



REQUEST FOR QUOTATION (RFQ) (Goods)

DATE: June 9, 2020

REFERENCE: RFQ-SWZ-011-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the construction of bee-hive hut for Shewula mountain 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 21, 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:

Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s	Shewula Mountain Camp

Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	60 days from the issuance of a purchase order
Work Plan/Delivery schedule	Required
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.
Deficit Liability Period	Two months
Deadline for the Submission of Quotation	COB, <i>Sunday, June 21, 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
Site Visit	<p>Will be Conducted</p> <p>Time: 2:00 PM Local time Date : 15th June 2020 Venue : ENTC Lobamba Head Quarters next to parliament</p> <p>The UNDP focal point for the arrangement is: Sandile Mkhwanazi, email: vimbi28@gmail.com Phone: +268 7622 3532 (please copy bidsubmission.sz@undp.org and sandile.mkhwanazi@undp.org in your email communications)</p> <p>Bidders interested to attend the site visit, must send the following information to the above-mentioned email addresses not later than 12th June 2020: Participant's Name, Nationality, ID/Passport No., Company Name.</p> <p>The email subject must be "RFQ-SWZ-011-2020 Site Visit"</p> <p>Please have your original National ID or Passport for the site visit.</p> <p>N.B: the site visit is aimed to provide the Bidders the opportunity to have better understanding of the requirement /Scope of work before sending the formal bid to UNDP. Bidders can raise any technical question during the site visit. However, any commercial quires shall be submitted to email: bidsubmission.sz@undp.org.</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
Payment Terms	<input checked="" type="checkbox"/> 90% upon substantial completion to be paid in two instalments as detailed in Annex 1 <input checked="" type="checkbox"/> 10% upon the final completion and end of the deficit liability period (this may be paid upon submission a bank guarantee of the same amount valid one month one month after the defect liability period)
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)
UNDP will award to:	<input checked="" type="checkbox"/> One supplier only.

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.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Civil Works contract
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.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Upon receiving the invoice and submission of the certificate of substantial/final completion by supervision committee.
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	bidsubmission.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.

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.

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.

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.

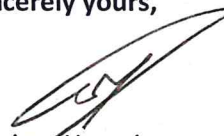
Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated; you can find detailed information 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
June 9, 2020

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

Terms of Reference (Lot Three)



Title:	Construction of bee-hive hut for Shewula mountain camp
Country of Assignment:	Eswatini
Starting Date:	29 June 2020
Duration of Assignment:	60 Days
Background	
<p>As the flagship model of community eco-lodges in Eswatini, Shewula Mountain Camp has received a great deal of publicity as an Eco-tourism destination. 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 Shewula Mountain Camp is a community owned project governed by a team of board of trustees on behalf the community.</p> <p>The Shewula Mountain Camp is a successful community venture offering a number of furnished Rondavel/chalets, a kitchen, ablution block and camping areas. Hot water, electricity fridges and stoves are also available. The Shewula Mountain Camp seeks to diversify its accommodation mix by developing a bee-hive hut for its tourists. Swazi traditional beehive huts are made of poles, thatch and other special grass crafted ropes.</p>	
Job Description	
<p>The SNPAS project calls for quotations from national companies that have the capacity to construct and supply building and thatching material to support the Shewula mountain camp in constructing a beehive hut. 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 Shewula Mountain Camp Reserve. The required service and materials should be high quality service.

