



REQUEST FOR QUOTATION (RFQ)
Construction of Earth Dams in Khoelenya and Thaba Mokhele Community Councils

NAME & ADDRESS OF FIRM	DATE: 28 February, 2019
	REFERENCE: RFQ/2019/002

Dear Sir / Madam:

We kindly request you to submit your quotation for Construction of Earth dams in Khoelenya and Thaba Mokhele Community Councils, 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 29 March 2019 via ☒ e-Tendering to the address below:

United Nations Development Programme
e-Tendering Ref # :0000003458
Ref: RFQ/2019/002
3rd Floor
UN House

Documents uploaded in the system as part of your quotation 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 indicated by UNDP in the e-Tendering system.

eTendering Bidders Video: <https://youtu.be/cy34AXsYMrc>

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Exact Address/es of Delivery Location/s (identify all, if multiple)	Two dams are located at two different areas inside Maphut'seng River Valley in Mohale's Hoek.
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	Within three months upon signing of the contract
Delivery Schedule	Required
Mode of Transport	Road
Preferred Currency of Quotation	Local Currency: Loti (LSL)
Value Added Tax	Must be exclusive of VAT and all other applicable indirect taxes
After-sales services required	Defect liability period for 6 months
Deadline for the Submission of Quotation	5:00 PM, 29 March 2019
Pre-Bid Meeting & Site Visit	Pre-Bid Meeting: 13 March 2019, at Mohale's Hoek at Hotel Mount Maluti Time: Site visit: 12 March 2019, 9:00hrs At Ministry of Forestry, Range and Soil Conservation Office in Mohale's Hoek
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none"> ➤ Annex 2, Form for Submitting Supplier's Quotation and in accordance with the Schedule of Requirements in Annex 1; ➤ Bid Securing Declaration (Annex 3) ➤ Passport /Identity Document Copy (If Sole Trader); ➤ Certificate of Incorporation (If Company) ➤ Tax Clearance Certificate certified at source ➤ Valid Classification Certificate from the Department of Rural Water Supply certified at source ➤ Business Profile not more than 10 pages ➤ Traders license certified at source

	<ul style="list-style-type: none"> ➤ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; ➤ Independently Audited financial accounts for the last accounting year (2016/2017). UNDP will check the financial accounts to ➤ compute the quick ratio. Quick ratio tests the company's financial strength and liquidity. ➤ Certified educational certificates and CVs of Technical Supervisor, Safety Health and Environment Officer ➤ List and value of on-going projects with contact details of clients and current percentage completion of each ongoing project. ➤ List and value of projects performed in the last five years, and clients with contact details who may be contacted for further information on those contracts. ➤ Reference letters from 2 clients where similar services (water harvesting and supply) were undertaken. ➤ List of construction equipment owned / Leased proposed to carry out the contract and proof of registration and or an agreement on the leased documents. ➤ Written Self-Declaration of availability of earth moving machinery and equipment ➤ Computation of Liquid assets and/or credit facilities net, not counting other contractual commitments, of not less than M1, 000,000. ➤ Risk Assessment Plan for the Dam Safety ➤ Site Specific Environmental Management plan which addresses anticipated environmental issues and indicate compliance to Environmental Impact Assessment Report. <p>Clay source area for Makilinyane should be properly rehabilitated</p> <p>Clay source area for Maphutsaneng should be re-shaped into a dug-out.</p> <ul style="list-style-type: none"> ➤ Clear plan to engage local community in minor works e,g rip-rap, re-grassing, rehabilitation, gabion construction, rock collection. etc.
Period of Validity of Quotes starting the Submission Date	<p>90 days</p> <p>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.</p>
Partial Quotes	<p>Permitted</p> <p>Option 1 - Lot 1</p> <p>Option 2 - Lot 2</p> <p>Option 3 – Lot 1&2</p> <p><i>Indicate the Options you are quoting for</i></p>

