



REQUEST FOR QUOTATION (RFQ) (Goods)

DATE: May 27, 2020

REFERENCE: RFQ-SWZ-009-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the supply of the development of ecotourism infrastructure at Mhlumeni Bush Camp., 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 **June 8, 2020** and via ☒ *e-mail* to the e-mail address below:

bidsubmission.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
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)	Mhlumeni Bush Camp
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 type="checkbox"/> 15 days from the issuance of the Purchase Order (PO) <input checked="" type="checkbox"/> As per the TOR for each Lot
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	Refer the TOR for each Lot
Deadline for the Submission of Quotation	COB, <i>Monday, June 08, 2020 and at 04:00 pm Eswatini local time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Site Visit	<p>Will be conducted Time: 10:00 am Date: 1st June, 2020 Venue: Magadzavane</p> <p>The UNDP focal point for the arrangement is: Mr Lindani Mavimbela +268 7622 3532 vimbi28@gmail.com</p>
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;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted but in Complete Lot
Payment Terms	<input type="checkbox"/> 100% upon complete delivery of goods <input checked="" type="checkbox"/> 90% upon completion of civil works 10% being retention
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. <input type="checkbox"/> One or more suppliers but in complete Lot.
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

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.

	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"/> 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	<p style="text-align: center;">bidsubmission.sz@undp.org</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 such an extension is necessary and communicates a new deadline to the Proposers.</p>

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.

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.

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,

Shaima Hussein
Deputy Resident Representative
May 27, 2020



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

Terms of Reference

Title:	Development of ecotourism infrastructure at Mhlumeni
Country of Assignment:	Eswatini
Starting Date:	20 June 2020
Duration of Assignment:	60 days
Background	
<p>Mhlumeni Bush Camp is an existing eco-tourism business located at Mhlumeni which is a rural community in the Eastern part of Eswatini on the border with Mozambique. It lies in the Lubombo Mountains about 40 kilometres north-east of Siteki in the Lubombo District. Ecotourism is a form of tourism that seeks to attract local and international visitors by preserving and offering the natural environment, sustainable ways of living and biodiversity as attractions. It showcases the natural treasures that Eswatini has as well as teaches the world about the history, cultural and traditional heritage of Emaswati for a reasonable return on investment. The Mhlumeni Bush Camp is a community owned project governed by a team of board of trustees on behalf the community.</p> <p>Mhlumeni Bush Camp is in need of growth, expansion and development which will increase the carrying capacity of the camp and to create a much bigger and better attractive brand. The camp has identified an opportunity to upgrade its tents to have Ensuite bathroom. This works will include construction and plumbing of four toilets into the four tents.</p>	
Job Description	
<p>The SNPAS project calls for quotations from national companies that have the capacity to supply building materials and provide building and plumbing services for upgrading Mhlumeni Bush Camp The goal is strengthening community eco-tourism through improvement and development of eco-tourism infrastructure in order to improve visitor experience and bed occupancy.</p>	
Objectives	
<p>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. This activity contributes to the objective of strengthening community eco-tourism through supporting the rehabilitation of eco-tourism infrastructure.</p>	

Scope Of Work

ENTC is looking for a suitable service provider with capacity to deliver the specified services at Mhlumeni bush camp. The required service should be high quality service.

Component 1: Building and Plumbing (Four Toilets in Tented Camps)

Item	Quantity
1. 6 Inch building blocks	700
2. Brick force four and a half inch	8 Rolls
3. Damp-proof course	3 Rolls
4. Damp-proof membrane	1 Roll
5. Afrisam Cement	50
6. 8 gauge wire	20Kg
7. (114x38x6m) timber rafters	10
8. (38x38x6m) blunderings	3 Bundles
9. Harvey Tile Green	80
10. Harvey Tile Nails	15Kg
11. 3 mm wire nails	10 Kg
12. Undertile membrane	3 Rolls
13. NC1 Window Frames	4
14. Garage Windows	4
15. 4 Inch Nails	3kg
16. River Sand	12m ³
17. Plaster Sand	12m ³
18. Crushed Stones	6m ³
19. Wire Mesh	2 Sheets
20. Enamel Paint	3 20(ℓ)

Bathroom Fittings and Plumbing

Item	Quantity
1. 3 PC Toilet Set	4
2. Wash Hand Basin + Pedestal White	4
3. Basin Mixer	4
4. Angle REG Valve	12
5. P – Trap White	4
6. Basin Waste Slotted	4
7. Fixation Bolts	4 Pairs
8. 50mm PVC Elbow with I.E	4
9. 50 mm PVC Plain Elbow	4
10. 110 mm PVC U/G Pipes	40
11. 110mm PVC Sockets	39
12. 110mm PVC Pan Collar	4
13. 110mm PVC Elbow with vent Horn + I.E	4

