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**REQUEST FOR QUOTATION (RFQ 016/22)**

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| **RFQ Reference: Implementation of Energy efficiency measures in family houses Pljevlja – thermo insulation of façade;**  **Izvođenje mjera energetske efikasnosti na porodičnim kućama u Pljevljima – termoizolacija fasada na 29 objekata;**  **Project Number and Name: 00136664**  **Strengthening capacities for increasing energy efficiency and reducing air pollution in Pljevlja municipality** | Date: 12 May 2022 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP kindly requests your quotation for the provision of services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Name: Snezana Doljanica

Title: Operations Manager

Date: May 12, 2022

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Introduction** | Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit)  Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.  UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.  **We strongly encourage local companies, especially from Pljevlja region, to apply!** |
| **Deadline for the Submission of Quotation** | **02 June 2022, 16:00h CET** |
| **Method of Submission** | Quotations must be submitted as follows:  E-tendering  Dedicated Email Address  Courier / Hand delivery  Other Click or tap here to enter text.  **Bid submission address**: **procurement.me@undp.org**   * File Format: pdf * File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. * All files must be free of viruses and not corrupted*.* * Max. File Size per transmission: 30 MB * **Mandatory subject of email: RFQ 013-22 Implementation of Energy Efficiency Measures in Family Houses Pljevlja, MNE; Izvođenje mjera energetske efikasnosti na porodičnim kućama u Pljevljima - termoizolacija fasada - Bidder’s name** * Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. * It is recommended that the entire Quotation be consolidated into as few attachments as possible.   [For e-Tendering method, click the link <https://etendering.partneragencies.org> and insert Event ID information] -**N/A**   * Insert BU Code and Event ID number - **N/A**   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/-> **N/A** |
| **Cost of preparation of quotation** | UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **Supplier Code of Conduct, Fraud, Corruption,** | All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>  Moreover, 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 to 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> |
| **Gifts and Hospitality** | 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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid 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, 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. |
| **Conflict of Interest** | **UNDP requires every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall 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.  Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.  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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract  Select the applicable GTC:  ☐ [General Terms and Conditions / Special Conditions for Contract.](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)  [General Terms and Conditions for de minimis contracts (services only, less than $50,000)](http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)  [General Terms and Conditions for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_UNDP%20General%20Terms%20and%20Conditions%20for%20Civil%20Works.docx&action=default)  Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html) |
| **Special Conditions of Contract** | Cancellation of PO/Contract if the delivery/completion is delayed by 10 days  ☐ Others [pls. specify] |
| **Eligibility** | A vendor who will be engaged by UNDP may 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. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.  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.  Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative. |
| **Currency of Quotation** | Quotations shall be quoted in EURO |
| **Joint Venture, Consortium or Association** | If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid 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 Bid; 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, Consortium or Association.  Refer to Clauses 19 – 24 under [Solicitation policy](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation.docx.docx&action=default) for details on the applicable provisions on Joint Ventures, Consortium or Association. |
| **Only one Bid** | The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.  Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:  a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or  b) they have the same legal representative for purposes of this RFQ; or  c) 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 Bid of, another Bidder regarding this RFQ process;  d) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or  e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. |
| **Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:  All prices must:  be inclusive of VAT and other applicable indirect taxes  be exclusive of VAT and other applicable indirect taxes (VAT stated separately) |