Payment Terms ¹	<p>50% Payment will be released upon certification on Sixty percent completion of work; remaining 40% payment will be released upon completion of 100% work. Retention fee of 10% amount will be withheld by UNDP and will be released to the contractor as follows;</p> <p>5% after 3 months of completion of the work. 5% after 6 months of completion of the work.</p> <p>Payments will be issued within 30 days of satisfactory certification of completion of works by the UNDP Consultant Engineer and Principal Engineer of the Ministry of Forestry Range and Soil Conservation.</p>
Contract Awarding	The contract shall be awarded to qualified bidders who has submitted the lowest-priced, technically acceptable and responsive offer
Bid Security	Instead of the requested Bid Security, requests that the Bidder Complete Annex E – Bid Security Declaration and return with the quotation
Evaluation Criteria	<p>1. Full acceptance of the PO/Contract General Terms and Conditions</p> <p>2. Technical responsiveness/Full compliance to requirements (Pass/Fail)</p> <p><u>2.1 Preliminary examination of offers</u></p> <p>➤ Review of Completeness of Supporting Documents</p> <p><u>2.2 Primary Technical Evaluation Criteria</u></p> <p>➤ Construction Work Experience – Proof of at similar projects successfully undertaken in the last five years</p> <p>➤ Human Resource</p> <ul style="list-style-type: none"> • At least 1 Technical Supervisor and 1 Safety Health and Environment officer with At least a minimum of 3 years' experience in construction. • Certified educational certificates of Technical Supervisor and Safety Health and Environment officer. • CV of Technical Supervisor and Safety Health and Environment officer. with clear positions held for the last 3 years <p>➤ Category A or B according to Department of Rural Water Supply Standards</p> <p>➤ Equipment – Availability of a Set of Earth Moving Equipment</p> <p>➤ Minimum revenue of M2,000,000.00 in the past 3 years.</p> <p>➤ Liquid assets and/or credit facilities net, not counting other contractual commitments, of not less than M1, 000,000.</p> <p>➤ Financial Capacity - Sound liquidity and stand-by credit</p> <p>➤ Reference letters from 2 clients where similar services were undertaken.</p> <p>➤ Risk Assessment plan for the dam safety</p> <p>➤ Environmental Management plan</p>

	<p>2.2 Secondary Technical Evaluation Criteria</p> <p>Physical inspection of 1 site where similar works were performed.</p> <p>3. Financial Evaluation</p> <p>Review the financial offers and award of contract to the Lowest Technical Responsive Office.</p>
UNDP will award to:	One or more Supplier, depending on the following factors: Per Lot
Type of Contract to be Signed	Contract Face Sheet (Goods and-or Services) UNDP
Contract General Terms and Conditions	<p>UNDP General Terms and Conditions for Civil Works</p> <p>Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Conditions for Release of Payment	<ul style="list-style-type: none"> ➤ Written Acceptance of completion of the services, based on full compliance with RFQ requirements ➤ Passing Inspection and Certification of UNDP Engineer and the Principal Engineer (Ministry of Forestry, Range and Soil Conservation) ➤ Completion of Construction
Completeness of bids	<ul style="list-style-type: none"> ➤ The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. ➤ Items for which no rate or price is entered by the Bidder will not be paid for by UNDP when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. ➤ UNDP reserves the right to reject any or all proposals/bids. Without limiting the generality of the foregoing, any proposal/bid which is incomplete, obscure, or irregular may be rejected. ➤ A proposal/bid shall contain no interlineations, erasures, or overwriting, except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by person or persons signing the bid. ➤ All documents are to be properly signed.
Contact Person for Inquiries (Written inquiries only) ²	<p><i>Rethabile Maope</i> <i>Procurement Associate</i> <i>Rethabile.thipe@undp.org</i> <i>Tel: 22228127</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that</p>

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

	such an extension is necessary and communicates a new deadline to the Proposers.
Annexes to this RFQ ¹⁰	<ol style="list-style-type: none"> 1. Annex 1 – Technical Specifications (Bill of Quantities) 2. Annex 2 – FORM FOR SUBMITTING SUPPLIER'S QUOTATION 3. Annex 3 - Bid Security Declaration 4. Annex 4 - Form for Performance Security 5. UNDP General Terms and Conditions for Civil Works: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html



Special Conditions

The following Special Conditions shall complement, supplement, or amend the General Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions.

Warranty/Guarantee The Contractor shall be responsible for the maintenance of the subject works for a period of Six (6) Months effective from the day of issuance of the Certificate of Substantial Completion of the Works.
Liquidated damages If the contractor fails to deliver the specified works within the time period(s) stipulated by the Contract, UNDP shall, without prejudice to its other remedies under the contract, deduct from the payments due to the Contractor, as liquidated damages, a sum equivalent to 0.5% of the contract amount per calendar day up to a maximum duration of 30 days . Thereafter UNDP may consider termination of the Contract.
Performance Security Performance Security shall be submitted by the Contractor within 7 days of receipt of the Contract from UNDP for an amount of 10% (ten percent) of the total price of the Contract. The Performance Guarantee shall be valid for a period of Three calendar months . Form for Performance Security (Annex 5)
UNDP's Right to Vary Requirements during execution of contract UNDP reserves the right at the time of making the award of contract to increase or decrease the quantity of works specified in the RFQ, regardless of the percentage of change in quantities, without any change in unit price or other terms.
Defects Liability Any damage by the Contractor on the executed works during the defects liability period should be repaired by the contractor and at his own expense and during a week after receiving a notice in writing from the UNDP; and if the contractor does not repair these damages during the above specified period, then UNDP does these repairs at the expense of the contractor, which shall be deducted from due sums against the Retention Fee.

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.

