



REQUEST FOR QUOTATION (RFQ) (Summer Seeds)

NAME & ADDRESS OF FIRM	DATE: June 3, 2020
	REFERENCE: RVCC 2020 Summer Seeds

Dear Sir / Madam:

We kindly request you to submit your quotation for Summer Seeds, 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 14, 2020 via (choose appropriate box) ☒ e-Tendering to the address below:

United Nations Development Programme
The Resident Representative,
e-Tendering Ref # : 0000006144
REF: RVCC 2020 Summer Seeds
United Nations Road
3RD Floor UN House
P.O Box 301
MASERU, LESOTHO
Tel: +266 2222 8000 Fax: +266 2231 0042

Documents uploaded in the system as part of your quotation 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 indicated by UNDP in the e-Tendering system.

eTendering Bidders Video: <https://youtu.be/cy34AXsYMrC>

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	
Exact Address/es of Delivery Location/s (identify all, if multiple)	As per the Delivery Schedule in Annex 5	
UNDP Preferred Freight Forwarder, if any ¹	n/a	
Distribution of shipping documents (if using freight forwarder)	n/a	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 4 weeks from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required, the Bidder should submit Work plan/ Gantt chart indicating the supply and delivery of seeds to the delivery locations.	
Mode of Transport	LAND	
Preferred Currency of Quotation ²	Local Currency: LSL/ ZAF	
Value Added Tax on Price Quotation ³	Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	The best before date of the products must be valid for at least 12 months after the delivery date. If it expires within 12 months after the goods have been put into service, the Supplier shall remedy the defect by replacement of product/delivered goods.	
Deadline for the Submission of Quotation	COB, Sunday, June 14, 2020	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	

¹ Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

² Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

³ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

Documents to be submitted ⁴	<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"/> Duly Accomplished Form as provided in Annex 3, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Duly accomplished form as provided in Annex 4 List and value of similar projects performed in the last three years, and clients with contact details who may be contacted for further information on those contracts with minimum individual value of 30 000,00 LSL. <input checked="" type="checkbox"/> Valid Traders license certified at source <input checked="" type="checkbox"/> Valid Tax Clearance Certified at Source <input checked="" type="checkbox"/> Certificate of Incorporation if Company or National Identity Document if Sole trader <input checked="" type="checkbox"/> Referece letters from 2 clients where similar Services were provided. <input checked="" type="checkbox"/> Recent Annual Financial Statements for the year ended 31 March 2019 submitted to Lesotho Revenue Authority Returns to test financial strength and liquidity and proof of availability of external financing if need be. <input checked="" type="checkbox"/> Detailed plan for the delivery of seeds to the locations and the description on how the delivery will be organized (e.g. Gantt chart). The plan has to include planned dates and logistics vehicles which will be used for transport; <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"/> 90 days
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁵	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁶ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and two supplier, based on the most economical offer per LOT
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract	Cancellation of PO/Contract if the delivery/completion is delayed by 10 days ⁷

⁴ First 2 items in this list are mandatory for the supply of imported goods

⁵ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁶ 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.

Contract General Terms and Conditions	UNDP General Terms and Conditions for Contracts. Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁷	<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"/> Offer to Comply with Other Conditions and Related Requirements (Annex 3)
Contact Person for Inquiries (Written inquiries only) ⁸	Rethabile Maope Procurement Associate Rethabile.thipe@undp.org ; 22228127 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.

⁷ Where the information is available in the web, a URL for the information may simply be provided.

⁸ 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 herein attached as Annex 3.

