* United Nations Development Programme*

**REQUEST FOR PROPOSAL**

**Development of Preliminary and Detailed Design of change of purpose and reconstruction of the buildings for the needs of the Faculty of Health Studies Sarajevo**

**RFP No.: BIH-RFP-009-21**

Project: Green Economic Development – GED Project

Country: Bosnia and Hercegovina

Issued on: 23 February 2021

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# Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

 Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

* Form A: Technical Proposal Submission Form
* Form B: Bidder Information Form
* Form C: Joint Venture/Consortium/Association Information Form
* Form D: Qualification Form
* Form E: Format of Technical Proposal
* Form F: Financial Proposal Submission Form
* Form G: Financial Proposal Form

Additional documentation: Annex I- ToR (Projektni zadatak)

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by **sending an email to** **registry.ba@undp.org****, indicating whether you intend to submit a Proposal or otherwise**. You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

 Sincerely,

UNDP BiH

Section 2. Instruction to Bidders

|  |
| --- |
| GENERAL PROVISIONS |
| Introduction | * 1. Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>
	2. Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	3. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://www.ungm.org)). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
 |
| Fraud & Corruption, Gifts and Hospitality | * 1. UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti>
	2. Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	3. In pursuance of this policy, UNDP(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;(b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>
 |
| Eligibility | * 1. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	2. It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.
 |
| Conflict of Interests | * 1. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
	2. Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
	3. Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
	4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
	5. In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.
	6. Similarly, the Bidders must disclose in their proposal their knowledge of the following:
	7. If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
	8. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.* 1. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
 |
| PREPARATION OF PROPOSALS |
| General Considerations | * 1. In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
	2. The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
 |
| Cost of Preparation of Proposal | * 1. The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
 |
| Language  | * 1. The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
 |
| Documents Comprising the Proposal | * 1. The Proposal shall comprise of the following documents:
	2. Documents Establishing the Eligibility and Qualifications of the Bidder;
	3. Technical Proposal;
	4. Financial Proposal;
	5. Proposal Security, if required by BDS;
	6. Any attachments and/or appendices to the Proposal.
 |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 1. The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP’s satisfaction.
 |
| Technical Proposal Format and Content | * 1. The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.
	2. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
	3. Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP
	4. When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
 |
| Financial Proposals | * 1. The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.
	2. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
	3. Prices and other financial information must not be disclosed in any other place except in the financial proposal.
 |
| Proposal Security | * 1. A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.
	2. The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.
	3. If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.
	4. In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.
	5. The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:
		1. If the Bidder withdraws itsoffer during the period of the Proposal Validity specified in the BDS, or;
		2. In the event that the successful Bidder fails:
		3. to sign the Contract after UNDP has issued an award; or
	6. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
 |
|  Currencies | * 1. All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:
1. UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
2. In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP’s preference, using the conversion method specified above.
 |
|  Joint Venture, Consortium or Association | * 1. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
	2. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.
	3. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.
	4. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement.  All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.
	5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
1. Those that were undertaken together by the JV, Consortium or Association; and
2. Those that were undertaken by the individual entities of the JV, Consortium or Association.
	1. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
	2. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.
 |
| Only One Proposal | * 1. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.
	2. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
	3. they have at least one controlling partner, director or shareholder in common; or
	4. any one of them receive or have received any direct or indirect subsidy from the other/s; or
	5. they have the same legal representative for purposes of this RFP; or
	6. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;
	7. they are subcontractors to each other’s Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or
	8. some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
 |
| Proposal Validity Period | * 1. Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.
	2. During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
 |
| Extension of Proposal Validity Period | * 1. In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal.
	2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
	3. The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
 |
| Clarification of Proposal | * 1. Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.
	2. UNDP will provide the responses to clarifications through the method specified in the BDS.
	3. UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
 |
| Amendment of Proposals | * 1. At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.
	2. If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
 |
| Alternative Proposals | * 1. Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	2. If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”
 |
| Pre-Bid Conference | * 1. When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.
 |
| SUBMISSION AND OPENING OF PROPOSALS |
| Submission  | * 1. The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	2. The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	3. Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
 |
| **Hard copy (manual) submission** **Email Submission****eTendering submission** | * 1. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:
	2. The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.
	3. The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:

i. Bear the name and address of the bidder;ii. Be addressed to UNDP as specified in the BDS1. Bear a warning that states “*Not to be opened before the time and date for proposal opening*” as specified in the BDS.

If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.* 1. Email submission, if allowed or specified in the BDS, shall be governed as follows:
1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
2. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.
3. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
	1. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:
4. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
5. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
6. The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.
7. Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.
8. Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>
 |
| Deadline for Submission of Proposals and Late Proposals | * 1. Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP
	2. UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
 |
| Withdrawal, Substitution, and Modification of Proposals | * 1. A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.
	2. Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”
	3. eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.
	4. Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
 |
| Proposal Opening  | * 1. There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
 |
| EVALUATION OF PROPOSALS |
| Confidentiality | * 1. Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
	2. Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP’s decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP’s vendor sanctions procedures.
 |
| Evaluation of Proposals | * 1. The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
	2. Evaluation of proposals is made of the following steps:
	3. Preliminary Examination
	4. Minimum Eligibility and Qualification (if pre-qualification is not done)
	5. Evaluation of Technical Proposals
	6. Evaluation of Financial Proposals
 |
| Preliminary Examination  | * 1. UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
 |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	2. In general terms, vendors that meet the following criteria may be considered qualified:
	3. They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;
	4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,
	5. They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;
	6. They are able to comply fully with UNDP General Terms and Conditions of Contract;
	7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and
	8. They have a record of timely and satisfactory performance with their clients.
 |
| Evaluation of Technical and Financial Proposals | * 1. The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.
	2. In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.
	3. The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.
	4. When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP): **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100Total Combined Score:**Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
|  Due Diligence | * 1. UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:
		1. Verification of accuracy, correctness and authenticity of information provided by the Bidder;
		2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
		3. Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;
		4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;
		5. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;
		6. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
 |
| Clarification of Proposals | * 1. To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.
	2. UNDP’s request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.
	3. Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
 |
| Responsiveness of Proposal | * 1. UNDP’s determination of a Proposal’s responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.
	2. If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
 |
| Nonconformities, Reparable Errors and Omissions | * 1. Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.
	2. UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.
	3. For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:
1. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;
2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
	1. If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
 |
| AWARD OF CONTRACT |
| Right to Accept, Reject, Any or All Proposals | * 1. UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP’s action. UNDP shall not be obliged to award the contract to the lowest priced offer.
 |
| Award Criteria | * 1. Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
 |
| Debriefing | * 1. In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder’s submission shall not be discussed.
 |
| Right to Vary Requirements at the Time of Award | * 1. At the time of award of Contract, UNDP reserves the right to vary 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.
 |
| Contract Signature | * 1. Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
 |
| Contract Type and General Terms and Conditions  | * 1. The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>
 |
| Performance Security | * 1. 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at

<https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective. |
| Bank Guarantee for Advanced Payment | * 1. Except when the interests of UNDP so require, it is UNDP’s preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default>
 |
| Liquidated Damages | * 1. If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor’s delays or breach of its obligations as per the Contract.
 |
| Payment Provisions | * 1. Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
 |
| Vendor Protest | * 1. UNDP’s vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>
 |
| Other Provisions | * 1. In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	2. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	3. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer>
 |

# Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **BDS No.** | **Ref. to Section.2** | **Data** | **Specific Instructions / Requirements** |
| 1 | 7 | Language of the Proposal  | English or local languages |
| 2 |  | Submitting Proposals for Parts or sub-parts of the TOR (partial bids) | Not allowed |
| 3 | 20 | Alternative Proposals  | Shall not be considered |
| 4 | 21 | Pre-proposal conference  | Will not be conducted |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | Bid Security  | Not Required |
| 7 | 41 | Advanced Payment upon signing of contract  | Not Allowed |
| 8 | 42 | Liquidated Damages | Will be imposed as follows:Percentage of contract price per day of delay: 0.5%Max. number of days of delay 20, after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | Not Required |
| 10 | 18 | Currency of Proposal  | BAM or EUR or USD; (UN Operational Exchange Rate on bid opening date will be applied). The payment to the local vendor will be made in BAM |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 5 calendar days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications / questions  | Focal Person in UNDP: REGISTRY UNDP BiHAddress: Zmaja od Bosne bb E-mail address: registry.ba@undp.orgRef.: RFP – 009/21- Preliminary and Detailed Design Faculty of Health Studies Sarajevo |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses /clarifications to queries | Direct communication to prospective Proposers by email and Posting on the UNDP website |
| 14 | 23 | Deadline for Submission  | **March 10, 2021 until 12.00 CET** |
| 14 | 22 | Allowable Manner of Submitting Proposals | * Courier/Hand Delivery
* Submission by email : registry.ba@undp.org

Ref.: RFP – 009/21- Preliminary and Detailed Design Faculty of Health Studies Sarajevo |
| 15 | 22 | Proposal Submission Address  | * Courier/Hand Delivery

Bosnia and HerzegovinaSarajevo 71000Zmaja od Bosne bbUN HouseUNDP* Submission by email

Email address: registry.ba@undp.org Subject: Proposal for RFP – 009/21- Preliminary and Detailed Design Faculty of Health Studies Sarajevo |
| 16 | 22 | Electronic submission (email) requirements | * Format: PDF files only
* File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
* The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE**. In the case of e-mail submission, the financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to registry.ba@undp.org. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
* All files must be free of viruses and not corrupted*.*
* Max. file size per transmission:10 MB.

