

**REQUEST FOR QUOTATION (RFQ)**

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: October 7, 2020 |
| REFERENCE: BIH/RFQ/164/20 |

Dear Sir / Madam:

We kindly request you to submit your quotation for following:

**Civil and mechanical works - EE reconstruction of public building of JU “PŠ Dragoradi, Srednje, Ilijaš”  
  
LOT 1: Civil works - EE reconstruction of public building of JU “PŠ Dragoradi, Srednje, Ilijaš”  
LOT 2: Mechanical works – EE reconstruction and installation of pellet boiler on public building of JU “PŠ Dragoradi, Srednje, Ilijaš”**as detailed in Annex II of this RFQ. When preparing your quotation, please be guided by the form attached here to as Annex I.

Quotations may be submitted on or before **Wednesday, October 21, 2020 by 12:00 CET** **and via mail courier or electronic mailto the address below:**

**United Nations Development Programme**

General Service

[registry.ba@undp.org](mailto:registry.ba@undp.org)

**Ref. number**: BIH/RFQ/164/20

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

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

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| --- | --- |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | - JU “PŠ Dragoradi, Srednje, Ilijaš”, Dragoradi bb 71385 Srednje |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | Works to be completed within **50 calendar days** |
| Preferred Currency of Quotation | Local Currency: BAM |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes (VAT stated separately) |
| Deadline for the Submission of Quotation | **October 21, 2020 by 12:00 CET** |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | Local language |
| Documents to be submitted | Certified copy of companys registration relevant to perform required works / **Ovjerena kopija registracije firme relevantna za izvođenje potrebnih radova;**  Original certificate issued by relevant Tax Administration Office (for bidders registered in Bosnia and Herzegovina) or other authorized government body, confirming contributions paid for all registered (full-time) employees for at least six-month period, issued within the three months from the tender launching date. The excerpt must attain the certified list of employees; / **Originalni certifikat izdat od nadležne Porezne uprave (za ponuđače koji su registrovani u Bosni i Hercegovini) ili drugo ovlašteno nadležno tijelo, kojim se potvrđuje da su doprinosi plaćeni za sve registrovane (stalno) zaposlene u periodu od najmanje šest mjeseci, izdat u roku od 3 mjeseca od datum pokretanja tendera. Izvod mora sadržavati ovjerenu listu zaposlenika;**  List and value of projects performed for the last 5 years with similar nature and complexity, including client’s contact details who may be contacted for further information on those contracts. / **Lista i vrijednost projekata izvršenih u posljednje 5 godine sa sličnom prirodom i složenošću, uključujući podatke kontakata klijenata koji se mogu kontaktirati radi dodatnih informacija o tim ugovorima;**  Statement of Satisfactory Performance from Clients for at least three (3) successfully implemented projects of similar scope and complexity within the last five (5) years . / **Referenc lista / pisma preporuke koja pokazuje uspješno realizirana tri (3) projekta u roku od 5 (godina) godine na memorandumu kompanije;**  CVs for Graduated Civil/Architecture Engineer (for LOT 1) and Mechanical (HVAC) engineer (for LOT 2) with relevant professional license and minimum 5 years of professional experience (full-time employed). / **Životopisi za diplomiranog inženjera građevine / arhitekture (za LOT 1) i mašinskog inžinjera (za LOT 2) s odgovarajućom profesionalnom licencom i najmanje 5 godina profesionalnog iskustva (stalno zaposleni).;**  Copies of financial statements for last 2 years (Income Statement and Balance Sheet). / **Kopije financijskih izvještaja za posljednje 2 godine (Izvještaj o dobiti i bilans stanja).**  The Offeror must submit Technical data sheets, catalogues, attests and certificates for materials and equipment to be used during construction works; / **Ponuđač mora dostaviti tehničke listove, kataloge, potvrde za materijale i opremu koji će se koristiti tokom građevinskih radova;**  Construction Timetable with stipulated completion deadline no longer than 50 calendar days (Annex II Gantogram)/ **Dinamički plan sa predviđenim rokom završetka ne duže od 50 kalendarskih dana (Annex II Gantogram)/ ;**  Contract on the Joint Venture establishment if aplicable;/ **Ugovor o osnivanju konzorcija, ako je primenljivo;**  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List**. / Pisana izjava da se podnosilac prijave ne nalazi na listi Vijeća sigurnosti UN-a 1267/1989, UN odjela za nabavke ili drugoj UN listu o neprihvatljivosti;** |
| Period of Validity of Quotes starting the Submission Date | 90 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 | Allowed. Partial bids are allowed, partial lots are not allowed. |
| Payment Terms | Within 30 days upon UNDP’s acceptance of the goods delivered as specified and receipt of invoice. |
| Advanced Payment | Not allowed |
| Evaluation Criteria | Technical responsiveness/Full compliance to requirements and lowest price  Full acceptance of the PO/Contract General Terms and Conditions |
| Liquidated Damages | Percentage of contract price per day of delay: 0.5%  Max. no. of days of delay: 20 calendar days  Next course of action: Termination of Contract |
| Evaluation Criteria  [check as many as applicable] | Technical responsiveness/Full compliance to requirements and lowest price;  Full acceptance of the PO/Contract General Terms and Conditions;  To be registrated to perform required works;  To be registered at the respective Indirect Taxation Authority;  The Bidder has no past due debts for direct and indirect taxes;  Minimum number and profile of employees required:    **LOT 1**   * One (1) full-time employed licensed civil/architecture engineer with minimum of 5 (five) years of relevant experience (professional exam certificate); * Five (5) Full-time employed construction workers;   **LOT 2**   * One (1) full-time employed licensed HVAC mechanical engineer with minimum of five (5) years of relevant experience in similar assignments. * Four (4) full-time employed installation workers, out of which one (1) must be certified welder.   Annual average value of construction/mechanical works performed in last three years should be no less than BAM 100,000 per LOT  At least 3 (three) successfully implemented projects of the similar scope and complexity in the past 5 years (works should be completed 100%) ;  Statement of Satisfactory Performance from the top three (3) Clients in terms of Contract Value for the past three (3) years; |
| UNDP will award to: | One Proposer, depending on the following factors:  a) Technical responsiveness/Full compliance to requirements  b) Lowest price offer of technically qualified/responsive Quotation  \* The award will also be based on assessment of bidder capacity including ongoing contracts  \*\* In the best interest of the organization, UNDP reserves the right not to award the Contract to the lowest priced bidder only in case when a bidder offers the lowest price but has no capacity to perform the works concurrently including ongoing contracts. |
| Type of Contract to be Signed | ☒ Contract for Works |
| Special conditions of Contract | **Liquidated Damages**   * Will be imposed under the following conditions:   Percentage of contract price per day of delay: 0.5%  Max. no. of days of delay: 20 calendar days  Next course of action: Termination of contract  **Performance Security**   * Required in the amount of USD 10% of the contract value and valid until a date two months from the date of issue by UNDP of a certificate of satisfactory performance and full completion of works by the Contractor. Form: Bank guarantee |
| Conditions for Release of Payment | UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices for performed works, submitted by the Contractor.  Final payment will be subject to provided duly notarized letter of guarantee for all works and materials by the Contractor. |
| Annexes to this RFQ | ☒ Form for Submission of Quotation (Annex I)  ☒ Bill of Quantities, Techical Documentation and Gantogram (Annex II)  ☒ General Terms and Conditions/Special Conditions (Annex III)  ☒ Performance security (Annex IV)  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) | *UNDP BIH - GENERAL SERVICES* [*registry.ba@undp.org*](mailto:registry.ba@undp.org) *Fax: 033 552 330*  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. |
| Other comments | Before final payment, the Contractor is obliged to submit duly notarized two years guarantee valid from the date of issued by UNDP of a certificate of satisfactory performance and full completion of works / **Prije okončane situacije/isplate, izvođač kojim je dodjeljen Ugovor dužni su dostaviti notarski ovjerenu garanciju za izvedene radove za period od dvije (2) godine od dana okončanja svih poslova i tehničkog prijema objekta od strane UNDP-a.** |

