



REQUEST FOR QUOTATION (RFQ) (Goods)

DATE: May 27, 2020

REFERENCE: RFQ-SWZ-015-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the supply of Build rest facility at Ntfungulo., 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)	Luzelweni, Mahlangatsha
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"/> As per the TOR for each Lot
Delivery Schedule	<input checked="" type="checkbox"/> Not 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 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><i>Will be conducted</i> <i>Time: 10:00 am</i> <i>Date: 2nd June, 2020</i> <i>Venue: Ntfungulo</i></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 checked="" type="checkbox"/> Not permitted <input 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.

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

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.

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 (Lot Seven)

Title:	Build rest facility at Ntfungulo
Country of Assignment:	Eswatini
Starting Date:	20 June 2020
Duration of Assignment:	6 months
Background	
<p>The SNPAS Project has been organised around three components: (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 (GoE), the private sector and local communities and enable a matrix of complementary land-use activities across the board.</p> <p>The SNPAS project target landscapes are Ngwempisi, Lubombo and Malolotja respectively. The Ngwempisi Landscape is made up of three (3) constituencies Mahlangatsha, Ngwempisi and Ntandozi Constituencies. Under the Mahlangatsha Constituency there are four (4) Communities, namely; Sigcineni, KaZulu, Bhahwini and Luzelweni. Within the Ngwempisi Constituency there is one (1) community, Velezizweni. Under the Ntandozi Constituency there are five (5) communities, namely; Ntandozi, Ndlinilembi, Ndinda, Ncabaneni, Mphini and Kholangilile. Luzelweni Chiefdom (Ntfungula) was among the priority areas that were targeted for rigorous mobilisation, capacity building and development of a Chiefdom Development Plan (CDP). One of the key focus development sectors identified by their CDP was ecotourism infrastructure and conservation management. The community set aside 809 Ha of land for conservation of the Ntfungula mountains that were found to be home to endemic and threatened mammal species.</p> <p>Support for building of a new eco rest facility at Luzelweni (Ntfungula) commenced in October 2017 through a partnership with ETA and Micro-Projects. There was slow progress in project due to a hard to access construction site atop the Ntfungula mountain. SNPAS construction projects were then stopped in December 2017 by a letter from the Principal Secretary (P.S) of the Ministry of Tourism and Environmental Affairs. The Luzelweni community then opted to set aside a new construction site that is easy to access and located at the base of the Ntfungula mountain as advised by ETA and ENTC's SNPAS project. This new community ecotourism product will be linked with already existing community ecotourism products in the form of Khelekhele and Khopho through hiking trails.</p> <p>The P.S has since signed a waiver dated November 2019, allowing the SNPAS project to resume all stopped construction projects. It therefore a matter of high priority that a new rest facility is constructed at Luzelweni (Ntfungula) to strengthen their biodiversity conservation initiatives.</p>	
Job Description	
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. This involves devising a system of integrating land and natural resource management that transforms the current PA patchwork into a protected areas network, while creating incentives for all Swazis (land management agencies, conservancies, private landowners and tourism operators) to work together toward conservation and sustainable economic development. The project aims towards supporting sustainable ecotourism infrastructure, product development or marketing programmes for SNL communities.

Scope Of Work

SNPAS project is looking for a suitable company who is a contractor with the capacity to build five (5) rondavels, one (1) communal kitchen, one (1) ablution block (Male & Female), one (1) office and/or install a secure solar pumped borehole in Luzelweni, Mahlangatsha. The required structures must be of high quality;

Lot 1: Rondavels, Communal kitchen, Ablution block & Office

Detailed scope of material required for building five (5) rondavels, one (1) communal kitchen, one (1) ablution block (Male & Female) and one (1) office are found in Annexure 1 below.

Lot 2: Solar Powered Borehole and water tank

Detailed scope of material and accessories required for setting up a borehole water system are found in Annexure 2 below.

Service providers qualifications

Lot 1:

1. Company must be a structural contractor with record of high-quality projects completed.
2. Company must be experienced in earth works in line with drilling solar powered boreholes.
3. Company must be experienced in building secure solar security structures with a repeatable low theft rate.
4. Company must be able to do construction works in Luzelweni (Ntfungula).
5. Company must guarantee timely delivery of service and its risk management.

