



REQUEST FOR QUOTATION (RFQ) (Goods)

DATE: March 27, 2020

REFERENCE: RFQ-SWZ-007-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Improved Financial Recording Systems at ENTC Reserves; Malolotja, Mantenga and Mlawula.**, 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 10, 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)	Mantenga, Mlawula and Malolotja Reserves
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>Friday, April 10, 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.

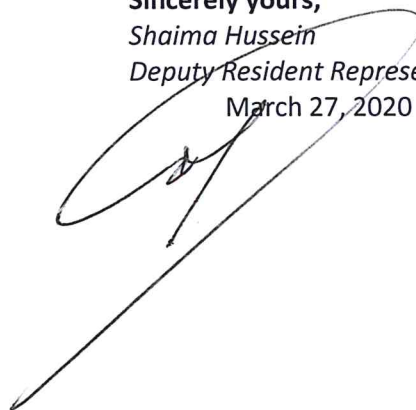
Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information 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:	Improved financial recording systems at ENTC Reserves; Malolotja, Mantenga & Mlawula.
Country of Assignment:	Eswatini.
Starting Date:	20 April 2020.
Duration of Assignment:	10 days.
Background	
There are concerns of financial losses in ENTC PAs revenue generating establishments that has been observed over the years as recently highlighted by the draft financial sustainability report. Currently the visitor's management system is under performing which leads to discrepancies in keeping financial records. Therefore, a missing link is evident in monitoring visitor's movement within the PAs hence the need for a robust electronic surveillance system.	
Job Description	
ENTC nature reserves invites national companies with capacity to bid for the supply, installation and relocation of hot-soft system with accompanying surveillance accessories at ENTC Reserves; Malolotja, Mantenga & Mlawula. The overall goal is strengthening financial accountability in order to contribute to improved eco-tourism management and operational support.	
Objectives	
The project objective is to effectively expand, manage and develop Eswatini's protected area network in order to adequately protect the biodiversity and landscapes of the country which are important for ecotourism. This activity aims to strengthen PA eco-tourism through supportive equipment and infrastructure.	
Scope Of Work	
ENTC is looking for a suitable supplier who has the capacity to install and migrate wide range of electronic devices to Mantenga, Mlawula, and Malolotja. The required electronic material must be of high quality and standard.	
Lot 1: Mantenga,	
Item	Quantity
1. HIKVISION 16-Channel NVR, 160Mbps, No PoE, 2 SATA, Alarm IO, 4TB HDD	3
2. Monitor 23.8" LED 1920x1080 HDMI	3
3. HIKVISION IP Camera 2MP Bullet IR 30m - 4mm IP66	12
4. HIKVISION IP Camera 4MP Dome 80m 6mm IP66	24
5. SWITCH 16 Port Unmanaged Gigabit	3

6. 12U Cabinet	3
7. Connector - RJ45 for CAT 5 Cable	60
8. Connector Boot - RJ45 Grey	60
9. Cable - CAT5E UTP BC 1000m	6
10. Sundries – Conduit, universal boxes, bracket	3
11. Installation and Transport	3
12. Labour	1
13. Power Supply unit	3

Lot 2: Mlawula

Item	Quantity
1. HIKVISION 16-Channel NVR, 160Mbps, No PoE, 2 SATA, Alarm IO, 4TB HDD	3
2. Monitor 23.8" LED 1920x1080 HDMI	3
3. HIKVISION IP Camera 2MP Bullet IR 30m - 4mm IP66	12
4. HIKVISION IP Camera 4MP Dome 80m 6mm IP66	24
5. SWITCH 16 Port Unmanaged Gigabit	3
6. 12U Cabinet	3
7. Connector - RJ45 for CAT 5 Cable	60
8. Connector Boot - RJ45 Grey	60
9. Cable - CAT5E UTP BC 1000m	6
10. Sundries – Conduit, universal boxes, bracket	3
11. Installation and Transport	3
12. Labour	1
13. Power Supply unit	3

Lot 3: Malolotja

Item	Quantity
1. HIKVISION 16-Channel NVR, 160Mbps, No PoE, 2 SATA, Alarm IO, 4TB HDD	3
2. Monitor 23.8" LED 1920x1080 HDMI	3
3. HIKVISION IP Camera 2MP Bullet IR 30m - 4mm IP66	12
4. HIKVISION IP Camera 4MP Dome 80m 6mm IP66	24
5. SWITCH 16 Port Unmanaged Gigabit	3
6. 12U Cabinet	3
7. Connector - RJ45 for CAT 5 Cable	60
8. Connector Boot - RJ45 Grey	60
9. Cable - CAT5E UTP BC 1000m	6
10. Sundries – Conduit, universal boxes, bracket	3
11. Installation and Transport	3
12. Labour	1
13. Power Supply unit	3