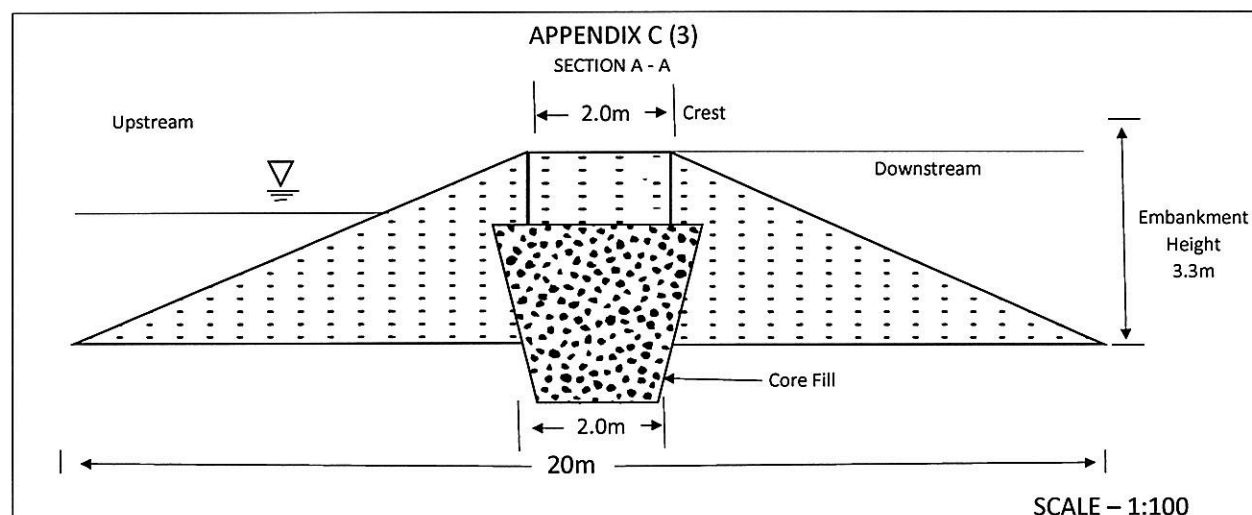
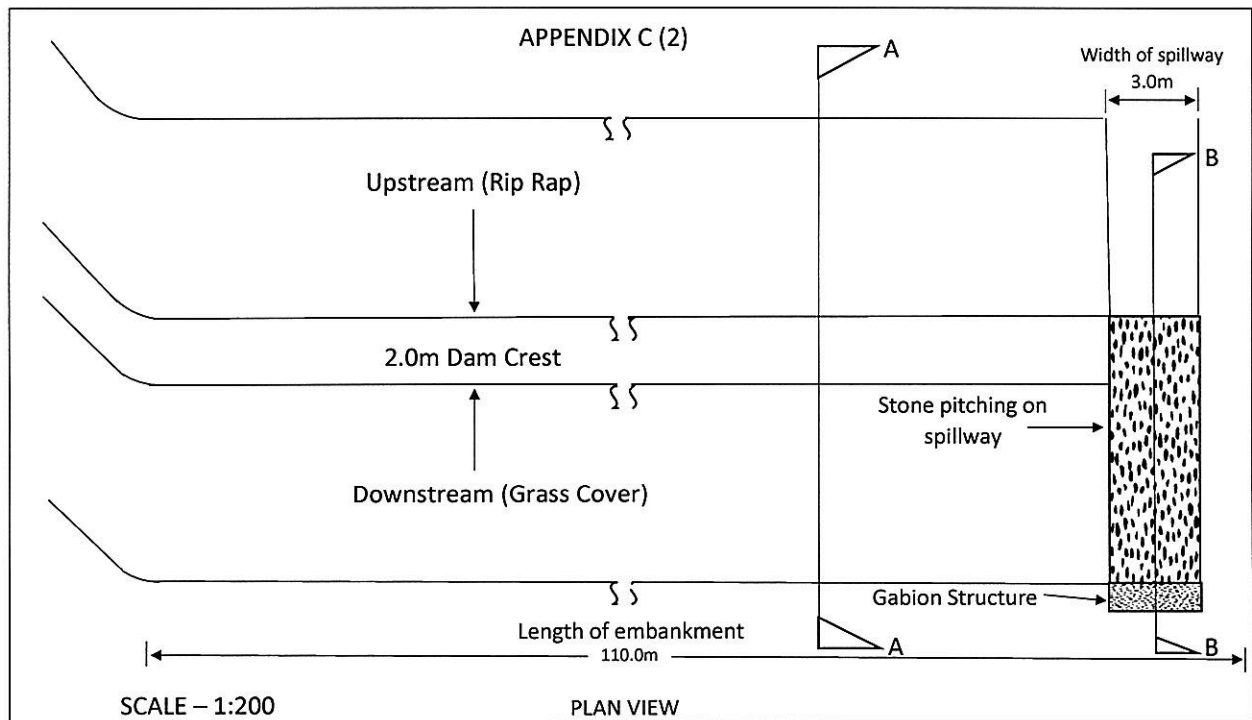
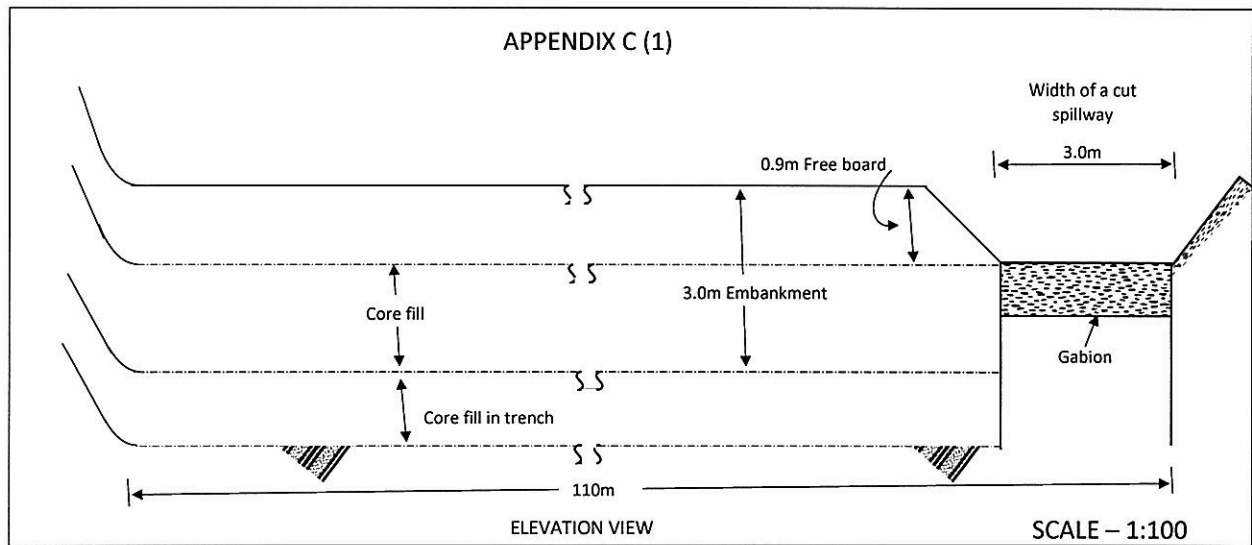
UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this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

