# SECTION II: EVALUATION METHOD AND CRITERIA

Quotations submitted in response to this RFQ shall be evaluated on the basis of the “lowest priced, most technically acceptable” methodology, which consists of the following steps:

1. **Preliminary screening of quotations using formal and eligibility criteria:** This includes an assessment of whether quotations comply with the formal and eligibility criteria stated in the “Formal and Eligibility Criteria” table below. All quotations substantially compliant at this stage will go through subsequent evaluation as follows.
2. **Technical evaluation using qualification criteria:** This determines which quotations are substantially compliant to the qualification criteria stated in the “Qualification Criteria” table below, and rejects non-compliant quotations. Only quotations meeting or exceeding the qualification criteria shall be considered substantially compliant.
3. **Technical evaluation using technical criteria:** This determines each quotation’s technical compliance with the pre-defined technical criteria as identified in the “Technical Criteria” table below. Only quotations meeting or exceeding the technical criteria shall be considered substantially compliant. The technical evaluation shall be completed prior to initiating the financial evaluation.
4. **Financial evaluation:** Financial evaluation of the quotations shall only be conducted for the quotations that have been determined to be substantially compliant in the technical evaluation. Quotations qualifying for a financial evaluation shall be checked for any arithmetic errors following Article 28 [*Minor Informalities, Errors or Omissions*]. Schedule 4.1.A [*Breakdown of the Fees and Reimbursable cost*] shall be used for the financial evaluation. Schedule 4.1.B [*Daily Rate Schedule*] will not be used for the financial evaluation but will inform the assessment of reasonableness of cost. The lowest priced quotation among the most substantially compliant quotations will be selected for award. The technical advantages offered by a higher priced quotation may in certain cases justify selection of a quotation other than the lowest priced. Further, where none of the quotations fully meet the requirement specification, the most technically acceptable quotation can be selected for award.
5. **Background check/due diligence:** After completion of the evaluation but prior to the award, UNOPS shall conduct background checks/due diligence on the bidder recommended for award, to confirm that the bidder meets the criteria set forth in this RFQ or as appropriate to the nature of the procurement process. UNOPS may reject a bidder's quotation on the basis of the findings. Bidders shall permit UNOPS representatives to access their facilities at any reasonable time to inspect the bidder’s premises, equipment, tools and/or systems, Plant or Materials.

At any time during the evaluation process, UNOPS may request clarification or further information in writing from bidders. The bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information to interpret and evaluate the relevant quotation.

UNOPS evaluation of a quotation shall take into account the evaluation criteria described in the following tables.

| **1. FORMAL AND ELIGIBILITY CRITERIA** | |
| --- | --- |
| **Criteria evaluated on a pass/fail basis during the preliminary screening** | **Documents to establish compliance with the criteria** |
| 1. The bidder is eligible as defined in **Section I: Instructions to Bidders**, Article 4 [*Bidder Eligibility*]. | * Schedule 0.1 [*Quotation Submission Declaration*] * Schedule 0.2 [*Bidder’s Information*] * Schedule 0.3 [*Joint Venture Partner Information*], all documents as required in the Schedule, in the event that the quotation is submitted by a Joint Venture. * UNGM suppliers ineligibility lists * Schedule 0.12 Self-disclosure |
| 1. The quotation is complete, i.e., all documents and technical documentation requested in **Section I: Instructions to Bidders**, Article 11 [*Content of Quotation Submissions*] have been provided and are complete. | * All documentation as requested under **Section I: Instructions to Bidders**, Article 11 [*Content of Quotation Submissions*] |
| 1. The bidder accepts conditions of the Contract as specified in **Section III: Conditions of Contract.** | * Schedule 0.1 [*Quotation Submission Declaration*] |

| **2. QUALIFICATION CRITERIA** | |
| --- | --- |
| **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** |
| 2.1. Company should be well established and experienced, actively operating in the provision of design services field for at least 5 (five) years with a minimum B licence valid in the Republic of North Macedonia. | * Business Registration Certificate issued by Central Registry (“Тековна состојба”) * Copy of a valid Licence B for design of technical documentation of second category for the legal entity (company) issued by the Ministry of Transport and Communications * Schedule 0.10 [Dispute Details] |
| 2.2. At least 3 (three) relevant projects successfully concluded with a B Licence for the construction and/or reconstruction of Second Category buildings - public buildings (primary education schools, secondary education schools or kindergartens, health centres, polyclinics, hospitals or other public buildings) in the last 10 years. | * Reference list accompanied with reference confirmation letters for at least three relevant projects; * Schedule 0.7 [Performance Statement] |
| 2.3. The quotation satisfactorily demonstrates that the requirements for insurance will be met, either through demonstrating that the bidder’s insurances comply with the requirements of the RFQ (if any), or by providing a confirmation letter that the bidder will affect the required insurance as specified under Schedule 3.9 [Insurance Requirements], if selected. | * Schedule 4.8 [*Insurance Details and Insurances*] * Insurance policy or Confirmation letter from a bidder stating that the required insurance policies will be provided, if selected. |
| 2.4. The bidder shall provide documentation that details their approach to ensuring equal opportunity, diversity, and inclusion within their organisation. | * Statement (free form document with the company letterhead) with details on how diversity and inclusion / anti-discrimination is ensured in the organisation (e.g. equal pay policy, parental leave, the ratio of female to male employees, % of females in management positions, grievances disaggregated by gender, transparency of promotion criteria, sexual harassment policies) |