Mandatory subject of email: Proposal for RFP – 009/21- Preliminary and Detailed Design Faculty of Health Studies Sarajevo |
| 16 | 22 | Electronic submission (email or eTendering) requirements | AllowedE-mail address: registry.ba@undp.org |
| 17 | 2736 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required is 70% of maximum obtainable |
| 18 |  | Expected date for commencement of Contract | March 20, 2021 |
| 19 |  | Maximum expected duration of contract  | 200 calendar days |
| 20 | 35 | UNDP will award the contract to: | One Proposer Only |
| 21 | 39 | Type of Contract  | Contract for Goods and Services on behalf of UN Entities<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Professional Services<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 23 |  | Other Information Related to the RFP |  |

Section 4. Evaluation Criteria

**Preliminary Examination Criteria**

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

* Appropriate signatures
* Power of Attorney
* Minimum documents provided
* Technical and Financial Proposals submitted separately
* Bid Validity
* Bid Security submitted as per RFP requirements with compliant validity period

**Minimum Eligibility and Qualification Criteria**

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

|  |  |  |
| --- | --- | --- |
| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY**  |  |  |
| **Legal Status** | Vendor is a legally registered entity. | Form B: Bidder Information Form  |
| **Licences for Team Experts** | All proposed team experts must possess professional exam certificate.  | Form E: Format of Technical Proposal/ Format for CV of Proposed Key Personnel |
| **Eligibility** | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.  | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with RFP clause 4.  | Form A: Technical Proposal Submission Form |
| **Bankruptcy** | Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Technical Proposal Submission Form |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-2)**  | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.  | Form D: Qualification Form |
| **Previous Experience** | Minimum 5 years of relevant experience  | Form D: Qualification Form |
| Minimum 3 contracts of similar scope, nature and complexity implemented over the last 5 years.*(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover of USD 200,000.00 for the last 3 years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Personnel** | The Contractor (Consortium) must have a proposed team of seven (7) key experts.At least four (4) proposed experts must be full time employed, out of which team leader and one key expert must be full time employees of Leader of JV/Consortium/Association.*(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form B: Bidder Information Form  |

**Technical Evaluation Criteria**

|  |  |
| --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | **Points Obtainable** |
| 1. | Bidder’s qualification, capacity and experience  | 400 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 100 |
| 3. | Management Structure and Key Personnel | 500 |
|  | **Total** | **1000** |

|  |  |
| --- | --- |
| **Section 1. Bidder’s qualification, capacity and experience** | **Points obtainable** |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing  | 40 |
| 1.2 | General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (number of full-time employees, relevant licenses, certificates) | 100 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements proven through reference letters and/or contracts. References must include investors’ contact details, project values, etc.;* **Experience** in developing of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.)– 130
* One (1) contract – 30
* Two (2) contracts – 70
* Three (3) and more contracts – 130
* **Experience** in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.) - 70
 | 200 |
| 1.4 | Quality assurance procedures and risk mitigation measures | 30 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight)-Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points-Organization is a member of the UN Global Compact -5 points-Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues  | 30 |
| **Total Section 1** | **400** |

|  |  |
| --- | --- |
| **Section 2. Proposed Methodology, Approach and Implementation Plan** | **Points obtainable** |
| 2.1 | Understanding of the requirement: Have the important aspects of the tasks been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 20 |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference. | 40 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered, as well as details on risk assessment and mitigation measures.  | 10 |
| 2.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement | 10 |
| 2.5 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic. | 10 |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract.  | 10 |
| **Total Section** **2** | **100** |

|  |  |
| --- | --- |
| **Section 3. Management Structure and Key Personnel** | **Points obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | **150** |
| 3.2 | Qualifications of key personnel proposed |  |  |
| 3.2 a | **Key Expert** **1 – Architect**  |  | **90** |
|  | - General experience  | 15 |  |
| - Specific experience relevant to the assignment:* Proven experience in leading the teams of experts in developing projects of the same or similar complexity (project leader/coordinator) - 20
* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.) - 25
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.) - 25
 | 70 |
| - Language Qualifications (both English and BHS languages) | 5 |
| 3.2 b | **Key Expert 2 – Civil engineer (structural)** |  | **70** |
|  | - General experience  | 15 |  |
| - Specific experience relevant to the assignment:* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.) - 25
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.) - 25
 | 50 |
|  | - Language Qualifications (BHS language) | 5 |
| 3.2 c | **Key Expert 3 – Civil engineer (Hydro)** |  | **40** |
|  | - General experience  | 15 |  |
|  | - Specific experience relevant to the assignment:* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.) - 10
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.) - 10
 | 20 |
|  | - Language Qualifications (BHS language) | 5 |
| 3.2 d | **Key Expert 4 – Electrical engineer (High current)** |  | **40** |
|  | - General experience  | 15 |  |
| - Specific experience relevant to the assignment:* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.) - 10
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.) - 10
 | 20 |
|  | - Language Qualifications (BHS language) | 5 |
| 3.2 e | **Key Expert 5 - Electrical engineer (Low current)** |  | **40** |
|  | - General experience  | 15 |  |
|  | Specific experience relevant to the assignment:* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.) - 10
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.) - 10
 | 20 |
|  | - Language Qualifications (BHS language) | 5 |
| 3.2 f | **Key Expert 6 - Mechanical engineer (HVAC)** |  | **40** |
|  | - General experience  | 15 |  |
| - Specific experience relevant to the assignment:* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.) - 10
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.) - 10
 | 20 |
|  | - Language Qualifications (BHS language) | 5 |
| 3.2 g | **Key Expert 7 - Architect**  |  | **30** |
|  | - General experience  | 15 |  |
| - Specific experience relevant to the assignment:* Proven experience in development of landscaping project documentaction – 10
 | 10 |
| - Language Qualifications (BHS language) | 5 |
| **Total Section 3**  | **500** |

**Section 5.** Terms of Reference

**Terms of Reference (ToR)**

1. **Brief Description of the Required Service**

Preparation of investment-technical documentation, conceptual and detailed project design, in the scope and content adequate (harmonized with the legislation) for obtaining urban consent (preliminary design), building permits (detailed design), conducting tender documentation, and execution of works that are the subject of the project documentation.

The final goal of the project documentation is the execution of works on the buildings of "Pavilions VIII and IX2 (two separate but connected buildings) built on cp no. 2400/1 К.О. Sarajevo V, Municipality of Centar Sarajevo (PL / KKU 1240), which are located within the Student Centre Bjelave „JU Student Center Sarajevo“ adapted for the needs of the Faculty of Health Studies Sarajevo.

1. **Scope of work**

The outcome of this intervention is development of Preliminary and Detailed Design of change of purpose and reconstruction of the buildings for the needs of the Faculty of Health Studies Sarajevo and obtaining all necessary consents and permits.

Detailed scope of services is described in detail in **Annex I** of this document.

1. **Outputs/ tasks**

The following tasks shall be carried out during this assignment:

* **Preliminary design;**
	+ Development of a conceptual design according to the project task and in cooperation with the representatives of the Faculty of Health Studies and UNDP, to the level necessary to understand the functional concept. The conceptual design shall be approved before the development of the Preliminary Design.
	+ Development of the conceptual design project at the level required for obtaining the urban consent and other consents and conditions for the development of the Detailed Project Design.
* **Obtaining all necessary consents and permits;**
* **Detailed design;**
	+ Detailed architectural project (architecture phase)
	+ Detailed construction design
	+ Detailed design of hydraulic installations
	+ Detailed design of electrical installations
	+ Detailed design of mechanical installations
	+ Detailed design of exterior decoration
	+ Fire protection study
	+ Occupational safety study
	+ And other necessary projects, studies and elaborates that prove necessary for the purpose of obtaining all legally prescribed consents and permits for the start of construction.
* **Obtaining of the building permit;**
1. **Deliverables and Schedules/Expected Outputs**

**Deliverable 1:**

After the Designer company undertakes the work on the project, the company is obliged to make a presentation of conceptual design to the representatives of UNDP and the Faculty of Health Studies within 20 calendar days. After the approval of the conceptual design, the Designer is obliged in the next 10 calendar days (a total of 30 calendar days for the development of preliminary project design), to make possible corrections and submit the final version of the Preliminary Project design to the Investor.

**Deliverable 2:**

After the finalization of Preliminary Project Design, Designer is required, in coordination with representatives of UNDP and the Faculty of Health Studies, to obtain all necessary consents and permits. All necessary consent and permits should be obtained in a period of 30 calendar days.

**Deliverable 3:**

After obtaining all necessary permits and approvals, the Designer will continue to work on the development of project documentation to the level of the Detailed Project Design. In addition to the preparation of all phases of the Detailed Design, the Designer is obliged to obtain all necessary studies and studies necessary for the start of construction, including fulfilment of all requirements of competent institutions and public utility companies (e.g., such as: study on safety at work, study on fire protection, etc.), as well as to obtain the safety at work and fire protection project verification.

The designer is obliged to submit the project documentation to the revision company within 70 calendar days. After receiving the first revision report, the designer will, if there is any corrections to be made, within 10 calendar days, make all required corrections and submit the project documentation for the second project documentation review.

After receiving a positive report from the revision company, five (5) certified hard copies of the detailed project and one (1) digital copy of the project shall be submitted to the Investor (Word documents, BoQ Excell document for all phases of the project synthetically, font Calibri, size 12, DWG drawings and PDF documents complete project documentation).

The designer is obliged, in addition to the previously stated number of delivered copies of the same, to make the required number of copies to obtain various permits, conditions, or consents of the competent institutions, etc. Before submitting the bid, before submitting the bid, it is recommended that the bidder visits the location of the buildings.

**Deliverable 4:**

After receiving a positive report on detailed project design, and after submitting the final version of project documentation, Designer is required, in coordination with representatives of UNDP and the Faculty of Health Studies, to obtain a building permit.

Successful Offerors will be requested to conduct the services in accordance with the table below. This indicates **key steps** of the services to be undertaken.

**Deliverables:**

|  |  |
| --- | --- |
| **Activity (as per TOR)** | **Estimated completion deadline** |
| Deliverable 1: Developed of Preliminary Project Design | 30 calendar days - Mid of April 2021 |
| Deliverable 2: Obtaining the consents and all other permits | 30 calendar days - Mid of May 2021 |
| Deliverable 3: Developed Detailed Project Design | 80 calendar days - End of August 2021 |
| Deliverable 4: Obtaining the building permit | 30 calendar days - End of October 2021 |

The length of time intended for obtaining all permits and consents is subject to possible changes, which is affected by the approach and engagement of the competent institutions and companies.

1. **Key Performance Indicators and Service Level**

Key performance indicators are as follows:

* All activities completed by defined deadlines and reports delivered in time.
* All key activities and deliverables will be subject to review by UNDP team and Project partners.
* Detailed project design will be subject of project design documentation review done by other legal entity registered for subject services.
* For each deliverable, the UNDP Project team will have up to 7 calendar days to review outputs, provide comments / feedback and/or approve report.
1. **Governance and Accountability**

Monitoring and evaluation of the Service Provider’s work will be conducted by the UNDP team.

In addition to the above, the project documentation will be subject to revision by a third legal entity registered to perform design services, after which the verified project documentation, in a final form, with all necessary studies and consents and approval will be submitted to UNDP.

Apart from the reports specified as deliverables, the service provider is expected to report monthly, informing on the progress made; results and deliverables in place; critical reflection on issues and challenges faced, or those that may need attention in the following period. Template for these reports will be provided by UNDP.

UNDP withholds the right to request additional periodical updates/reports on issues. All reports will be submitted in writing to the above-mentioned persons.

Due to complexity of the tasks, Service Provider will need to appoint at least one person who will always be responsible for keeping track of plans, activities, progress reports and ongoing issues.

1. **Expected duration of the contract/assignment.**

Expected duration of work is 200 calendar days starting from end of March 2021. Expected date of full completion of all activities is end of October 2021.

1. **Duty Station**

Activities will be conducted at the premises of the service provider and the locations in Sarajevo Canton subject to this ToR.

1. **Professional Qualifications of the Successful Contractor and its key personnel**

The service provider must have experience in working on the development of complex project documentation and the legal entity must be registered for the subject services.

The service provider should propose team of seven (7) experts.At least four (4) employees must be full time employed, out of which team leader and one team member must be full time employees of Leader of JV/Consortium/Association.

Proposed Experts team should have knowledge of a local BHS languages since all communication and correspondence with local municipalities/canton will be conducted in local languages. Also, all available documentation that would be provided by different levels of government (such as strategic plans, development plans, reports etc) will be in local BHS languages.

**Following key staff requirements:**

* **Team Leader / Key Expert 1**: One (1) university graduate Architectural engineer with professional exam certificate and min 15 years of experience in design of buildings of similar complexity.