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

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

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

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

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

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

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

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

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

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

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

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

**Sincerely yours,**

*UNDP BIH*

October 7, 2020

**Annex I**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

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

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as perRFQ Reference BIH/RFQ/164/20:

**Civil and Mechanical works - EE reconstruction of public building of JU “PŠ Dragoradi, Srednje, Ilijaš**

TABLE 1: Offer for construction works in accordance with Technical Specifications and Requirements for works

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item No. | Description/Specification | TOTAL (BAM):  Without **VAT** | VAT Amount | TOTAL (BAM):  With **VAT** |
| **1** | **LOT 1: Civil works - EE reconstruction of public building of JU “PŠ Dragoradi, Srednje, Ilijaš”** |  |  |  |
| **2** | **LOT 2: Mechanical works – EE reconstruction and installation of pellet boiler on public building of JU “PŠ Dragoradi, Srednje, Ilijaš”** |  |  |  |
|  | **Total (in BAM)** |  |  |  |
| TABLE 2: Offer to Comply with Other Conditions and Related Requirements   |  |  |  |  | | --- | --- | --- | --- | | Other Information pertaining to our Quotation are as follows: | Your Responses | | | | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter proposal | | Delivery Lead Time:   * 50 calendar days for completion of works |  |  |  | | Warranty and After-Sales Requirements:   * 24 months warranty for all works and materials |  |  |  | | Validity of Quotation:   * 90 days |  |  |  | | All Provisions of the UNDP General Terms and Conditions |  |  |  |   All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.  [Name and Signature of the Supplier’s Authorized Person]  [Date] | | | | | | |

**Annex II**

**BILL OF QUANTITIES**

**Annex III**

**General Terms and Conditions for Works**

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

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

**Annex IV**

PERFORMANCE SECURITY

*(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made on this template)*

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To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. Click here to enter text.dated Click here to enter a date. , to execute Services …………….. (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 2 months from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date .......................................................................................................................

Name of Bank .........................................................................................................

Address .................................................................................................................