| **Language of quotation** | English or Montenegrin  Including documentation including catalogues, instructions and operating manuals. |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:  Annex 2: Quotation Submission Form duly completed and signed  Annex 3: Technical and Financial Offer duly completed and signed and in  accordance with the Schedule of Requirements in Annex 1  Company Profile.  Registration certificate.  List and value of projects/services, similar to the subject of procurement (implementation of thermo-isolation of facades and energy efficient façade joinery ), performed for the last five years plus client’s contact details who may be contacted for further information on those contracts;  ☒ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;  ☒ Statement of satisfactory Performance (Certificates) from the top three clients in terms of Contract value in similar field;  ☒ Completed and signed CVs for the proposed key Personnel, including the Statement on availability and exclusivity during the entire contracted period, signed by each team member |
| **Quotation validity period** | Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |
| **Partial Quotes** | **Not permitted**  PermittedInsert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Alternative Quotes** | Not permitted  Permitted  If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |
| **Payment Terms** | 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.  Based on Annex 3, Table 1: Zbirna finansijska ponuda – Lumpsum offer |
| **Conditions for Release of**  **Payment** | Passing Inspection [specify method, if possible] Complete Installation  ☐ Passing all Testing [specify standard, if possible]  ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible  Written Acceptance of Services, based on full compliance with RFQ requirements (by UNDP Project Manager)  Others [pls. specify] |
| **Contact Person for correspondence, notifications and clarifications** | E-mail address **for clarifications only**: **procurement.me@undp.org**  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. |
| **Evaluation method** | The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer  Technical responsiveness/Full compliance to requirements and lowest priced offer |
| **Evaluation criteria** | **For all LOT’s:**  Full compliance with all requirements as specified in Annex 1  Full acceptance of the General Conditions of Contract  Company Profile  Registration certificate  List and value of projects performed for the last 5 years plus client’s contact details who may be contacted for further information on those contracts  **LOT 1: termoizolacija fasade individualnih stambenih objekata** (thermo-isolation of façades of family houses)**:**  **minimum 10 izvedenih projekata/radova na objektima individualnog i/ili kolektivnog stanovanja:** potrebno je da zainteresovani izvođači u svojoj ponudi dostave listu relevantnih/sličnih projekata implementiranih u zadnjih 5 godina. Na listi izvedenih projekata treba dostaviti vrijednost projekta, kontakt detalje klijenata koje možemo pozvati za dalje informacije.  Relevant company’s experience in implementation of thermos-isolation of façade - based on the list and value of projects/services, similar to the subject of procurement (at least 10 projects/works for buildings, houses executed), performed for the last five years plus client’s contact details who may be contacted for further information on those contracts;  **Minimalni zahtjevi za ključno osoblje za ovaj projekat**:  Minimum key personnel proposed for this project:   * **Inženjer arhitektonske ili građevinske struke - minimum jedan (1)**. Inženjer mora da **ispunjava uslove za ovlašćenog inženjera** u skladu sa Zakonom o planiranju prostra i izgradnje objekata, i posjeduje **minimum 5 godina radnog iskustva** na istim ili sličnim poslovima. * **Tehničar** – **minimum jedan (1)**, sa minimum dvije (2) godine radnog iskustva   ☒ **Garantni period** za radove na termoizolaciji fasade stambenog objekta mora da bude **minimum 2** godine |
| **Right not to accept any quotation** | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | At the time of award of Contract or Purchase Order, UNDP MNE reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| **Type of Contract to be awarded** | ☐ Purchase Order  ☒ [Contract Face Sheet](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_General%20Considerations%20of%20Contracting_Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc&action=default) (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)  ☐ [Contract for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_Model%20Contract%20for%20Civil%20Works.docx&action=default)  ☐ Other Type/s of Contract [pls. specify] |
| **Expected date for contract award.** | **14 June 2022** |
| **Expected date of commencement of activities** | **15 June 2022** |
| **Pre Bid Conference** | **Informativni sastanak** za sve zainteresovane organizujemo **u utorak, 17. maja u 12:00h** u sali Skupštine opštine **Pljevlja.**  **Pre bid Conference** will be organized on **Tuesday, 17 May, at 12:00h,** in the Local Assembly Building Pljevlja. |
| **Publication of Contract Award** | UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site. |
| **Policies and procedures** | This RFQ is conducted in accordance with [UNDP Programme and Operations Policies and Procedures](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) |

**ANNEX 1: SCHEDULE OF REQUIREMENTS (Terms of Reference)**

**PROJEKTNI ZADATAK**

**Izvođenje mjera za povećanje energetske efikasnosti u objektima individualnog stanovanja u Pljevljima termoizolacija fasade i zamjena spoljnje stolarije/bravarije**

1. **Kratak opis zahtijevanih usluga i opis posla**

UNDP Crna Gora traži kvalifikovanu firmu sa kapacitetim i ekspertizom potrebnom za izvođenje mjera za povećanje energetske efikasnosti u porodičnim kućama na teritoriji opštine Pljevlja.