| **3. TECHNICAL CRITERIA** | |
| --- | --- |
| **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance  with the criteria** |
| To be substantially compliant, bidders must meet all the minimum requirements/criteria and score ‘pass’ against each of the criteria. | In **Section VI: Returnable Schedules**:   * All schedules under Schedule 4 [*Contract Schedules from the Bidder*] * Schedule 0.5 [*Format for Resume of Proposed Key Personnel*] |

| **Parts of the Technical Quotation Evaluation: Number and description** | | **Obtainable rating** |
| --- | --- | --- |
|
| **1.** | Bidder’s capacity and expertise | Pass/Fail |
| **2.** | Proposed methodology, approach and implementation plan | Pass/Fail |
| **3.** | Key personnel proposed | Pass/Fail |

| **Part 1: Bidder's capacity and expertise** | | |
| --- | --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** (not exhaustive) |
| **1.1** | The bidder has the general organizational capability that can support effective implementation: management structure, financial stability and project financing capacity, project management controls, and the extent to which any service/activity would be subcontracted. | * Schedule 4.5 [*Organizational Structure*] * Schedule 4.6 [*Sub-consultants*], if applicable |
| **1.2** | The bidder has relevant specialized knowledge and experience in design of technical documentation done in the region or country. | * Schedule 0.4 [*Capacity and Experience*] * Schedule 0.7 [*Performance Statement*] |
| **1.3** | Bidder has a valid Licence B for design of technical documentation for Second Category Buildings issued by the Ministry of Transport and Communications. | * Copy of a valid Licence B for design of technical documentation of second category for the legal entity (company) issued by the Ministry of Transport and Communications |

| **Part 2: Proposed methodology, approach and implementation plan** | | |
| --- | --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** (not exhaustive) |
| **2.1** | The quotation (in particular, the detail of the Services) is substantially compliant and does not contain any material deviation(s) from the minimum requirements as stipulated in **Section V: Requirements**, which indicates the bidder’s understanding of these requirements. | * All schedules under Schedule 4 [*Contract Schedules from the Bidder*] in **Section VI: Returnable Schedules** |
| **2.2** | The bidder’s proposed sub-consultants and suppliers, if identified, are proposed to undertake appropriate activities related to the Services and have demonstrated the capacity to undertake the services | * Schedule 4.6 [*Sub-consultants*]- if applicable |

