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**REQUEST FOR QUOTATION (RFQ)**

**Development of project documentation for the construction of a recycling yard in the City of Zvornik**

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| RFQ Reference: BIH/RFQ/130/22 | Date: 29 June 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:

**United Nations Development Programme in Bosnia and Herzegovina**

Zmaja od Bosne bb, Sarajevo 71000

## **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. |
| **Deadline for the Submission of Quotation** | **July 18, 2022, 17.00 (CEST)** |
| **Method of Submission** | Quotations must be submitted as follows:  Dedicated Email Address  Bid submission address: email: registry.ba@undp.org , Ref: BIH/RFQ/130/22   * 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: 20 MB * Mandatory subject of email: Ref: BIH/RFQ/130/22 * 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. * The bidder should receive an email acknowledging email receipt. |
| **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)  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** | x Cancellation of PO/Contract if the delivery/completion is delayed by 20 days |
| **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 EUR or local currency BAM; (UN Operational Exchange Rate on bid opening date will be applied). The payment to a local vendor will be made in BAM. |
| **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 exclusive of VAT and other applicable indirect taxes (VAT stated separately) |
| **Language of quotation** | English language or official BiH languages  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 Terms of Reference in Annex 1  Brief methodology, approach, and implementation plan  Company Profile.  Registration certificate.  Valid license for performing activities of developing technical documentation issued by the Ministry of Spatial Planning, Civil Engineering and Ecology of Republika Srpska  List and value of projects/services, of similar scope, nature, and complexity as the subject of procurement, performed **in last ten years** plus client’s contact details who may be contacted for further information on those contracts.  ☒ 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  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List |
| **Quotation validity period** | Quotations shall remain valid for 30 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 |
| **Alternative Quotes** | Not permitted |
| **Payment Terms** | Within thirty (30) days upon the written confirmation of successful delivery and based on the following distribution of payments:   * 40 % for Deliverable 1: Development of the Preliminary Design for the recycling yard * 60% for Deliverable 2: Development of the Main Design for the recycling yard |
| **Conditions for Release of**  **Payment** | Written Acceptance of Services, based on full compliance with RFQ requirements, in line with the Annex 1 (Schedule of Requirements / Terms of Reference; chapter 3 (c). Deliverables and Schedules/Expected Outputs) |
| **Contact Person for correspondence, notifications and clarifications** | E-mail address: registry.ba@undp.org; Ref: BIH/RFQ/130/22  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 three (3) days before the submission deadline. Responses to request for clarification will be communicated through email by **13 July 2022** |
| **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** | Full compliance with all requirements as specified in Annex 1  Full acceptance of the General Conditions of Contract  Company/organization is registered for the services in subject of this procurement  ☒ Successfully performed at least 3 projects of similar scope, nature and complexity as the subject of procurement, implemented in last 10 years  ☒ Minimum key personnel proposed for this project (At least two experts must be full time employees of service provider):   * 1 (one) Team Leader with university degree in civil/hydrotechnics engineer and general and specific experience as indicated in the Annex 1 (Terms of Reference, chapter 9: Professional qualification of the successful contractor and its key personnel) * 1 (one) Architect with university degree in architecture, general and specific experience as indicated in the Annex 1 (Terms of Reference, chapter 9: Professional qualification of the successful contractor and its key personnel) * 1 (one) Mechanical Engineer with university degree in mechanical engineering, general and specific experience as indicated in the Annex 1 (Terms of Reference, chapter 9: Professional qualification of the successful contractor and its key personnel) * 1 (one) Electrical Engineer with university degree in electrical engineering, general and specific experience as indicated in the Annex 1 (Terms of Reference, chapter 9: Professional qualification of the successful contractor and its key personnel) * 1 (one) Environmental Protection Engineer with university degree in technical sciences or environmental protection, general and specific experience as indicated in the Annex 1 (Terms of Reference, chapter 9: Professional qualification of the successful contractor and its key personnel) * 1 (one) Fire Protection Engineer with university degree in technical science, general and specific experience as indicated in the Annex 1 (Terms of Reference, chapter 9: Professional qualification of the successful contractor and its key personnel) |
| **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 BiH 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** | ☒ [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.) |
| **Expected date for contract award.** | 27 July 2022 |
| **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) |
| **UNGM registration** | Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://www.ungm.org).  The Bidder may still submit a quotation 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. |

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

**Development project documentation for the construction of a recycling yard in the City of Zvornik**

# 1 (a). Background information

Within the project *Catalyzing Environmental Finance for Low-Carbon Urban Development* (URBANLED), funded by GEF and implemented by UNDP in BiH, including financial support of the Environmental Protection and Energy Efficiency Fund of Republika Srpska, a local waste management plan with green logistics schemes was developed for Zvornik. The plan foresees the construction of one recycling yard in Zvornik during the period of validity of the plan. This proposal has been based upon the Article 100 of the Law on Waste Management according to which local governments are required to determine locations for recycling yards and bring banks, including collection points for bulky waste.