Thank you and we look forward to receiving your quotation.

Sincerely yours, *[Limomane Peshoane, SDA]* 

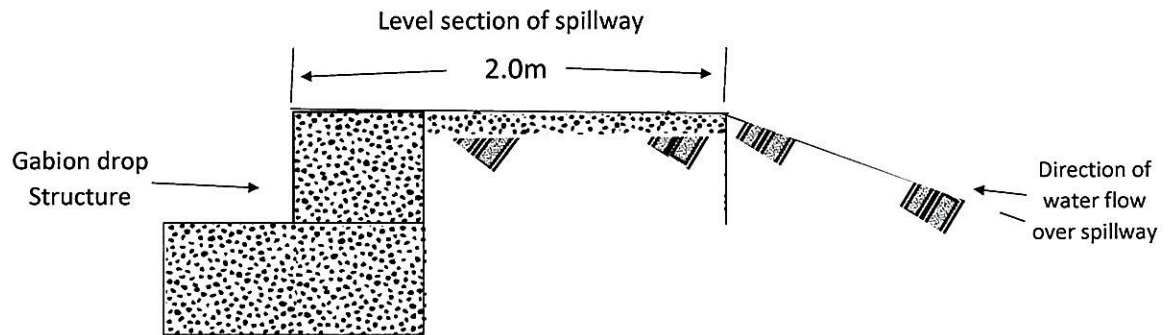
28 February 2019

SECTION B-B
MAPHUTSANENG EARTH DAM DESIGN

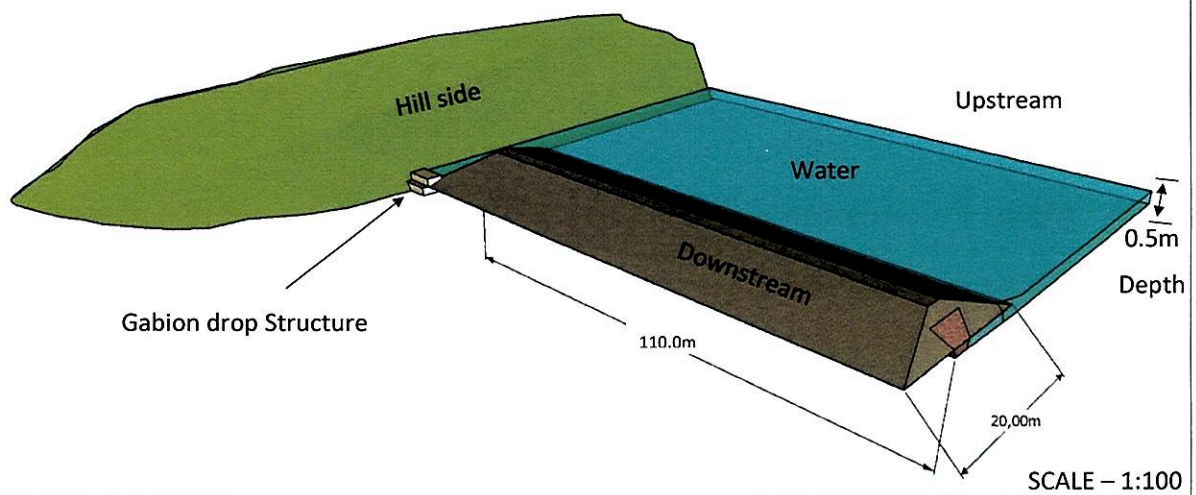


APPENDIX C (4)

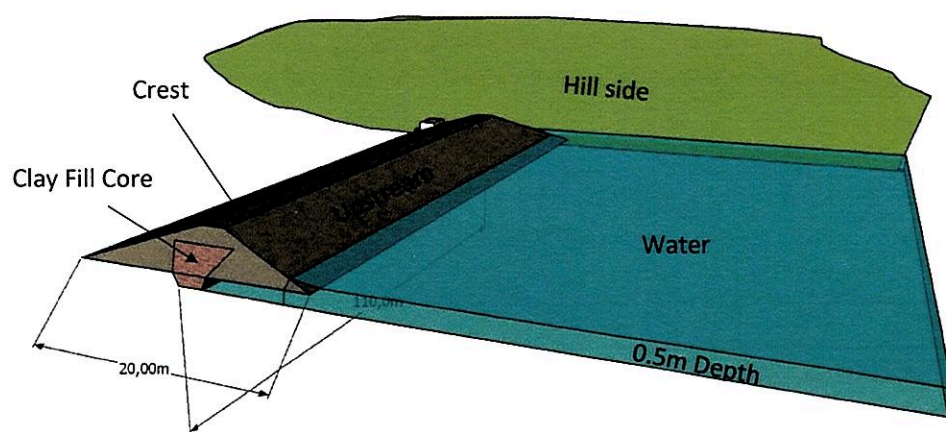
SECTION B- B



3D DOWNSTREAM VIEW



3D UPSTREAM VIEW



Annex 1. Technical Specifications (LOT 1)

Lot	Item	Activity	Quantity	
			Area (m²)	Volume (m³)
Maphutsaneng Earth Dam	a) Embankment construction	1) Top soil, vegetation clearance		396
		2) Earth fill excavation		4320
		3) Earth moving and placement		4320
		4) Top soil dressing and grass seeding		457
		5) Rip rap placement on upstream slope	2287	
	b) Core trench	6) Core trench excavation		330
		7) Clay core excavation		781
		8) Core trench filling		781
	c) Spillway construction	9) Collection and hauling loose stones		5
		10) Gabion wire mesh and gabion construction		5
10% compaction allowance for fill				942.1
Total			2,287 m²	12,337.1 m³

