



REQUEST FOR QUOTATION (RFQ) (Goods)

DATE: March 27, 2020

REFERENCE: RFQ-SWZ-006-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Native Tree Species Nursery establishment and Management capacity for the re-introduction of species.**, 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 April 8, 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 4 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] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP
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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)	UNESWA Mafutseni Farm
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"/> 15 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	As suitable to the required goods, each item to be packed separately.
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 in your price schedule.
After-sales services required	N/A
Deadline for the Submission of Quotation	COB, <i>Wednesday, April 08, 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
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"/> Profile of Company <input checked="" type="checkbox"/> Catalogues/brochures of items supplied by company <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"/> 60 days

Period of Validity of Quotes starting the Submission Date	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"/> 100% upon complete delivery of goods
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.
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ <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"/> Compliance with service provider qualifications (for details please see the Terms of Reference for all lots in annex 1) <input checked="" type="checkbox"/> submission of the brochures and catalogues with the bid.
UNDP will award to:	<input checked="" type="checkbox"/> One supplier only.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at 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.

¹ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

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"/> 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 / 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) ²	procurement.sz@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

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.

(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

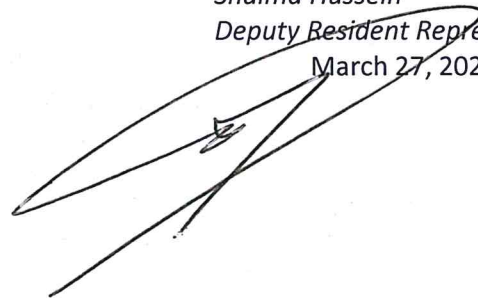
Thank you and we look forward to receiving your quotation.

Sincerely yours,

Shaima Hussein

Deputy Resident Representative

March 27, 2020

A large, stylized handwritten signature in black ink, likely belonging to Shaima Hussein, is written over the typed name and title.



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

Terms of Reference

Title:	Native tree species nursery establishment and management capacity for re-introduction of species
Country of Assignment:	Eswatini
Starting Date:	20 April
Duration of Assignment:	60 working days
Background	
The project document requires that selected areas with significant biodiversity should be established as new Protected Areas. The MTR also calls for the development of programmes for ecosystem restoration which include activities of species re-introductions. To implement this activity the 2020 implementation strategy adopts the OECMs where sited declared will have native species reintroduced to sites but a risk was identified that there is limited capacity towards propagation and handling of native plant species, hence this activity.	
Job Description	
The SNPAS project calls for quotations from national companies that have the capacity to supply building material and irrigation accessories to support and capacitate EIRMIP propagation and handling nursery activities which will contribute towards ecosystem restoration to strengthening conservation infrastructure. Reputable companies who have the experience and capacity to supply the materials and accessories are highly encouraged to participate.	
Objectives	
The main objective of the project is to rehabilitate and equip the existing nursery at Mafutseni farm, which is under the custodian of the University of Eswatini (UNESWA). The nursery will be used for propagating indigenous medicinal and food plants for conservation purposes. Priority will be given to those plant species which are threatened, endangered and highly endangered. The propagated plant materials will be re-introduced to their natural habitats or introduced to new habitats, particularly the identified conservation communities in the Kingdom of Eswatini.	
Scope Of Work	
SNPAS project is looking for a suitable service provider/company, enterprise who is a supplier with the capacity to deliver material and accessories in UNESWA (Mafutseni farm). The required building material must be of high quality and UNESWA will use her staff to rehabilitate and build the nursery.	
Component 1: Rehabilitation of the indigenous plant nursery at Mafutseni farm of the University of Eswatini	
This project is mainly for extending and upgrading the existing nursery infrastructure at Mafutseni farm of the University of Eswatini (Figure 1). In this collaboration UNESWA will use material to rehabilitate and build nursery.	



Figure 1. The nursery structure at Mafutseni farm.

The nursery is mainly used for propagation of indigenous plants, especially those which are threatened and endangered. This includes construction of elevated water-tank stand which will also be used as a storeroom. The materials and their quantities required for this project are listed in Table 1.