The location for the construction of the recycling yard is in Karakaj between the main Zvornik-Bijeljina road and the railway, cadastre plot No. 5307/6. The area of the location is about 1500 m2. The city of Zvornik has ownership of the site.

# 2 (b). Scope and approach

URBANLED project seeks a Service Provider that has the capacity and expertise to prepare project documentation for the construction of a recycling yard in the city of Zvornik.

The Service Provider has the following main assignments:

1. Development of the Preliminary Design of the recycling yard

In accordance with the Law on Spatial Planning and Construction (Official Gazette of Republika Srpska, No. 40/2013, 106/2015 and 3/2016 and 84/2019), the Preliminary Design should contain: technical description, layout drawing, floor plans of the building, characteristic cross-sections and facades. Depending on the complexity and technical structure of the facility, the Preliminary Design may contain other designs and documents, if relevant for the development of the main design, such as: description of the technological process, technological drawings and description of the application of a particular construction technology and the like.

The Service Provider will develop a Preliminary Design for the recycling yard, which includes facilities, access and internal roads and parking in the available areas.

The Preliminary Design should foresee the construction of the following facilities:

1. Paved and macadam handling areas;
2. Concrete handling areas;
3. Watertight sewers;
4. Prefabricated facility for staff;
5. Separate waste collection infrastructure within the recycling yard;
6. Canopies for hazardous household waste;
7. Supply of facilities with drinking and fire water;
8. Electricity networks;
9. Fences with road and pedestrian entrances;
10. Green belt, and
11. Parking lots.

Preliminary design must contain a specification of works.

The Service Provider will present the Preliminary Design to the UNDP representatives and the competent departments of the City of Zvornik and submit the Preliminary Design for adoption.

2. Development of the Main Design of the recycling yard

Following the adoption/approval of the Preliminary Design, the Service Provider will start preparing the Main Design. In addition to the content of the Preliminary Design, the Main Design should also include:

a) Technical description with possibly special conditions for performance of works,

b) Excerpt from the cadastral plan with the drawn area of the facility and adjacent facilities; for facilities to be built in a wider area, the area of the facility is shown on a geodetic basis in the appropriate scale,

c) Necessary graphic representations of design solutions, such as: base, sections, facades, and drawings that define the load-bearing structure of the construction,

d) Studies, that is, calculations of statics, hydraulics, energy and energy efficiency, physical characteristics of the facility, etc., which prove that the facility is designed according to the provisions of the Law on Spatial Planning and Construction (Official Gazette of Republika Srpska, No. 40/2013, 106/2015 and 3/2016 and 84/2019),

e) Study, that is, data on geotechnical and geomechanical characteristics of the land, as well as other research works that served as a basis for project development,

f) Bill of quantities and a priced bill of quantities, with a description of the works and the stated total price of the facility, the price of construction works and the unit price,

g) Annex or study on fire protection,

h) Environmental protection study,

i) Study on waste disposal, and

j) Annex on occupational safety.

When performing the assignments, the Service Provider must include in its work the guidelines listed below.

In the recycling yard, separate collection should be ensured as a minimum for:

* Packaging waste,
* Metal,
* EE waste,
* Hazardous components of communal waste (batteries, medicines, paint cans, varnishes, motor oils and other types of waste as needed),
* Textiles, and
* Construction waste for individuals.

The city of Zvornik intends to turn the plot next to the location intended for the construction of a recycling yard into a location for receiving bulky waste. **In other words, the Service Provider is not required to specifically plan space in the recycling yard for receiving bulky waste.**

When designing a recycling yard, the Service Provider must ensure that the following technical and technological conditions are met:

* The recycling yard must be fenced and have a connection to electricity and water,
* Waste must be stored separately according to the nature, type and physical state in a way that prevents waste from spilling,
* The area with containers of appropriate volume for the disposal of hazardous components of communal waste (batteries, medicines, paint cans, varnishes, motor oils and other types of waste as needed) must be on an impermeable plateau with a canopy,
* Provide containers for separate collection of recyclable fractions of communal waste (paper, PET, glass, metal, plastic, etc.)
* Plan the water supply from the city’s public water supply system, which is at some 100 m from the planned location for the recycling yard.
* Collect sanitary water from the planned facilities for the accommodation of employees and connect to the public sewerage network or septic tank.
* Take stormwater from the parking lot to the oil and grease separator and discharge it into the public sewer network or septic tank after treatment. Floor surface must be watertight and the leakage in surface and groundwater must be prevented for rainwater that has come into contact with the waste on the ground.
* Process water must be collected from the place provided for washing vehicles and equipment and rainwater from asphalt handling surfaces, and taken to the oil and grease separator, which must be cleaned.
* Project documentation needs to be done for the recycling yard with technological process of work and given schematic representations of the recycling yard, water supply, treatment, and drainage of collected wastewater.
* Recycling yard should be equipped with devices, equipment and means for reporting and extinguishing fires, equipment and means for cleaning bulk and spilled waste, as well as lighting.
* Stationary vessels, containers and other packaging must be made so that safe filling and emptying is possible.
* Ensure supervision of the functioning of the recycling yard and entrust the work to qualified and trained staff.
* A “Contingency Plan in case of Emergency” containing the following information must be displayed in a visible spot within the recycling yard:
* on types of waste to be stored,
* on possible extraordinary events,
* name, surname and phone numbers of responsible persons and their authority,
* phone number of the police, fire brigade and ambulance.

Recycling yard must be marked as “Recycling yard” with information on the type of waste stored, the name of the manager, working hours to be adjusted to the lifestyle and needs of the surrounding population so that the recycling yard is open every day of the week except Sunday.

**Deliverables:**

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| --- | --- |
| Activity (as per TOR) | Estimated completion deadline |
| **Deliverable 1. Development of the Preliminary Design for the recycling yard**  The submitted Preliminary Design will be presented to the representatives of the UNDP and the City of Zvornik. | August 31st, 2022 |
| **Deliverable 2. Development of the Main Design for the recycling yard**  The submitted Main Design will be presented to the representatives of the UNDP and the City of Zvornik. | October 16th, 2022 |

The drafted projects are submitted in five (5) printed and two (2) electronic copies on separate CDs or USBs in one of the official languages ​​in BiH.

**Timelines for each of the deliverables are as follows:**

Deliverable 1: 30 days after signing the contract

Deliverable 2: 60 days after signing the contract

Upon completion of the assignments defined in Deliverables 1 and 2, all these documents will be subject to detailed review by representatives of the UNDP and the City of Zvornik. The Service Provider will proceed with the finalisation of the documentation after obtaining the written consent of the said parties.

# 4 (d). Key Performance Indicators and Service Level

All deliverables will be subject of QA and approval by UNDP. The Service Provider must perform corrections if significant errors/mistakes within the delivered documents are identified during a later stage (even after QA stage and contractual obligations).

Key performance indicators are as follows:

* All activities completed by defined deadlines and reports delivered in time.
* The Preliminary and Main Design for the recycling yard consist of the appropriate structure and contents in BHS language, as required by UNDP team.
* All key activities and deliverables will be subject to review by UNDP team and Project partners.

In order to proceed on the next phase, previous activity must be approved by UNDP. After receiving written approval from above-mentioned subjects, Service Provider will continue with following activities. Final draft will also be subject of approval of UNDP experts and beneficiaries.

# 5 (e). Governance and Accountability

Monitoring and evaluation of the Service Provider’s services will be conducted by the UNDP team. The UNDP Team will be available to transfer the specific knowledge on the Project which can be useful for the Service Provider. The UNDP Team will consist of:

• UNDP Project Manager

• UNDP Project Officers

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

# 6 (f) Facilities to be provided by UNDP

The UNDP Team will be available to transfer the specific knowledge on the Project which can be useful for the Service Provider. These are

* Cadastre plan, and
* Assistance with competent organisations in checking underground installations for potential sites to install semi-underground containers.

The UNDP Team will consist of:

* UNDP Project Manager
* UNDP Project Officers

# 7 (g). Expected duration of the contract/assignment

Expected duration of implementation of services is 3 months starting from signing of the Contract. Expected date of full completion of all activities is October 16th, 2022.

# 8 (h). Duty Station

Preparation of the Site study as per requirements of this ToR will be conducted at the premises of the selected Service Provider, including field visits to the planned site, city administration and public utility company.

# 9. (i) Professional qualification of the successful contractor and its key personnel

The Service Provider must be a registered organisation/company with sufficient institutional and managerial capacity, as well as qualified and experienced human resources needed to perform the intended tasks and/or the capacity to subcontract qualified experts to carry out the planned assignments.

The Service Provider must have Valid license for performing activities of developing technical documentation issued by the Ministry of Spatial Planning, Civil Engineering and Ecology of Republika Srpska

Service Provider must have experience in development of following documents **in last 10 years** :

* the development of a preliminary or main design for construction of a recycling yard or construction of sanitary landfills for communal waste.

Service Provider will ensure that appropriately qualified experts are engaged **(6 experts)** for each tasks described as well as necessary equipment for the required works and to achieve overall and specific objectives of this project in terms of time, costs, and quality. **At least 2 (two) key experts must be permanently employed by the Service Provider.**

The offer should clearly state the personnel that will be allocated to each of the activities described. If deemed necessary, the Supplier may appoint additional experts for adequate fulfilment of assignments and implementation plan.

Minimum requirements for key experts are as follows:

* 1. **Team Leader**

The team leader will be responsible for overall delivery of contract outputs and the quality control of contract implementation. It is expected to have key role in technical and administrative aspects of the contract, coordination of the team of experts, planning of the activities and ensuring that the project progress is as scheduled, including coordination with the stakeholders and regular reporting.

Team leader must possess University degree in civil/hydrotechnics engineer and a license for the preparation of technical documentation issued by the Ministry of Spatial Planning, Civil Engineering and Ecology of Republika Srpska (competent Ministry).

In addition, team leader must have excellent communication and management skills and ability to work in multicultural partnership. Team leader will also be the main focal point for coordination with UNDP Project team.

General experience:

* 10 years of general experience

Specific experience:

* Experience in leading teams of experts in drafting professional documents of similar scope, nature and complexity;
* Experience in designing and managing projects related to the development of studies or designs for communal waste management;
* Experience in working with representatives of different levels of government in relevant areas.
  1. **Architect**

Architect will be responsible for deliverables and communication in its specific area of expertise. Must have university degree in Architecture and a license for the preparation of technical documentation issued by the Ministry of Spatial Planning, Construction and Ecology of Republika Srpska (competent Ministry).

General experience:

* 7 years of general experience

Specific experience:

* Experience in designing projects related to the development of studies or designs for communal waste management.
  1. **Mechanical Engineer**

Mechanical Engineer will be responsible for deliverables and communication in its specific area of expertise. Must have university degree in Mechanical engineering and a license for the preparation of technical documentation issued by the Ministry of Physical Planning, Construction and Ecology of Republika Srpska (competent Ministry).

General experience:

* 7 years of general experience

Specific experience:

* Experience in designing facilities related to the development of a preliminary or main design for construction of recycling yards or construction of sanitary communal waste landfills.
  1. **Electrical Engineer**

Electrical Engineer will be responsible for deliverables and communication in its specific area of expertise. Must have university degree in Electrical engineering and a license for the preparation of technical documentation issued by the Ministry of Spatial Planning, Construction and Ecology of Republika Srpska (competent Ministry).

General experience:

* 7 years of general experience

Specific experience:

* Experience in designing facilities related to the development of a preliminary or main design for construction of recycling yards or construction of sanitary communal waste landfills.
  1. **Environmental Protection Engineer**

Environmental Protection Engineerwill be responsible for deliverables and communication in its specific area of expertise. Must have university degree in technical sciences or environmental protection.

General experience:

* 7 years of general experience

Specific experience:

* Experience in designing facilities related to the development of a preliminary or main design for construction of recycling yards or construction of sanitary communal waste landfills.
  1. **Fire Protection Engineer**

Fire Protection Engineerwill be responsible for deliverables and communication in its specific area of expertise. Must have university degree in technical sciences.

General experience:

* 5 years of general experience

Specific experience:

* Experience in designing facilities related to the development of a preliminary or main design for construction of recycling yards or construction of sanitary communal waste landfills.

**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.*

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| --- | --- | --- |
| 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. |

**Technical Offer**

*Provide the following:*

* *a brief description of your qualification, including short company profile, capacity and expertise that is relevant to the Terms of Reference.*
* *list and value of projects/services, of similar scope, nature, and complexity as the subject of procurement, performed* ***in last ten years*** *plus client’s contact details who may be contacted for further information on those contracts.*
* *statement of satisfactory Performance (Certificates) from the top three clients in terms of Contract value in similar field;*
* *a brief methodology, approach and implementation plan;*
* *team composition and CVs of key personnel*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Click or tap here to enter text.

**Table 1: Cost Breakdown per Deliverable\***

|  |  |  |
| --- | --- | --- |
| **Ref** | **Deliverables** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| **Total without VAT** | |  |
| **VAT** | |  |
| **Total including VAT** | |  |

\*This shall be the basis of the payment tranches.

**TABLE 2: Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| e.g. Project Manager/Team Leader | day |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |
| International flights |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Local Transportation |  |  |  |  |
| Communication |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total** |  |  |  |  |

**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. |