Finansijsku ponudu bazirati na predmjeru za svaki objekat, kako je dato na [linku](https://e1.pcloud.link/publink/show?code=kZ0AWzZBqaounpk4u0osSaA4kztLSwGgNjy)

**Brief Description of the Required Service and Scope of work**

UNDP Montenegro is looking for a qualified company/es with the capacity and expertise needed to implement energy efficiency measures in family houses on the territory of the municipality of Pljevlja.

The financial offer needs to be based on the bills of quantities for each house, as given on the following  [link](https://e1.pcloud.link/publink/show?code=kZ0AWzZBqaounpk4u0osSaA4kztLSwGgNjy)

1. **LOT/OUTPUT/zadaci**

***LOT 1: Izvođenje radova - termoizolacija spoljnjih zidova na objektima za koje je detaljna specifikacija – opis pozicija, predmjer dat na***  [linku](https://e1.pcloud.link/publink/show?code=kZ0AWzZBqaounpk4u0osSaA4kztLSwGgNjy)

***Opšte napomene:***

**Građevinske kompanije zainteresovane za izvođenje radova na isporuci i ugradnji termoizolacije na fasadi stambenih objekata** dostavljaju ponude u cilju pružanja usluga izvođenja predmetnih građevinskih radova.

**OPŠTI USLOVI IZVOĐENJA RADOVA**

Svi radovi i materijali navedeni u opisima pojedinih pozicija predmjera i predračuna moraju biti obuhvaćeni ponuđenom cijenom izvođača i obuhvatiti sve izdatke za rad, materijal, transport, skelu za izvođenje radova, zaštitne ograde, oznake upozorenja i dr., kao i ostale izdatke potrebne za završetak radova na termoizolaciji fasade.

Izvođenje svake pozicije prema predmjeru radova podrazumijeva izvođenje radova u svemu prema tehničkim propisima i standardima bezuslovno stručno i precizno.

Kod svih građevinskih i građevinsko zanatskih radova uslovljava se upotreba kvalitetnog materijala prema postojećim tehničkim propisima, standardima i opisu odgovarajućih pozicija radova u predmjeru.

Obaveza Izvođača je da po završetku svih radova, sa objekta ukloni sav šut i višak materijala i da teren oko objekta vrati u prvobitno stanje. Odvoz viška materijala i šuta, kao i vraćanje u prvobitno stanje se neće posebno naplaćivati već će Izvođač rad na ovim pozicijama uključiti kroz jediničnu cijenu ugrađenom materijala i izvedenih radova.

**Radna snaga**

Za izvođenje građevinskih i građevinsko-zanatskih radova Izvođač radova je u obavezi da koristi radnu snage odgovarajućih stručnih kvalifikacija kako je to za pojedine pozicije radova predviđeno normama u građevinarstvu.

**Obaveze Izvođača i Investitora (UNDP)**

Investitor (UNDP) će angažovati Nadzor nad izvođenjem radova. Izvođač radova je dužan da prije početka svakog rada blagovremeno zatraži od Nadzora potrebno objašnjenje i obavještenje za sve radove koji nisu dovoljno definisani predmjerom.

Ako izvođač, ne konsultujući Nadzor, pojedine radove pogrešno izvede, ili ih izvede u suprotnosti sa predviđenim predmjerom, neće mu se uvažiti nikakvo opravdanje, već je u ovakvom slučaju Izvođač dužan da, bez obzira na količinu izvršenog posla, izvedene radove o svom trošku poruši i sav šut ukloni sa gradilišta, pa ponovo na svoj teret radove izvede kako je to predviđeno predmjerom ili uputstvom Nadzora.

Objekat i gradilište tokom izvođenja radova Izvođač mora stalno održavati uredno i čisto.

Za pregled i predaju radova krajnjem korisniku u skladu sa izvještajem Nadzora, Izvođač je u obavezi da cijeli objekat i građevinsku parcelu očisti od šuta, viškova materijala i svih sredstava rada.