Limomane Peshoane
 Sustainable Development Advisor
 28 February 2019

AP

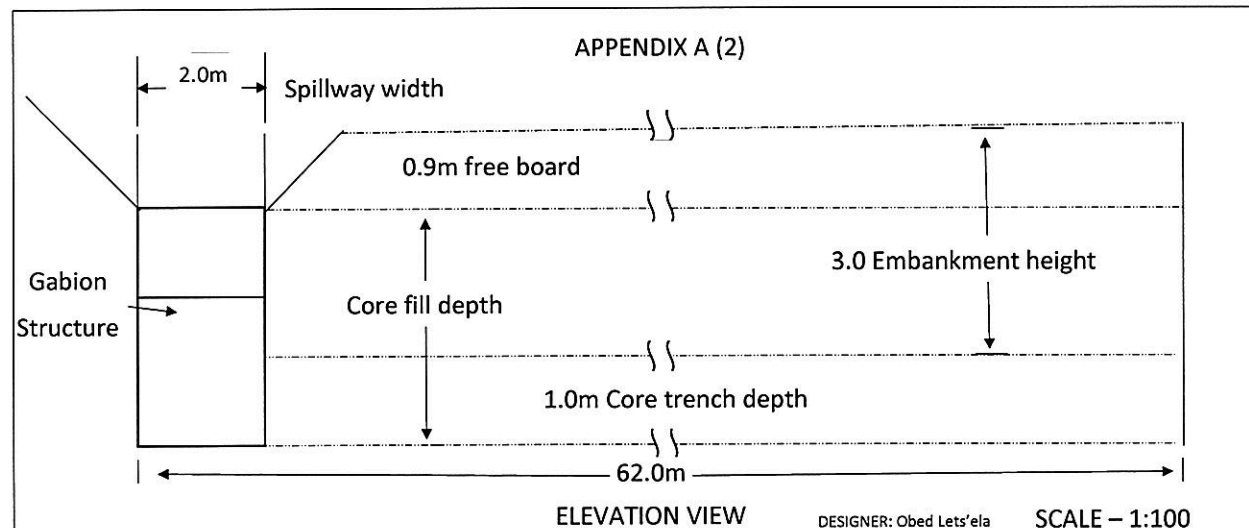
