

REQUEST FOR QUOTATION (RFQ) (Works)

NAME & ADDRESS OF FIRM	DATE: February 8, 2019
	REFERENCE: BBRFQ61981

Dear Sir / Madam:

We kindly request you to submit your quotation for the completion of two previously constructed footpaths; one each in Barrouallie and Fair Hall, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before February 22, 2019 and via ☒ e-mail to the address below:

United Nations Development Programme
Procurement.bb@undp.org

Quotations submitted by email must be limited to a maximum of 15MB, virus-free and no more than 2 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> As per Delivery Schedule in annex 1
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months
Deadline for the Submission of Quotation	Friday, February 22, 2019 and 6:00pm AST

All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> Others As per Annex 1 Company profile and three written references
Site Visit	Please note section 4 of annex 1 for details.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Others As specified in Annex 1 under the Remuneration section
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Other Type/s of Contract - Contract for Civil work
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for Civil Works. Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <i>[specify method, if possible]</i> Complete Installation <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others As specified in Annex 1 under the Remuneration section
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<i>Procurement Unit</i> Procurement.bb@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,
Procurement Unit
February 8, 2019

Terms of Reference

Construction of community footpaths at Barrouallie and Fair Hall in St. Vincent and the Grenadines

Project Title:	Japan-Caribbean Climate Change Partnership
Beneficiary countries:	Saint Vincent and the Grenadines and Suriname
Contracting Authority:	United Nations Development Programme (UNDP)
Contract Type:	Civil Works Contract
Duration of Assignment:	37 days
Start Date:	March 4 th , 2019

1. BACKGROUND

Caribbean countries share similar economic and sustainable development challenges, including a small population, remoteness, susceptibility to natural disasters, and most importantly, vulnerability to climate change. Given the current condition of the marine environment, most coastal areas have few defences against the raging surfs of hurricanes and tropical storms, and the likely consequences would be significant coastal damage including beach erosion and infrastructure damage. Negative impacts associated to climate change on land, water resources and biodiversity have also been predicted, and ultimately, tourism and agriculture will be negatively impacted by these changes. Meanwhile, Caribbean countries emit such relatively small amounts of greenhouse gas emissions, which mean that they will suffer disproportionately from the impacts of climate change.

The Japan-Caribbean Climate Change Partnership aims to support the implementation of actual technology that is both low-emission and advances climate risk management, including demonstration in the target countries. To this end, eight demonstration projects are planned for St. Vincent and the Grenadines which are tailored to meet the specific needs and vulnerabilities with local communities. Specifically, the required services will support one approved pilot initiative in relation to Climate resilience and disaster risk management activities with emphasis on small-scale infrastructure implementation to reduce climate change and disaster-induced losses.

2. OBJECTIVE OF THE ASSIGNMENT

The contracted company will provide support to Ministry of National Mobilization, in the St. Vincent and the Grenadines for the completion of two previously constructed footpaths; one each in Barrouallie and Fair Hall. This objective supports the implementation of the J-CCCP approved pilot initiative **“Strengthening community resilience within selected poor vulnerable communities on mainland St. Vincent”**

3. SCOPE OF WORK

The company with guidance and supervision of the Community Division of the Ministry of Mobilization and the Chief Engineers Office in the Ministry of Transport and Works will complete works required for the completion of the previously constructed 232' x 5' foot path at Barrouaille and 450' x 6' foot path at Fair Hall.

As such the contracted company, will undertake the following tasks:

- Provision of a finalized schedule of works with detailed timelines and milestones for each stage of the work to be undertaken
- Provision of required materials and equipment for on-site completion of all required works for both foot paths.
- Undertake all blockwork, completion of identified sections of each structure, plaster work and finishing, as well as all other construction work as outlined in the approved Bill of Quantities in Annex A towards the completion of the two footpaths at the target sites.
- Installation of rails and completion of slipper drains were required and as outlined in the BOQ

4. SITE VISIT

Provisions will be made for all interested companies to undertake a site visit on **February 15th** to facilitate viewing of the structures at each site in accordance to the time schedule below:

Site #	Site Name	Time
Site 1	Fair Hall	9:00am
Site 2	Barrouaille	11:30am

Please email the UNDP Procurement Unit at procurement.bb@undp.org to confirm attendance of a company representative; providing an email address and telephone number, no later than **February 13th, 2019**.