Service providers qualifications

Lot 1-3:

1. Company must be a supplier of high quality ICT and surveillance products.
2. Company must be experienced in the installation and distribution in the same line of products.
3. Company must be able to deliver in the three PAs; Mantenga, Malolotja, Mlawula.
4. Company must guarantee timely delivery of the required of the required products.

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. Registration certificate
3. Catalogues/brochures of items supplied by company
4. Quotation for requested items

Deliverables (components)	Estimated Duration To Complete	Target Dues Dates	Review and Approvals
Profile of company	3 days	10 April 2020	
Catalogues/brochures	3 days	10 April 2020	
Quotations	3 days	10 April 2020	
Supply and installation	10 days	30 April 2020	

Payment Terms

Payment upon delivery of all requested material at ENTC offices and delivery of invoice and vendor payment details.	- 100%
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Submission of Documents

Submission of required documents should be no later than **10 April 2020**

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. _____:

Lot 1: Mantenga.

Item description/specifications of the goods	Quantity	Latest delivery date	Unit price	Total price per item
1. HIKVISION 16-Channel NVR, 160Mbps, No PoE, 2 SATA, Alarm IO, 4TB HDD	3			
2. Monitor 23.8" LED 1920x1080 HDMI	3			
3. HIKVISION IP Camera 2MP Bullet IR 30m - 4mm IP66	12			
4. HIKVISION IP Camera 4MP Dome 80m 6mm IP66	24			
5. SWITCH 16 Port Unmanaged Gigabit	3			
6. 12U Cabinet	3			
7. Connector - RJ45 for CAT 5 Cable	60			
8. Connector Boot - RJ45 Grey	60			
9. Cable - CAT5E UTP BC 1000m	6			
10. Sundries – Conduit, universal boxes, bracket	3			
11. Installation and Transport	3			
12. Labour	1			
13. Power Supply unit	3			
Total Prices of Goods⁵				
Add : Cost of Transportation				
Add : Cost of Insurance				
Add : Other Charges (pls. specify)				
Total Final and All-Inclusive Price Quotation				

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

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

Lot 2: Mlawula.

Item description/specifications of the goods	Quantity	Latest delivery date	Unit price	Total price per item
1. HIKVISION 16-Channel NVR, 160Mbps, No PoE, 2 SATA, Alarm IO, 4TB HDD	3			
2. Monitor 23.8" LED 1920x1080 HDMI	3			
3. HIKVISION IP Camera 2MP Bullet IR 30m - 4mm IP66	12			
4. HIKVISION IP Camera 4MP Dome 80m 6mm IP66	24			
5. SWITCH 16 Port Unmanaged Gigabit	3			
6. 12U Cabinet	3			
7. Connector - RJ45 for CAT 5 Cable	60			
8. Connector Boot - RJ45 Grey	60			
9. Cable - CAT5E UTP BC 1000m	6			
10. Sundries – Conduit, universal boxes, bracket	3			
11. Installation and Transport	3			
12. Labour	1			
13. Power Supply unit	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				

Lot 3: Malolotja.

Item description/specifications of the goods	Quantity	Latest delivery date	Unit price	Total price per item
1. HIKVISION 16-Channel NVR, 160Mbps, No PoE, 2 SATA, Alarm IO, 4TB HDD	3			
2. Monitor 23.8" LED 1920x1080 HDMI	3			
3. HIKVISION IP Camera 2MP Bullet IR 30m - 4mm IP66	12			
4. HIKVISION IP Camera 4MP Dome 80m 6mm IP66	24			
5. SWITCH 16 Port Unmanaged Gigabit	3			
6. 12U Cabinet	3			
7. Connector - RJ45 for CAT 5 Cable	60			
8. Connector Boot - RJ45 Grey	60			

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

9. Cable - CAT5E UTP BC 1000m	6			
10. Sundries – Conduit, universal boxes, bracket	3			
11. Installation and Transport	3			
12. Labour	1			
13. Power Supply unit	3			
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			

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]

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