Lot 2:

1. Company must be a borehole drilling contractor with record of high-quality projects completed.
2. Company must be experienced in earth works in line with structural development.
3. Company must be experienced in building different structural designs and be able to quantify bill of quantities.
4. Company must be able to do construction works in Luzelweni (Ntfungula).
5. Company must guarantee timely delivery of service and its risk management.

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 & CIC)
3. Calculations of amount of the bid
4. List of contracts of similar jobs done with amounts and name of clients.
5. 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
Lot 1: Phase 1 – (5 Rondavels)	2.5 months	15 August 2020	
Lot 1: Phase 2 – (Kitchen, Ablution block & office)	3.5 months	30 October 2020	
Lot 2	2 months	30 September 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.

Quality Assurance Methodology

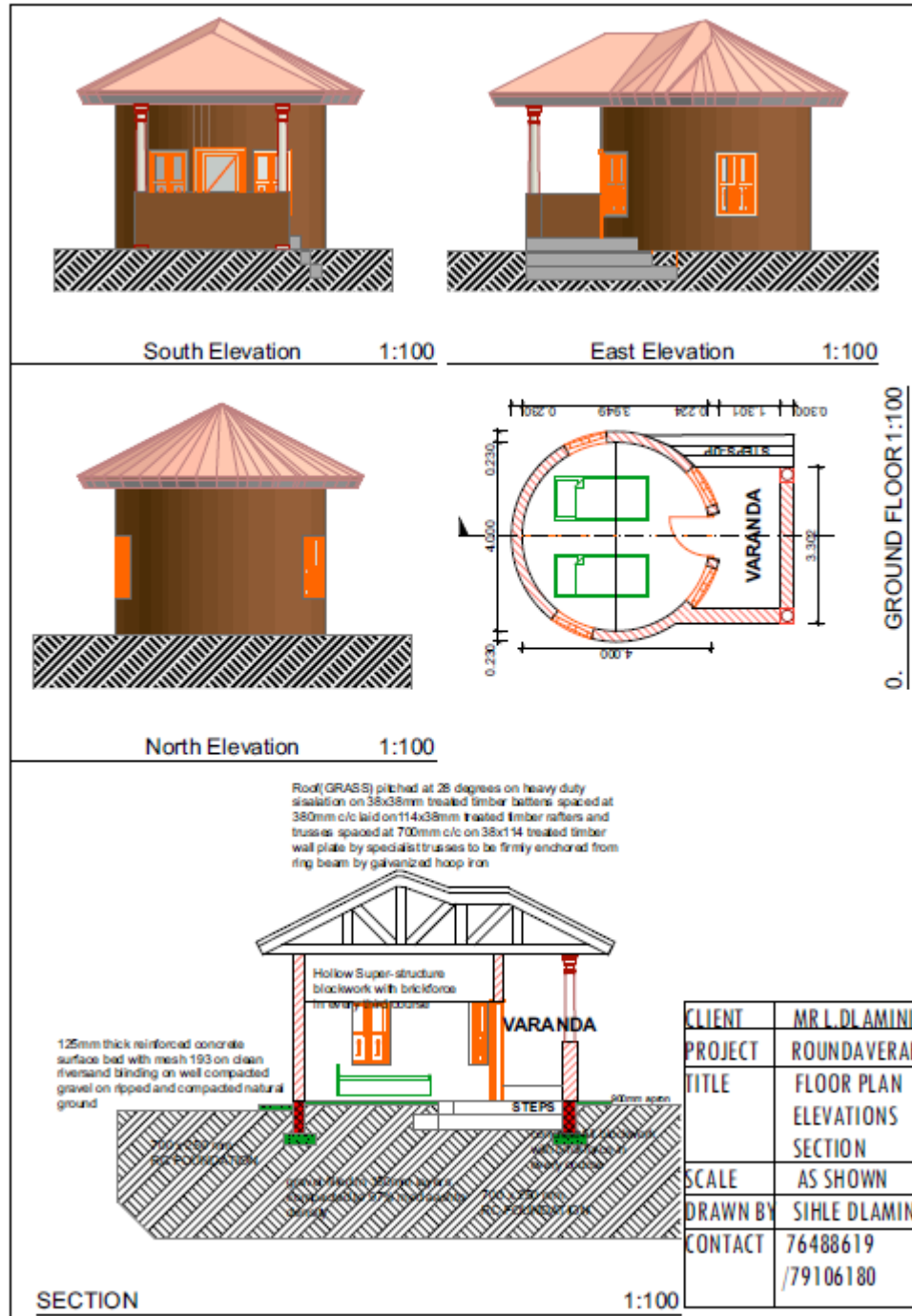
- An infrastructural supervision committee to do quality checks bi-weekly with a minimum of two site visitation in a month.
- Monitoring and evaluation of activities will be done routinely on weekly basis by the CLOs to generate weekly progress reports.
- The contractor is expected to produce weekly 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. Retention fee payable after evaluation by supervision committee. -	- 90%
Submission of Applications	
Submission of required documents should be no later than 8th June, 2020 marked as follows: Build rest facility at Ntfungulo	
ADDITIONAL CONSIDERATIONS: <ul style="list-style-type: none"> • 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. 	