| **Part 3: Key personnel proposed** | | |
| --- | --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** (not exhaustive) |
| **3.1** | The bidder have demonstrated the capacity to undertake the services | * Schedule 4.4 [*Key Personnel*] * Schedule 4.5 [*Organizational Structure*] |
| **3.2** | The qualifications and experience of Key Personnel proposed meet the established requirements.   * Architectural Designer * Mechanical Designer * Electrical Designer * Fire Safety Designer * Health and Safety Designer   Note: Each team proposed shall be composed of one architect, one mechanical and one electrical engineer (core team). Responsibilities relating to HSSE and FP can be covered by one of the engineers of the core team, provided they have the necessary authorizations. **If submitting bids for more than one lot, members of the core team cannot be the same individuals.** | * Schedule 0.5 [*Format for Resume of Proposed Key Personnel*] * Schedule 0.6 [Statement of Exclusivity and Availability]- signed by each proposed Key Personnel * Schedule 4.4 [*Key Personnel*] |
| **3.3** | The qualifications and experience of Key Personnel proposed meet the established requirements.  **Architectural Designer**  Must have Valid B authorization for Architectural phase of the design process issued by the Macedonian Chamber of Chartered Architects and Authorised Engineers  Must have at least three completed designs for construction and/or reconstruction projects of Second Category public buildings (primary and secondary education schools or kindergartens, health centres, polyclinics, hospitals, or other public buildings), completed in the last 5 years.*(All details to be inserted in 0.5 Format for Resume of Proposed Key Personnel)* | * Copy of a university degree diploma * Copy of Valid B authorization for design of technical documentation issued by Macedonian Chamber of Chartered Architects and Authorised Engineers * 0.5 Format for Resume of Proposed Key Personnel * Proof of permanent or temporary employment, staff list from the Employment Agency, temporary employment contract, service contract or other form of proof defined by the relevant Law. |
| **3.4** | The qualifications and experience of Key Personnel proposed meet the established requirements.  **Mechanical Designer**  Must have Valid B authorization for Macedonian Chamber of Chartered Architects and Authorised Engineers  Must have at least three completed design for construction and/or reconstruction projects of Second Category public buildings (primary and secondary education schools or kindergartens, health centres, polyclinics, hospitals or other public buildings.), completed in the last 5 years. *(All details to be inserted in 0.5 Format for Resume of Proposed Key Personnel)* | * Copy of a university degree diploma * Copy of Valid B authorization for design of technical documentation issued by Macedonian Chamber of Chartered Architects and Authorised Engineers * 0.5 Format for Resume of Proposed Key Personnel * Proof of permanent or temporary employment, staff list from the Employment Agency, temporary employment contract, service contract or other form of proof defined by the relevant Law. |
| **3.5** | The qualifications and experience of Key Personnel proposed meet the established requirements.  **Electrical Designer**  Must have Valid B authorization for Electrical phase of the design process issued by the Macedonian Chamber of Chartered Architects and Authorised Engineers  Must have at least three completed design for construction and/or reconstruction projects of Second Category public buildings (primary and secondary education schools or kindergartens, health centres, polyclinics, hospitals or other public buildings), completed in the last 5 years. *(All details to be inserted in 0.5 Format for Resume of Proposed Key Personnel)* | * Copy of a university degree diploma * Copy of Valid B authorization for design of technical documentation issued by Macedonian Chamber of Chartered Architects and Authorised Engineers * 0.5 Format for Resume of Proposed Key Personnel * Proof of permanent or temporary employment, staff list from the Employment Agency, temporary employment contract, service contract or other form of proof defined by the relevant Law. |
| **3.6** | The qualifications and experience of Key Personnel proposed meet the established requirements.  **Fire Safety Designer**  Must have Valid B authorization for Fire Safety phase of the design process issued by the Macedonian Chamber of Chartered Architects and Authorised Engineers  Must have at least three completed design for construction and/or reconstruction projects of Second Category public buildings (primary and secondary education schools or kindergartens, health centres, polyclinics, hospitals or other public buildings), completed in the last 5 years. *(All details to be inserted in 0.5 Format for Resume of Proposed Key Personnel)* | * Copy of a university degree diploma * Copy of Valid B authorization for Fire Safety phase of the design process issued by Macedonian Chamber of Chartered Architects and Authorised Engineers * 0.5 Format for Resume of Proposed Key Personnel * Proof of permanent or temporary employment, staff list from the Employment Agency, temporary employment contract, service contract or other form of proof defined by the relevant Law. |
| **3.7** | The qualifications and experience of Key Personnel proposed meet the established requirements.  **Health and Safety Designer**  Must have Valid B authorization for Health and Safety phase of the design process issued by Macedonian Chamber of Chartered Architects and Authorised Engineers  Must have at least three completed design for construction and/or reconstruction projects of Second Category public buildings (primary and secondary education schools or kindergartens, health centres, polyclinics, hospitals or other public buildings), completed in the last 5 years. *(All details to be inserted in 0.5 Format for Resume of Proposed Key Personnel)* | * Copy of a university degree diploma * Copy of Valid B authorization for Health and Safety phase of the design process issued by Macedonian Chamber of Chartered Architects and Authorised Engineers * 0.5 Format for Resume of Proposed Key Personnel * Proof of permanent or temporary employment, staff list from the Employment Agency, temporary employment contract, service contract or other form of proof defined by the relevant Law. |

# SECTION III: CONDITIONS OF CONTRACT

## INSTRUMENT OF AGREEMENT

* [Consultant Services Contract for Works: Instrument of Agreement](https://content.unops.org/service-Line-Documents/Infrastructure/Consultant-Services-Contract-for-Works-Instrument-of-Agreement_EN.pdf)

## GENERAL CONDITIONS OF CONTRACT

* [Consultant Services Contract for Works: General Conditions of Contract](https://content.unops.org/service-Line-Documents/Infrastructure/Consultant-Services-Contract-for-Works-General-Conditions-of-Contract_EN.pdf)

## PARTICULAR CONDITIONS OF CONTRACT - “NOT USED”

### Part 1: Amended Clauses

The General Conditions are amended in the following manner (if nothing is stated, then no amended conditions apply):

| **No.** | **Clause/Sub-Clause No. and Title** | **Amended General Condition** |
| --- | --- | --- |
| **1** | n/a |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

### Part 2: Additional Clauses

The General Conditions are supplemented by the inclusion of the following additional conditions (if nothing is stated, then no additional conditions apply):

| **No.** | **Clause/Sub-Clause No. and Title** | **Additional General Condition** |
| --- | --- | --- |
| **1** | n/a |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