- Specific experience in:

* Proven experience in leading the teams of experts in developing projects of the same or similar complexity (as a project leader/coordinator)
* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.)
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.)

- Language Qualifications (both English and BHS languages)

* **Key Expert 2 – Civil engineer (structural):** One (1) university graduate civil engineer with professional exam certificate and min 10 years of experience in design of buildings of similar complexity.

- Specific experience in:

* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.)
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.)

- Language Qualifications - BHS language

* **Key Expert 3 - Civil engineer (Hydro)**: One (1) university graduate civil engineer with professional exam certificate and min 10 years of experience in design of buildings of similar complexity.

- Specific experience in:

* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.)
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.)

- Language Qualifications - BHS language

* **Key Expert 4 – Electrical engineer (High current):** One (1) university graduate electrical engineer with professional exam certificate and min 10 years of experience in design of buildings of similar complexity.

- Specific experience in:

* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.)
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.)

- Language Qualifications - BHS language

* **Key Expert 5 – Electrical engineer (Low current):** One (1) university graduate electrical engineer with professional exam certificate and min 10 years of experience in design of buildings of similar complexity.

- Specific experience in:

* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.)
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.)

- Language Qualifications - BHS language

* **Expert 6 – Mechanical engineer (HVAC):** One (1) university graduate mechanical engineer with professional exam certificate and min 10 years of experience in design of buildings of similar complexity.

- Specific experience in:

* Proven experience in development of project documentation of educational facilities (schools, kindergartens, faculty facilities, etc.)
* Proven experience in development of project documentation of health care facilities (health care centers, hospitals, clinical labs etc.)

- Language Qualifications - BHS language

* **Expert 7 - Architect:** One (1) university graduate architectural engineer with professional exam certificate and min 5 years of experience in design of buildings of similar complexity.

- Specific experience in:

• Proven experience in development of landscaping project documentaction

- Language Qualifications - BHS language

1. **Price and Schedule of Payments**

Payments of the delivered services will be done according to the following timetable, each upon Project Manager’s approval:

* **Deliverable 1** - 20% of Contract value upon successful completion of activities and upon submission and approval of **Preliminary project Design** (to be submitted not later than end of April 2021).
* **Deliverable 2** - 10% of Contract value upon successfully obtaining all necessary permits and consents which are prerequisite for development of Detailed project design.
* **Deliverable 3** - 60% of Contract value upon successful completion of activities and upon submission and approval, positive review report of **Detailed project Design** **with all necessary studies and elaborates** (to be submitted not later than end August 2021).
* **Deliverable 4** - 10% of Contract value upon successfully obtaining a building permit.

# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**Technical Proposal Envelope:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?**  |  |
| * Form A: Technical Proposal Submission Form
 | [ ]  |
| * Form B: Bidder Information Form
 | [ ]  |
| * Form C: Joint Venture/Consortium/ Association Information Form
 | [ ]  |
| * Form D: Qualification Form
 | [ ]  |
| * Form E: Format of Technical Proposal
 | [ ]  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?**  | [ ]  |

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope/password protected email)**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form
 | [ ]  |
| * Form G: Financial Proposal Form
 | [ ]  |

## **Form A:** Technical Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Bid Validity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## **Form B:** BidderInformation Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete] Telephone numbers: [Complete]Email: [Complete] |
| **Are you a UNGM registered vendor?** | [ ]  Yes [ ]  No If yes, [insert UGNM vendor number]  |
| **Are you a UNDP vendor?** | [ ]  Yes [ ]  No If yes, [insert UNDP vendor number]  |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation**  | Name and Title: [Complete]Telephone numbers: [Complete]Email: [Complete] |
| **Please attach the following documents:**  | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.
* Confirmation of company’s registration/Court Registration Extract (original or certified copy)
* Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country.
* If the bidder does not have employed designers, for each phase of the project that needs to be delivered, Bidder must provide Contract signed by the Bidder and engaged staff (in accordance with the requirements of the law on construction FBiH), including a statement of availability and exclusivity during the entire contracted period.
* Reference list indicating successfully implemented projects within the 3 (three) years on the company memorandum letter;
* Recommendation letters indicating the value, complexity and date of project completion, for at least 3 (three) projects of similar scope, nature and complexity implemented within the 5 (five) years. Letters should include referral’s contact details.
* List of team members (engineers and other personal) to be engaged for the contract (names, education, skills, years of experience);
* 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 issued within the 60 days from the tender launching date;
* CVs of the team members who will carry out the Assignment detailing qualifications, experience in similar assignments, particularly assignments undertaken in the previous five years, including information on contracting entity/client, project location/country, duration (mm/yy to mm/yy), assignment budget, main activities, objectives;
* Copies of professional license and/or professional exam certificates of each team member (diploma and official state examination certificate for each engineer required);
* Copies of financial statements for last 2 years (Income Statement and Balance Sheet)
* Contract signed by the Bidder and engaged staff including statement on availability and exclusivity during the entire contracted period signed by each team member.
* In case of consortium/JV, duly notarized agreement
 |

##

## **Form C:** Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] |

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed**  |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner** (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

[ ]  Letter of intent to form a joint venture ***OR*** [ ]  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

##

## **Form D:** QualificationForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] |

If JV/Consortium/Association, to be completed by each partner.

**Historical Contract Non-Performance**

|  |
| --- |
| [ ]  Contract non-performance did not occur for the last 3 years  |
| [ ]  Contract(s) not performed for the last 3 years |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |
| --- |
| [ ]  No litigation history for the last 3 years |
| [ ]  Litigation History as indicated below |
| **Year of dispute**  | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute:Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

[ ]   Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       USD      Year       USD      Year       USD       |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |
| --- | --- |
| **Financial information**(in US$ equivalent) | **Historic information for the last 3 years** |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit  |  |  |  |
| Current Ratio |  |  |  |

[ ]  Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
	2. Historic financial statements must be audited by a certified public accountant;
	3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## **Form E:** Format ofTechnical Proposal

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] |

The Bidder’s proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
	2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
	3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
	4. Quality assurance procedures and risk mitigation measures.
	5. Organization’s commitment to sustainability.

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

This section should demonstrate the bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

* 1. A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
	2. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
	3. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
	4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
	5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
	6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
	7. Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
	2. Provide CVs and certifications relevant to the project implementation for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency  | [Insert] |
| Education/ Qualifications | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert]
* Date of certification: [Insert]
 |
| Employment Record/ Experience | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1: [Insert]Reference 2:[Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

## **Form F:** Financial Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## **Form G:** Financial ProposalForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] |

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** (from Table 2) |  |
| **Other Costs** (from Table 3) |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of Days/months/ hours** | **Total Amount** |
| *A* | *B* | *C=A+B* |
| In-Country  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Home Based  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Professional Fees:** |  |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| International flights | Trip |  |  |  |
| Subsistence allowance | Day |  |  |  |
| Miscellaneous travel expenses | Trip |  |  |  |
| Local transportation costs | Lump Sum |  |  |  |
| Out-of-Pocket Expenses |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Subtotal Other Costs:** |  |

**Table 4: Breakdown of Price per Deliverable/Activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/****Activity description**  | **Time**(person days) | **Professional Fees** | **Other Costs** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Bid Validity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[*Stamp with official stamp of the Bidder*]**

**ANNEX I**

**PROJEKTNI ZADATAK**

**za izradu investiciono-tehničke dokumentacije – Idejnog i Izvedbenog projekta promjene namjene, rekonstrukciju i adaptaciju objekta (Paviljon VIII i IX – u krugu Studenskog naselja Bjelave - JU Studenstki centar Sarajevo) za potrebe Fakulteta zdravstvenih studija Sarajevo**

# 1.1 OPŠTE INFORMACIJE:

## **Podaci o objektima:**

Paviljon VIII i Paviljon IX su objekti međusobno povezani toplom vezom, korisne površine 3807,725 m2 sa pripadajućim stepeništem od 39,425 m2 koji se nalaze u sklopu Studentskog naselja Bjelave na adresi Bardakčije br.1 , Općina Centar, br. parcele 2400/1, posjednik Univerzitet u Sarajevu.

## **Predmet:**

Izrada investiciono-tehničke dokumentacije, idejnog i izvedbenog projekta, u obimu i sadržaju adekvatnom (usklađeni sa zakonskom regulativom) za pribavljanje urbanističke saglasnosti (idejni projekat), građevinske dozvole (izvedbeni projekat), provođenje tenderske dokumentacije i izvođenje radova koji su predmet Projekta.

## **Cilj izrade projektne dokumentacije:**

Konačan cilj izrade projektne dokumentacije je izvođenje radova kojima se objekti Paviljoni VIII i IX (povezani toplom vezom) izgrađeni na k.č. 2400/1 K.O. Sarajevo V, Općina Centar Sarajevo (PL/KKU 1240 – katastar u prilogu), koji se nalaze u krugu Studentskog naselja Bjelave JU Studentski centar Sarajevo adaptira za potrebe Fakulteta za zdravstvene studije Sarajevo.

# 1.2 OPSEG IZRADE PROJEKTNE DOKUMENTACIJE

Opseg usluge obuhvata izradu kompletne projektno-tehničke dokumentacije koja se sastoji od:

### Idejnog projekta

#### Izradu idejnog arhitektonsko-urbanističkog rješenja po projektnom zadatku i u saradnji sa predstavnicima Fakulteta zdravstvenih studija i UNDP-a, do nivoa potrebnog da se shvati funkcionalni koncept i odobri Idejno rješenje. Na idejno rješenje se daje saglasnost za izradu Idejnog projekta.

#### Izradu idejnog arhitektonsko-urbanističkog Projekta na nivou potrebnom za ishođenje urbanističke saglasnosti i ostalih saglasnosti I uvjeta za izradu Izvedbenog projekta.

### Izvedbenog projekta

#### Izvedbeni arhitektonski projekat (faza arhitektura)

#### Izvedbeni projekat konstrukcije

#### Izvedbeni projekat hidroinstalacija

#### Izvedbeni projekat elektroinstalacija

#### Izvedbeni projekat mašinkih instalacija

#### Izvedbeni projekat vanjskog uređenja

#### 2.7. Elaborat zaštite od požara

#### 2.8. Elaborat zaštite na radu

#### 2.9. I drugih potrebnih projekata i elaborata koji se pokažu potrebni za svrhu ishođenja svih zakonom propisanih saglasnosti i dozvola za početak građenja

### Usluge ishođenja potrebnih saglasnosti, potvrda i dozvola za početak građenja

Napomena: Projektna dokumentacija mora biti u svemu u skladu sa svom Zakonskom regulativom u svakom koraku izrade projektne dokumentacije te će ista biti korišćena za ishodovanje svih potrebnih saglasnosti i dozvola te izvođenje radova na objektima.

Ponuđač je dužan, uz koordinaciju sa predstavnicima Fakulteta zdravstvenih studija i UNDP-a, da ishoduje sve potrebne dozvole i saglasnosti zakonom propisane a koje su preduslov za početak izrade Izvedbenog projekta te izvođenja radova kao i za dobijanja saglasnosti i dozvola za puštanje u rad objekta.