Table 1. Materials needed for extending and upgrading the nursery at Mafutseni.

Description	Quantity
75 mm x 5.8 m Treated Posts	100
6" Round wire	200 kg
3" Round wire	50 kg
5" Round wire nail	15 kg
16" Round wire nail	15 kg
3.0 m Veranda Posts	10
2.7 m Veranda Posts	10
Meshwire sheet ref 395	1
Meshwire sheet ref 193	1
Y12	15
R10	6
Bailing wire	1 kg
Chawl door	1
6" Brick force	10
9" Blocks	2500
Cement	100
Black DPM Sheet	5
40 % Shade net	3 rolls
60% Shade net	3 rolls
M16 Treaded bar	40 units
M16 Nuts	80 units
32" Hoop Iron	50 kg
Load Truck 5 Cubic Crush Stone 19 mm	1
Load Truck 5 Cubic Plaster Sand	1
Treated twine	5 rolls

Component 2: Installing a mist irrigation system in the nursery at Mafutseni farm.

The nursery will be equipped with a mist irrigation system. This also includes purchasing of water tanks for storage of water to be used in the nursery operations. The materials required for the installation of the mist irrigation system are indicated in Table 2.

Table 2. List of materials required for the installation of the mist irrigation system.

Description	Quantity
HDPE Pipe 40 mm Class 12	20
Strainer 40 mm	1
Filter 40 mm	1
Plasson Male Adaptor 40 x 40	10
Plasson Female Tee 40 x 32	1
Ballvalve 40 mm	3
Plasson Elbow 40 mm	3
Plasson Tee 40 mm	2
Galv Barrel Nipple 40 mm	1
Plasson Plug 40 mm	1
Ballvalve PVC 32 mm	2
Plasson Male Adaptor 32 x 32	4
Nylon Female Tee 40 x 32	1
Plasson Female Tee 32 x 25	4
LDPE Pipe Class3 25 mm	1
Plasson Male Adaptor 40 x 32	1
HDPE Pipe 32 mm Class12	10
Nylon End Cap 25 mm	4
Microjet Small complete	60
Nylon Male Adaptor 25mm	4
Water Tank 5000 Lt	3

Component 3: Propagation materials

Table 3 indicates the materials to be used in propagating the indigenous plants for conservation.

Table 3. List of plant propagation materials

Description	Quantity
Pine bark 25 DM	500
Perlite 25 DM	200
Vermiculite DM	200
Plant Bags (4.5 litres)	1000
Plant Bags (10 litres)	1000
Plant Pots (4.5 litres)	1000
Plant Pots (10 litres)	1000
Seradix / Dynaroot 30g	25
Steriseal 30g	25
Secateurs	10
Shear Lopping	5
20L Knapsack Sprayer	2

Wheel barrow	1
Garden spade	3
Garden fork	3
Rake	3
Hand trowel	5
Steam sterilising/pasteurising bin – 200L	2

Service providers qualifications

Component 1 & 3:

Company must be a seller or distributor of high-quality building and plant propagation materials.

Company must be experienced in supplying bulk material in line with what is requested.

Company must be registered locally.

Company must be able to deliver in UNESWA Mafutseni Farm.

Company must guarantee timely delivery of the required building and propagation materials.

Component 2:

Company must be a seller or distributor of high-quality irrigation accessories.

Company must be experienced in supplying bulk material in line with what is requested.

Company must be registered locally.

Company must be able to deliver in UNESWA Mafutseni Farm.

Company must guarantee timely delivery of the required irrigation accessories.

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 Company
2. Company registration (registry of companies and construction industry council)
3. Quotation for requested items

Bidders Table

Deliverables (components)	Estimated Duration To Complete	Target Dues Dates	Review and Approvals
Component 1 & 3	45 days	03 June 2020	
Component 2	15 days	18 June 2020	

Payment Terms

Payment upon delivery of all requested material at UNESWA Mafutseni Farm and after submission of delivery invoice and vendor payment details.