Eventualnu štetu koju bi izvođač u toku radova na objektu učinio u krugu gradilišta ili na susjednim objektima, dužan je da otkloni i da sve dovede u prvobitno stanje o svom trošku.

Posebno se skreće pažnja izvođaču da je jedino on odgovoran za svu eventualnu štetu nanijetu svojim nepažljivim, neodgovornim ili nestručnim radom susjednim postojećim objektima.

**POSEBNI USLOVI IZVOĐENJA RADOVA - OPIS POTREBNIH RADOVA NA IZRADI TERMOIZOLACIONE FASADE**

Izvođenje radova na termoizolaciji fasade podrazumijeva 3 faze:

1. I. Pripremni radovi i radovi na demontaži;
2. II. Limarski radovi;
3. III. Fasaderski radovi.

Svi radovi moraju biti izvedeni prema važećim tehničkim propisima i standardima, a materijali moraju ispunjavati tehničke zahtjeve navedene u nastavku.

**Pripremni radovi i radovi na demontaži (faza I)**

1. Priprema podloge fasadnih zidova

Izvođač radova je dužan zaštititi svu fasadnu stolariju kako se ne bi oštetila tokom izvođenja radova.

Izvođač prethodno mora dobro očistiti staru fasadu od nečistoća, masnoća i prašine. Čišćenje izvršiti mehaničkim ili hemijskim putem. Prilikom čišćenja voditi računa da se ne ošteti podloga i arhitektonska dekoracija. Potrebno je obezbijediti čvrstoću i apsorpciju podloge na način da uprljana, vlažna i nenosiva podloga prethodno mora biti sanirana.

Radovi koji moraju biti odrađeni u zavisnosti od stanja podloge: glatke površine razbrazdati; mjehuravost suvo iščetkati; vlažne površine osušiti i zaštititi; vezane maltere očistiti i premazati fleksibilnim i bezcementnim lijepkovima, prašnjavu podlogu četkati, očistiti pod visokim pritiskom, sprati vodom i osušiti; šuplje slojeve maltera treba odstraniti; premaze treba sastrugati; neupojne podloge treba ohrapaviti; podloge s kojih se troši pijesak ili na dodir ostavljaju bijeli trag poput krede treba otprašiti metlom; jako upojne podloge prethodno premazati prikladnim dubinskim predpremazom; prije ugradnje završnog maltera obratiti pažnju da li treba nanijeti odgovarajuće predpremaze.

2. Obijanje oštećenog maltera i malterisanje.

Izvršiti uklanjanje otpuklih i odvojenih slojeva maltera na postojećim fasadnim zidovima. Pozicije sa kojih se obija malter odrediti u dogovoru sa Investitorom. Očistiti spojnice do dubine 2 cm, a površinu fasadnih zidova očistiti čeličnim četkama i oprati vodom.

Izvršiti malterisanje i popunjavanje površina sa kojih je obijen malter. Ukoliko postoji više različitih građevinskih materijala na površini zida koje treba omalterisati, radi ograničenja pukotina, treba ugraditi vezivni most za maltere / vezivni most za premoštavanje pukotina, injektirati ili nakon malterisanja armirati površinu.

3. Pažljiva demontaža i ponovna montaža gromobranske instalacije

Gromobranske instalacije demontirati, spakovati i odložiti radi ponovnog postavljanja nakon izrade fasade. U cijenu usluge uračunati i ponovno postavljanje instalacije sa prilagođenim dužinama držača novoj situaciji.

5. Demontaža oluka, olučnih vertikala, svih opšivki (uključujući i opšivke atike u slučaju ravnih krovova) i drugih elemenata.

Limariju demontirati, upakovati, utovariti u kamion i odvesti na deponiju.

**Napomena:** Ukoliko je to tehnički moguće postojeće oluke ponovo ugraditi tj. ako su postojeći oluci u tehnički ispravnom stanju da se mogu ponovo montirati. Stavka uključuje isporuku i ugradnju svog potrebnog sitnog montažnog materijala. Demontiranu limariju lagerovati na mjesto koje definiše krajnji korisnik kako bi se ista mogla ponovo namontirati nakon završetka fasaderskih radova.

