



REQUEST FOR QUOTATION (RFQ) (civil works)

DATE: March 10, 2020

REFERENCE: RFQ-SWZ-002-2020

Dear Sir / Madam:

We kindly request you to submit your quotation to support fencing and infrastructure rehabilitation for Hawane wetland (RAMSAR Site)/ the Motjane Vlei, 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 March 26, 2020 and via ☒ *e-mail* to the e-mail address below:

procurement.sz@undp.org

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than 3 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:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Hawane wetland (RAMSAR Site)/ the Motjane Vlei
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 60 working days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	N/A
Mode of Transport	According to supplier's choice
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: Emalangeni
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes Please quote the VAT in a separate line of your financial offer.
After-sales services required	One-year warranty both parts and labor.
Deadline for the Submission of Quotation	COB, <i>Thursday, March 26, 2020</i> and at 04:00 pm Eswatini local time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Site Visit	Will be Conducted Time: 11:00 am Date : March 17, 2020 11:00 AM Venue : Hawane wetland (RAMSAR Site)/ the Motjane Vlei

	<p>The UNDP focal point for the arrangement is:</p> <p>Name: Lindani Mavimbela</p> <p>Telephone: +268 76223532</p> <p>E-mail: mavimbela.l@sntc.org.sz</p>
Documents to be submitted	<ul style="list-style-type: none"> <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"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; or membership certificate in the Engineers or Contractors Association, or equivalent. <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past three (3) years; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top Three (2) Clients in terms of Contract Value and related to similar nature and complexity to our project; <input checked="" type="checkbox"/> Time schedule in compliance with the deadlines set in the TOR. Detailed work plan including the project timeline and duration for the main activities, as well as method statements for the required works. The proposal shall be clear and comprehensive; <input checked="" type="checkbox"/> In case of subcontracting, the bidder should submit the company profile, experience and team composition of the designated subcontractor; <input checked="" type="checkbox"/> List and value of projects performed for the last 5 years with similar nature and complexity, plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> Technical description of materials, supply and equipment in line with or exceed the requirements of performance and size of the RFQ (for all components and/or requirements); <input checked="" type="checkbox"/> Proof that the contractor owns or will rent the proposed equipment; <input checked="" type="checkbox"/> CVs of the Key Staff (engineers, supervisors); <input checked="" type="checkbox"/> Guarantees: The complete works shall be tested, commissioned and handed over complete and in perfect operating condition and shall be covered under a defects liability (parts and labor) for a minimum period of 1 year from the date of commissioning, including any possible hidden defect. <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;
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 60 days</p> <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially</p>

	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	<ul style="list-style-type: none"> • 90% of each project phase will paid upon completion of each project phase infrastructural works on site supported by a job completion certificate or invoice with payment details. • 10% retention fee payable after evaluation and final receipt and acceptance by the supervision committee.
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : 0.5% Max. no. of days of delay : 10 After which UNDP may terminate the contract.
Performance Security	Bank Performance Security is Required in the amount of 10% of contract value
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> compliance to required delivery time. <input checked="" type="checkbox"/> Technical capacity (staff, machinery, previous experience) are suitable to achieve the subject work. <input checked="" type="checkbox"/> Financial Capacity (annual turnover not less than twice the bid value) <input checked="" type="checkbox"/> The contractor must be registered with the construction council of Eswatini and show evidence of five years of experience conducting a similar work for construction and fencing related works.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	Contract for Civil Works http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Contract General Terms and Conditions	UNDP General Terms and Conditions for Works http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days.

Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection (physical inspection) <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQP	<input checked="" type="checkbox"/> Terms of Reference and Bill of Quantity <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special 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) ¹	Hanan Al Ali Procurement Analyst Hanan.al-ali@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.

¹ 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.