Annexure 1**Rondavels material list****Diameter = 4 meters**

Item	Description	Quantity
1.	9 inch building blocks	1400
2.	9 inch door frames (heavy)	5
3.	Window frames C2H	10
4.	8 panel doors (external)	5
5.	Mortile locks 2 lever union	5
6.	Airbricks (inside-outside)	18 pairs
7.	Cement Afrisam	110
8.	Corugated iron sheets .5(3m) long	96
9.	Roofing screws	6 boxes of 100 each
10.	5 inch nails	6kg
11.	6 inch nails	6kg
12.	4 inch nails	1.5kg
13.	8 gauge wire	20kg
14.	Rafters (114X38)X6m	38
15.	(50X75) timber purlines 6m	35
16.	Riversand	12m ³
17.	Plater sand	12m ³



Communal kitchen material list

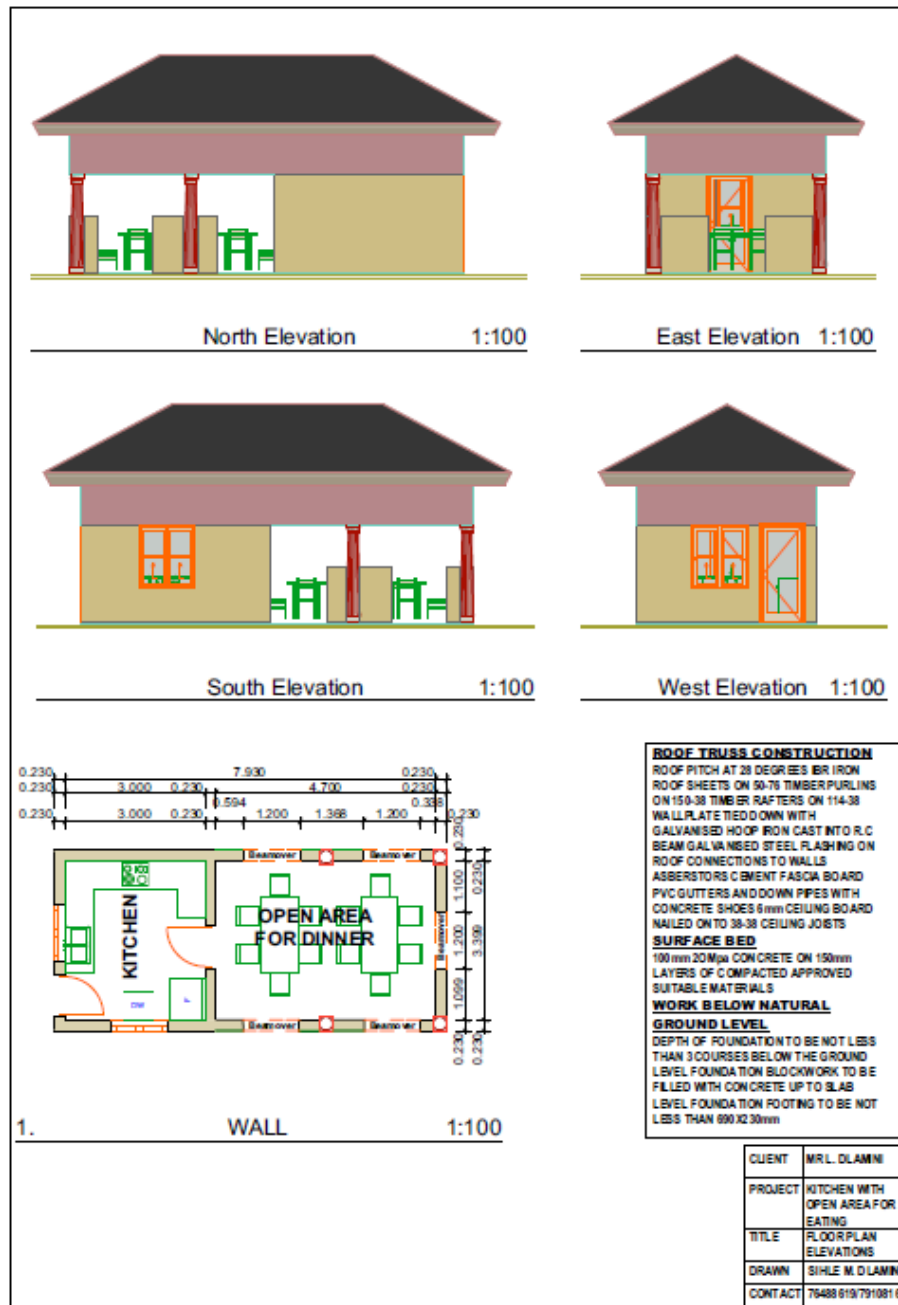
Item	Description	Quantity
1.	9 inch blocks	300
2.	Treated poles 3.5m, 150 mm diameter	10
3.	Wiremesh sheets	2
4.	Afrisam cement	40 bags
5.	Damp proof course	2 rolls
6.	Damp proof membrane	1 roll