- 100%

Submission of Applications

Submission of required documents should be no later than 08 April 2020 clearly marked as follows: Native tree species nursery establishment and management capacity for re-introduction of species.

Quotations may be submitted on or before April 8, 2020 and via ☒ e-mail to the e-mail address below:

procurement.sz@undp.org

ADDITIONAL CONSIDERATIONS:

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates and those with disabilities are strongly encouraged to apply.

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. _____:

Component 1: Rehabilitation of the indigenous plant nursery at Mafutseni farm of the University of Eswatini

TABLE 1 : Materials needed for extending and upgrading the nursery at Mafutseni.

Item description/specifications of the goods	Quantity	Latest delivery date	Unit price	Total price per item
75 mm x 5.8 m Treated Posts	100			
6" Round wire	200 kg			
3" Round wire	50 kg			
5" Round wire nail	15 kg			
16" Round wire nail	15 kg			
3.0 m Veranda Posts	10			
2.7 m Veranda Posts	10			
Meshwire sheet ref 395	1			
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M16 Treaded bar	40 units			
M16 Nuts	80 units			
32" Hoop Iron	50 kg			
Load Truck 5 Cubic Crush Stone 19 mm	1			
Load Truck 5 Cubic Plaster Sand	1			
Treated twine	5 rolls			

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

Total Prices of Goods⁵	
Add : Cost of Transportation	
Add : Cost of Insurance	
Add : Other Charges (pls. specify)	
Total Final and All-Inclusive Price Quotation	

Component 2: Installing a mist irrigation system in the nursery at Mafutseni Farm of the University of Eswatini

TABLE 2 : List of materials required for the installation of the mist irrigation system.

Item description/specifications of the goods	Quantity	Latest delivery date	Unit price	Total price per item
HDPE Pipe 40 mm Class 12	20			
Strainer 40 mm	1			
Filter 40 mm	1			
Plasson Male Adaptor 40 x 40	10			
Plasson Female Tee 40 x 32	1			
Ballvalve 40 mm	3			
Plasson Elbow 40 mm	3			
Plasson Tee 40 mm	2			
Galv Barrel Nipple 40 mm	1			
Plasson Plug 40 mm	1			
Ballvalve PVC 32 mm	2			
Plasson Male Adaptor 32 x 32	4			
Nylon Female Tee 40 x 32	1			
Plasson Female Tee 32 x 25	4			
LDPE Pipe Class3 25 mm	1			
Plasson Male Adaptor 40 x 32	1			
HDPE Pipe 32 mm Class12	10			
Nylon End Cap 25 mm	4			
Microjet Small complete	60			
Nylon Male Adaptor 25mm	4			
Water Tank 5000 Lt	3			
Total Prices of Goods⁶				
Add : Cost of Transportation				
Add : Cost of Insurance				
Add : Other Charges (pls. specify)				
Total Final and All-Inclusive Price Quotation				

⁵ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

⁶ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Component 3: Propagation materials**TABLE 3 : List of materials to be used in propagating the indigenous plants for conservation.**

Item description/specifications of the goods	Quantity	Latest delivery date	Unit price	Total price per item
Pine bark 25 DM	500			
Perlite 25 DM	200			
Vermiculite DM	200			
Plant Bags (4.5 litres)	1000			
Plant Bags (10 litres)	1000			
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Seradix / Dynaroot 30g	25			
Steriseal 30g	25			
Secateurs	10			
Shear Lopping	5			
20L Knapsack Sprayer	2			
Wheel barrow	1			
Garden spade	3			
Garden fork	3			
Rake	3			
Hand trowel	5			
Steam sterilising/pasteurising bin – 200L	2			
Total Prices of Goods⁷				
Add : Cost of Transportation				
Add : Cost of Insurance				
Add : Other Charges (pls. specify)				
Total Final and All-Inclusive Price Quotation				

TABLE 4: 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			
All Provisions of the UNDP General Terms and Conditions			

⁷ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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]