# 2.0 METODOLOGIJA IZRADE PROJEKTNE DOKUMENTACIJE

## **Faze izrade projektne dokumentacije i metodologija izrade**

1. Prva Faza:

Idejni projekat, radi se po metodologiji, da izabrani ponuđač (u daljem tekstu Projektant), izradi idejno arhitektonsko-urbanističko rješenje (koncept idejnog projekta) na osnovu podataka iz projektnog zadatka i u saradnji sa predstavnikom UNDP-a i Fakulteta zdravstvenih studija (u daljem tekstu FZS). Idejno rješenje će definisati sve predviđene prostorije, funkcionalni koncept rješenja, predvidjeti opremanje svih prostorija potrebnim instalacijama, finalnu obradu podnih, zidnih i stropnih ploha, jasno prikazati intervencije na konstrukciji i unutrašnjem rasporedu, koncept obrade vanjskih ovojnica objekta, kao i koncept vanjskog uređenja parcele. Konačno idejno rješenje će biti predstavljeno predstavnicima FZS-a i UNDP-a, koji će pregledati isto i dati pismenu saglasnost za izradu Idejnog projekta. Projektant će na osnovu odobrenog idejnog rješenja, uključujući sugestije ako ih bude, izraditi Idejni projekat. Idejni projekat će se koristiti za pribavljanje urbanističke saglasnosti i saglasnosti javnih komunalnih preduzeća. Projektant je u obavezi da u najkraćem roku (ne dužim od roka koji daju nadležne institucije) otkloni nedostatke ili dopuni idejni projekat po uslovima nadležne urbanističko-građevinske službe ili Javnih komunalnih preduzeća. Pored navedenog, Projektant, uz koordinaciju sa predstavnicima UNDP-a te FZS Sarajevo, dužan je da ishoduje sve neophodne dozvole i saglasnosti nadležnih institucija.

### Druga Faza:

Izradu Izvedbenog projekta prema uslovima iz Urbanističke saglasnosti, urbanističko-tehničkih uslova, uslovima i saglasnostima javnih komunalnih preduzeća, te u skladu sa zakonskim propisima i zakonima.

Izvedbeni projekat će biti revidiran od strane trećeg pravnog lica registrovanog za vršenje navedenih usluga a kojeg će angažovati UNDP, nakon čega će se od Projektanta očekivati da prihvati izvještaj i preporuke revizora, te dostavi konačnu integrisanu verziju projekta.

# 2.1 SADRŽAJ PROJEKTNE DOKUMENTACIJE

**Prva Faza – Idejni projekat**

u svojoj konačnoj formi treba da sadrži minimum priloga koji su opisani ispod:

|  |  |
| --- | --- |
| **Opći dio** |  |
| - | Rješenje o registraciji preduzeća, potrebna ovlašćenja  |  |
| - | Imenovanje odgovornih projektanata sa dokazom o stručnosti |  |
| **Tehnički dio, tekstualni dio** |  |
| - | Tehnički opis, sa dovoljno informacija o predviđenim intervencijama |  |
| - | Opis idejnog rješenja priključenja objekta na komunalne instalacije, analiza postojećih priključaka, analiza njihovoj adekvatnosti (kapaciteta), opis eventulanih novih priključaka, smještaj novih instalacija grijanja i vjetrenje sa idejnim opisom sistema. |  |
| - | Bilans površina, sa razdvojenim prikazom starog i novog stanja |  |
| - | Projektantska procijena koštanja investicije |  |
| **Tehnički dio, Grafički dio** | Mjerilo: |
| - | Postojeće stanje: |  |
| - | Situacija | 1:500 (1:1000) |
| - | Sve osnove, presjeci (min.2 presjeka), sve fasade | 1:100 |
| - | Karakteristični presjeci | 1:100 |
| - | Sve fasade | 1:100 |
| **Karta intervecija (demolacija/novogradnja)** |  |
| - | Sve osnove | 1:100 |
| **Novoprojektovano stanje** |  |
| - | Situacija | 1:500 |
| - | Sve osnove (uključujući i osnovu krova) sa tačnim opisima prostorija, površinom, obradom poda, svijetlom visinom i ucrtanom opremom i namještajem. (Obavezno za prostore namijenjene medicinskim istraživanjem, liječenju i edukaciji) | 1:100 |
| - | Karakteristični presjeci | 1:100 |
| - | Sve fasade | 1:100 |
| - | 3d prikaz objekta |  |

Koncept idejnog rješenje čija potvrda od predstavnika FZS I UNDP-a je preduslov za izradu Idejnog projekta sadrži sve elemente (u radnoj formi) Idejnog projekta koje su neophodne da se u potpunosti shvate svi zahvati na objektu. Projektant je u obavezi da u najkraćem roku (ne dužem od roka koje daju nadležne institucije) otkloni nedostatke ili dopuni idejni projekat po uslovima nadležne urbanističko-građevinske službe ili Javnih komunalnih preduzeća. Pored navedenog, projekant je dužan da uz koordinaciju sa predstavnicima UNDP-a i FZS Sarajevo, ishoduje sve potrebne dozvole i saglasnosti nadležnih institucija a koje su uslov za početak izrade Izvedbenog projekta. Kraj ove faze predstavlja dobijanje svih dozvola i saglasnosti na Idejni projekat

Idejni projekat se predaje u pet (5) ovjerenih analognih primjeraka i jedne (1) digitalne kopije projekta Investitoru (Word dokumenti, DWG crteži i PDF dokumenti kompletne projektne dokumentacije).

## **Druga faza – Izvedbeni projekat**

Radi u svemu prema usvojenim Idejnim projektom, uslovima iz Urbanističke saglasnosti, urbanističko-tehničkih uslova, uslovima i saglasnostima javnih komunalnih preduzeća, te u skladu sa Zakonima i propisima. Tokom izrade Izvedbenog projekta projektant će biti u obavezi angažovati stručna lica sa relevantnim iskustvom za predmetne radove, koji ispunjavaju Zakonske uslove.

Izvedbeni projekat, u svojoj konačnoj formi treba da sadrži minimum priloga koji su opisani ispod:

|  |  |
| --- | --- |
| **OPĆI DIO** |  |
| - | Rješenje o registraciji preduzeća, potrebna ovlašćenja  |  |
| - | Imenovanje projektanta voditelja  |  |
| - | Imenovanje odgovornih projektanata, za svaku fazu projekta |  |
| - | Imenovanje vršioca unutrašnje kontrole, za svaku fazu projekta |  |
| - | Potvrda o usaglašenosti svih djelova projekta |  |
| - | Potvrda o izvršenoj unutrašnjoj kontroli |  |
| - | Potvrda o primjenjenosti mjera zaštite na radu |  |
| - | Potvrda o primjenjenosti mjera zaštite od požara |  |
| - | Projektni zadatak |  |
| - | FCO urbanističke saglasnosti, urbanističko-tehničkih uslova i saglasnosti Javnih komunalnih preduzeća (koja su tražena) |  |
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| --- | --- |
| **FAZA 1 – ARHITEKTONSKA FAZA** |  |
|  | **Tekstualni dio** |  |
| - | Tehnički opis, sa detaljnim opisom intervencija, novim funkcionalnim rasporedom, završnom obradom ploha te općim uslovima za izvođenjem radova |  |
| - | Arhitektonska fizika zgrade sa svim nephodnim proračunima |  |
| - | Bilans površina (zatečeno i novoprojektovano stanje) |  |
| - | Predmjer radova (građenje i opremanje) |  |
| - | Predračun radova (građenje i opremanje) |  |
|  | **Grafički dio** | Mjerilo: |
|  | **Postojeće stanje:** |  |
| - | Situacija, postojeće stanje | 1:500 (1:1000) |
| - | Sve osnove, postojeće stanje | 1:100 |
| - | Karakteristični presjeci, postojeće stanje | 1:100 |
| - | Sve fasade, postojeće stanje | 1:100 |
|  | Karta intervecija (demolacija/novogradnja) |  |
| - | Sve osnove , intervencije: demolacija/novogradnja | 1:50 |
| - | Karakteristični presjeci, intervencije: demolacija/novogradnja | 1:50 |
| - | Sve fasade, intervencije: demolacija/novogradnja | 1:50/1:100 |
|  | **Novoprojektovano stanje** |  |
| - | Situacija | 1:500 |
| - | Sve osnove (uključujući i osnovu krova)  | 1:50 |
| - | Karakteristični presjeci | 1:50 |
| - | Sve fasade | 1:50 |
| - | Šeme stolarije | 1:50 |
| - | Šeme bravarije | 1:50 |
| - | Svi karakteristični detalji | 1:5/1:10/1:20 |
|  | **Ahitektonski crteži opremanja** |  |
| - | Sve osnove sa prikazom obrade podnih obloga | 1:100/1:50 |
| - | Sve osnove sa prikazom obrade stropova i pozicijom rasvjete | 1:100/1:50 |
| - | Sve osnove sa specifikacijom ugrađene medicinske opreme i namještaja | 1:50 |
| - | Specifikacija medicinske opreme, ugradbenih elemenata i standardnog namještaja | 1:50 |
| - | Karakteristični detalji | 1:5/1:10/1:20 |

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| **FAZA 2 – KONSTRUKTIVNA FAZA** |  |
|  | **Tekstualni dio** |  |
| - | Tehnički opis, izvještaj o zatečenom stanju, tehnički opis intervencija, analiza opterećanja, promjena opterećanja I uticaj na konstrukciju |  |
| - | Statički proračun, provjera temelja (geološka podloga), proračun statičkog uticaja intervencija na konstrukciji objekta (promjene opterećenja i dijelova konstrukcije). Statička provjera novoprojektovanog stanja i dokaz o stabilnosti konstrukcije (uključujući seimičku provjeru). Dokaz nosivosti (proračun i dimenzionisanje) svih novih i elemenata koji se zadržavaju. |  |
| - | Tehnički uslovi za izvođenje radova |  |
| - | Specifikacija armature (ako je bude) |  |
| - | Specifikacija čelične konstruikcije (ako je bude) |  |
|  | **Grafički dio** | Mjerilo: |
| - | Planovi konstrukcije (sve osnove, ramovi, zidovi ….) | 1:50 |
| - | Nacrt armature (sve osnove, ramovi, zidovi ….) | 1:50 |
| - | Nacrti čelične konstrukcije sa karakterističnim detaljima | 1:50/1:20/1:10 |