7.	6 inch brick force	3 rolls
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Communal Kitchen Plumbing Material

Item	Description	Quantity
1.	Double end bowl sink	1
2.	P-trap 40X40mm	2
3.	Sink waste 40mm	2
4.	PVC 50mm Equal Tee with I.E	2
5.	50mm PVC pipe	
6.	50mm PVC elbow with I.E	
7.	50mm PVC plain elbow	
8.	110mm Gulley	1
9.	110mm Gulley grate + head	1
10.	15mm Bib traps (CP) -extended	2
11.	Gate valve 20mm	2
12.	Male adapter 20mm CXM ₁	4
13.	Copper reducer 20X15mm	4
14.	Female elbow 22mm CxF ₁	4
15.	Copper Tube 22mm	
16.	Copper Tube 15mm	
17.	Female adaptor 15mm C _x F ₁	4
18.	Copper elbows 15mm CXC	4
19.	110mm V/G pipes	
20.	Soft solder	2
21.	Flux	2
22.	Mapp Gas	3
23.	Plumbers hemp	1
24.	110mm Air vent (valve) 2 way	1
25.	LPG Gas geysers	2
26.	LPG Regulators	2
27.	LPG Hose clamps	4
28.	LPG Hose 5m	1
29.	48 kg LPG cylinders	2

*unspecified quantities are subject to site inspection



Ablution blocks (Male & female)

Tentative size = 8X3 m

Item	Description	Quantity
1.	9 inch blocks	800
2.	9 inch door frames	2
3.	6 inch door frames	4
4.	6 inch blocks	150
5.	NE1 window frames	10
6.	Afrisam cement	30
7.	Wiremesh R100	1 sheet
8.	Damp proof membrane	3 rolls

9.	Damp proof course	5 rolls
10.	Rafters (138X38X6m)	10
11.	Timber purlines (75X50X6m)	6
12.	3m chromodeck iron sheets .5	20

Ablution block tiles

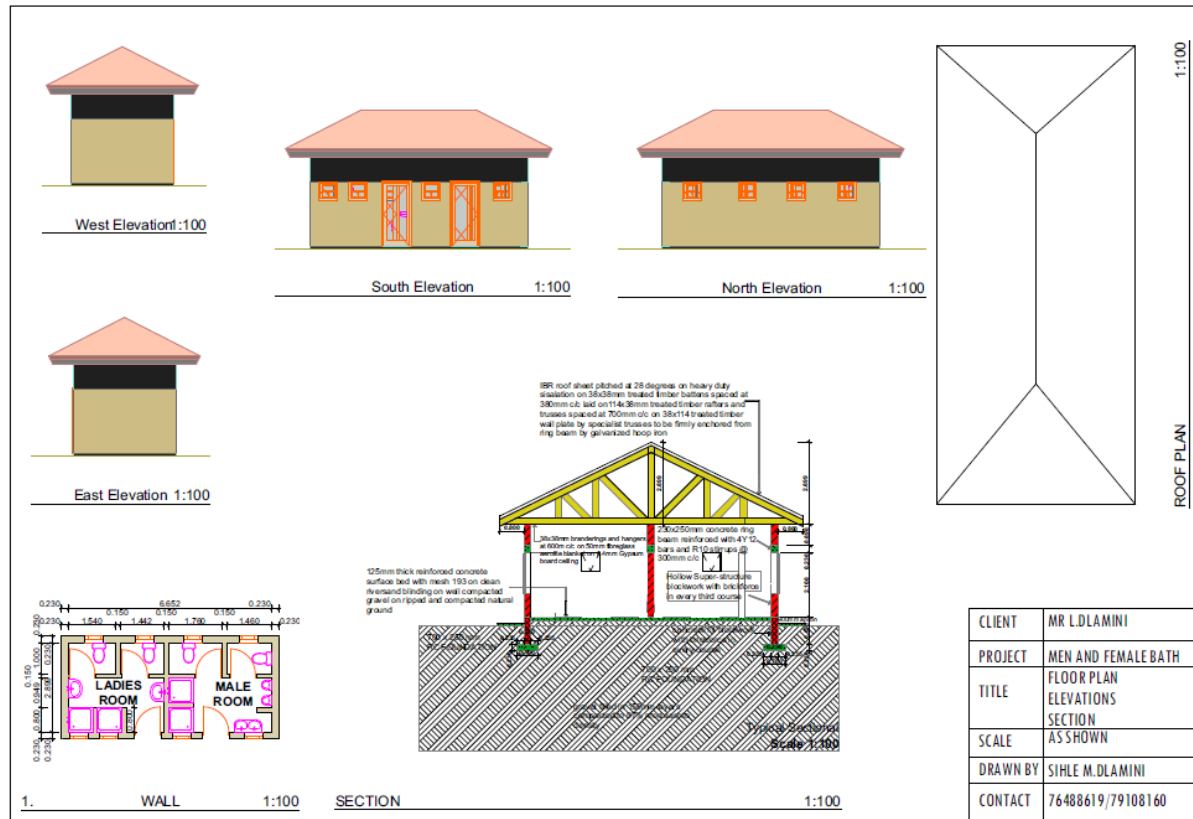
*Floor tiles must blend with environment

Item	Description	Quantity
1.	Floor tiles	40m ²
2.	Wall tiles	145m ²
3.	Tile spacers 3mm	4 pkts
4.	Tylon cement 20Kg	20
5.	Grout dove grey 20kg	3
6.	Grout white 20kg	3
7.	The edge strip	2
8.	Tile bond 5 litres	6

Ablution block plumbing material

Item	Description	Quantity
1.	Copper tubes 15mm	
2.	Copper equal Tee 22mm CxCxC	6
3.	Copper equal Tee 15mm CxCxC	6
4.	Copper reducer 22X15mm	2
5.	Copper elbow 22mm CxC	6
6.	Copper elbow 15mm CxC	6
7.	Female adaptor 22mm CxF ₁	6
8.	Male adaptor 22mm CxF ₁	6
9.	Female adaptor 15mm CxF ₁	
10.	Male adaptor 15mm CxF ₁	8
11.	Female elbow 15mm CxF ₁	6
12.	Gate valve 20mm	
13.	Manhole Frame + lid	2
14.	Toilet roll holder ceramic	1
15.	Shower arm	2
16.	Shower rose 5 settings	2
17.	Soap Basket	2
18.	Shower curtain rails chrome 19 tube 4 meters	2
19.	Shower end shoes	2 pairs
20.	Towel rail ends	1 pair
21.	Screws + wall plugs 8mm	1 pkt
22.	Plasson Fitting 25 X $\frac{3}{4}$	(4 + 4) = 8
23.	Plasson equal tee 25X25X25	3
24.	Gate valve 20mm	4
25.	Plasson hope pipe class 25mm	12
26.	Shower trap	2
27.	Urinal down pipe	1