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,

Shaima Hussein

Deputy Resident Representative

March 10, 2020



STRENGTHENING THE NATIONAL PROTECTED AREAS SYSTEMS OF ESWATINI (SNPAS) PROJECT

Terms of Reference

Title:	Support fencing and infrastructure rehabilitation for Hawane wetland (RAMSAR Site)/ the Motjane Vlei
Country of Assignment:	Eswatini
Starting Date:	Upon contract signature
Duration of Assignment:	60 Working Days
Background	
<p>The 2018 world wetlands day was commemorated at Hawane area adjacent to Hawane wetland and dam on the 2nd of February 2018, the organisation of the event in the specific location was aimed at raising awareness and recognising the key role played by the wetland in the Kingdom. The Hawane dam and wetland has been earmarked for fencing under the SNPAS project in 2020. This project further covers the renovation and refurbishment of the recreational infrastructure around the wetland, this include the picnic facilities such as the braai areas & seats, toilets and gate house. Community mobilization processes were initiated by the Malolotja Nature Reserve community outreach wing to a general successful welcome of the project by the communities. Even though some community members were of the idea of fencing the dam, there were general and specific concerns raised by the populace in the meeting. General concerns involved;</p> <ul style="list-style-type: none"> - Employment opportunities during and after project implementation. - Other concerns were aspirations from the community of having a foot-bridge that will enable them to cross the lake to the other side. - Some of the specific concerns included relocation of graves which are submerged in the Hawane dam, benefiting from the same through water supply. <p>The SNPAS Project has been organised around three components to increase the PA network from 3.9 to 6 % (i) knowledge-based platform operationalised at the national, regional and community levels to address current and emerging threats to PAs and biodiversity conservation; (ii) Expansion of PA network, and (iii) strengthening PA functioning through improved conservation management and operational support for existing and new PAs, including both formal and informal. PAs will be established and managed in critical biodiversity areas as clusters, integrating different sites that are managed by the Government of Eswatini (GoS) to ensure that the AICHI Target 11 of NBSAP that notes; by 2022, at least 10 per cent of Eswatini's land area, especially areas of particular importance for biodiversity and ecosystem services, protected landscapes and multiple resource use areas are conserved through effectively and equitably managed, ecologically representative and well connected systems of protected areas.</p>	
Job Description	
<p>The SNPAS project calls for an Invitation to bid from local specialists works contractors who have the capacity to undertake fencing works and building works to support the Malolotja Nature Reserve (Hawane Wetland and Dam) which will contribute to the goal of strengthening conservation management and operational support by protecting the Hawane wetland habitat that is critical for the survival of threatened or endangered species and protecting water quality. Endangered species are those that are in danger of becoming extinct. Threatened species are those that are in danger of becoming endangered. Companies having the expertise and experience in doing the same work are highly encouraged to participate.</p>	
Objectives	
<ul style="list-style-type: none"> - Protection/Fencing of Hawane wetland eco-systems. - Construction of recreational facilities. (Clay brick braai areas) - Renovation of gate house and pit latrine toilet 	
Scope Of Work	

The SNPAS project is looking for a suitable service provider/company, enterprise who is a supplier/contractor with the capacity to conduct the building and fencing work in the Hawane wetland and Dam for Eswatini National Trust commission' (ENTC) Malolotja Nature Reserve. The required material must be of high quality; the components of the project are as follows;

Component 1

Fencing (20.52 Km)

- 1.5m Veldspan 74.0kg/100m X 205.00
- 2400 x (100 – 125) Creosoted fence poles/19 Kg X 513.00
- 2400 x (75-100) Creosoted fence poles/11.5 kg/Supports for - 2400 x (75 – 125) Creosoted fence poles X 1, 026.00
- 2450 Y Standard/4.9kg X 4 612.00
- Iowa 200 Barbed wire (Lightly Galv) 50Kg/800m x 52.00
- 40x4.0mm Galv.Wire Staples/25kg/ box X 5.00
- 1.80mm D Galv.Wire/5kg Roll X10.00
- 3.15mm D Galv.Wire/50kg Roll X 76.00
- 150x5.6mm RWN P.P 25X1Kg/ Box X 5.00

Notes

- Two lines of barbed wire over 1.5m Veldspan (barbed razor wire)
- 2450 Y Standard/4.9kg per 4m within fence line
- 2400 x (75 – 125) Creosoted fence poles/19 Kg per 40m within fence line
- 2400 x (75-100) Creosoted fence poles to be used as supports for 2400 x (75 – 125) Creosoted fence poles.