**Limarski radovi (faza II)**

Svaki rad u pozicijama ovog odjeljka predviđen je kao potpuno gotov, sa svim potrebnim spojnim materijalom, podmetačima "tiplovima", paknicama i drugim djelovima za ugradnju. Obavezna je upotreba materijala po važećem standardu. Lim mora da zadovoljava standarde ISO 9001:2008 i ISO 14001:2004 kao i kriterijume postavljene EU standardom EN14782 za proizvode od lima.

Sve radove izvršiti po propisima od odgovarajuće vrste lima, debljine po odredbi svake pozicije predračuna. Gvozdeni dijelovi koji dolaze u neposredan dodir sa površinom lima, moraju se bakarisati ili minizirati i dva puta bojiti masnom bojom za metal. Kod podloge od betona, opeke ili maltera, ispod lima obavezno se polaže bitumenska krovna ljepenka.

Obračun količine izvedenih radova, ukoliko to predmjerom nije drugačije naznačeno, vršiti po metru dužnom (m1), gotovih, izrađenih i postavljenih (ugrađenih ili montiranih) elemenata limarije.

Kod limarskih radova potrebno je uvažiti sljedeće pozicije zavisno od kontrukcije objekta i stanja postojeće limarije:

1. Opšivanje atike pocinkovanim limom, razvijene širine (RŠ) 15-90 cm, debljine 0,60 mm. Okapnicu prepustiti za 3 cm. Ispod lima postaviti sloj ter papira, koji ulazi u cijenu opšivanja. U cijenu uračunati i sva spojna sredstva.

2. Opšivanje krovnih prepusta, streha, kotala, nadstrešnica i sl. u cilju zaštite od prodora vode u zone nove "demit" fasade. Opšivanje izvršiti pocinkovanim limom, razvijene širine (RŠ) 15-120 cm, debljine 0,60 mm. U cijenu uračunata sva spojna sredstva.

3. Izrada i montaža horizontalnih visećih oluka sa pripadajućom maskom i nosačima od fabrički bojenog pocinčanog plastificiranog lima, debljine d=0.70 mm, razvijene širine RŠ=50-100 cm. Pozicija obuhvata pripremu podloge i postavljanje kompletno prema normativu. U cijenu uračunati sav vezni i spojni materijal.

4. Izrada i montaža olučnih vertikala kvadratnog presjeka (KP) 80/80 mm - 140/140 mm od fabrički bojenog pocinčanog plastificiranog lima. Olučne cijevi potrebno je izvesti sa svim potrebnim ankerima i obujmicama, sa svim potrebnim veznim i spojnim materijalom. U cijenu uračunati vezni i spojni materijal.

5. Nabavka i montaža vodokotlića (prelaz između horizontalnih i vertikalnih oluka) od fabrički bojenog plastificiranog pocinkovnog lima d=0,70 mm.

**Fasaderski radovi (faza III)**

Predviđeni fasadni sistemi moraju biti proizvedeni po odgovarajućim EN standardima. Kompozitni sistem spoljašnje termoizolacije (ETICS) mora da ima ETAG 004 sertifikat. ETA sertifikat (European Techical Approval) je sertifikat koji izdaje Evropska organizacija za tehničku saglasnost, koji potvrđuje da je termoizolacioni sistem u skladu sa parametrima koje propisuje ova organizacija – mehanička odbojnost i stabilnost, bezbijednost u slučaju požara, higijena, zdravlje i ekološka održivost, bezbijednost u korišćenju, zaštita od buke, energetska efikasnost i zadržavanje toplote.

**1. Nabavka materijala i izrada termoizolacione "demit" fasade**

Prije početka postavljanja termoizolacionih ploča moraju biti završeni sledeći radovi:

* + Sve neravnine i različite debljine na fasadi izravnate malterom;
  + Svi radovi na ravnim i kosim krovovima, uključujući i pokrivanje i limarske radove,
  + Zamjena fasadne stolarije,
  + Betonski pločnici,
  + Ugradnja svih predviđenih instalacija na fasadi,
  + Pokrivanje i zaštita svih površine koje su ostale neobrađene – stakla, okviri i dr.