# SECTION IV: SCHEDULE OF DETAILS

## SCHEDULE 1: CONTRACT DETAILS

### 1.1 Details Provided by the Employer

| **Sub-Clause No.** | **Description** | **Details** |
| --- | --- | --- |
| **1.1** | Country | **Name:**  North Macedonia |
| **1.4.1** | Agreed system of electronic transmission | **Email:**  [nenadn@unops.org](mailto:nenadn@unops.org) |
| **1.4.1** | Employer’s Address for Communication | **Name:** Nenad Nakic  **Position title:** Procurement Associate  **Address:** Skerliceva 4, Belgrade, Serbia  **Email address:** [nenadn@unops.org](mailto:nenadn@unops.org)  **Telephone/Mobile number:** +381 11 344 11 06 |
| **2.2** | Employer’s Representative | **Name:** Kalinka Gaber  **Address:** Franklin Ruzvelt 18, Skopje  **Email Address:** [kalinkag@unops.org](mailto:kalinkag@unops.org)  **Telephone/Mobile number:** +389 70 316199 |
| **3.2.1** | Performance Security Amount | X Not applicable |
| **3.2** | Permitted Guarantors for Performance Security | X Not applicable |
| **4.2.1** | Commencement Date | immediately upon contract conclusion  (the exact Commencement date will be communicated onceUNOPS signs contracts for design review with selected company for each Lot)  The expected commencement date is 03 March 2025. |
| **4.2.4** | Liability Period | n/a |
| **4.3.1** | Time for Completion | Completed design documentation should be finalised within **90 (ninety) calendar days** from the contract commencement date and submitted for design review to a licenced company selected by the Project Team of the project implementer. All eventual remarks submitted by the design reviewer to the planners must be addressed within **10 (ten) calendar days** of reception, thus obtaining a positive design review within this period of time. |
| **4.4.5** | Delay Damages | n/a |
| **4.4.6** | Aggregate maximum amount of Delay Damages | n/a |
| **7.2.2** | Annual rate of financing charges for delayed payment | n/a |
| **7.3** | Currencies of Payment | USD or MKD, converted as per UN exchange rate (UNORE) applicable on the day of the issuing of invoice |
| **7.3** | Proportions of Currencies | 100 % in USD or 100% in MKD, converted as per UN exchange rate (UNORE) applicable on the day of the issuing of invoice |
| **7.8.2** | Advance Payment Amount | Not applicable |
| **7.8.3** | Permitted Guarantors | Not applicable |
| **7.8.6** | Advance repayment amount | Not applicable |
| **8.4.1** | Limit of Liability | Not applicable |

## 

## SCHEDULE 2: PROJECT SPECIFIC INFORMATION

### 2.1 Project Details

*(Brief description of the project including title, location, background and other relevant details along with details of the Works for which the Services is required)*

| The EU for Clean Air Project, funded by the European Union (EU) through the Instrument for Pre-accession Assistance (IPA), is designed to contribute to improvement of air quality in North Macedonia and consequently decrease risks to human health. With the objective to contribute to the reduction of emissions of pollutants in four large urban centres in North Macedonia, the Project has an implementation period of 36 months, followed by the defects notification period (DNP) of up to 12 months. The United Nations Office for Project Services (UNOPS) is the implementing partner.  The Project is aligned with all national strategic and regulatory frameworks and will contribute to progress made towards meeting EU accession criteria, primarily under Chapter 27 (Environment) and to the achievement of the relevant United Nations (UN) Sustainable Development Goals.  A Project result pertinent to this particular intervention relates to improving heating systems through replacement of obsolete and inefficient boilers in public buildings in the cities of Skopje, Bitola, Kumanovo, and Tetovo.  Under these specific ToRs, UNOPS solicits provision of design review services of basic design for heating system improvement, to be performed under the applicable provisions of the Law on Construction of North Macedonia. |
| --- |

### 2.2 Locations Plan

1. **General description of locations:**

| **LOT** | **PROPERTY** | **LOCATION** | **ADDRESS** |
| --- | --- | --- | --- |
| LOT 1 | Polyclinic “Bit Pazar” | Skopje | bul.Krste Misirkov br.28 |
| LOT 2 | 1. Polyclinic “Cento” | Skopje | ul.Madjari bb |
| 2. Polyclinic “Dracevo” | Skopje | ul.Dimitrija Cupovski bb |
| 3. Polyclinic “Gjorce Petrov” | Skopje | ul.Gjorce Petrov bb |
| 4. Polyclinic “Suto Orizari” | Skopje | ul.Suto Orizari bb |
| LOT 3 | Gerontology “13 Noemvri” (Sue Ryder) | Skopje | ul. Boris Sarafov br.129 |
| LOT 4 | Psychiatric hospital “Skopje” (Bardovci) | Skopje | ul. Skupi-20 br.56 |
| LOT 5 | 1. Clinical Hospital - Surgery Block | Tetovo | ul.29 Noemvri br.73 |
| 2. Clinical Hospital - Internal-Infectious Block | Tetovo | ul.29 Noemvri br.73 |
| 3. Clinical Hospital - Public Health (CJZ) | Tetovo | ul.29 Noemvri br.73 |
| 4. Clinical Hospital - Emergency Block | Tetovo | ul.29 Noemvri br.73 |
| 5. Ambulance (within the Clinical Hospital area) | Tetovo | ul.29 Noemvri br.73 |

1. **General description of the parts of the Location that will be provided access to and the times of access (in accordance with Sub-Clause 2.1 of General Conditions):**

| n/a |
| --- |

1. **Description of access routes, access timing and any access restrictions:**

| n/a |
| --- |

1. **Description of other surrounding sites and any related interface issues:**

| n/a |
| --- |

1. **Description of approved location for the Consultant’s Location facilities (if any):**

| n/a |
| --- |

1. **Description of arrangements at Locations that is to be provided to the Employer (if any):**

| n/a |
| --- |

1. **Description of disposal areas (within the Location or outside the Location if any):**

| n/a |
| --- |

1. **Description of any Location security requirements:**

| n/a |
| --- |

1. **Any other relevant Location details:**

| n/a |
| --- |

## 

## 

## SCHEDULE 5: FORMS

### 

### 5.1 Form for Advance Payment Security - not applicable

### 5.2 Form for Performance Security- not applicable

# SECTION V: REQUIREMENTS

## SCHEDULE 3: REQUIREMENTS OF THE EMPLOYER

### 3.1 Scope of Services

*(In accordance with Sub-Clause 3.1 of the General Conditions)*

1. **The background, purpose and function of the Services:**

| **Design of technical documentation services are required for the below LOTs:**  **LOT 1**  **Polyclinic “Bit Pazar”**  The Polyclinic “Bit Pazar” is located in Skopje. The building is supplied with thermal energy from the boiler room which is located in the basement of the building using two boilers with a nominal capacity of 581.2kW and 697kW, both powered on EL fuel. The boilers are outdated and generally in very poor condition. Within the boiler room other accompanying equipment is located as well: manifolds for supply and return water, circulating pumps, valves etc.  A standard two-pipe hot water distribution system is installed in the building. Cast iron radiators with radiator valves and return lock shields are installed in all heated rooms.  The windows in the building were replaced 10 years ago, but are in a very poor condition and the whole building facade does not have insulation.  For the purpose of supplying energy to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR.  **LOT 2**  **1. Polyclinic “Cento”**  The Polyclinic “Cento” is located in Skopje. The building is supplied with thermal energy from the boiler room which is located in the basement of the building by means of two boilers with a nominal capacity of 232kW each powered on EL fuel. The boilers are outdated and generally in very poor condition. Within the boiler room other accompanying equipment is located as well: manifolds for supply and return water, circulating pumps, valves etc.  A standard two-pipe hot water distribution system is installed in the building. Aluminium radiators with radiator valves and return lock shields are installed in all heated rooms.  The building has aluminium windows without rubber gaskets, in a poor condition, hence significant infiltration occurs. The building has no thermal insulation.  For the purpose of supplying energy to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR.  **2. Polyclinic “Dracevo”**  The Polyclinic “Dracevo” is located in Skopje. The building is supplied with thermal energy from the boiler room which is located in the basement of the building by means of two boilers with a nominal capacity of 290kW each powered on EL fuel. The boilers are outdated and generally in a very poor condition. Within the boiler room other accompanying equipment is located as well: manifolds for supply and return water, circulating pumps, valves etc.  A standard two-pipe hot water distribution system is installed in the building. Aluminum radiators with radiator valves and return lock shields are installed in all heated rooms.  The building has aluminium windows without rubber gaskets, in a poor condition, hence significant infiltration occurs. The building has no thermal insulation.  For the purpose of energy supply to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR.  **3. Polyclinic “Gjorce Petrov”**  The Polyclinic “Gjorce Petrov” is located in Skopje. The building is supplied with thermal energy from the boiler room which is located on the ground level of the building by means of two boilers with a nominal capacity of 660kW each powered on EL fuel. The boilers are outdated and generally in a very poor condition. In the basement near the boiler room, a heating substation is located and other accompanying equipment: manifolds for supply and return water, circulating pumps, valves etc.  A standard two-pipe hot water distribution system is installed in the building. Aluminum radiators with radiator valves and return lock shields are installed in all heated rooms.  The windows in the building are old type, they are in bad condition, therefore significant infiltration occurs. The building has no thermal insulation.  For the purpose of supplying energy to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR.  **4. Polyclinic “Suto Orizari”**  The Polyclinic “Suto Orizari” is located in Skopje. The building is supplied with thermal energy from the boiler room which is located in the basement of the building using two boilers with a nominal capacity of 232kW each, both powered on EL fuel. The boilers are outdated and generally in a very poor condition. Within the boiler room other accompanying equipment is located as well: manifolds for supply and return water, circulating pumps, valves etc.  A standard two-pipe hot water distribution system is installed in the building. Steel radiators with radiator valves and return lock shields are installed in all heated rooms.  The windows in the building were partly replaced and the remaining ones are with steel frames and overall in a very poor condition. The building has no thermal insulation.  For the purpose of supplying energy to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR.  **LOT 3**  **Gerontology “13 Noemvri” (Sue Ryder)**  The Gerontology “13 November” (Sue Ryder) is located in Skopje. The building is supplied with thermal energy from the boiler room which is located within the complex in a separate building using two boilers with a nominal capacity of 930kW each, both powered on EL fuel. The boilers are outdated but overall in proper functional condition. Within the boiler room other accompanying equipment is located as well: manifolds for supply and return water, circulating pumps, valves etc.  A standard two-pipe hot water distribution system is installed in the building. Cast iron radiators with radiator valves and return lock shields are installed in all heated rooms. The facility consumes a lot of domestic hot water for kitchen, laundry and bathroom needs.  The windows in the building have been partly replaced with PVC ones, except for the administrative department. The building has no thermal insulation.  For the purpose of supplying energy to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR.  **LOT 4**  **Psychiatric hospital “Skopje” (Bardovci)**  The Psychiatric Hospital “Skopje” (Bardovci) is a complex of buildings laid on several hectares nearby Skopje. There are 20 buildings with different purposes distributed throughout the complex, out of which 14 are subject of this ToR.  Within the complex there is a boiler room equipped with two hot water boilers and one steam boiler. The latter has a capacity of 2.360kW, while the two hot water boilers have capacity of 700kW and 1000kW, and all of them are powered on EL fuel. These boilers are overall in a proper functional condition, although the steam one is outdated and in a very poor state. Within the boiler room other accompanying equipment is located as well: manifolds for supply and return water, main circulating pumps, valves etc.  