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,

Pheea Mafethe

Pheea Mafethe

Operations Analyst

Technical Specifications

LOT 1 – Cereal Seeds

No	Seed	Variety	Quantity	Specifications	Latest Delivery Date
1	Maize (OPV)	Lehakoana le lesehla	50	<ul style="list-style-type: none"> • High yielding • Resistant to lodging • Seed purity should be 96-100% 	Four weeks after issuance of purchase order
2	Maize (OPV)	boarder king	300	<ul style="list-style-type: none"> • Ears average 8 – 9 inches • Very uniform and always full to the tip • Compact straight rows • Resistant to cold weather • Pure snow – white in colour with good length kernels • Early enough to mature • Double ear character. 	
3	Maize (OPV)	Okavango	420	<ul style="list-style-type: none"> • Grain colour: Yellow • Growth habit: upright • Seed purity should be 98-100% • Resistant to Diplodia, rust, ear rot, MSV, GLS. • Early enough to mature (125-140 days) • Plant height: 1.7m – 2m. • Good acid tolerant, good drought tolerance 	
4	Maize (Hybrid)	PAN 4M19	420	<ul style="list-style-type: none"> • High yielding • Good rain quality • Seed purity should be 98-100% • Resistant to lodging • Early enough to mature (105-120 days) • Double ear character 	
5	Maize (Hybrid)	SNK 2778	210	<ul style="list-style-type: none"> • High yielding • high disease and pest tolerance • short to medium maturity dates (115-145) • Seed purity should be 98-100% • Resistant to lodging • Maturity days (80-100 days) • Grain/fruit colour: Yellow 	
6	Beans	Pinto	420	<ul style="list-style-type: none"> • OPV • Plant height: 40-80 cm • Growth habit: Bushy • Moderately resistant to high temperatures • Resistant to bean common mosaic virus and moderately resistant to rust • Maturity days (80-100 days) • Grain/fruit colour: Brownish 	
7	Beans	Sugar Beans PAN 148	420	<ul style="list-style-type: none"> • OPV • Plant height: 50-90 cm • Growth habit: Bushy 	

				<ul style="list-style-type: none"> • Resistant to bean common mosaic virus and moderately resistant to rust • Maturity days (90-120 days) • Grain/fruit colour: Red speckled kidney • Moderately resistant to high temperatures
8	Sorghum (OPV)	Seqhobane se sesoeu	150	<ul style="list-style-type: none"> • With good disease tolerance • Has high drought tolerant • With bold compact heads
9	Sorghum (OPV)	Seqhobane se sefubelu	150	<ul style="list-style-type: none"> • With good disease tolerance • Has high drought tolerant • With bold compact heads
10	Sorghum (OPV)	Macia	420	<ul style="list-style-type: none"> • With good disease tolerance • Has high drought tolerant • With bold compact heads • The plants are shorter than sv2
11	Fertilizer 50kg	6:2:1 (31)	600	6:2:1 (31)
12	Maize (Hybrid)	PAN 12	150	<ul style="list-style-type: none"> • High yielding • High disease and pest tolerance • Resistant to lodging • Seed purity 98-100% • Good grain quality

Pheea Mafethe

Pheea Mafethe
Operations Analyst

Technical Specifications

LOT 2 – Fodder Seeds

#	Fodder	Unit of Measure	Quantity	Specifications	Latest Delivery Date
1	Eragrostis curvula	25 kg	150	Should be suitable for hay and grazing, Should be tolerant to acid saturations up to 50%, Should recover quickly after grazing or cut, Should be suitable for hay making	Four weeks after issuance of purchase order
2	Lucerne	25kg	150	Semi-dormant in winter, Perennial, Stem coarse to medium, Seeds green to yellow or light brown, Withstand severe heat and cold conditions, Moderately tolerant to soil salinity, Crude protein 18-25%, 15-20 tons of dry matter, Appropriate for both hay and grazing.	
3	Grazing vetch	10kg	600	Variety : Vicia sativa/ Haymaker Germination : 80% and above Production Period : annual pasture/ forage/ grain legume Soil requirements: Better adapted to light soils than other Vetches Establishment: Plant during March – May	
4	Fodder sorghum	10kg	300	Flowers in 81 days, Good for grazing, silage, hay and feed (green), Should be tall with lot of leaves, good standability, High in sugars(should be above 15% in box), High in regrowth, Tolerant to leave diseases, Should be adapted to most soils, Should have low prussic acid.	