Fasada se izvodi lijepljenjem izolacionih ploča od ekspandiranog polistirena (EPS) koeficijenta toplotne provodljivosti λmax = 0,04 W/mK ili ekstrudiranog polistirena (XPS), koji je proizveden po odgovarajućim EN standardima. Prije postavljanja prve izolacione ploče potrebno je pri dnu postaviti ugaonu lajsnu. Lijepak se na ploču nanosi duž ivica s osloncima po sredini. Termoizolacione ploče se na zid postavljaju lijepljenjem, a zatim se učvršćuju prema šemi tiplovanja i to minimum 6 tiplova/m². Dužina ankera za fasadu mora biti takva da penetrira kroz postojeći malter i ulazi u zid minimalno 5 cm.

Izbor lijepka za izolacione ploče treba izvršiti postavljanjem test table minimalnih dimenzija 10x10 cm na prethodno pripremljeno mjesto na fasadi. Ukoliko se prilikom odvajanja izolacione ploče sa njim odvoji samo lijepak, a ne dijelovi podloge – podloga je dovoljno nosiva, čvrsta i postojana. Ukoliko je test negativan, primijeniće se odgovarajuće procedure u dogovoru sa Investitorom i biće urađeno novo testiranje.

Preko izolacionih ploča se nanosi ljepilo u dva sloja sa umetanjem PVC mrežice:

* + prvi sloj je oplemenjeni malter na bazi cementnog veziva, mineralnih agregata i dodataka za poboljšanje elastičnosti i vodoodbojnosti. Površina na koju se nanosi ovaj sloj maltera mora biti ravna i glatka. Eventualne neravnine na spojevima postavljenih polistiren ploča se ispunjavaju poliuretanskom pjenom. U svježi sloj ovog maltera polaže se armirana mreža sa odgovarajućim preklopom i dodatom zaštitom na otvorima i uglovima. U slučaju potrebe za dodatnim mehaničkim sidrenjem, to izvesti sa udarnim vijcima kroz armiranu mrežu 24 sata po nanosu ovog sloja.
  + drugi sloj maltera je u svemu izrađen kao prvi sloj. Ovaj malter se nanosi na dobro osušeni prvi sloj i nakon toga glača ravnjačom. Na ovaj sloj se nanosi kontaktni premaz, izrađen na osnovu emulzije vještačkih smola i vodenog stakla, kao sredstva za impregnaciju osušenog armiranog maltera.
  + Završni sloj je dekorativni zaribani malter tipa bavalit i sl. ili kulir, izrađen na osnovu mineralnih veziva, vodoodbojnih dodataka, sredstava za poboljšanje elastičnosti i otpornosti na alge i plijesni. Ovaj sloj je potrebno uraditi u zrnastoj i glatkoj strukturi. Uglove i špaletne zidnih otvora izvoditi sa armiranom mrežom ili sa upotrebom ugaonih profila.

U jediničnu cijenu uračunata nabavka i ugradnja komplet materijala, pripremne radnje, priprema podloge, kao i izrada termo fasade prema prethodnom opisu.

2. Obradu fasadnih površina na kojima nije predviđena ugradnja termoizolacionih ploča (nadstrešnice, ograde terasa, kotali, plafoni terasa i slično) uraditi plastičnim malterom tipa bavalit i sl. ili kulir istih ili boljih tehničkih karakteristika.

Podloga fasade mora biti zdrava i suva. Podlogu očistiti i impregnirati izolacionom masom, radi bolje veze. Masu nanijeti molerskom četkom u jednom sloju, a ako podloga jako upija premazati dva puta. Kao pripremu podloge nanijeti i sloj lijepka sa mrežicom. Na lijepak nanijeti kontaktni premaz, izrađen na osnovu emulzije vještačkih smola i vodenog stakla, kao sredstva za impregnaciju osušenog armiranog maltera. Završni sloj je dekorativni zaribani malter (tipa bavalit i sl. ili kulir), izrađen na osnovu mineralnih veziva, vodoodbojnih dodataka, sredstava za poboljšanje elastičnosti i otpornosti na alge i plijesni. Ovaj sloj je potrebno uraditi u zrnastoj i glatkoj strukturi, bojiti u tonu po izboru Investitora.