Distribution of heating media, hot water or steam, is by means of underground pipelines to the buildings. In each building, except for those that use steam, mini direct heating substations with a set of valves and a circulation pump were installed, which enabled balanced operation of the system on the primary side.  A standard two-pipe hot water distribution system is installed in the buildings. Cast iron radiators with radiator valves and return lock shields are installed in all heated rooms.  The buildings are more than 5 decades old, in a poor condition, without facade insulation, and with old windows. The hospital administration is implementing a gradual revitalization of the facilities. Up to the point when the site assessment visit was carried out, facade insulation and window replacement was finalized in four of the buildings. For the purpose of supplying energy to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR.  **LOT 5**  **1. Clinical Hospital Tetovo - Surgery Block**  The Surgery Block is located within the Clinical Hospital of Tetovo. The building is supplied with thermal energy from the boiler room which is located in the basement of the building by means of two boilers with a nominal capacity of 1050kW each powered on EL fuel. The boilers are outdated and generally in very poor condition. Within the boiler room other accompanying equipment is located as well: manifolds for supply and return water, circulating pumps, valves etc.  Domestic hot water boilers (3 x 2000 lit.) are placed in a substation near the boiler room, connected to the hot water network.  A standard two-pipe hot water distribution system is installed in the building. Cast iron radiators with radiator valves and return lock shields are installed in all heated rooms.  The windows in the building are old type, they are in bad condition, therefore significant infiltration occurs. The building has no thermal insulation.  For the purpose of supplying energy to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR.  **2. Clinical Hospital Tetovo - Internal-Infectious Block**  The Internal-Infectious Block is located in the Clinical Hospital Tetovo. The building is supplied with thermal energy from the boiler room which is located in the basement, using two boilers with a nominal capacity of 582kW and 814kW, both powered on EL fuel. The boilers are outdated and overall in a very poor condition. Within the boiler room other accompanying equipment is located as well: manifolds for supply and return water, circulating pumps, valves etc. A domestic hot water boiler (1 x 2500 lit.) is placed in the boiler room, connected to the hot water network.  From this boiler room two more buildings are supplied with hot water, the Ambulance (Brza pomos) and the Infectious Clinic. Within the Ambulance (Brza pomos) there is a heat substation in a very poor condition, while in the Infectious Clinic a direct system without a substation has been provided.  A standard two-pipe hot water distribution system is installed in the building. Cast iron radiators with radiator valves and return lock shields are installed in all heated rooms.  The building has old types of windows, which are in a poor condition, allowing for significant infiltration to occur. The building has no thermal insulation.  For the purpose of supplying energy to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR.  **3. Clinical Hospital Tetovo - Public Health (CJZ)**  The Public Health Center (Centar za javno zdravje) is located just across the Clinical Hospital Tetovo. The building is supplied with thermal energy from the boiler room which is located in the basement of the building, using two boilers, one with a nominal capacity of 232kW, while for the other one the capacity is not known. Both boilers are powered on EL fuel. The boilers are outdated and generally in a very poor condition. Within the boiler room other accompanying equipment is located as well: manifolds for supply and return water, circulating pumps, valves etc.  A standard two-pipe hot water distribution system is installed in the building. Aluminum radiators with radiator valves and return lock shields are installed in all heated rooms.  The building has old types of windows, all in a poor condition, hence significant infiltration occurs. The building has no thermal insulation.  For the purpose of supplying energy to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR.  **4. Clinical Hospital Tetovo - Emergency Block (URGENT)**  The Emergency Block is located in Clinical Hospital Tetovo. This block is relatively new, opened in 2014 with a contemporary heating and cooling system. The building is supplied with thermal energy from the boiler room which is located in the basement, using two boilers with a nominal capacity of 930kW each, both powered on EL fuel. The boilers are pretty new and overall in a proper functional condition. Within the boiler room other accompanying equipment is located as well: manifolds for supply and return water, circulating pumps, valves etc.  Domestic hot water boilers (2 x 2000 lit.) are placed in the boiler room, connected to the hot water network.  A standard two-pipe hot water distribution system is installed in the building. Cast iron radiators with radiator valves and return lock shields are installed in all heated rooms.  The windows of the hospital are made of PVC, and the building is thermally insulated.  For the purpose of supplying energy to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR.  **5. Ambulance (within Clinical Hospital Tetovo area)**  The Ambulance is located within the Clinical Hospital Tetovo. The building is supplied with thermal energy from the boiler room which is located on the ground floor, using one boiler with a nominal capacity of 383kW,powered on EL fuel. The boiler is outdated and overall in a very poor condition. Within the boiler room other accompanying equipment is located as well: manifolds for supply and return water, circulating pumps, valves etc.  A standard two-pipe hot water distribution system is installed in the building. Steel radiators with radiator valves and return lock shields are installed in all heated rooms.  Some of the windows are replaced with PVC ones, while the remaining ones are old and in a poor condition. The building has no thermal insulation.  For the purpose of supplying energy to the newly designed boilers, there is an ongoing project for CNG plant and installation, financed by the beneficiary. Its development will run simultaneously and in coordination with the basic design for improving the heating system that is subject to this ToR. |
| --- |

1. **Project Stakeholders:**

| The EU for Clean Air Project, funded by the European Union (EU) through the Instrument for Pre-accession Assistance (IPA) is cooperating with the Ministry of Health for all of the health facilities that are subject of this ToR. |
| --- |

1. **Comprehensive and explicit scope of the Services:**

| **LOT 1**  **Polyclinic “Bit Pazar”**  *please refer to the document “Annex LOT 1 - Terms of Reference”*  **LOT 2**  **1. Polyclinic “Cento”**  *please refer to the document “Annex LOT 2.1 - Terms of Reference”*  **2. Polyclinic “Dracevo”**  *please refer to the document “Annex LOT 2.2 - Terms of Reference”*  **3. Polyclinic “Gjorce Petrov”**  *please refer to the document “Annex LOT 2.3 - Terms of Reference”*  **4. Polyclinic “Suto Orizari”**  *please refer to the document “Annex LOT 2.4 - Terms of Reference”*  **LOT 3**  **Gerontology “13 Noemvri” (Sue Ryder)**  *please refer to the document “Annex LOT 3 - Terms of Reference”*  **LOT 4**  **Psychiatric hospital “Skopje” (Bardovci)**  *please refer to the document “Annex LOT 4 - Terms of Reference”*  **LOT 5**  **1. Clinical Hospital Tetovo - Surgery Block**  *please refer to the document “Annex LOT 5.1 - Terms of Reference”*  **2. Clinical Hospital Tetovo - Internal-Infectious Block**  *please refer to the document “Annex LOT 5.2 - Terms of Reference”*  **3. Clinical Hospital Tetovo - Public Health (CJZ)**  *please refer to the document “Annex LOT 5.3 - Terms of Reference”*  **4. Clinical Hospital Tetovo - Emergency Block (URGENT)**  *please refer to the document “Annex LOT 5.4 - Terms of Reference”*  **5. Ambulance (within Clinical Hospital Tetovo area)**  *please refer to the document “Annex LOT 5.5 - Terms of Reference”* |
| --- |

1. **Any pertinent details and technical information relevant to the successful execution and completion of the Services:**

| *\*\*\* Due to the activities planned for further stages,* ***design services will be performed simultaneously for all 12 properties and delivery dates for all lots will be the same or similar.***  *If submitting bids for more than one lot, Bidders should previously estimate if their own resources would allow* ***development of the basic design for multiple properties in parallel,*** *having in mind that if the same service provider is awarded multiple lots, their contract obligations will encompass delivering all the designs for all lots at the same/similar time.* REVIEW OF THE DESIGN Design review process will take place throughout basic design development in a staged approach where design teams progressively submit design documentation for review at 60% and 90% development.  Stage 60%: finalised architectural phase, finalised schematic diagram-raiser diagram (STRANG sema) with record on existing installed radiators with their capacity and pipes size, functional diagram of the heating system, preliminary selection of the capacity and location of newly designed gas boiler, preliminary selection of other accompanying heating equipment and basic calculation in electrical design  Stage 90%: finalised mechanical and electrical design, finalised elaborates: fire protection and health and safety  Completed design documentation should be finalised within **90 (ninety) calendar days** from the contract commencement date and submitted for design review to a licenced company selected by the Project Team of the project implementer. All eventual remarks submitted by the design reviewer to the planners must be addressed within **10 (ten) calendar days** of reception, thus obtaining a positive design review within this period of time |
| --- |

1. **The standards, codes and regulatory requirements the Consultant shall use and comply in the performance of its obligations under the Contract:**

| Valid Laws in the Republic of North Macedonia |
| --- |

1. **Key responsibility and liability matrix as indicated in the General Conditions and Particular Conditions, if any:**

| n/a |
| --- |

1. **Health, Safety, Social and Environmental (HSSE) requirements:**

*(In accordance with Sub-Clause 3.16 of the General Conditions)*

| The Consultant shall comply with health, safety, social and environmental requirements as stated in Schedule 3.1 [Scope of Services] and other related statutory requirements, Laws, codes and standards applicable to the Services in the Country, and any requirements which the Employer’s Representative shall notify the Consultant. |
| --- |

1. **Quality Management System:**

*(In accordance with Sub-Clause 3.18 of the General Conditions)*

| n/a |
| --- |

1. **The list of all Deliverables and/or the Consultant’s Documents related to the Services:**

