designs;
* Record of at least 3 relevant completed reviews of detailed electrical designs for public buildings, cultural buildings, cinema buildings, theaters or similar buildings with comparable nature with the assignment. (please indicate the e-mail addresses or telephone numbers of contact persons).

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| **Name and Surname of the Key-Expert 3** | **University degree** | **Authorization[[17]](#footnote-17) A/B**  *(indicate)* | **Total general**  **Experience (in years)**  *in line with CV credentials* | **Relevant project specific experience for the Key-Expert 3** |
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For the Key-Expert 4: Mechanical Engineer

* University degree in mechanical engineering; specialization in thermal engineering (MsC or PhD Degree is an asset);
* Authorization A for review of technical documentation in the field of mechanical engineering;
* At least 5 years of relevant work experience in revision of detail thermomechanical designs.
* Record of at least 3 relevant completed reviews of detailed thermomechanical designs for public buildings, cultural buildings, cinema buildings, theaters or similar buildings with comparable nature with the assignment. (please indicate the e-mail addresses or telephone numbers of contact persons).

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| **Name and Surname of the Key-Expert 4** | **University degree** | **Authorization[[18]](#footnote-18) A/B**  *(indicate)* | **Total general**  **Experience (in years)**  *in line with CV credentials* | **Relevant project specific experience for the Key-Expert 4** |
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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 104/2020 for Preparation of Technical Review of**

**Detail designs for infrastructure in Industrial zones and Detail designs for reconstruction of municipal buildings in selected Municipalities - LOT 1 and LOT 2**

**LOT 1: Preparation of Technical Review of Detail Design for infrastructure in industrial zones in municipalities of Chesinovo-Obleshevo, Kumanovo and Struga**

**Table 1 – LOT 1**

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| **Item No.** | **Description of milestones and deliverables**  Upon completion of the assignments and submission of complete technical documentation as per Annex 1 | **Total Price in MKD, VAT excluded** | **Completion date** |
| 1 | Final report of the technical review with acceptance of the detailed design for infrastructure in industrial zone „Urban blok 4 Obleshevo“ in Municipality of Cheshinovo - Obleshevo (including final report for review of all supporting designs and phases as part of the Detailed Design) |  |  |
| 2 | Final report of the technical review with acceptance of the detailed design for infrastructure in industrial zone „Industrial zone „Novine“ in Municipality of Kumanovo (including review of all supporting designs and phases as part of the Detailed Design) |  |  |
| 3 | Final report of the technical review with acceptance of the detailed design for infrastructure in Industrial zone „Komercijalno servisna zona Struga“ in Municipality of Struga (including final report for review of all supporting designs and phases as part of the Detailed Design) |  |  |
| **TOTAL for LOT 1:** | |  |  |

**PLEASE NOTE:**

1. ***The Bidder company should bid on all deliverables (from 1 to 3) listed in Table 1 - LOT 1***

**LOT 2: Preparation of Technical Review of Detail Design for construction of municipal buildings in municipalities Berovo and Bitola**

**Table 2 – LOT 2**

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| **Item No.** | **Description of milestones and deliverables**  Upon completion of the assignments and submission of complete technical documentation as per Annex 1 | **Total Price in MKD, VAT excluded** | **Completion date** |
| 1 | Final report of the technical review with acceptance of the detailed design for construction of multifunctional building hall in the city of Berovo (including final report for review of all supporting designs and phases as part of the Detailed Design) |  |  |
| 2 | Final report of the technical review with acceptance of the detailed design for construction of two municipal centers in the city of Bitola: Modern Urban Center in the urban community Boris Basterot and Center for sports and recreational activities (including review of all supporting designs and phases as part of the Detailed Design) |  |  |
| **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. [↑](#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. C*opies of the original Authorization, no translation required.* [↑](#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)
15. C*opies of the original Authorization, no translation required.* [↑](#footnote-ref-15)
16. C*opies of the original Authorization, no translation required.* [↑](#footnote-ref-16)
17. C*opies of the original Authorization, no translation required.* [↑](#footnote-ref-17)
18. C*opies of the original Authorization, no translation required.* [↑](#footnote-ref-18)