Gates (x3)

- 5000 x 1800 Mild Steel sliding with man gate (green paint) (guard house gate)
- 5000x1800 Double lever mesh gate /55.0 Kg (dam desilting gate)
- 5000x1800Double lever mesh gate / 55.0Kg (dam wall gate)

Stock Grid (x4)

- Heavy duty (galvanized steel) 3m x 2.5m

Component 2

Renovations

Gate House (x1)

- 3 x C2H windows
- 1 x external door Meranti wood 815 mm x 2.1 m
- 1 x 3 lever mortice lock set (union)
- 2 concrete pillars (2.1m height)
- Butler door (mild steel) 815 mm x 2.1 m

Pit Latrine (x1)

- 2 x external door Meranti wood 815 mm x 2.1 m
- 2 x 3 lever mortice lock set (union)
- 2 x Burglar door (mild steel) 815 mm x 2.1 m
- 2 x toilet sits (Pedestal pit plastic black)

Component 3

Clay Brick Braai Area/Picnic Site (x5)

- Clay brick braai area/station (70 cm height x 70 cm length x 60 cm width) with sizable stainless-steel braai grid fitting. Walls need to be two bricks thick. Ground excavation, concrete foundation must be 230 mm (19mm concrete stone).

- Cast iron fire grate fitting (70 cm height x 70 cm length x 60cm width) braai fire enclosure, must be installed at five courses from ground surface, with 100 mm concrete layer fitted with sizable grooves (60 cm long) to support fire grate.
- Four Steel Lugs (120x40x6) per braai area set into mortar between courses to support grill grid (Twenty In total). Steel lugs set in first course and second course above grate or within braai fire enclosure. Braai fire enclosure must be three courses above 10 mm concrete layer and fire grate.

Braai Area Accessories

- Straight back rest concrete benches (1.3 m length x 45 width)
- Round concrete table (1 metre diameter and 80 cm height)
- Swinging Oil drum 210 (ℓ) rubbish bin and 1500 x (100 – 125) Creosoted supports poles

Component 4

Furniture

- One (1) Office Desk 1.6 m Length x 0.76 height, Mahogany colour with three drawers
- Three (3) Plastic Stacking Chairs

Component 5

Water Supply

- Green UV protected plastic water tank 1000 (ℓ), Inlet/Outlet fittings – 40/25 mm connectors, Lid – 450 mm.
- Water tank steel Stand 1.5 m height
- Water tank Tap – 20mm Brass Tap, Reducer + P.T.F.E Tape)

Building Material

The following supporting building material will be required in the undermentioned components

Component 2

- 15 x 50kg cement
- 1 bundle x 6m x Blenderims
- 1 x 6 m³ river sand
- 1 x 6 m³ plaster sand
- 4x 6m rafters (138x 38mm x 6m long)
- 1 x rim of blend rims x 6m long
- 1 x 2kg 4 inch nails
- 1 x 2kg 3 inch nails
- 1 x 5 litre oil paint(Green)
- 1 x 5 litre primer
- Wood Vanish 10 Litres
- 15 litre thinners
- 3 x hand brushes (50mm)
- 210 x Concrete tiles (420 mm x 330 mm)

Component 3

- 12 clay face bricks, burnt sienna, orange base colour, Dimension 222 X 106 X 73mm
- 5 x 50Kg all-purpose cement
- 5 x Brick force (75mm and 150mm)
- 400 Kg (19mm) concrete stone

Experience and Qualification

- The contractor and supplier must guarantee warranty on service or goods provided/supplied.
- The contractor must guarantee timely delivery of required services and deliverables provided in the bidder's table.

- The contractor must be registered with the construction council of Eswatini and show evidence of five years of experience conducting a similar work for construction and fencing related works.

Information Required in the Response

The provision of the pre-qualification information should include all relevant documents that are essentially required for meeting pre-qualification criteria as well as enable the project management to undertake the evaluation.

Documents Required:

1. Profile of (service provider/ consultant/ company/ enterprise)
2. List of contracts of similar jobs done with amounts and name of clients.
3. Provision of latest audited reports/ or financial accounts showing the financial strength of the service provider.
4. List of equipment & material for executing the job owned by service provider.

Bidders Table

Deliverables (components)	Estimated Duration To Complete	Target Dues Dates	Review and Approvals
Phase I: 10.25 km	25 days	25 April 2020	
Phase II: 10.25 km	25 days	20 May 2020	
Phase III: Rehabilitations	10 days	30 May 2020	

Proposal

Submission of comprehensive methods and processes to be used for the Project. This should highlight the following;

- Outline approach to be adopted when carrying out the task
- State and justify method/tool that will be used in the exercise (ensuring that the method is clear and replicable) – state areas where it has been successfully applied its limitation, etc.
- Highlight risks inherent to the exercise that might compromise the quality of the product and how they will be managed
- Activities that will be undertaken and corresponding schedule to demonstrate how the allocated time will be utilized.
- Financial proposal, and
- Credentials for contractor
- Bidder should share the project implementation, as a Gantt Chart or any Project Schedule
- Patent rights clause

Institutional Agreement

- All interested potential bidders to attend the physical site visit for complete understanding of Scope of Work prior to sending the formal bid.
- The winning bidder will be invited to meet with the supervision committee on expected outcome.
- All interested Bidders must recruit at least 70% of the casual laborers from the neighboring communities.
- The bidder is responsible for application of safety and security measures to the labor and to the supplies he made to the site.

Quality Assurance Methodology

- An infrastructural supervision committee to do quality checks bi-weekly with a minimum of two site visitation in a month.
- Monitoring and evaluation of activities will be done routinely on weekly basis by the CLOs to generate weekly progress reports.
- The contractor is expected to produce weekly progress reports.

- A retention of 10% will be made for each payment certificate as surety against defects and shall be remitted after two months of job completion.
- Retention fees remitted after clearance by supervision committee.

Payment Terms	
Payment upon completion of each project phase infrastructural works on site supported by a job completion certificate or invoice with payment details.	90%
Retention fee payable after evaluation by supervision committee.	10%

Payment upon completion of each project phase infrastructural works on site supported by a job completion certificate or invoice with payment details.	90%
Retention fee payable after evaluation by supervision committee.	10%

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery³)

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. _____:

Price Schedule

Item No.	Description	Bid price (\$)	
1	Bidders are required to give ceiling price for Component 1; (fencing) excluding VAT.	
	Break down of expenses	Rate	Quantity
	Total amount	
2	Bidders are required to give ceiling price for component 2; (renovations) excluding VAT.	
	Total amount	
3	Bidders are required to give ceiling price for component 3; (clay brick braai area/picnic site) excluding VAT.	
	Total amount	
4	Bidders are required to give ceiling price for component 4; (Furniture) excluding VAT.	

² This serves as a guide to the Supplier in preparing the quotation and price schedule.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Total amount		
5	Bidders are required to give ceiling price for component 5; (Water Supply) excluding VAT.		
	Total amount		
Total All inclusive amount of all components				

TABLE 2: 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			
Validity of Quotation			
Commitment to one-year warranty			
Commitment to submission of performance security bond valid for the warranty period			
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]