- *In addition to the above-mentioned technical specifications, all bidders and offered seeds must be fully aligned and fulfill all requirements in accordance with relevant laws governing the areas of seed quality, health, variety, import, market placement etc.*
- *Each seed package must be properly labeled in accordance with the relevant law provisions.*

Pheea Mafethe

Pheea Mafethe
Operations Analyst

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁰)

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 Compliant with Technical Specifications and Requirements

LOT 1

Item No.	Description	Variety Name	Unit of Measure	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Maize (OPV)	Lehakoana le lesehla	10kg	50			
2	Maize (OPV)	Boarder king	10kg	300			
3	Maize (OPV)	Okavango	10kg	420			
4	Maize (Hybrid)	PAN 4M19	10kg	420			
5	Maize (Hybrid)	SNK 2778	10kg	210			
6	Beans Pinto	Pinto	10kg	420			
7	Beans Sugar beans	PAN 148	10kg	420			
8	Sorghum (OPV)	Seqhobane se sesoeu	10kg	150			
9	Sorghum (OPV)	Seqhobane se sefubelu	10kg	150			
10	Sorghum (OPV)	Macia	10kg	420			
11	Fertilizer 50kg	6:2:1 (31)	50kg	600			
12	Maize (Hybrid)	PAN 12	10kg	150			
		Total Prices of Goods¹¹					
		Add : Cost of Transportation					
		Add : Cost of Insurance					
		Add : Other Charges (pls. specify)					
		Total Final and All-Inclusive Price Quotation					

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]

⁹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹¹ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)

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 Compliant with Technical Specifications and Requirements

LOT 2

Item No.	Description	Variety Name	Unit of Measure	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Eragrostis curvula		25 kg	150			
2	Lucerne		25kg	150			
3	Grazing vetch		10kg	600			
4	Fodder sorghum		10kg	300			
		Total Prices of Goods¹⁴					
		Add : Cost of Transportation					
		Add : Cost of Insurance					
		Add : Other Charges (pls. specify)					
		Total Final and All-Inclusive Price Quotation					

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]

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹⁴ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

Offer to Comply with Other Conditions and Related Requirements**LOT 1****Table 3.1**

Other Information pertaining to our Quotation are as follows:		Your Responses		
		Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal and fill Table 3.2 with detailed characteristics of alternative seed
Delivery Lead Time				
Validity of Quotation				
All Provisions of the UNDP General Terms and Conditions				
Packaging – Packaging is marked with variety name, Germination rate, moisture content, weight, date of harvest, seed treatment used and expiry date.				
Technical Specifications provided in Annex 1				
Maize (OPV)	Lehakoana le lesehla			
Maize (OPV)	Boarder king			
Maize (OPV)	Okavango			
Maize (Hybrid)	PAN 4M19			
Maize (Hybrid)	SNK 2778			
Beans Pinto	Pinto			
Beans Sugar beans	PAN 148			
Sorghum (OPV)	Seqhobane se sesoeu			
Sorghum (OPV)	Seqhobane se sefubelu			
Sorghum (OPV)	Macia			
Fertilizer 50kg	6:2:1 (31)			
Maize (Hybrid)	PAN 12			

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

Offer to Comply with Other Conditions and Related Requirements**LOT 2****Table 3.1**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal and fill Table 3.2 with detailed characteristics of alternative seed
Delivery Lead Time			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Packaging – Packaging is marked with variety name, Germination rate, moisture content, weight, date of harvest, seed treatment used and expiry date.			
Technical Specifications provided in Annex 1			
Eragrostis curvula			
Lucerne			
Grazing vetch			
Fodder sorghum			