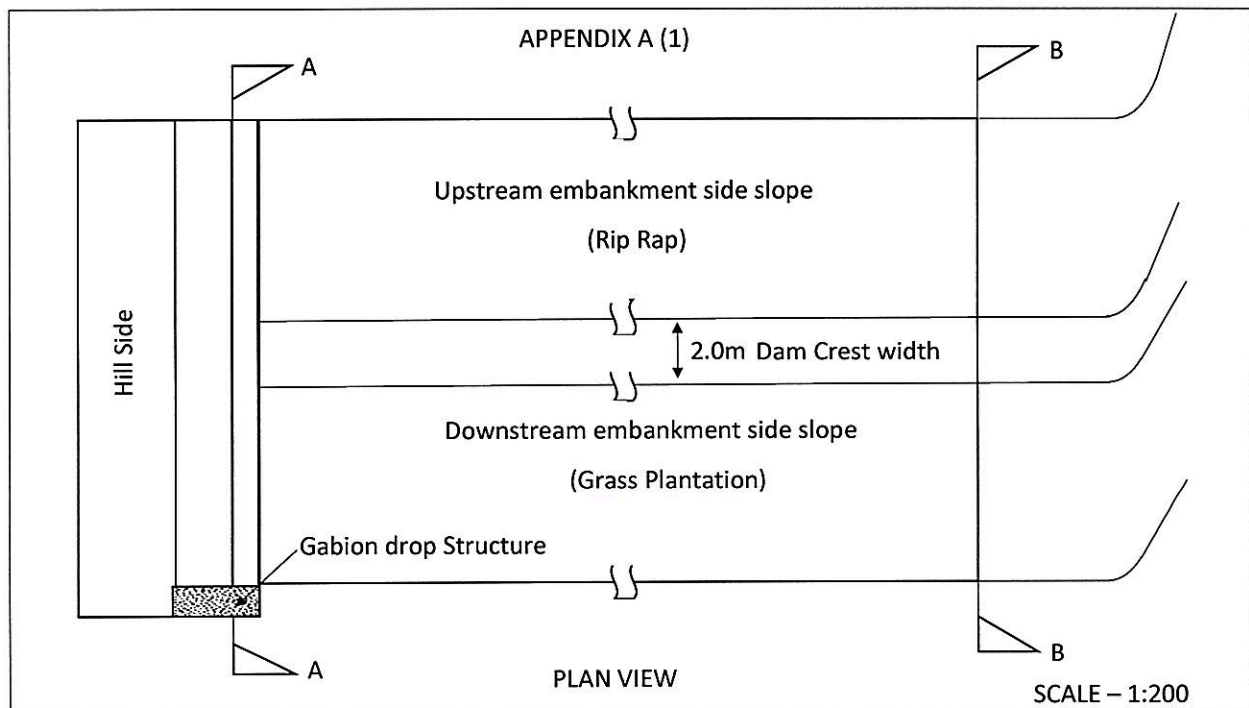
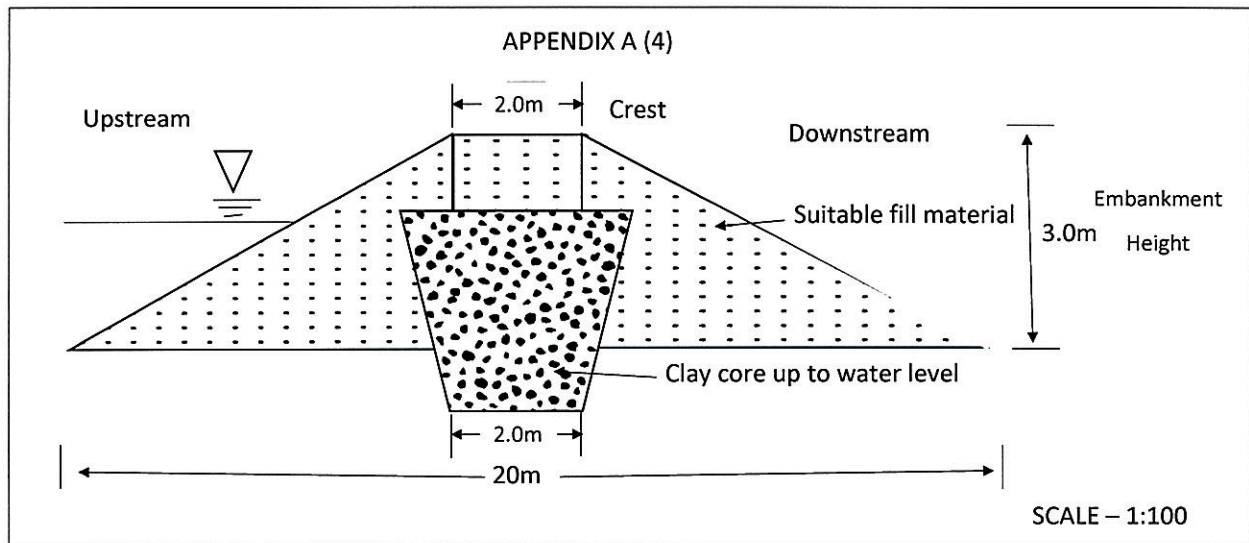
Annex 1. Technical Specifications (LOT 2)