| **LOT 1**  **Polyclinic “Bit Pazar”**  *please refer to the document “Annex LOT 1 - Terms of Reference”*  **LOT 2**  **1. Polyclinic “Cento”**  *please refer to the document “Annex LOT 2.1 - Terms of Reference”*  **2. Polyclinic “Dracevo”**  *please refer to the document “Annex LOT 2.2 - Terms of Reference”*  **3. Polyclinic “Gjorce Petrov”**  *please refer to the document “Annex LOT 2.3 - Terms of Reference”*  **4. Polyclinic “Suto Orizari”**  *please refer to the document “Annex LOT 2.4 - Terms of Reference”*  **LOT 3**  **Gerontology “13 Noemvri” (Sue Ryder)**  *please refer to the document “Annex LOT 3 - Terms of Reference”*  **LOT 4**  **Psychiatric hospital “Skopje” (Bardovci)**  *please refer to the document “Annex LOT 4 - Terms of Reference”*  **LOT 5**  **1. Clinical Hospital Tetovo - Surgery Block**  *please refer to the document “Annex LOT 5.1 - Terms of Reference”*  **2. Clinical Hospital Tetovo - Internal-Infectious Block**  *please refer to the document “Annex LOT 5.2 - Terms of Reference”*  **3. Clinical Hospital Tetovo - Public Health (CJZ)**  *please refer to the document “Annex LOT 5.3 - Terms of Reference”*  **4. Clinical Hospital Tetovo - Emergency Block (URGENT)**  *please refer to the document “Annex LOT 5.4 - Terms of Reference”*  **5. Ambulance (within Clinical Hospital Tetovo area)** |
| --- |

1. **Specific tools required such as software to be used to develop the Deliverables and the format of presentation of the Deliverable:**

| n/a |
| --- |

1. **Information on the Review and Approval Process (UNOPS and any other as required):**

| n/a |
| --- |

1. **Employer-Supplied Personnel and Services of Others, Employer’s Equipment and Employer’s Facilities:**

| n/a |
| --- |

1. **Any other details as relevant:**

| UNOPS is not obliged to provide premises or any other logistics for the Consultant |
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### 3.2 Consultant’s Delegations

*(In accordance with Sub-Clause 3.9.1 of the General Conditions)*

The Consultant’s designated personnel has the delegated duties and authorities of the Employer’s Representative’s Assistant under the Construction Contract for Small Works: General Conditions as identified in the table below.

| **No.** | **Clause/Sub-Clause No. and title** | **Delegated duties and authorities** | **Remark** |
| --- | --- | --- | --- |
|
| **1** | *2.2 Employer’s Representative Assistant* | *as defined in the General Conditions of Contract* |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |

### 

### 3.3 Valuation and Payment

*(Based on actuals on monthly basis or based on the following payment schedule*

*In accordance with Sub-Clause 7.1 of the General Conditions)*

| **APPLICABLE FOR ALL LOTS (1, 2, 3, 4 and 5)**  In full consideration for the complete and satisfactory delivery of the services under this Contract and upon certification that the services have been delivered in quality and quantity agreed, UNOPS shall pay the Contractor a 100% contracted price. Payment will be processed within 30 days from the delivery of the design and acceptance of services by the Employer.  Payments by UNOPS are exempted from VAT. When required, UNOPS will present the relevant documentation to the Contractor.  Payments will be made by UNOPS by transfer to the bank account specified by the Contractor in the “oneUNOPS Supplier Profile” form that will be signed by the successful bidder. UNOPS shall not absorb or otherwise assume responsibility for any exchange rate losses incurred due to the commercial rates used by the Contractor’s bank in case of the conversion of funds. |
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### 3.4 Programme Requirements- “NOT USED”

*(Description of the requirements associated with the Programme, in accordance with Sub-Clause 4.3 of the General Conditions)*

| n/a |
| --- |

### 3.5 Nominated Sub-consultants- “NOT USED”

*(Details of Nominated Sub-consultants, in accordance with Sub-Clause 1.7.5 of the General Conditions)*

| n/a |
| --- |

### 3.6 Employer's Delegations

| **No.** | **Clause/Sub-Clause No. and Title** | **Delegated duties and authorities** | **Designation** | **Remark** |
| --- | --- | --- | --- | --- |
|
| **1** | 2 THE EMPLOYER | as defined in the General Conditions of Contract |  |  |
| **2** | 2.2 THE EMPLOYER’S REPRESENTATIVE | as defined in the General Conditions of Contract |  |  |

### 3.7 Key Personnel Requirements

*(Details of Key Personnel requirements in accordance with Sub-Clause 3.6 of the General Conditions)*

| **No.** | **Position description/title** | **Required qualification** | **Area of experience required** | **Years of relevant experience required** |
| --- | --- | --- | --- | --- |
| **1** | Architectural Designer - authorisation B | Requirements defined in the tender criteria | Architectural engineering area | 5 years |
| **2** | Mechanical Designer - authorisation B | Requirements defined in the tender criteria | Mechanical engineering area | 5 years |
| **3** | Electrical Designer - authorisation B | Requirements defined in the tender criteria | Electrical engineering area | 5 years |
| **4** | Fire Safety Designer  authorisation B | Requirements defined in the tender criteria | Fire safety area | 5 years |
| **5** | Health and Safety Designer  authorisation B | Requirements defined in the tender criteria | Health and Safety area | 5 years |

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### 3.8 Equipment and Machinery Requirements - “NOT USED”

### 3.9 Insurance Requirements

*(Details in accordance with Sub-Clause 9.1 of the General Conditions)*

| **Insurances** | **Additional details on scope of cover** | **Period** | **Limit of Liability** |
| --- | --- | --- | --- |
| **Professional Indemnity Insurance** |  | ☐ As required by Law or by industry body or trade association from the Contract Effective Date until expiration of the Liability Period | As required by Law or by industry body or trade association |
| **Any other insurance as required by Law or industry body or trade associations** | If any required | Full implementation period |  |

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