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| **FAZA 3 – HIDROINSTALACIJE (VODOVOD I KANALIZACIJA)** |  |
|  | **Tekstualni dio** |  |
| - | Tehnički izvještaj – zatečeno stanje  |  |
| - | Tehnički opis novoprojektovanog stanja, opis projektiranih hidrotehničkih instalacija sa obrazloženjem usvojenih rješenja, način rada, podatke o vanjskim instalacijama vodovoda i kanalizacije, primijenjene tehničke propise i standarde, opis terena, primijenjene materijale… |  |
| - | Hidraulički proračuni vodovoda i kanalizacije |  |
| - | Tehnički uslovi za izvođenje hidroinstalacija |  |
| - | Predmjer radova |  |
| - | Predračun radova |  |
|  | **Grafički dio** | Mjerilo: |
| - | Situacija sa prikazom priključka na gradsku mrežu ViK na katastru podzemnih instalacija | 1:500/1:1000 |
| - | Situacija sa prikazom priključka na gradku mrežu ViK, na ažurnoj geodetskoj podlozi, sa prikazom vanjske hidrantske mreže ukoliko je bude | 1:250/1:500 |
| - | Sve snove sa razvodom vodovoda (sanitarna voda, topla i hladna, hidrantska mreža) i kanalizacije (fekalna i oborinska kanalizacija) | 1:50 |
| - | Izometrijska šema vodovodne mreže | 1:50 |
| - | Šeme fekalnih vertikala | 1:50 |
| - | Šeme oborinskih vertikala | 1:50 |
| - | Uzdužni profil fekalne kanalizacije | 1:100/1000 |
| - | Uzdužni profil oborinske kanalizacije | 1:100/1000 |
| - | Uzdužni profil vodovone mreže u tlu | 1:100/1000 |
| - | Svi karakteristični detalji unutrašnje i vanjske mreže:Detalj požarnog hidrantaDetalj vanjskog hidranta Detalj tipskog revizionog okna sa perforiranim poklopcemDetalj prolaza cijevi kroz vanjski/temeljni zidDetalj prolaza cijevi kroz konstrukcijuDetalj pričvršćivanja vodovodnih cijeviDetalj pričvršćivanja kanalizacionih cijeviDetalj, profil rovaDetalj razupiranja | 1:5/1:10/1:20 |
| - | Šeme čvorova | 1:5/1:10 |

|  |  |
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| FAZA 4 – ELEKTROINSTALACIJE |  |
|  | Tekstualni dio |  |
|  | Instalacija opće, panik i enterijerske rasvjete |  |
|  | Instalacija utičnica |  |
|  | Instalacija napojnih kabela za potrebe tehnoloških potrošača (električni potrošači za mašinske i hidro instalacije, liftovi i slično)Posebno obratiti pažnju za instalaci napojnih kabela za potrošače velike snage (rentgenski aparati, CT skeneri i sl.) |  |
|  | Instalacija razvodnih tabli i ormara |  |
|  | Instalacija zaštite od atmosferskog pražnjenja |  |
|  | Zaštita od napona dodira I prenaponska zaštita |  |
|  | Instalacija napojnih kabela za sisteme slabe struje (dojava požara, detekcija dima, interfon) |  |
|  | Instalacija centralnog sistema nadgledanja potrošnje enrgije/ energenata i vode |  |
|  | Grafički dio | Mjerilo: |
|  | Napajanje objakta električnom energijom |  |
|  | Razvodni uređaji |  |
|  | Prekidači |  |
|  | Instalacija rasvjete |  |
|  | Instalacija utičnica |  |
|  | Instalacija kabela |  |
|  | Jednopolna šema |  |
|  | Tropolna šema |  |
|  | Instalacija za izjednačavanje potencijala |  |
|  | Gromobranska instalacija |  |
|  | Instalacija slabe struje |  |

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| --- | --- |
| FAZA 5 – MAŠINSKE INSTALACIJE |  |
|  | Tekstualni dio |  |
| - | Projektni zadatak |  |
| - | Opšti i tehnički uslovi |  |
| - | Prolig o primjenjenim mjerama zaštite na radu |  |
| - | Tehnički opis |  |
| - | Proračun koeficijenata prolaza toplote |  |
| - | Proračun gubitaka toplote |  |
| - | Proračun priliva toplote |  |
| - | Rekapitulacija gubitaka toplote |  |
| - | Rekapitulacija priliva toplote |  |
| - | Proraču ventilacije prostora  |  |
| - | Izbor opreme |  |
| - | Predmjer radova |  |
| - | Predračun radova | Mjerilo: |
|  |  |  |
|  | Grafički dio | Mjerilo: |
| - | Osnove etaža (cijevni i kanalski razvod) | 1:50 |
| - | Kotlovnica | 1:50, 1:25 |
| - | Tehnološka šhema | - |

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| --- | --- |
| **FAZA 6 – VANJSKO UREĐENJE** |  |
|  | **Tekstualni dio** |  |
| - | Tehnički opis, sa detaljnim opisom intervencija, završnom obradom ploha, saobraćajnim rješenjem te općim uslovima za izvođenjem radova |  |
| - | Bilans površina |  |
| - | Predmjer radova  |  |
| - | Predračun radova  |  |
|  | **Grafički dio** | Mjerilo: |
|  | **Postojeće stanje:** |  |
| - | Ažurna geodetska situacija, zatečeno stanje, sa prikazom podzemnih instalacija, vanjske hidrantske mreže (ako je ima) | 1:250 (1:500) |
|   | **Novoprojektovano stanje** |   |
| - | Pregledna situacija vanjskog uređenja | 1:1000 (1:2000) |
| - | Situacija, prostorno i oblikovno rješenje vanjskog uređenja | 1:500 (1:1000) |
| - | Parterno rješenje | 1:500 (1:1000) |
| - | Saobračajno rješenje | 1:500 |
| - | Situacija odvodnje vode sa uređenih površina | 1:500 |
| - | Uzdužni presjek odvodnje vode | 1:100/1000 |
| - | Karakteristični presjeci | 1:100 (1:250) |
| - | Hortikulturalno uređenje | 1:500 |
| - | Karakteristični detalji, svi potrebni | 1:10/1:50/1:100 |

Pored same izrade faza Izvedbenog projekta Projektant je u obavezi da pribavi i sve potrebne elaborate i studije koje su potrebne za početak građenja, uključujući ispunjenje svih zahtjeva nadležnih institucija i javnih komunalnih preduzeća (npr. kao što su: elaborat zaštite na radu, elaborat zaštite od požara itd.), kao i da pribavi ovjeru projekta za aspekta zaštite na radu I zaštite od požara.

Nakon predaje projekta, Projektant ima obavezu dati pojašnjenja na sve nejasnoće koje se pojave tokom izvođenja radova.

Pored navedenog, Projektant je dužan da uz koordinaciju sa predstavnicima UNDP-a i FZS Sarajevo, ishoduje odobrenje za građenje, kao i sve ostale dozvole neophodne za početak izvođenja radova na objektima.

**Napomena:** Izvedbeni projekat će biti revidiran od strane trećeg pravnog lica registrovanog za vršenje navedenih usluga a kojeg će angažovati Investitor, nakon čega će Projektant imati obavezu da prihvati izvještaj i preporuke revizora, usaglasi sporne dijelove sa Revidentom, te dostavi konačnu integrisanu verziju projekta.

Nakon usaglašavanja finalne verzije projekta, predaje se pet (5) ovjerenih analognih primjeraka glavnog projekta i jedne (1) digitalne kopije projekta Investitoru (Word dokumenti, BoQ Excell dokument za sve faze projekta sintezno, font Calibri, veličine 12, DWG crteži i PDF dokumenti kompletne projektne dokumentacije).

Projektant je u obavezi, osim prethodno navedenog broja isporučenih primjeraka iste, izraditi i potreban broj primjeraka radi pribavljanja raznih mišljenja, uslova ili saglasnosti tijela i osoba određenih posebnim propisima. Prije dostavljanja ponude potrebno je izvršiti uvid u sadašnje stanje predmetnog prostora.

# 2.2 PODACI O OBJEKTIMA

Paviljon VIII i Paviljon IX, su korisne površine 3807,725 m2 i pripadajuće stepenište 39,425 m2 koji se nalazi u sklopu Studentskog naselja Bjelave na adresi Bardakčije br.1 , Općina Centar.

Paviljoni VIII i IX se nalaze na k.č. 2400/1 K.O. Sarajevo V, Općina Centar Sarajevo (PL/KKU 1240 – katastar u prilogu), posjednik je Univerzitet u Sarajevu.

# 3.0 SMJERNICE ZA PROJEKTOVANJE

## **3.1 ARHITEKTONSKO-GRAĐEVINSKA FAZA**

Projektant treba da po analizi zatečenog stanje izradi novo funkcionalno rješenje koje će zadovoljiti minimalne potrebe korisnika (Fakulteta za zdravstvene studije) sa prostorijama koje su date u tabeli ispod:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Rb. | Naziv prostorije | Broj istih prostorija | Predviđen broj korisnika | Planirana Površina pr. (m2) | UkupnoPovršina (m2) | Opis namjene |
| 1. | Amfiteatar  | 1 | 250 | 250 | 250 | Opća namjena, sa mogućnosti dijeljenja na dva prostora, Pod u nagibu (potrebna površina 1,1 m²/mjestu do 100 mjesta, a 0,9 m²/mjestu iznad 100 mjesta |
| 2. | Amfiteatar - kongresni | 1 | 150 | 200 | 200 |  |
| 3. | Učionice  | 8 | 45 | 54 | 432 | Ravni pod; 1,2 m²/mjestu (54 m²) |
| 4. | Laboratorije - biohemijska | 1 | 15 | 90 | 90 |  |
| 5. | Laboratorija- mikrobiološka | 1 | 15 | 90 | 90 |  |
| 6. | Kabinet fizioterapija | 2 | 15 | 90 | 180 |  |
| 7. | Kabinet zdravstvena njega | 2 | 10 | 54 | 108 |  |
| 8. | Kabinet sanitarno inžinjerstvo | 1 | 10 | 36 | 36 |  |
| 9. | Kabinet nutricionistika | 1 | 10 | 36 | 36 |  |
| 10. | Kabinet babičarstvo | 1 | 10 | 36 | 36 |  |
| 11. | Kabinet informatika | 1 | 10 | 36 | 36 |  |
| 11.  | Garderoba- svaki sprat | 4 |  | 12 | 48 |  |
| 12.  | Biblioteka  | 1 |  | 120 | 120 |  |
| 13. | Čitaonica  | 1 |  | 72 | 72 |  |
| 13. | Studentska služba | 1 |  | 54 | 54 | Sa tri međusobno nepotpuno odijeljena mjesta u istom prostoru, pri tome dva sa šalterom |
| 14. | Arhiva  | 1 |  | 60 | 60 | Povezana vratima sa studentskom sužbom |
| 15. | Kopirnica  | 1 |  | 12 | 12 |  |
| 16. | Dekanat + sekretarica | 1 |  | 42+18 | 60 |  |
| 17. | Prodekani  | 5 |  | 24 | 120 | 1 mjesto |
| 18. | Kancelarije -asistenti | 5 |  | 18 | 90 | 3 mjesta |
| 19.  | Kancelarije - profesori | 10 |  | 12 | 120 | 1 mjesto |
| 19. | Kancelarije - docenti | 10 |  | 18 | 180 | 2 mjesta |
| 20. | Racunovodstvo  | 1 |  | 24 | 24 | 2 mjesta |
| 21.  | Pravna služba | 1 |  | 24 | 24 | 2 mjesta |
| 22. | Sekretar  | 1 |  | 12 | 12 | 1 mjesto |
| 23. | Čajna kuhinja  |  |  | 18 |  | Po mogućnosti na spratovima gdje su kabineti i kancelarijski prostor |
| 24. | Spremačice  | 1 |  | 36 | 36 |  |
| 25. | Skladište za higijenu | 1 |  | 12 | 12 |  |
| 26. | Studentska organizacija | 1 |  | 18 | 18 |  |
| 27. | Toaleti  |  |  |  |  | Svaki sprat |
| 28.  | Studentske prostorije za druženje | 1 |  | 60 | 60 | U sklopu prostorije toilet |
| 29. | Soba za server | 1 |  |  |  |  |
| 30. | Trpezarija  | 1 |  |  |  |  |
| 31. | Sala za sastanke | 1 |  |  |  |  |
| 32. | Komunikacije |  |  |  | 15% |  |
| 33. | Pomoćne i servisne pr. |  |  |  |  |  |