Lot	a) Item	1) Activity	Quantity	
			Area (m ²)	Volume (m ³)
Makilanyaneng Earth Dam	b) Embankment construction	2) Top soil, vegetation clearance		558
		3) Earth fill excavation		2435
		4) Earth moving and placement		2435
		5) Top soil dressing and grass seeding		258
		6) Rip rap placement on upstream slope	1290 m ²	
	b) Core trench	7) Core trench excavation		186
		8) Clay core excavation		440
		9) Core trench filling		440
	c) Spillway construction	10) Collection and hauling loose stones		5
		11) Gabion wire mesh and gabion construction		5
	10% compaction allowance for fill			
Total			1290 m ²	7,293 m ³

Limomane Peshoane
 Sustainable Development Advisor
 28 February 2019

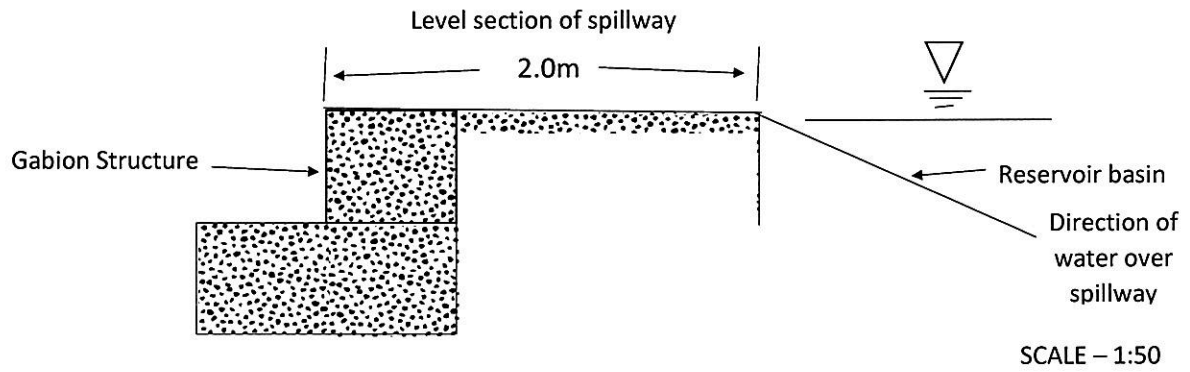


SECTION B-B
MAKILANYANENG (THANDA BANTU) DAM DESIGN

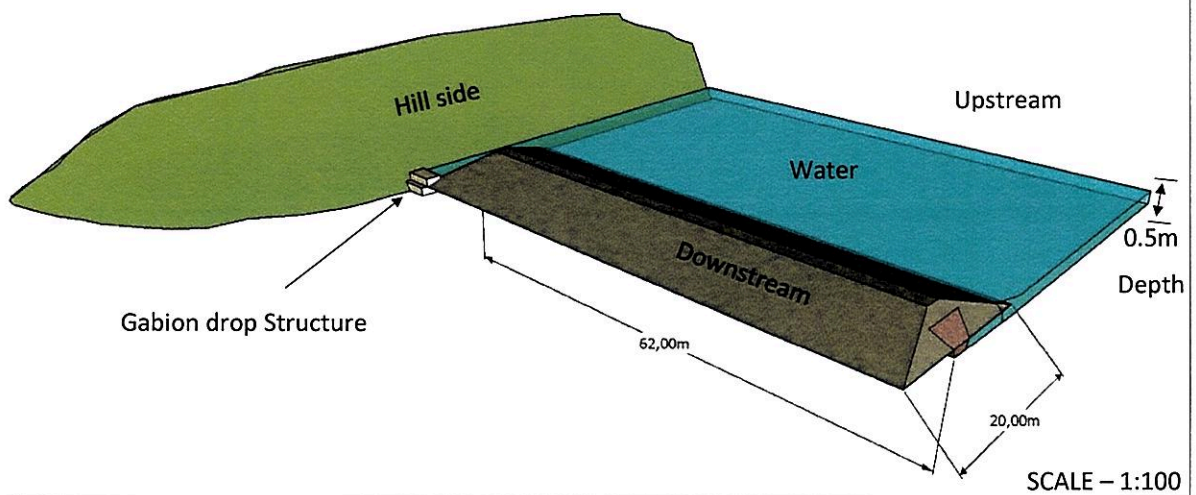


APPENDIX A (3)