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

If the variety offered is not the one required in the specifications above, please provide the key varietal characteristics of the seeds offered (variety 2). These should include:

Table 3.2

Crop common name	
Variety name	
Variety type (OPV, Hybrid, Self-pollinated)	
Days to maturity	
Grain/fruit colour	
Plant height	
Growth habit	
Specify resistance/tolerance to biotic factors (e.g. fungi; bacteria; viruses)	
Specify resistance/tolerance to abiotic factors (e.g. low/high temperature, frost, water-logging, low/high soil pH; etc.)	
List of countries/areas where the variety is successfully cultivated	

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

Annex 4

List of Similar Services Provided within the Past 3 years

Description of Services Provided	Client	Client Contact Details number and email address	Date	Contract Value

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

Annex 5

1. Delivery schedule cereal seeds

DISTRIBUTION POINT	Lehakoana le lesehla (10 kg)	Boarder King (10 kg)	Okavango (10 kg)	PAN 4M19 (10 kg)	SNK 2778 (10 kg)	Pinto (10 kg)	PAN 148 (10 kg)	Seqhobane se sesoeu (10 kg)	Seqhobane se sefubelu (10 kg)	Macia (10 kg)	PAN 12 (10 kg)	Fertilizer 6:2:1(31) (50 kg)
Water fall moreneng	0	20	28	28	17	28	28	10	10	38	10	40
Setanteng Moreneng	0	20	28	28	17	28	28	10	10	38	10	40
Setanteng Moreneng (Makhakhe)	0	20	28	28	17	28	28	10	10	28	10	40
Thaba Mokhele Mootsinyane council	0	60	84	84	42	84	84	30	30	84	30	120
Mekaling Agric Recourse Centre	0	20	30	35	20	30	30	5	5	25	5	20
Ha Bereng Matsoho - Leloaleng	0	10	30	25	5	15	15	10	10	30	10	30
Rashaba	0	15	20	15	10	22	22	5	5	10	5	30
Nkhetheleng Moreneng	0	25	20	20	10	25	25	5	5	15	5	30
Phatlalla Sekolong	0	10	10	15	10	15	15	10	10	20	10	30
Makhabane Moreneng	0	10	20	15	5	18	18	5	5	20	5	30
Morobong Sekolong	0	10	10	15	10	15	15	10	10	20	10	30
Ha Raisa Lishopong	0	5	10	8	8	8	8	0	5	12	3	12
Ha Khoai Moreneng	0	5	8	8	8	8	7	5	5	8	4	12
Matolong (Setopong)	0	10	10	12	8	12	13	5	0	14	3	30
Lithipeng community council	0	10	12	12	9	10	10	10	0	0	5	26
Anone Moreneng	0	20	28	36	8	37	37	10	15	20	10	40
Shalane Moreneng	50	30	44	36	6	37	37	10	15	38	15	40
TOTAL	50	300	420	420	210	420	420	150	150	420	150	600

Delivery Date Schedule for fodder seeds

Distribution point	Eragrostis curvula 25 kg	Lucerne 25 kg	Grazing vetch 10 kg	Fodder sorghum 10 kg	Distribution date
Water fall Moreneng	10	10	40	20	14 th October 2020
Setanteng Moreneng	10	10	40	20	14 th October 2020
Setanteng Moreneng (Makhakhe)	10	10	40	20	14 th October 2020
Thaba Mokhele Mootsinyane council	30	30	120	60	14 th October 2020
Mekaling Agric Recourse Centre	50	50	200	100	15 th October 2020
Ha Raisa Lishopong	3	3	10	6	16 th October 2020
Ha Khoai Moreneng	3	3	10	7	16 th October 2020
Matolong (Setopong)	4	6	40	15	16 th October 2020
Lithipeng community council	10	8	20	12	16 th October 2020
Anone Moreneng	10	10	40	20	16 th October 2020
Shalane Moreneng	10	10	40	20	16 th October 2020