14. 110mm PVC Plain Bend	4
15. Manhole cover + Frame	6
16. 110mm Y-Junction	4
17. 110mm PVC Roding Eye	4
18. 110mm PVC Inspection Eye	3
19. 110mm PVC Equal Teg	4
20. 50mm PVC Z Way valve	4
21. 50mm PVC Pipes (Consult with SWSC for class of pipe)	600m
22. CP Connectors 450mm	12
23. Copper Tubes 15mm	4
24. Copper Tubes 22mm	6
25. Copper Female Elbow 22mm CAFI	4
26. Copper Equal TEE 22mm	12
27. Copper Equal TEE 15mm	16
28. Copper Elbow 22mm CxC	8
29. Copper Elbow 15mm CxC	16
30. Copper Red 22 x 15 mm	8
31. Maze Adaptor 15mm CxM	16
32. Female Adaptor 15mm	12
33. Male Adaptor 22mm CxMI	8
34. Gate Valve 20mm	4
35. Connex Female Adaptor 15mm	8
36. Connex Elbow 15mm	8
37. Gate valve 15mm	4
38. Male Adaptor 15 mm	8
39. Plumber Hamp	1
40. Soft Solder + Flux	1
Plasson Fittings	
1. Plasson 40mm Equal TEE	
2. 22mm Plasson Pipe 100m (Class 10)	3
3. Plasson Saddle 40mm x 25mm	1
4. Plasson Male Adaptor 25mm x $\frac{3}{4}$	10
5. Plasson Equal TEE equal 25mm	5
6. Gate Valve 20mm	5
7. Plasson Reducer 50 x 40 mm	1
8. Gas cartridge	3
9. Gas Geyser 9 (ℓ)	4
10. Gas Cylinder 43 Kg	4
11. Gas Regulator	4
12. Gas Hose 5m	4
13. Plasson Saddle 40 x 32 mm	1
14. Male Adaptor 32 x 40 mm	2
15. Gate Valve $1\frac{1}{4}$ "	1
16. Galv Nipple $1\frac{1}{4}$ "	2
Floor Tiles	

1. 400mm x 400mm – 5m ² /Toilet	22m ²
2. Tylon Cement 20 Kg	6
3. Tile grout 5 Kg	2
4. Tile Bond 5 (ℓ)	3
Wall tiles 16.8/Toil (70m²)	
1. Tylon Cement 20 Kg	10
2. Tile grout 5 Kg (Dove grey)	2
3. Tile Bond 5 (ℓ)	3
Mosaie Tiles (10m²)	
1. Shower 1.5m x 1.5m – 2.25 m ²	
2. Tylon Cement 20 Kg	3
3. Tile Grout 5 Kg	2
4. Tile Bond 5 (ℓ)	2

Septic Tanks: Excavate for and build septic tank and soakaway

SEPTIC TANK	
1. 9 Inch building Blocks	450
2. Manhole Covers Inspection Chambers	4
3. Cement Afrisam	16
4. Brick Force 6 Inch	5
5. Wire Mesh	2 Sheets
6. Sand Plaster	6m ³
7. Crushed Stones	3m ³

Item	Quantity
Septic tank and soakaway combination with 3No. Outfalls / soakaway trenches internal dimensions 2200 long x 1100 wide x 1300mm deep, with and including 150mm thick surface bed with mesh ref 193 and 230mm concrete filled 5Mpa Blockwork and 125mm reinforced 25Mpa slab to falls.	1
Carry out percolation test in strict accordance with the Architect's entire satisfaction.	1
Complete testing of foul water drainage systems	1

Service providers' qualifications.

1. Company must be a registered manufacturer or supplier and services provider of high quality building materials.
2. Company must be experienced in infrastructure maintenance.
3. Company must be able to timeously deliver the required service at Mhlumeni bush camp.
4. Company must guarantee timely delivery of the required service.

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 (including list of contracts of similar works)
2. Quotation for requested items and services
3. Brochure and catalogues of required material
4. Copy of certified business certificate

Deliverables

Deliverables (components)	Estimated Duration To Complete	Target Dues Dates	Review and Approvals
Profile of company		8 June 2020	
Quotations and Bids/Proposal		8 June 2020	

Payment Terms

Payment will be upon delivery of all the requested deliverables	Phase 1: Component 1: Construction of bathrooms	50%
	Phase 2 : Component 1: Plumbing	50%

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.
- The contractor is expected to produce weekly progress reports.
- 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.

Submission of Documents

Submission of required documents should be no later than **8 June 2020**

Risk Assessment

Item No.	Description	Bid price (\$)	
1	Bidders are required to give ceiling price for component one ;(Construction four bathrooms) excluding VAT.	
	Break down of expenses	Rate	Quantity
			Amount

	Total amount		
Item No.	Description		Bid price (\$)	
1	Bidders are required to give ceiling price for component one ;(plumbing four bathrooms) excluding VAT.		
	Break down of expenses	Rate	Quantity	Amount
	Total amount		

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 and Services Compliant with Technical Specifications and Requirements

Item description/specifications of the goods	Quantity	Latest delivery date	Unit price	Total price per item
(Please use this format to provide detailed breakdown that covers all DAP costs for each Lot)				
Total Prices of Goods⁵				
Add : Cost of Transportation				
Add : Cost of Insurance				
Add : Other Charges (pls. specify)				

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.

Total Final and All-Inclusive Price Quotation	
--	--

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			
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]