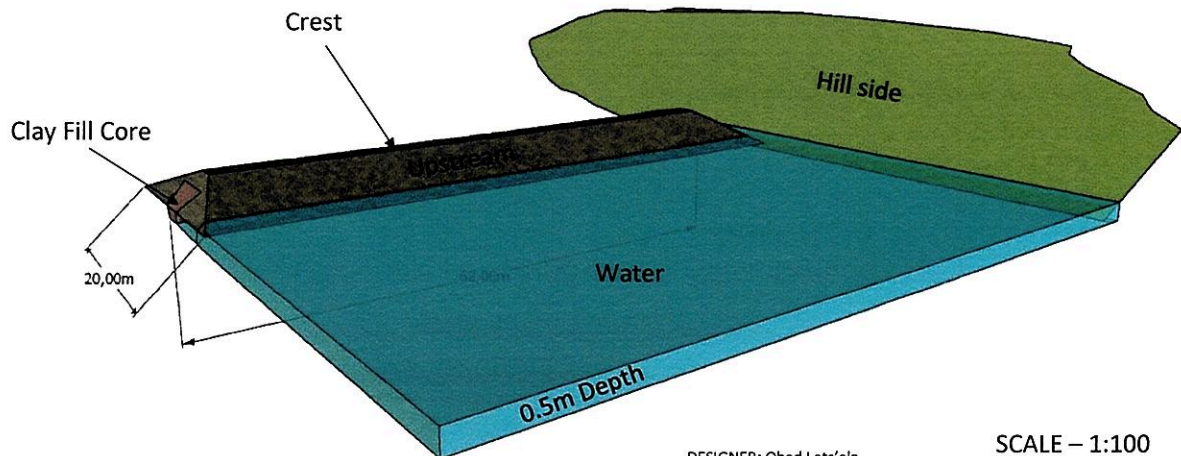
SECTION A- A



3D DOWNSTREAM VIEW



3D UPSTREAM VIEW



Annex 2.1

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)

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. _____:

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

Lot 1	Item	Activity	Quantity		Unit Price	Total (LSL)
			Area (m²)	Volume (m³)		
Maphutsaneng Earth Dam	Embankment construction	Top soil, vegetation clearance		396		
		Earth fill excavation		4320		
		Earth moving and placement		4320		
		Top soil dressing and grass seeding		457		
		Rip rap placement on upstream slope	2287			
	Core trench	Core trench excavation		330		
		Clay core excavation		781		
		Core trench filling		781		
	Spillway construction	Collection and hauling loose stones		5		
		Gabion wire mesh and gabion construction		5		
10% compaction allowance for fill				942.1		
Total			2,287 m²	12,337.1 m³		
Price Exclusive of VAT						

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]

³ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Annex 2.2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)

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. _____:

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

Lot 2	Item	Activity	Quantity		Unit Price	Total (LSL)
			Area (m²)	Volume (m³)		
Makilanyaneng Earth Dam	Embankment construction	Top soil, vegetation clearance		558		
		Earth fill excavation		2435		
		Earth moving and placement		2435		
		Top soil dressing and grass seeding		258		
		Rip rap placement on upstream slope	1290 m²			
	c) Core trench	Core trench excavation		186		
		Clay core excavation		440		
		Core trench filling		440		
	d) Spillway construction	Collection and hauling loose stones		5		
		Gabion wire mesh and gabion construction		5		
	10% compaction allowance for fill				531	
Total			1290 m²	7,293 m³		
Price Exclusive of VAT						

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]

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

ANNEX 3

Bid Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: [insert date]

RFQ No.:

To: UNDP Procurement Unit

We, the undersigned, declare that:

We understand that, according to your conditions, tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of TWO YEARS from the date of bid closing, if we are in breach of our obligation(s) under the bid conditions, because:

(a) We withdrawn our Bid during the period of bid validity specified in the Form of Tender; or

(b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the RFQ.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of twenty-eight days after the expiration of our Tender.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint

Venture that submits the tender.]

PERFORMANCE SECURITY⁷

(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made on this template)

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. [Click here to enter text.](#) dated [Click here to enter a date.](#) , to execute Services (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [*amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP

⁷ If the RFP/ITB requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Proposer's Bank will issue shall use the contents of this template