Component 1: Construction and thatching of bee-hive hut (6X6 Metres)

ENTC requires the installation and supply of the following materials to construct a thatched bee-hive for the Shewula Mountain Camp:

Item	Quantity
1. Thatching grass (Emakhenya) three (3) meters long	300
2. Two (2) loads of building stones available at Shewula community	2 Tonnes
3. Floor colouring (Brown)	1 Kg
4. Tinfungo Santulwane or Sitoko	Ten (10) Loads and 8m – 10m long
5. Afrisam Cement 42.5N (50 Kg)	15
6. Emakhenya (3 Metres)	300
7. Tintsamo Tintsambo (3 Metres)	15 Metres
8. Door 8 Panel Mixed Timber Stable	1
9. Window frames and glasses (600x600) x 2 Steel window frames 	1
10. Window frame and glasses (600x600) x 2 Steel window frames 	2

Bathroom Fittings

1. Basin And Rustic Cabinet- Dimensions: 555M X 425mm - Depth 150mm - Waste Size 45mm with Rustic (preferably local wooden material) cabinet that can blend with thatched hut (570 x 350 95).	1
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<p>2. Thandi Close Couple Suite In Box – This Thandi Close Couple Suite must be SABS Approved The Pieces Are High-Pressure Cast Which Yield More Uniform And Consistent Pieces All The Pans Are Sump-Washed Which Means That Any Part Which May Come Into Contact With Black Water, Is Glazed, Which Makes It More Hygienic This Close-Couple Suite Has The Cistern Which Sits Directly On The Pan Surface, Allowing The Transfer Of The Water From The Cistern Directly Into The Pan Without Any Connecting Piping Cisterns Are Cast, Glazed And Fired Together With Their Matching Lid, Ensuring A Perfect Fit The Suite Is Installed Easily, But We Do Recommend That You Get Help From A Certified Plumber Front Flush – Close Couple Pan.</p> <p>- Weight Of Pan: 17kg / Cistern Weight: 127kg – Pan Width And Height: 360X415mm / Cistern Width And Height: 340X415mm – Cistern Water Capacity= 9L – Pan Flush Volume= 4-7L – Combined Height: 830mm – Installed Max Length= 670mm.</p>	1
3. SHOWER ROSE 5 SETTING	1
4. SHOWER TRAP + GRID CHROME	1
5. 10 Litre Gas Geyser	1

Pipping

1. Copper Tube 5.5M High Density SABS Class O 15 MM	2
2. Copper Tube 5.5M High Density SABS Class O 22 MM	1
3. UG PIPE SABS 110MM X 6M 100 KPA	2
4. SV PIPE SABS ESPEC 50MM X 6M	1
5. CONNECTOR BRAIDED 450 MM	4
6. SO CXMI STR COUPLER 15 MMX1	10
7. SO CXMI STR COUPLER 22MMX1	1
8. ANDRIES UNDERTILE STOP TAP FXF 15 MM	2
9. MAY PILLAR TAP 15MM	2
10. UG RODDING EYE 110MM X 45 SABS	1
11. SV BEND 110MM X 90 PLAIN SABS	3
12. SV BEND 110MM VENT HORN IE 90 SABS	1
13. SV PAN COLLAR STRAIGHT 110MM SABS	1
14. VENT SABS VALVE 2-WAY 50 MM	1
15. VALVE GATE BRASS 15MM	3
16. VALVE GATE BRASS 20MM	1

Service providers' qualifications.

Component 1:

1. Company must have a traceable record of supplying and providing services of high-quality rustic infrastructure materials
2. Company must be experienced in rustic infrastructure development.
3. Company must be able to timeously deliver the required service at Shewula Nature Reserve.
4. Company must guarantee timely delivery of the required service.
5. The company must not have running contract (less than 50% completed) with UNDP at the time of awarding

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. Copy of Certified of business certificate
2. Quotation for requested items
3. Catalogues and brochures of required materials
4. Picture of Rustic cabinet (570 x 350 x 95)
5. Pictures of previous built bee-hives

Payment Terms:	Payment will be upon delivery of all the requested deliverables	90% upon substantial completion to be paid in two instalments	10% upon the final completion and end of the deficit liability period (this may be paid upon submission a bank guarantee of the same amount valid one month one month after the defect liability period)
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Payment will be upon delivery of all requested deliverables and completion of the beehive hut	100 %
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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 **21th June, 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. _____:

TABLE 1 : Offer to Supply Goods and Services Compliant with Technical Specifications and Requirements