# 3.1.1 TEHNIČKI USLOVI ZA POJEDINE PROSTORIJE

## **Laboratorije**

Zamišljeno da u sredini prostorije bude centralni laboratorijski sto sa dva praonika na jednom kraju (400x90x90), uz zid ormarići 300; digeator 150x80x40;

1. Zidovi, plafoni i podovi treba da budu glatki, laki za čišćenje, nepromočivi i otporni na hemikalije i dezinfekciona sredstva koji se obično koriste u laboratoriji. Podovi ne smiju biti klizavi
2. Otvorene radne površine ne treba da propuštaju vodu i treba da budu otporne na dezinfekciona sredstva, kiseline, baze, organske rastvore i umjerenu toplotu.
3. Rasvjeta treba da bude adekvatna za sve aktivnosti. Treba izbjegavati nepoželjni odsjaj i blještanje svjetla.
4. Laboratorijski namještaj treba da bude od čvrstog materijala. Otvoreni prostor između i ispod klupa, kabineta i opreme treba da bude dostupan za čišćenje.
5. U svakoj laboratorijskoj prostoriji treba obijezbediti lavaboe za pranje ruku sa tekućom vodom i po mogućnosti blizu izlaznih vrata.
6. Sistemi za bezbjednost treba da pokriju mogućnost požara, nestanka električne energije, da obezbijede tuš za hitne slučajeve i lavaboe za ispiranje očiju.

## **Kabineti**

1. Zidovi, stropovi i radne površine u prostorijama u kojima se obavlja zdravstvena djelatnost, te u sanitarnim čvorovima i laboratorijima, su glatke površine, otporne na hemikalije i učestalo i temeljito čišćenje prema posebnim propisima koji reguliraju ovu oblast.
2. Vrata i podovi u prostorijama moraju biti izvedeni na način da se mogu brzo i lako čistiti, održavati i dezinficirati. Vrata su široka najmanje 110 cm.
3. Prozori moraju biti izvedeni na način da se osigura mogućnost zračenja prostorija i čišćenja prozora.
4. Sanitarni čvor za pacijente i sanitarni čvor za osoblje, u pravilu su odvojeni po spolu, i moraju imati umivaonik sa sapunom, te ručnike za jednokratnu upotrebu, odnosno sušilo za ruke.
5. Vrata sanitarnog čvora za pacijente moraju biti širine od najmanje 110 cm, a u prostoriji se moraju postaviti i rukohvati.
6. Fakultet zdravstvenog usmjerenja mora osigurati sanitarne čvorove sa pristupom invalidskim kolicima.

Planirani broj studenata je cca 1000.

# 3.1.2 OPĆE SMJERNICE ZA PROJEKTOVANJE

Projektant treba da obezbjedi funkcionalno rješenje koje će zadovoljiti potrebe korisnika (Fakulteta zdravstvenih studija) za prostorijama koje su date u tabeli iznad, i po općim smjernicama koje su navedene ispod.

U skladu sa usvojenim Idejnim projektom, Urbanističkom saglasnošću, urbanističko-tehničkim uslovima, lokacijskim uslovima, i uslovima predviđenim od strane komunalnih preduzeća, Projektant će dizajnirati funkcionalno rješenje uzimajući u obzir funkcionalnu šemu korištenja (po uputama FZS-a), položaj i orijentaciju zgrade (odgovarajućim korištenjem prirodnih karakteristika, kao što su izloženost svjetlosti, insolacija, aeracija, širenje zvuka, …). Prostorni i arhitektonski sklad potrebno je postići sa okolnim objektima i ambijentom, tako da konstrukcija ne ugrožava stabilnost i uslove za upotrebu susjednih objekata.

Prostorna organizacija i sadržaji zgrade definirani su idejnim rješenjem koje služi kao osnova za izradu idejnog i glavnog projekta kojeg se odabrani Projektant mora pridržavati.

Idejno rješenje, urbanističko-tehnički zahtjevi i zahtjevi lokacije definira regulacioni i građevinske okvir projektovanja. Odabrani Projektant dužan je nadgledati sve parametre koji su definirani spomenutom dokumentacijom, a u skladu sa željama i očekivanjima naručitelja, stoga se Projekat mora izraditi takav način da se u potpunosti udovolji navedenim odredbama i smjernicama.

Sve prostorije u zgradi, pristup objektu, komunikacije, pristupne tačke, hodnici trebaju biti projektovani tako da omoguće nesmetan pristup invalidnim licima i osobama smanjene fizičke sposobnosti, djeci, starijim osobama, u skladu s pravilima, tehničkim standardima pristupačnosti i ostalim zakonskim propisima.

Projektno rješenje i odabir materijala za izgradnju treba da pruže fleksibilnost u pogledu internog rješenja i mogućnost promjene namjene i veličine prostora u budućnosti (administrativni i obrazovni prostori kao i prostori namijenjeni medicinskom liječenju). Pregradni zidovi moraju biti dizajnirani na način koji omogućava dobru fleksibilnost zgrade i određenih prostorija, tako da se omogući eventualna demontaža/montaža pregradnih zidova u kratkom vremenskom periodu i uz minimalne troškove, pri povećanju ili smanjenju prostora ili čak do potpune promjene namjene nekih prostora s promjenama koje mogu nastati u izmjeni koncepta korištenja.

## **Načelo ekonomičnosti:**

Projektan je u obavezi prilikom projektovanja voditi računa o ekonomičnosti projektnog rješenja, voditi računa o projektovanoj cijeni investicije i projekat uskladiti sa budžetom naručioca.

**Smjernice za projektovanje zidova:**

Svi zidovi trebaju biti projektovani prema važećim propisima i standardima i u skladu s položajem i funkcijom u objektu.

Vanjski zidovi, koji se zadržavaju i novi, između grijanih i negrijanih prostorija moraju imati toplinsku zaštitu u skladu sa toplotnim proračunima i propisima iz oblasti energetske efikasnosti zgrada.

Objekat, u smislu energetske efikasnosti, treba projektovati da zadovolji minimalno energetski razred B, po pravilniku o energetskom certificiranu objekta. Zbog toga će svi vanjski zidovi, krov, (obloga) biti dizajnirani i termički proračunati tako da postignu potrebnu energetsku klasu.

Svi zidovi moraju imati odgovarajuću zaštitu od zvuka u skladu sa akustičkim propisima.

Unutarnji pregradni zidovi trebaju biti izrađeni u sistemu suhe gradnje od gips-katonskih ploča koje su postavljene na metalnu podkonstrukciju sa dvostrukom oblogom od gips-kartonskih ploča, i zvučnom izolacijom od kamene vune ako za to postoju zahtjevi.

Finalna obradu zidova projektovati u skladu sa namjenom prostorija. U prostorijama sa visokim i povećanim higijenskim zahtjevima zidnu oblogu projektovati kao glatku, ravnu (bez nepotrebnih udubljenja koja će otežavati čišćenje), otpornu na hemikalije i dezinfekciona sredstva, i učestalo i temeljito čišćenje. U administrativnim, obrazovnim i ostalim prostorijama predvidjeti visokokvalitetne disperzivne boje ili latex.

Zidovi sanitarnih prostorija, i higijenskih prostorija trebaju biti izvedeni od keramičkih pločica.

## **Smjernice za projektovanje stropova:**

Stropove predvidjeti u zavisnosti od mogućnosti prostorija (prevashodno u pogledu svijetle visine prostorija) i higijenskih zahtjeva, gdje se pokaže kao povoljno riješenje strop izraditi u sistemu Armstrong ploča na pocinčanoj podkonstrukciji - u administrativnim i obrazovnim prostorima, dok su u laboratorijama, kabinetima, prostorijama za liječenje i sanitarnim blokovima - spušteni stropovi moraju biti izrađeni od metala ili na bazi plastičnih materijala postavljenih na metalnu podkonstrukciju ili druga obrada koja je glatka, ravna (bez nepotrebnih udubljenja koja će otežavati čišćenje), otporna na hemikalije i dezinfekciona sredstva, i učestalo i temeljito čišćenje.

## **Smjernice za projektovanje podova:**

Pri projektovanju uraditi analizu stanja konstrukcije podova koja se treba zadržati gdje zadovoljava i gdje to predstavlja ekonomsko opravdano rješenje a ne utiče na upotrebnu vrijednost. Podne obloge će se raditi kao nove.

Sve nove podne obloge treba projektovati tako da zadovoljavaju standardima za ovu vrstu objekata. Podne obloge trebaju biti protuklizne, lake za održavanje, otporne na hemikalije, dezinfekciona sredstva i učestalo i temeljito čišćenje. Posebno obraditi pažnju na spoj zida i poda (holker), koji treba obraditi u istoj materijalizaciji ili sistemu projektovanog poda.

Preporuka su PVC, polivinilni, homogeni ili heterogenic podovi, antistatički podovi namijenjeni za ovakve objekte. Pri izradi Projekta obavezno konsultovati korisnika i pribaviti njegovo mišljenje o odabranom sistemu poda.

## **Smjernice za projektovanje fasada objekta:**

Kako trenutni objekat nema fasadu izrađenu po savremenim standardima energetske efikasnosti potrebno je projektom predvidjeti izradu nove fasadne ovojnice koja je u potpunosti usaglašena sa načelima energetske efikasnosti, koja će imati racionalan omjer koštanja i estetskog oblikovanja primjerenog za objekte ove vrste.

Neophodno je projektovati termo fasadu, minimalno sa minimalnim termičkim slojem od EPS-a (ili kamene vune d=10,0 cm), sa završnim slojem od silikatne ili silikonske žbuke, sa izradom termičke fasade sokla sa termo-slojem od XPS-a a završnim slojem od ‘’kulirplasta’’ a sve prema proračunu i pravilima „Arhitektonske fizike zgrada“. U fasaderske radove uključitisve neophodne radove za završetak posla (postavljennje propisne fasadne skele, privremeno uklanjanje i vraćanje elemenata na fasadi (gromobrani, oluci, klime, oglasne table, držaći zastava isl., kao i sve potrebne prateće i pripremne radove za izradu fasade.

Fasadu projektovati u čistim I ravnim formama, a posebno posveti pažnju ulazu koji mora biti estetski primjeren funkciji objekta.