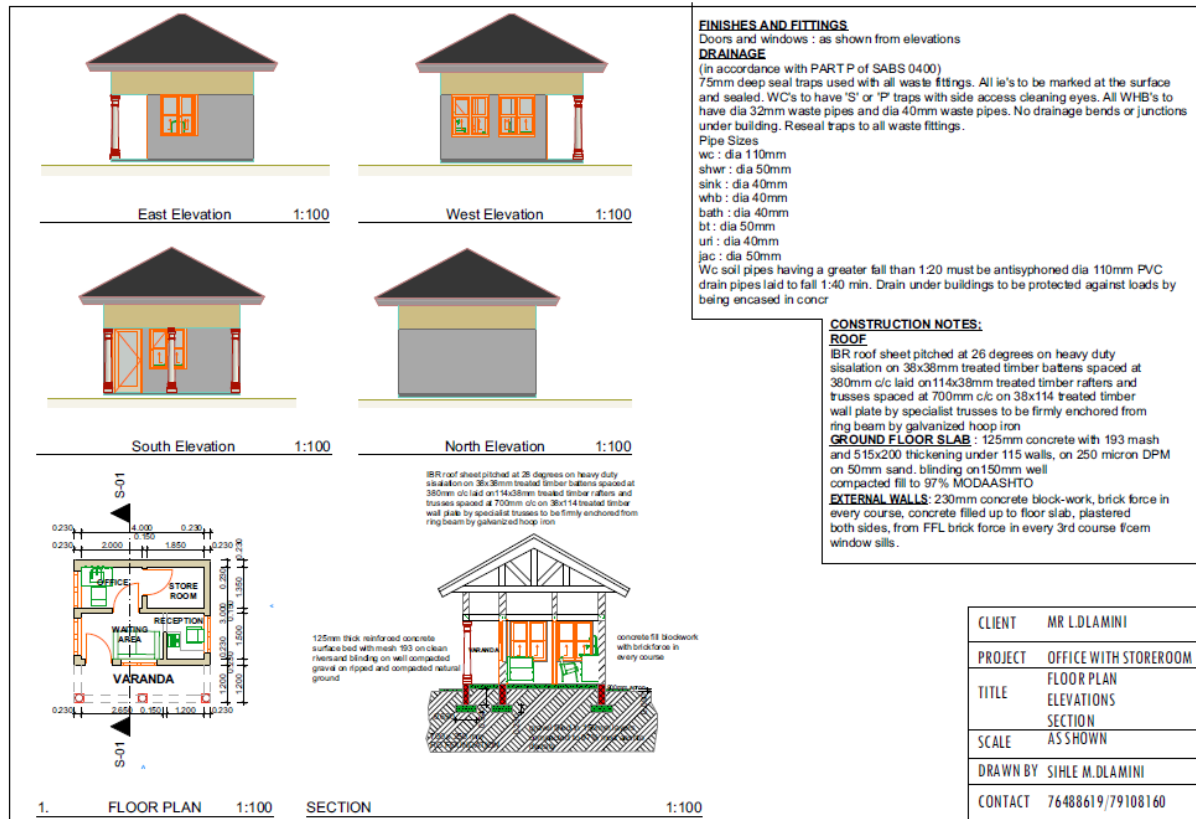
*unspecified quantities are subject to site inspection



Office and storeroom material list

Tentative size = 4X3m

Item	Description	Quantity
1.	9 inch blocks	600
2.	9 inch door frame	2
3.	8 panel door	1
4.	Internal door	1
5.	Mortile locks 2 lever union	2
6.	Window frames TD 1.5 width	
7.	Window frame storeroom	
8.	Cement Afrisam 50kg	50 bags
9.	Rafters (138X38) 4m length	5
10.	8 gauge wire 5kg	
11.	Roofing screws 100 pcs	2 boxes
12.	5 inch nails 5kg	
13.	6 inch nails 5 kg	
14.	4 inch nails 3kg	
15.	6 inch brick force	5 rolls
16.	Wiremesh 1 sheet	Ref 100
17.	Chromodeck iorn sheets 3 m long	10



Annexure 2

Solar powered borehole

Item	Description	Quantity
1.	Surveying of a borehole	
2.	Drilling of a borehole	
3.	Solar water system complete with tower, solar array, controller, control box, all civil works, down pipe, submersible cable, base plate complete, safety rope, palisade fencing, and lockable gate.	
4.	Water tank 5000L	1
5.	Roll of pipe HDPE 32mm Class 10 SABS 100m/roll	1
6.	Roll of pipe HDPE 40mm Class 10 SABS 100m/roll	1
7.	Surface fittings, tank fittings (inlet and outlet) consisting of gate valve, non-return valve, Plasson adopters, elbows, tee piece, galvanized fittings.	
8.	Stand pipe assembly with concrete ring, stone pitching, cast iron box, valve and fittings, and soakaway filled with rocks, and covered with plastic.	

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
Lot 1, 2, 3, 4, 5, 6 and 7				
(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	
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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]