5. INSTITUTIONAL ARRANGEMENT

The firm will report directly to the Permanent Secretary, Ministry of National Mobilization with support from the J-CCCP National Focal Point (NFP) and will provide an initial detailed schedule of works and progress reports to both parties on work progress, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required. The Permanent Secretary and NFP will review for certification of acceptance the outputs produced by the contracted firm.

6. REPORTING REQUIREMENTS

The contracted firm will report in accordance to the approved schedule of works to the Permanent Secretary, Ministry of National Mobilization with support from the J-CCCP National Focal Point (NFP) to ensure a timely delivery of the expected outputs and update on challenges and setbacks and actions to resolve the same.

7. REMUNERATION

Payment will be remitted on sign off on all works completed as per engineering specifications by the office of the Chief Engineer and final approval by Permanent Secretary, Ministry of National Mobilization and the J-CCCP National Focal Point for each of the Lots and is based on the contractor's price proposal based on the schedule below:

Deliverables for each Lot	No. of days	Percentage
Detailed Schedule of works	1 day	10%
Site preparation	6 days	10%
Completion of pathway, construction of drains and installation of rails at Fair Hall	15 days	40%
Completion of pathway, construction of drains and installation of rails at Barrouaille	15 days	40%

The company's price proposal must include all expected costs for the assignment.

8. QUALIFICATIONS AND EXPERIENCE

The company most suited to complete this assignment should possess the following:

- Seven or more years' experience in civil works as highlighted in the submitted portfolio of work
- Experience with the design and construction of easements, access paths and roadways
- Local Experience in the relevant areas. Experience with development agencies or the Government of St. Vincent and the Grenadines would be an asset
- Fluency in written and oral English is required

9. SUBMISSION REQUIREMENTS

Companies must submit the following documents. **Incomplete proposals will not be considered**

1. **Company profile** – This profile should highlight similar work undertaken by the company in the last seven years and photos of past work (particularly for development/UN agencies/GOSVG and within the scope of the items listed in the TOR)
2. **Three written references** from clients with whom the company has done work within the last five years
3. **Financial Proposal** – Detailed Cost breakdown based on the BOQs included in Annex A

Annex A- Bills of Quantity

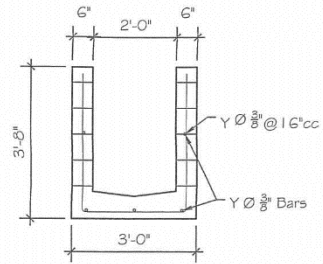
Site 1 Fair Hall

SCOPE OF WORKS FOR FAIR HALL FOOTPATH			
	<i>FOR ESTIMATING PURPOSES ONLY</i>		
		UNIT	Q'TY
1.0	CHAINAGE 1+39 TO 3+89	250	
1.1	FILL CAVITIES FOR TWO (2) ROWS OF BLOCK	CY	3.28
1.2	PLASTER SIDES AND TOP OF BLOCKS	SY	88.06
2.0	CHAINAGE 2+69 TO 4+98	229	
2.1	GUARD RAILS AS PER DETAIL	LF	229
3.0	CHAINAGE 4+32 TO 4+91	59	
3.1	FILL CAVITIES FOR ONE (1) ROW OF BLOCKS	CY	0.38
3.2	PLASTER ONE (1) SIDE OF BLOCK	SY	4.39
3.3	PLASTER TOP OF BLOCK WORK	SY	3.28
4.0	CHAINAGE 5+16 TO 5+55	39	
4.1	PLACING OF THREE (3) ROWS BLOCKS	SY	8.67
4.2	FILL CAVITIES OF BLOCK WORK	CY	0.78
4.3	PLASTER SIDES OF BLOCK WORK	SY	5.8
4.4	PLASTER TOP OF BLOCK WORK	SY	2.17
4.5	DEMOLISH AND REINSTATE EXISTING STAIRS	SUM	
4.6	MASS CONCRETE 3" THICK	SY	0.72