U projektu, sve fasade objekta dati sa svim opisima, sa kotama i naznačenim dimenzijama. Kod novoprojektovanog stanja, na nacrtima fasada, pored osnovnih opisa i kota, naznačiti i završni RAL na osnovu kojeg će se vršiti bojenje fasada (tražiti informaciju od Korisnika prostora, ukoliko se, zbog autorskog djela, zadržava originalni RAL boje fasade objekta, u suprotnom, fasadni RAL određuje projektant).

U obračunskom dijelu (predmjeru radova), obračun fasaderskih radova izvršiti na način da se svi fasadni otvori izbjaju iz kvadrature (bez obzira na veličinu), a sve špaletne posebno obračunavaju.

## **Smjernice za zamjenu bravarskih fasadnih otvora:**

Projektom obraditi zamjenu postojeće fasadne bravarije, uglavnom dotrajala i izvedena bez prekida termičkog mosta, novim PVC pozicijama, sa svim potrebnim elementima i zanatskim radovima (podprofil, vanjska i unutrašnja klupica). Tražene karakteristike nove PVC bravarije, minimalno šestokomorni profil sa ispunom od troslojnog staklara, kvalitetniji okovi, sve ekvivalent renomiranih proizvođača.

Vjetrobranske i ulazne pozicije izvesti u sistemu Aluminijske fasadne bravarije sa prekidom termičkog mosta, ugradbene širine veće od 76 mm, poštujući širinu prolaza i način otvaranja iz elaborate o zaštiti od požara i širine dovoljne za komunikaciju osoba sa invaliditetom.

## **Smjernice za projektovanje unutrašnje stolarije:**

Pri projektovanju unutrašnjih vrata voditi računa da su sva vrata moraju projektovati tako da se mogu lako i brzo čistiti, održavati I dezinficirati tj. moraju biti otporni na hemikalije, dezinfekciona sredstva i učestalo i temeljito čišćenje. Vrata projektovati širine 110 cm u svim prostorijama namjenjenim medicinskim svrsi ili radu sa pacijentima.

## **Smjernice za projektovanje krovne obloge:**

Izvršiti detaljnu analizu postojeće krovne konstrukcije i krovne obloge, i na osnovu analize predložiti eventualne intervencije, zadržavanje ili sanaciju ako je neophodna. Provjeriti detalje prodora kroz krov i dati detalj eventualnih novih prodora kroz krovnu konstrukciju.

Projektant treba osigurati mogućnost eventualnog postavljanja solarnih panela na krov objekta.

## **Smjernice za projektovanje izolaterskih radova:**

Pri projektovanju svih vrsta izolacija treba predvidjeti materijale koji ispunjavaju propisane ekološke i tehničke zahtjeve za ugradnju i upotrebu.

Toplotnu izolacija na svim elementima koji razdjeljuju grijani i negrijani prostor (fasada, krov), treba predvidjeti u skladu s rezultatima proračuna toplotnih potreba zgrade.

Zvučnu izolaciju treba predvidjeti prema tehničkim propisima i proračunu, kako bi se spriječio prijenos udarnog i zračnog zvuka primjenom potrebne mase pregradnih zidova, plivajućih podova i drugih elemenata ili blokova za zaštitu od zvuka.

Hidroizolacija se predviđa prema potrebama.Treba predvideti postavljanje unutrašnje hidroizolacije u sanitarnim blokovima, na krovu zgrade (ako se ukaže potreba), i ako je potrebno, u drugim prostorijama u kojima se mogu pojaviti voda ili druge tečnosti.

## **Smjernice za horizontalne i vertikalne komunikacije:**

Pri projektovanju svih komunikacija zadržati sve trase komunikacija koja se mogu iskoristiti u novom funkcionalnom rješenju. Sve horizontalne i verikalne komunikacije moraju biti takve da u potpunosti zadovaljavaju propusnost i širinu za slučaj evakuacije (usklađeno sa propisima o zaštiti od požara), i da omogući kretanje osoba sa umanjenim tjelesnim sposobnostima (koristiti se Uredbom o prostornim standardima, urbanističko tehničkim uslovima I normativima za sprečavanje stvaranja arh.-urb. Prepreka za lica sa umanjenim tjelesnim mogućnostima SL.nov. FBiH broj:48/09 I 99/19).

## **Smjernice za projektovanje opreme:**

Pri projektovanju predvidjeti smještaj opreme i uređaja po uputama korisnika (FZS), iz tehničke dokumentacije uređaja prdvidjeti opremanje prostorija po tehničkim zahtjevima za rad uređaja. Sva ostala oprema mora biti u skladu sa standardima i propisima za zdravstvene i obrazovne ustanove.

## **Smjernice za projektovanje servisnih i pomoćnih sadržaja:**

Prilikom projektovanja novog funkcionalnog riješenja predvidjeti sve potrebne pomoćne i servisne prostorije, sanitarne čvorove, prostorije za održavanje higijene, ostavu sredstva za održavanje higijene, prostorije za pomoćno osoblje, kontrolu ulaza, radionicu za održavanje i svih drugih prostora neophodnih za održavanje objekta.

## **Smjernice za parterno i vanjsko uređenje objekta:**

Glavni ulaz predvidjeti sa sjevero-istočne strane, gdje ima slobodnog prostora cca 25\*24 m, gdje treba predvidjeti službeni ulaz i parking, a za ulaz za student će se koristiti postojeći ulaz.

**NAPOMENA:** Odabir svih materijala kao i projektno rješenje treba biti izrađeno prema preporukama i uputama, te zaključku elaborata o stanju konstruktivnih elemenata i ocjeni stanja stabilnosti objekta urađenim od strane Instituta za materijale i konstrukcije građevinskog fakulteta, Sarajevo a koji će biti dostupni Projektantu prilikom izrade projekta.

## **3.2 SMJERNICE ZA PROJEKAT KONSTRUKCIJE**

Projektant mora napraviti detaljnu analizu postojeće konstrukcije, i u skladu sa mogućnostima postojeće konstrukcije napraviti adaptiranu konstrukciju koja će moći da prihvati sva opterećenja (postojeća i novonastala) i da istovremeno zadovolji sve zakonske okvire za konstrukciju, kao i da zadovolji propisani nivo zaštite od zemljotresa, sve pravilnikom o tehničkim normativima za izgradnju građevinskih konstrukcija u seizmičkim propisima.

Izmjene na konstrukciji, ukoliko se pokažu kao nužne, moraju biti predviđene na što racionalniji način, a da pri tom zadovolje sve zakonske propise. Projektant će zadržati sve konstruktivne elemente koji su u skladu sa novim funkcionalnim rasporedom, i koji po svojim osbinama zadovoljavaju. Prilikom projektovanju novih elemenata voditi računa da se novi elementi projektuju od što laganijih materijala, kako bi imali što manji uticaj na nosivost konstrukcije.

Projektant treba osigurati mogućnost eventualnog postavljanja solarnih panela na krov objekta.

Projektant će dobiti na korištenje izrađeni ‘’ELABORAT O STANJU NOSIVE KONSTRUKCIJE PAVILJONA VII I IX U SASTAVU JU STUDENTSKI CENTAR SARAJEVO’’ izrađenom od strane IMK Institut za materijale i konstrukcije Sarajevo.

# 3.3 SMJERNICE ZA PROJEKTOVANJE HIDRO FAZE (projekat vodovoda I kanalizacije)

Odabrani projektant dužan je sve projektovati u skladu sa zahtjevima, preporukama i uslovima nadležnog javnog komunalnog preduzeća na čije je instalacije objekt povezan, zahtjevima naručioca i drugih važeći zakonski propisa, standarda i normi za hidro instalacije (vodovod, kanalizacija, hidrantska mreža) relevantnih za ovu vrstu objekta i instalacije. Projektno rješenje treba obezbjediti vezu sa gradskim vodovodom i gradskom kanalizacionom mrežom (fekalna i oborinska gradska kanalizacija), a proračunom i uslovima će se ustanoviti dali će se koristiti postojeći priključci ili će se morati izvesti novi.

Projektnom dokumentacijom (projektom vodovoda i kanalizacije) potrebno je riješiti priključak i unutarnji razvod hladne i tople sanitarne vode, hidrantske vode, instalaciju fekalne i oborinske kanalizacije i njihov priključak na javnu mrežu.

Određivanje dimenzije (profila) cjevovoda se vrši na osnovu hidrauličkog proračuna, i propisa o minimalnim dimenzijama cijevi.

Vodovodne instalacije projektiraju se pomoću cijevi nepropusnih za kiseonik prema DIN-4726, s unutarnjom i vanjskom zaštitom od mrežastog polietilena i ojačane aluminijske folije PE-Xc / Al / PE-Xc, s mesinganim fitingom koji je pravilno fiksiran i izoliran, dok opskrba vodom od zgrade do vodomjera vrši se PEHD vodovodnim cijevima. Opskrbna mreža treba biti dizajnirana prema principu "cijev-do-cijevi" kako bi se omogućilo lako održavanje sistema. Svaka priključna točka mora imati odgovarajuće sigurnosne ventile za jednostavnu i brzu zamjenu slavina ili sanitarije, kao i glavna kućišta / ormariće iz kojih se oštećena cijev za vodu može lako zamijeniti. U saradnji sa korisnikom riješiti snadbjevanje toplom vodom (lokalno/centralno).

Na svim istočnim mjestima treba osigurati stalni pritisak i dovoljnu količinu vode, u slučaju da se zbog tehničkih uslova na terenu ne može osigurati propisani pritisak u cijevima biće potrebno projektovati postrojenje za podizanje pritiska (sanitarna I hidranztska voda).

Unutarnja instalacija fekalne kanalizacije trebala bi biti projektirana odgovarajućim zvučno izoliranim PE S2 cijevima, dok bi vanjska instalacija fekalne kanalizacije trebala biti projektirana tvrdim PVC ili PP cijevima klase SN8 s odgovarajućim brtvama kako bi se omogućila dugotrajna nepropusnost kanalizacije. sistem. Dimenzije kanalizacionih cijevi treba odrediti na osnovu hidrauličkog proračuna i propisa o minimalnim dimenzijama cijevi. U krajnjem slučaju, zbog moguće nepovoljne visinske razlike između odvodnih tačaka i glavnih vodova, biće dizajnirane pumpe za ispumpavanje kanalizacije.

Što se unutrašnje kanalizacione mreže, potreno je predvidjeti dovoljan broj revizija za laku i brzu kontrolu i održavanje sistema. Na krajevima kanalizacijskih vertikala bit će potrebno osigurati ozrake u skladu s arhitektonskim rješenjem krovnog pokrova.

Sva sanitarna oprema, pribor i armature moraju biti dizajnirani u skladu sa standardima kvaliteta koji se smatraju primjerenim tipu i namjeni objekta. Sva sanitarna oprema u dijelu namijenjenom invalidima bit će prilagođena njihovim potrebama.

**3.4. SMJERNICE ZA PROJEKTOVANJE ELEKTRO-INSTALACIJA:**

Za potrebe rekonstrukcije/adaptacije objekata u sklopu Fakulteta zdravstvenih studija potrebno je izraditi projekat elektro instalacija jake i slabe struje.