#	Item description	Amount		Remarks
		Figure	Word	
1.	Total – Construction & thatching of bee-hive hut			
2.	Total - <u>Bathroom Fittings</u>			
3.	Total – Pipping			
Total Prices ⁵				
Add : Cost of Transportation				
Add : Cost of Insurance				
Add : Other Charges (pls. specify)				
Total Final and All-Inclusive Price Quotation				



Component 1: Construction and thatching of bee-hive hut:

Item	Quantity	Unit Price	Total Price
1. Thatching grass (Emakhenya) three (3) meters long	300		
2. Two (2) loads of building stones available at Shewula community	2 Tonnes		
3. Floor colouring (Brown)	1 Kg		

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

4. Tinfungo Santulwane or Sitoko	Ten (10) Loads and 8m – 10m long		
5. Afrisam Cement 42.5N (50 Kg)	15		
6. Emakhenya (3 Metres)	300		
7. Tintsamo Tintsambo (3 Metres)	15 Metres		
8. Door 8 Panel Mixed Timber Stable	1		
9. Window frames and glasses (600x600) x 2 Steel window frames 	1		
10. Window frame and glasses (600x600) x 2 Steel window frames 	2		
Total – Construction and thatching			

Component 2: Bathroom Fittings

Item	Quantity	Unit Price	Total Price
1. Basin And Rustic Cabinet- Dimensions: 555M X 425mm - Depth 150mm - Waste Size 45mm with Rustic (preferably local wooden material) cabinet that can blend with thatched hut (570 x 350 95).	1		

<p>2. Thandi Close Couple Suite In Box – This Thandi Close Couple Suite must be SABS Approved The Pieces Are High-Pressure Cast Which Yield More Uniform And Consistent Pieces All The Pans Are Sump-Washed Which Means That Any Part Which May Come Into Contact With Black Water, Is Glazed, Which Makes It More Hygienic This Close-Couple Suite Has The Cistern Which Sits Directly On The Pan Surface, Allowing The Transfer Of The Water From The Cistern Directly Into The Pan Without Any Connecting Piping Cisterns Are Cast, Glazed And Fired Together With Their Matching Lid, Ensuring A Perfect Fit The Suite Is Installed Easily, But We Do Recommend That You Get Help From A Certified Plumber Front Flush – Close Couple Pan.</p> <p>- Weight Of Pan: 17kg / Cistern Weight: 127kg – Pan Width And Height: 360X415mm / Cistern Width And Height: 340X415mm – Cistern Water Capacity= 9L – Pan Flush Volume= 4-7L – Combined Height: 830mm – Installed Max Length= 670mm.</p>	1		
3. SHOWER ROSE 5 SETTING	1		
4. SHOWER TRAP + GRID CHROME	1		
5. 10 Litre Gas Geyser	1		
Total – Bathroom Fitting			

Component 3: Pipping

Item	Quantity	Unit Price	Total Price
1. Copper Tube 5.5M High Density SABS Class 0 15 MM	2		
2. Copper Tube 5.5M High Density SABS Class 0 22 MM	1		
3. UG PIPE SABS 110MM X 6M 100 KPA	2		
4. SV PIPE SABS ESPEC 50MM X 6M	1		
5. CONNECTOR BRAIDED 450 MM	4		
6. SO CXMI STR COUPLER 15 MMX1	10		
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9. MAY PILLAR TAP 15MM	2		
10. UG RODDING EYE 110MM X 45 SABS	1		
11. SV BEND 110MM X 90 PLAIN SABS	3		
12. SV BEND 110MM VENT HORN IE 90 SABS	1		
13. SV PAN COLLAR STRAIGHT 110MM SABS	1		
14. VENT SABS VALVE 2-WAY 50 MM	1		

15. VALVE GATE BRASS 15MM	3		
16. VALVE GATE BRASS 20MM	1		
Total – Pipping			

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]