



## REQUEST FOR QUOTATION 20-2022

Re-announcement RFQ 09-2022

RFQ Reference: **Engineering Review of Basic Design Project for redesigning the corridor of the quay of Vardar River**

Date: 13 April 2022

**Project: 00109163: Resilient Skopje: Scaling-up for Sustainability, Innovation and Climate Change**

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

UNDP kindly requests your quotation in MKD, VAT excluded 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: Tanja Trpevska, MSc

Title: Procurement Official

Date: 13 April 2022



	<p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>● Insert BU Code and Event ID number</li> </ul> <p>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:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	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.
<b>Conflict of Interest</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	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.

	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in Macedonian denars (MKD)
<b>Joint Venture, Consortium or Association</b>	<p>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.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>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.</p> <p><i><u>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</u></i></p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
<b>Duties and taxes</b>	<p>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:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	Macedonian for copies of original documents, while other docs shall be prepared in English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile .</p> <p><input checked="" type="checkbox"/> Registration certificate; (Tekovna Sostojba)</p> <p><input checked="" type="checkbox"/> List of relevant projects along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons)</p>

	<input checked="" type="checkbox"/> A Copy of the valid <b>License B for review of urban plans</b> issued by the Ministry of Transport and Communications. <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients, if available  <input checked="" type="checkbox"/> CVs of experts reflecting relevant experience, as per requirement in the TOR. Pls fill in the <b>Tables (Annex 2A, Table 1.2.3 and Annex 2B)</b> in TOR; <input type="checkbox"/> Other Click or tap here to enter text.
<b>Quotation validity period</b>	Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted N/A
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> 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”
<b>Payment Terms</b>	In installments according to the TOR and submission of payment documentation i.e. <b>Invoice from Public Revenue Office (YJΠ) (tax exempt)</b> .  <b>*UNDP project will provide relevant documents for tax exempted invoice</b>
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Services, based on full compliance with RFQ requirements (by UNDP Project Manager) <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address <b>for clarifications only:</b> <a href="mailto:procurement.mk@undp.org">procurement.mk@undp.org</a>  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.  <b>Attention: Quotations shall not be submitted to this address, otherwise, offer shall be disqualified.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time

	<input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (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.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	06 May 2022
<b>Contract duration</b>	maximum 3 weeks upon signing the contract .
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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



*Empowered lives.  
Resilient nations.*

## Terms of Reference

### **Independent Engineering Review of Basic Design Project for redesigning the corridor of the quay of Vardar River**

**Project:** 00109163: Resilient Skopje: Scaling-up for Sustainability, Innovation and Climate Change  
**Duration:** 3 weeks  
**Duty Station:** Skopje

#### **BACKGROUND**

Since July 2018, UNDP and the City of Skopje are implementing the project: "Resilient Skopje: Scaling-up for Sustainability, Innovation and Climate Change". The main project objective is to assist the City of Skopje to become more resilient to climate change and other environmental challenges. One of main outputs of the project is to establish models for enhancing urban resilience and has tested number of those models to provide proof of concept. The preparation of basic design for redesign of the quay of Vardar River and the independent engineering review of the project is part of this project output.

The City of Skopje has an extensive and abundant history that has left various traces on its spatial and physical structure. One third of the total population of the country lives in the City of Skopje and significant numbers also commute daily into the capital from the region and beyond. For this reason, the city faced rapid urbanization in the last decade, and the collective aesthetics, public spaces, as well as the quality of people's lives in the city was endangered. The city's ecological footprint is unfavourable and air pollution has emerged as a dramatic health threat with no easy solution and an urgent need for intervention and re-thinking of the public areas and the mobility in the city.

The corridor of the quay of river Vardar of city of Skopje is social and vibrant urban area that is in the heart of the city of Skopje. The quay of river Vardar is with approximately 33 km and is connecting six municipalities: Municipality of Aerodrom, Municipality of Gazi Baba, Municipality of Center, Municipality of Karpos, Municipality of Gjorce Petrov and Municipality of Saraj.

The Basic Design Project will provide a vision and a solution for the corridor where people, ecology, and new clean forms of urban infrastructure and social space will unite all the people to co-exist in harmony. The corridor should deliver social and environmental benefits for the community, rebuilding similar conditions and revitalizing the aging corridors or replacing where needed. The redesigned corridor should be multi-use space with multiple but linked design opportunities tailored with set of programs and functions creating new urban nexus and cohesion.