**3.4.1 ELEKTOINSTALACIJE JAKE STRUJE**

Prije svega treba voditi računa da priključna snaga objekta na elektrodistributivnu mrežu treba biti dovoljno velika da se mogu napajati svi planirani potrošači. Potrošači se mogu podijeliti u nekoliko zasebnih grupa: električna rasvjeta, informatička oprema, medicinski uređaji i nastavna pomagala, uređaji za pripremu potrošne tople vode, uređaji za pogon toplotnog medija za grijanje (električne pumpe za grijanje), ostala potrošnja, a posebnu treba tretirati velike potrošače kao što su rentgenski uređaji, CT i MR skeneri.

Projektnom elektroinstalacija jake struje potrebno je predvijdjeti sigurno i pouzdano napajanje svih potrošača električnom energijom. Pošto prostorije imaju različitu namjenu iste će biti opremljene različitim medicinskim i drugim uređajima i opremom.

**Električna rasvjeta:**

Električnu rasvjetu treba projektovati prema vrsti i namjeni prostorija. Strogo voditi računa da se koriste energetski efikasna rasvjetna tijela (LED) gdje god je to moguće. Treba voditi računa da intezitet osvjetljenosti u svim prostorijama zadovoljava standardne uslove za takvu namjenu prostorije, pogotovu prostorije koje imaju medicinsku namjenu. Za svaku prostoriju potrebno je provesti svjetlotehnički proračun.

Projektom trebaju biti zadovoljeni svi faktori kvaliteta unutrašneg osvjetljenja:

* nivo osvjetljenosti,
* ravnomjernost osvjetljenosti,
* ograničenje bliještanja,
* boja i
* ograničenje treperenja svjetlosti.

Pored standardne rasvjete potrebno je izraditi projekat panik rasvjete.

**Informatička oprema:**

Glavni server za informatički sistem se smješta u zasebnu prostoriju (server sobu). Server soba treba biti klimatizirana, što se izvodi pomoću sistema prinudnog hlađenja/grijanja, za što treba predvidjeti električno napajanje. Za napajanje server sobe potrebno je predvidjeti bezprekidni sistem napajanja (UPS).

**Medicinski uređaji i nastavna pomagala:**

Karakteristika ove grupe potrošača je ta da ih se instalira veliki broj, što zbirno nosi veliku nominalnu snagu, ali imaju vrlo mali koeficijent istovremenosti. Potrebno je u projektu predvidjeti mogućnost priključka ovakvih uređaja (nazivne snage 2 kW do 5 kW) u svim nastavnim kabinetima i u laboratorijama.

**Uređaji za pripremu potrošne tople vode:**

Za sve mokre čvorove, kuhinju i po potrebi nastavne kabinete treba predvidjeti električne bojlere za pripremu potrošne tople vode /PTV). U slučaju da se kroz projekat napravi rješenje za centralno snabdijevanje toplom vodom ovaj sitem treba ostati kao rezervni sitem snabdijevanja.

**Električne pumpe za sistem grijanja:**

Pošto se predviđa zagrijavanje prostora iz vlastite kotlovnice treba predvidjeti potrošače električne energije u kotlovnici. Električne pumpe za pogon toplotnog medija treba dobro dimenzionirati (ne predimenzionirati) s obzirom na to da su značajni potrošači električne energije.

**Veliki potrošači električne energije:**

Velike potrošači električne energije su uređaji velike nazivne snage priključka na mrežu. Priključenje ovih potrošača i stavljanje u pogon uređaja ne smije izazvati smetnje na lokalnoj mreži i probleme u radu ostalih uređaja. Zbog toga se priključak ovakvih uređaja izvodi posebnim vodom, koji ima dovoljan presjek napojnog kabela i osigurava sigurno napajanje.

Od ovih uređaja u bliskoj perspektivi su planirani rentgenski aparat i CT odnosno MR skener. Za priključak CT skenera potrebno je osigurati priključak 50kVA (Ref.: Siemens Somatom)

Za priključak uređaja za magnentnu rezonansu potreban je priključak od 30kVA do 45kVA, zavisno od modela (Ref.: Siemens Magnetom Sempra, 1.5 Tesla)

Za priključak rentgenskog uređaja potrebno je osigurati električni priključak 55kW do 80kW zavisno od modela uređaja.

**Sistem za centralno nadgledanje potrošnje energije:**

Ovaj sistem treba omogućiti nadgledanje i eventualno upravljanje potrošnjom energije/energenata (električna energija, toplotna energija, plin, pelet, …) i vode sa jednog centralnog mjesta.

**Ostala potrošnja:**

U ostalu potrošnju spadaju svi potrošači koji nisu ranije navedeni. Potrebno je predvidjeti napajanje velikog broja malih potrošača, prije svega računara i za njih obezbijediti dovoljan broj utičnica 230V. U laboratorijama i nastavnim kabinetima predvidjeti veći broj utičnica za potrošače 3kW i više, za priključak laboratorijske opreme.

**Gromobranska zaštita i uzemljenje**

Projektovati i izvesti u skladu sa važećim propisima i standardima.

**3.4.2 ELEKTROINSTALACIJE SLABE STRUJE**

U instalacije slabe struje spadaju:

- instalacija LAN mreže i

- telefonske instalacije.

Instalaciju LAN mreže treba izvesti u svim prostorijama, osim sporednih prostorija (skladišta i ostave). Predvidjeti/procijeniti broj priključaka prema namjeni prostorije. Za server predvidjeti uređaj dovoljne brzine i propusnosti, koji svojim kapacitetom može posluživati predviđeni broj korisnika.

U projektu telefonskih instalacija predvidjeti telefonske priključke u svim prostorijama osim sporednih. Broj priključaka procijeniti prema namjeni prostorije.

**3.4.3 SIGURNOST ELEKTRIČNIH INSTALACIJA**

Električne instalacije trebaju biti projektovane i izvedene tako da zadovoljavaju sve važeće propise zaštite i sigurnosti, koji se odnose na električne instalacije u zgradama. U okviru projekta treba izraditi i elaborate zaštite od požara i zaštite na radu.

**3.5. SMJERNICE ZA PROJEKTOVANJE MAŠINSKIH-INSTALACIJA:**

Za izradu projekta termotehničkih instalacija grijanja, ventilacije i klimatizacije za predmetni objekat.

Projekat izraditi na temelju postojećih arhitektonsko – građevinskih podloga, prema važećim propisima i standardima za ovu oblast.

Spoljni projektni parametri (temperatura i vlažnost) su sljedeći:

* Ljeto: +32°C / RH 34%
* Zima: -18°C / RH 80%

Unutrašni projektni uslovi (temperature) prostorija:

* Dnevni prostori +20°/26°C (zima/ljeto)
* Amfitetar, kabineti, kancelarije, sale +20°/26°C (zima/ljeto)
* Garderoba sa WC / Tuševima, Sanitarije (WC/Kupatila), Hodnici +20°C (zima)
* Skladište +10°C (zima)

**3.5.1 POSTROJENJA ZA PROIZVODNJU I DISTRIBUCIJU TOPLOTNE I RASHLADNE ENERGIJE I OPREMA ZA DISTRIBUCIJU ENERGIJE**

**Kotlovnica:**

Projektovati gasnu kotlovnicu sa kondenzacijskim kotlovskim jedinicama. Sistem dimenzionisati za temperaturu polaza kotlova od 60°C. U kotlovnici predvidjeti svu potrebnu radnu i sigurnosnu opremu. Rad kotlovnice treba biti automatskim sa povremenim nadgledanjem. Predvidjeti centralnu pripremu PTV-a.

**Rashladna stanica:**

Projektovati rashladno postrojenje sa centralnom rashladnom mašinom (jedna ili više u zavisnosti od proračuna) u izvedbi toplotne pumpe. Tačnu dispoziciju mašine usaglasiti sa projektantom A/G faze.

Punjenje rashladne mašine treba biti sa mješavinom glikol - voda. Rashladnu mašinu odvojiti od ostalog dijela instalacije sa pločastim izmjenjivačem toplote.

Za potrebe opreme servera i UPS-a predvidjeti poseban rashladni sistem sa mogućnošću hlađenja tokom cijele godine.

**Uređaji za grijanje i hlađenje:**

U prostorima predvidjeti fan coil četverocijevne izvedbe sa integrisanim On/Off prolaznim ventilima. Termostat za upravljanje FC aparatom treba da bude zidne, parapetne i stropne izvedbe sa LCD displejom i integrisan u centralni nadzor objekta.

U cijelom objektu u prostorima sanitarija kupaonske radijatore/registre. Iznad ulaznih vrata u objektu, predvidjeti toplozračne zavjese.

**Cirkulacione pumpe:**

Za cirkulaciju tople i hladne vode predvidjeti cirkulacione pumpe sa frekventnom regulacijom.

**Klimatizacija i Ventilacija:**

Klimatizacija prostora (amfiteatra, labaratoraija) je putem više nezavisnih sistema klima komora (podjela prema tehnološkim cjelinama). Sistem je sa dovođenjem svježeg i odsisom otpadnog zraka, uz rekuperaciju otpadnog zraka. Putem klima komora se u prostore ubacuje zrak neutralne temperature (Zima: ca. +22°C i Ljeto: ca. +24°C). Klima komore trebaju biti sa frekfentno regulisanim ventilatorima.

Ventilacija prostora sanitarija (odsis), predvidjeti putem kanalskih ventilatora ili direktno u prostorima (sanitarije smještajnih prostora).

**4.0 VREMENSKI OKVIR:**

Rok za izradu idejnog i Izvedbenog projekta je 110 kalendarskih dana od datuma potpisivanja ugovora;

Rok za izradu Idejnog projekta je 30 kalendarskih dana, te maksimalno 30 kalendarskih dana za ishodovanje neophodnih saglasnosti te dozvola a koje su preduslov za početak izrade Izvedbenog projekta.

Rok za izradu Izvedbenog projekta je 80 kalendarskih dana. Projekat će biti predmet revizije od strane trećeg pravnog lica a čije usluge se očekuju da budu završene u roku od 10 kalendarskih dana.

Nakon kompletiranja projektne dokumentacije, Projektant je dužan da uz koordinaciju sa predstavnicima UNDP-a i FZS Sarajevo, ishoduje odobrenje za građenje (građevinska dozvola), u roku od 30 kalendarskih dana.
Dužina vremenskog perioda namijenjenog za ishodovanja svih dozvola i saglasnosti podliježna je mogućim izmjenama a koje su uslovljene anganžmanom nadležnih institucija i preduzeća.

Vremenski okvir za implementaciju svih aktivnosti:

|  |  |  |
| --- | --- | --- |
| Redni broj | Aktivnost | Usluge će biti završene u roku od |
| 1 | 1. Faza, Idejni projekat
 | 30 kalendarskih dana |
| 2.  | 1. Ishodovanje dozvola i saglasnosti koji su preduslov za početak izrade Izvedbenog projekta
 | 30 kalendarskih dana |
| 3. | 1. Faza, Izvedbeni projekat
 | 80 kalendarskih dana |
| 4. | 1. Ishodovanje odobrenja za građenje (građevinska dozvola)
 | 30 kalendarskih dana |

1. Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted. [↑](#footnote-ref-2)