Otvore i drugo zaštititi na odgovarajući način (npr. PVC folijom). U cijenu ovih radova je uračunata nabavka i ugradnja kompletnog materijal, pripremne radnje i priprema podloge.

3. Obrada unutrašnjih i spoljašnjih špaletni sa gips karton pločama d = 12.5 mm.

Ivice se oblažu sa aluminijumskom zaštitnom ugaonom lajsnom. Na sastavu starog i novog materijala koristi se bandaž traka. Za pričvršćivanje ploča koristi se lijepak za lijepljenje gips karton ploča. U špaletnu se stavlja po potrebi mineralna vuna (ili drugi izolacioni materijal) zbog termo izolacije. Tako obrađena špaletna se okreči u bijelu boju ili u prvobitnu boju zidova (ako je klijentu ostalo boje od prošlog krečenja). U cijenu je uključena kompletna obrada sa materijalom i alatom potrebnim za rad.

U cijenu ovih radova je uračunata nabavka i ugradnja kompletnog materijal, pripremne radnje i priprema podloge.

4. Korišćenje fasadne skele

Korišćenje fasadne skele se obračunava zavisno od potrebe na samoj lokaciji i podrazumijeva i usluge njenog transporta, montaže i demontaže.

Fasadna skela se postavlja u svemu po važećim propisima i mjerama HTZ-a. Skela mora biti statički stabilna, ankerovana za objekat i propisno uzemljena. Skela se koristi se za sve vrijeme trajanja radova. Platforme ili skele koje se koriste moraju obezbijediti prvenstveno sigurnost radnika, a potom i omogućiti kvalitetno izvođenje potrebnih radova.

U zavisnosti od opremljenosti odabranog izvođača specijalizovanom opremom, u principu moguća je upotreba različitih radnih platformi za izvođenje radova. Veći broj građevinskih i montažerskih firmi posjeduje skele različitih tipova. Kod nas su trenutno najzastupljenije modularne skele sa standardnim elementima čijom se kombinacijom mogu formirati: nosive skele, radne platforme, fasadne skele, stepenišni tornjevi i dr.

Nakon završetka fasade (postavljanje termoizolacije i završne obrade) potrebno je postaviti limeni opšiv preko svih krovnih atika kao zaštitu od prodiranja vode iza izolacionih ploča. Nakon savijanja lim se ankeriše u prethodno napravljenom žljebu a zatim se sastav silikonira.

1. **Dinamika realizacije aktivnosti i pružanja usluga**

**Deliverables and Schedules/Expected Outputs**

|  |  |
| --- | --- |
| Activity (as per TOR) – Aktivnosti u skladu sa projektnim zadatkom | Estimated completion deadline / Procijenjeni rok za završetak |
| **Izvođenje radova na termoizolaciji fasade stambenih objekata** | **31 oktobar 2022** |

1. **Upravljanje i odgovornost**

Zbog složenosti zadataka, Pružalac usluga će morati da imenuje najmanje jednu osobu koja će u svakom trenutku biti odgovorna za praćenje planova, aktivnosti, izveštaja o napretku i tekućih pitanja.

**Governance and Accountability**

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

1. **Inputi koje će obezbijediti UNDP**

Izvođaču će biti dostavljeni detaljni kontakt podaci odabranih krajnjih korisnika za realizaciju traženih usluga u opštini Pljevlja. Obaveza Izvođača je da direktno komunicira sa krajnjim korisnicima i dogovara terenske posjete, te da prikupi sve potrebne podatke kako bi obezbijedio tražene rezultate.

**Facilities to be provided by UNDP**

The Contractor will be provided with detailed contact data of selected end-users for the implementation of the required services within Municipality of Pljevlja. The Contractor’s obligation is to directly contact end-users to schedule field visits and to ensure collection of all required data in order to provide the required deliverables.

1. **Lokacija za obavljanje zadataka**

Aktivnosti će se odvijati na lokacijama porodičnih kuća (individualnih stambenih objekata) na teritoriji opštine Pljevlja, a koji su predmet ovog Projektnog zadataka.