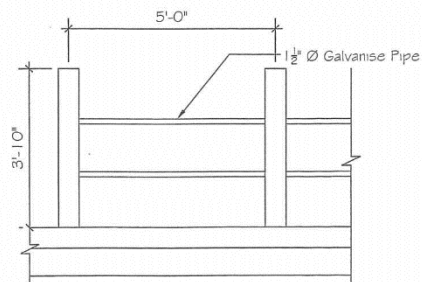
Site 2 Barrouaille

SCOPE OF WORKS FOR BARROUALLIE FOOTPATH			
FOR ESTIMATING PURPOSES ONLY			
		UNIT	Q'TY
1.0	CHAINAGE 0+31 TO 0+57	26	
1.1	PLACING OF BLOCKS FOR ON EXISTING KERB	SY	5.78
1.2	FILL CAVITIES OF BLOCK WORK	CY	0.17
1.3	STEEL DOWELS EVERY 16" (1/2" BARS)	SUM	
2.0	CHAINAGE 0+31 TO 0+74	43	
2.1	FILL CAVITIES OF BLOCK WORK	CY	0.28
2.2	PLASTER SIDES OF BLOCK WORK	SY	3.2
2.3	PLASTER TOP OF BLOCK WORK	SY	2.39
2.4	CUT STEEL	SUM	
3.0	CHAINAGE 0+57 TO 0+76	19	
3.1	6" THICK X 3'-4" HIGH BLOCK WORK KERB WITH CORES FILLED AS PER DRAWING	SY	7.03
4.0	CHAINAGE 0+76 TO 0+97	21	
4.1	6" THICK BLOCKWORK	SY	1.56
4.2	FILL CAVITIES OF BLOCK WORK	CY	0.14
4.3	PLASTER SIDES AND TOP OF BLOCK WORK	SY	7.4
5.0	CHAINAGE 0+99 TO 1+12	13	
5.1	6" THICK BLOCKWORK	SY	0.97
5.2	FILL CAVITIES OF BLOCK WORK	CY	0.09
5.3	PLASTER SIDES AND TOP OF BLOCK WORK	SY	4.58
5.4	FILL TRIANGULAR AREA WITH CONCRETE (8" - 10" THICK)	CY	0.12
6.0	CHAINAGE 1+57 TO 1+74	17	
6.1	CUT OUT CONCRETE TO CREATE THREE (3) STEPS	SUM	
6.0	CHAINAGE 1+57 TO 2+76	119	
6.1	GALVANISE PIPE HANDRAILS AS PER DRAWING	LF	119

Annex B - Engineer Drawings Fair Hall – Box Drain and Hand Rails

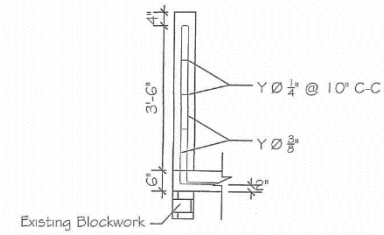


Box Drain Detail

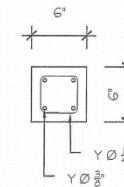


Elevation - Handrail

Length - 230ft



Section 1: Column Detail



Section 2: Column

NOTES:

- 1) Do not Scale drawings.
- 2) All dimension to be checked on site.

REV DATE ISSUE

MTWUDLG
MINISTRY of TRANSPORT
WORKS, URBAN DEVELOPMENT
AND LOCAL GOVERNMENT
 PROJECT MANAGEMENT UNIT
 GALLAGHER ST. KINSHIPTOWN,
 ST. VINCENT and the GRENADINES
 TEL: 458-1888 ext. 215

CONSULTANTS:

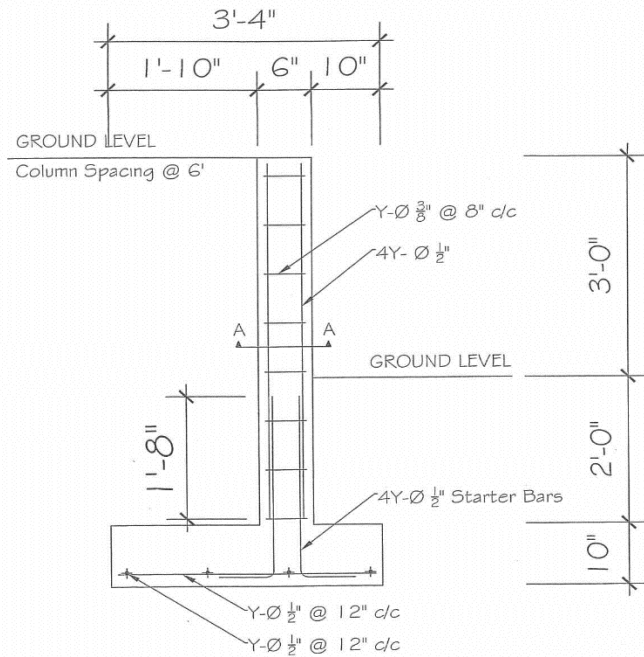
CLIENT: Government of St.
 Vincent & the
 Grenadines

PROJECT:
 Fair Hall Footpath

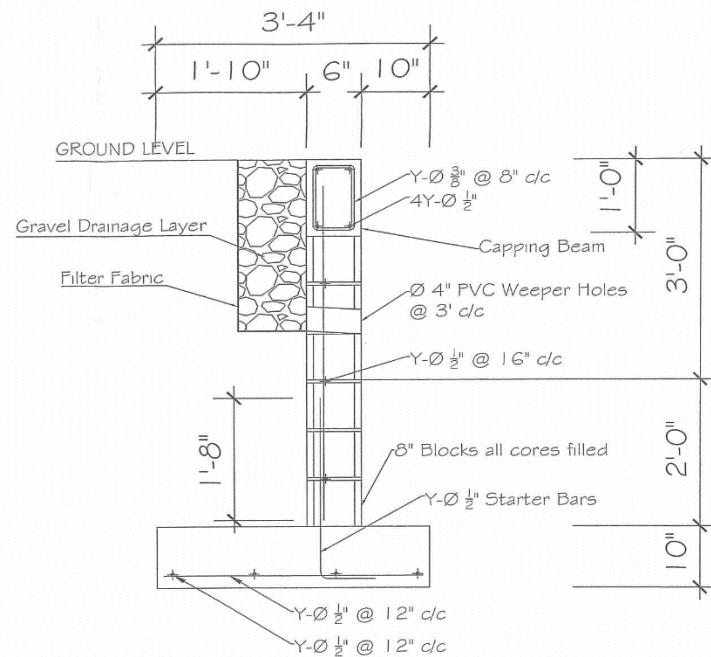
TITLE:
 Elevation and Section

PRJL. No:	SCALE: Not to Scale	DRAWN: G. Huggins	DWG. No.
	DATE:	CHECKED:	

Engineer Drawings – Barrouaille – Retaining Wall



Block Work Retaining Wall Column



Block Work Retaining Wall

NOTES:

- 1) Do not Scale drawings.
- 2) All dimensions to be checked on site.

No. DATE ISSUE

MTWUDLG
MINISTRY of TRANSPORT
WORKS, URBAN DEVELOPMENT
AND LOCAL GOVERNMENT
 PROJECT MANAGEMENT UNIT
 BALFAT ST., KINSHASA,
 ST. VINCENT and the GRENADINES
 TEL: 450-1588 ext. 202

CONSULTANTS:

CLIENT: Government of St.
 Vincent & the
 Grenadines

PROJECT:
 Barrouaille Footpath

TITLE:
 Elevation and Section

PROJ. No:	SCALE:	DRAWN:	DWG. No.
	Not to Scale	G. Huggins	
	DATE:	CHECKED:	

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. BBRFQ61981:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Detailed Schedule of works	1	1 Day after signing contract	N/A	
	Site preparation	1	6 Days after signing contract	N/A	
	Completion of pathway, construction of drains and installation of rails at Fair Hall	1	15 Days after signing contract	N/A	
	Completion of pathway, construction of drains and installation of rails at Barrouaille	1	15 Days after signing contract	N/A	
	Total Prices of Goods				
	Add : Cost of Transportation				N/A
	Add : Cost of Insurance				N/A
	Add : Other Charges (pls. specify)				N/A
	Total Final and All-Inclusive Price Quotation				

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Warranty and After-Sales Requirements			
a) Minimum one (1) year warranty on both parts and labor			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]