The project supports the preparation of basic design for redesign of the corridor of the quay of Vardar River. The basic design will include both sides of the river with corridor of around 33 km (18,3 km on the one side and 14,3 on the other side of the river), spreading across several municipalities: Municipality of Aerodrom, Municipality of Gazi Baba, Municipality of Center, Municipality of Karpos, Municipality of Gjorce Petrov and Municipality of Saraj. The green urban corridor will be designed in a way to provide integration of nature and greenery, with urban planning, ensure interaction of the population and possibilities for recreation (walking, biking, roller-skating), that will be in harmonization with the General Urban Plan and Detailed Urban Plans.

Subject of the independent engineering review will be the Technical Documentation (Basic Design Project) for redesigning the corridor of the quay of Vardar River. The technical documentation includes detailed technical specification, basic project design and Bill of Quantities for construction works and procurement and installation of appropriate equipment. The technical engineering review shall focus on ensuring adequacy for organizing the construction / rehabilitation works, and shall be made in line with the national legislation ( e.g. Law on Construction).

## **SCOPE OF WORK**

The objective of this Independent Engineering Review of the technical documentation (basic design project) for redesigning the corridor of the quay of Vardar River is to guarantee highest possible quality of developed technical documentation to ensure adequacy for future bidding processes for selection of construction contractors and supervising engineers.

The scope of work includes review of technical documentation (basic design project) for redesigning the corridor of the quay of Vardar River in City of Skopje, according to the national legislation (e.g. Law on Construction).

## **DUTIES AND RESPONSIBILITIES**

Under the supervision of the Project Manager and close cooperation with the relevant Departments of the City of Skopje, the Contractor shall be responsible for carrying out the following main tasks:

- Review of the technical documentation (basic design project) for redesigning the corridor of the quay of Vardar River in City of Skopje, in accordance with the applicable national legislation and best practices of the engineering review, as completed by the designer company;
- Provide feedback and expert guidance to designers on improving the technical documentation during the preparation process and on specific milestones/phases of the technical design, in order to improve the quality and achieve suitability for bidding procedures;
- Attend coordination meetings with authorities and designers on specific aspects of the implementation phase of the projects;
- Drafting review report on the entire technical documentation (basic design project) for redesigning



the corridor of the quay of Vardar River

## MAIN DELIVERABLES

The Contractor shall be responsible for delivering:

Engineering review report on the: the technical documentation (basic design project) for redesigning the corridor of the quay of Vardar River in City of Skopje – not later than 31.03.2022

## QUALIFICATION REQUIREMENTS

The Company shall have extensive experience (at least 4 years) in review of technical documentation as per national regulations.

It will possess minimum a **valid License for review of urban plans** issued by the Ministry of Transport and Communications.

The Company shall have a minimum 2 relevant projects (review of technical documentation/basic design projects/ urban plans and/or projects/urban green spaces /urban green corridor systems/ public spaces or similar). The list of relevant projects shall include their year of execution (from date – till date) and contacts of clients (e-mail addresses) for reference checking purposes.

The scope of work requires a team of skilled professionals with previous experience in similar assignments. The Key Personnel as a team of experts shall be able to respond to the requirements of the following specific key areas of expertise:

	<b>Team members and/or areas of expertise</b>	<b>Qualification requirements</b>
<b>1.</b>	Urban Planner	<ul style="list-style-type: none"><li>○ University degree in Urban planning /Architecture or equivalent;</li><li>○ Valid Authorization (minimum B Authorisation) for review of urban plans issued by the Macedonian Chamber of Authorized Architects and Authorized Engineers;</li><li>○ Minimum 3 years of relevant professional experience in review of urban design and planning projects/ public spaces/ green urban areas or equivalent;</li><li>○ Record of at least 2 projects in review of basic design projects of comparable nature and degree of complexity (urban design and planning projects/ public spaces/ green urban areas or equivalent).</li></ul>
<b>2.</b>	Architect	<ul style="list-style-type: none"><li>○ Minimum University Degree in Architecture. Advanced degree is an asset;</li><li>○ Valid Authorization (minimum B Authorisation) for review of technical documentation in the field of architecture issued by the Macedonian Chamber of Authorized Architects and Authorized Engineers;</li><li>○ Minimum 3 years of relevant professional experience in review of projects for public and/or commercial buildings/ public space planning/ green urban areas/ or equivalent.</li></ul>

		Record of at least 2 projects in review of technical documentation of compatible nature and degree of complexity (e.g. public and/or commercial buildings/public space planning/ green urban areas/ or equivalent).
3.	Landscape expert	<ul style="list-style-type: none"> <li>○ Minimum university degree in Agriculture, Forestry, or equivalent;</li> <li>○ Minimum 3 years of professional experience in landscaping projects/greening of areas/ green area management/ design of green urban areas or equivalent;</li> </ul> Record in at least 2 relevant projects (i.e. landscaping projects/greening of areas/ green area management/ design of green urban areas or equivalent) .
4.	Electrical Engineer	<ul style="list-style-type: none"> <li>○ Minimum university degree in Electrical Engineering.</li> <li>○ Valid Authorization (minimum B Authorisation) for review of technical documentation in the field of electrical engineering issued by the Macedonian Chamber of Authorized Architects and Authorized Engineers;</li> <li>○ Minimum 3 years of relevant professional experience in preparation of electrical projects for public/commercial/ residential buildings or similar;</li> <li>○ Record of at least 2 projects in preparing electrical projects of compatible nature and degree of complexity (e.g. public/commercial/ residential buildings or similar).</li> </ul>

**If one of the experts assigned by the Bidder appears in offer of other company both offers will be disqualified.**

#### **Terms and Conditions**

- *Language*

The language of the required deliverables/outputs is Macedonian.

- *Legal and other requirements*

The content of the requested documents shall conform to the pertaining relevant legislation in the country and the international best practices and models.

- *Duration of the assignment*

Maximum available time for completion of tasks under this term of reference is 3 weeks, but not later than 31 May 2022.

- *Additional costs*

The Contractor should calculate the possible costs for acquiring various maps, layouts and other relevant documents/information and technical equipment required for successful finalisation of all tasks. Planned field trips and logistical arrangements will not be covered additionally. UNDP shall not accept any additional expenses which are not included in the company's financial offer.

- *Reporting requirements*

The expert team will report to UNDP through the Project Manager.

- *Submission of data, reports and other material produced*

The engineering review report should be provided to UNDP in:

- 4 (four) original copies of the project, and
- 2 (two) electronic copies of the overall technical documentation authorized with electronic signatures.

- *Cooperation requirements*

The consulting team is expected to work closely with other experts and expert teams hired by UNDP on parallel/complementary activities.

- *Payment schedule*

100% upon submission and acceptance of the engineering review report, but not later than 31 March 2022.

## 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.

Does your company possess the license(s) required by the TOR	<input type="checkbox"/> : <input type="checkbox"/> :
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification, if any (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

**Annex 2A (tables 1.2.3)**

**1. Previous relevant Company experience:**

Name of previous relevant projects as per requirements in TOR	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

.....				
<b>2. 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;</b>				
<b>Name of ongoing Projects</b>	<b>Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Current completion ratio of each ongoing project</b>	
....				

**3. Relevant Expert (s) experience:**

<b>Name of the Expert</b>	<b>University degree</b>	<b>Authorization and validity</b>	<b>Experience (in years) in line with CV credentials</b>	<b>Reflect only the Relevant experience as required in TOR (list relevant projects as per the requirement in the TOR)</b>
<b>Key Expert 1</b>				1.
				2.
				3.
				...
				...
<b>Key Expert 2</b>				1.
				2.
				3.
<b>Key Expert 3</b>				1.
				2.
				3.
				...
<b>Key Expert 4...</b>				1.
				2.
				3.
				...

**Annex 2B. Availability confirmation form** (to be filled by all proposed experts)

I \_\_\_\_\_ (name, last name), agree that the entity \_\_\_\_\_ (name of the applicant entity) will use my CV for the tender application under this RFQ.

I declare that the information provided in my CV is accurate, and I am able to provide relevant evidence (reference letters, job contracts, etc.) upon request.

If the entity \_\_\_\_\_ (name of the applicant entity), is selected for contract, I agree to be available under the conditions given in the ToR.

Name and last name: \_\_\_\_\_

(as in your ID document)

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

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

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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 we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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 - SERVICES

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:	RfQ	Date: Click or tap to enter a date.

#### Technical Offer

Provide the requested documents and reflect:

- your qualification, capacity and expertise that is relevant to the Terms of Reference.
- team composition and CVs of key personnel (if/as required)

#### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference.

**Detailed budget break down per Deliverable shall be presented.**

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: MKD, VAT excluded

Ref	Description of Deliverables [ .... ]	Price
1.	<b>Engineering Review of Basic Design Project for redesigning the corridor of the quay of Vardar River</b>	
<b>Total Price, VAT excluded</b>		

#### Breakdown of Fees [...]

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
Key Expert 1	day			
Key Expert 2	day			
...				
...				
Other non key experts				
Total Personnel Costs (Key and Non Key Experts)				
Other expenses (international flights, subsistence allowance, local transportation etc) if applicable				



<b>Total</b>				

**Compliance with Requirements**

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

<p><i>Exact name and address of company</i></p> <p>Company Name <a href="#">Click or tap here to enter text.</a></p> <p>Address: <a href="#">Click or tap here to enter text.</a></p> <p><a href="#">Click or tap here to enter text.</a></p> <p>Phone No.: <a href="#">Click or tap here to enter text.</a></p> <p>Email Address: <a href="#">Click or tap here to enter text.</a></p>	<p>Authorized Signature: _____</p> <p>_____</p> <p>Date: <a href="#">Click or tap here to enter text.</a></p> <p>Name: <a href="#">Click or tap here to enter text.</a></p> <p>Functional Title of Authorised Signatory: <a href="#">Click or tap here to enter text.</a></p> <p>Email Address: <a href="#">Click or tap here to enter text.</a></p>
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**ANNEX IV**

**EVALUATION CRITERIA FOR SELECTION OF BEST OFFER**

Contract will be awarded to the Bidder that meets the criteria based on pass/fail method and offers the lowest offer.

no	Minimum Requirements for the company	YES/NO
1	Minimum a valid License <b>B for review of urban plans</b> issued by the Ministry of Transport and Communications.	YES/NO
2	Min 4 years experience in review of technical documentation as per national regulations.	YES/NO
3	minimum 2 relevant projects (review of technical documentation/basic design projects/ urban plans and/or projects/urban green spaces /urban green corridor systems/ public spaces or similar). The list of relevant projects shall include their year of execution (from date – till date) and contacts of clients (e-mail addresses) for reference checking purposes. ●	YES/NO

	Team members	Qualification requirements for experts	Yes/no
1.	Urban Planner	<ul style="list-style-type: none"> <li>○ University degree in Urban planning /Architecture or equivalent;</li> <li>○ Valid Authorization (minimum B Authorisation) for review of urban plans issued by the Macedonian Chamber of Authorized Architects and Authorized Engineers;</li> <li>○ Minimum 3 years of relevant professional experience in review of urban design and planning projects/ public spaces/ green urban areas or equivalent;</li> <li>○ Record of at least 2 projects in review of basic design projects of comparable nature and degree of complexity (urban design and planning projects/ public spaces/ green urban areas or equivalent).</li> </ul>	
		<ul style="list-style-type: none"> <li>○ Minimum University Degree in Architecture. Advanced degree is an asset;</li> <li>○ Valid Authorization (minimum B Authorisation) for review of technical documentation in the field of architecture issued by the Macedonian Chamber of</li> </ul>	

2.	Architect	<p>Authorized Architects and Authorized Engineers;</p> <ul style="list-style-type: none"> <li>○ Minimum 3 years of relevant professional experience in review of projects for public and/or commercial buildings/ public space planning/ green urban areas/ or equivalent.</li> </ul> <p>Record of at least 2 projects in review of technical documentation of compatible nature and degree of complexity (e.g. public and/or commercial buildings/public space planning/ green urban areas/ or equivalent).</p>	
3.	Landscape expert	<ul style="list-style-type: none"> <li>○ Minimum university degree in Agriculture, Forestry, or equivalent;</li> <li>○ Minimum 3 years of professional experience in landscaping projects/greening of areas/ green area management/ design of green urban areas or equivalent;</li> </ul> <p>Record in at least 2 relevant projects (i.e. landscaping projects/greening of areas/ green area management/ design of green urban areas or equivalent) .</p>	
4.	Electrical Engineer	<ul style="list-style-type: none"> <li>○ Minimum university degree in Electrical Engineering.</li> <li>○ Valid Authorization (minimum B Authorisation) for review of technical documentation in the field of electrical engineering issued by the Macedonian Chamber of Authorized Architects and Authorized Engineers;</li> <li>○ Minimum 3 years of relevant professional experience in preparation of electrical projects for public/commercial/ residential buildings or similar;</li> <li>○ Record of at least 2 projects in preparing electrical projects of compatible nature and degree of complexity (e.g. public/commercial/ residential buildings or similar).</li> </ul>	