**Duty Station**

Activities will be conducted on the territory of Pljevlja municipality, at the locations of family houses (individual housing facilities) and dwellings (collective housing facilities) subject to this ToR.

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Description** | | **Detail** | | | |
| Legal name of bidder or Lead entity for JVs | | Click or tap here to enter text. | | | |
| Legal Address, City, Country | | Click or tap here to enter text. | | | |
| Website | | Click or tap here to enter text. | | | |
| Year of Registration | | Click or tap here to enter text. | | | |
| Legal structure | | Choose an item. | | | |
| Are you a UNGM registered vendor? | | Yes  No If yes, insert UNGM Vendor Number | | | |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | | Yes  No | | | |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):* | | Yes  No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | Yes  No | | | |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  No | | | |
| Bank Information | | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. | | | |
| **Previous relevant experience: 3 contracts** | | | | | |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|  |  | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|  |  | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
|  |  | I/We confirm to undertake not to engage in proscribed practices, , 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 wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|  |  | **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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. |
|  |  | **Bankruptcy**: l/We 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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

***Tehnička ponuda***

*Molimo dostavite sledeće:*

* *kratak opis kvalifikacija Vaše firme, opis ljudskih i tehničkih kapaciteta i ekspertize relevantne za ovaj tender*
* *sastav tima – spisak osoba koje će biti uključene u realizaciju (imena, kontakt podaci, zanimanje, godine radnog iskustva), zajedno sa kratkim radnim biografijama*
* *dinamički plan*

**Technical Offer**

*Please provide the following:*

* *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
* *team composition and CVs of key personnel*
* *a brief implementation plan;*

**Finansijska ponuda**

Molimo da finansijsku ponudu pripremite za svaki objekat pojedinacno, koristeci predmjer dat na  [linku](https://e1.pcloud.link/publink/show?code=kZ0AWzZBqaounpk4u0osSaA4kztLSwGgNjy). Zbirnu ponudu dostavite u tabeli 1. Valuta ponude – euro.

**Financial Offer**

Kindly prepare financial offer for each house separately, using the bills of quantities given on the following  [link](https://e1.pcloud.link/publink/show?code=kZ0AWzZBqaounpk4u0osSaA4kztLSwGgNjy). The lumpsum offer should be presented in the Table 1. Currency of Quotation: EURO .

**Tabela 1: Zbirna finansijska ponuda / Lumpsum offer**

|  |  |  |
| --- | --- | --- |
| **Item No.**  **Stavka br.** | **Description/Opis**  **Kuća u vlasništvu:** | **Price per house – cijena po objektu** |
| 1 | Velibor Golubović |  |
| 2 | Slobodanka Grbović |  |
| 3 | Milun Bajčeta ć |  |
| 4 | Miomir Dragaš č |  |
| 5 | Mervan Avdović |  |
| 6 | Ana Kovačević |  |
| 7 | Izet Šljuka |  |
| 8 | Radoman Stanimirović |  |
| 9 | Miodrag Rovčanin |  |
| 10 | Dijana Babić |  |
| 11 | Borka Cvijović |  |
| 12 | Mustafa Kuluglija |  |
| 13 | Zorka Joksović |  |
| 14 | Ferzata Čuturić |  |
| 15 | Milan Ćuzović |  |
| 16 | Željko Marković |  |
| 17 | Šefkija Pilav |  |
| 18 | Sadik Bambur |  |
| 19 | Mersudin Halilović |  |
| 20 | Gojko Dromnjak |  |
| 21 | Miladin Spajić |  |
| 22 | Slavoljub Ječmenica |  |
| 23 | Veselin Sokić |  |
| 24 | Željko Đondović |  |
| 25 | Milovan Marković |  |
| 26 | Rahmo Mahić |  |
| 27 | Fikreta Kaluđerović |  |
| 28 | Anita Strujić |  |
| 29 | Edin Malkić |  |
|  | **Ukupna ponuđena cijena za sve krajnje korisnike - Total Final and All-Inclusive Price Quotation –** |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | You Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements [pls. specify] |  |  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |