



REQUEST FOR QUOTATION (RFQ) (Goods)

DATE: June 9, 2020

REFERENCE: RFQ-SWZ-013-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the rehabilitation of Khopho Community Ecolodge., 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 (identify all, if multiple)	Khopho Rock Lodge

Expected Delivery Date and Time	<p>Four Months from the issuance of the contract and receiving the site.</p> <p>NB: refer to the Annex 1 for more details</p>
Work Plan/Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: Emalangeni
Value Added Tax on Price Quotation	<p><input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes</p> <p>Please quote the VAT in a separate line in your price schedule.</p>
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: 11:00 AM Local time Date : 16th June 2020 Venue : Khokho Rock Lodge</p> <p>The UNDP focal point for the arrangement is: Sandile Mkhwanazi, email: vimbi28@gmail.com Phone: +268 7622 3532 and/or 7612 9367 (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-013-2020 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 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 of a bank guarantee of the same amount valid one month after the deficit 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) <input checked="" type="checkbox"/> submission of the brochures and catalogues with the bid.
UNDP will award to:	<input checked="" type="checkbox"/> One supplier only.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Civil Works contract

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.

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.

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

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.

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.

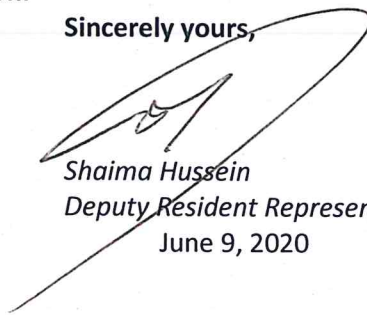
Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information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

Title:	Rehabilitation of Khopho Community Ecolodge
Country of Assignment:	Eswatini
Starting Date:	1 July 2020
Duration of Assignment:	4 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 European Union (EU) fully funded the development of community ecotourism rest facilities in strategic places around Eswatini in 2006. Eswatini Tourism Authority (ETA) supported the initiative which resulted in the construction of community owned ecolodges in Shewula, Mahamba and Velezizweni. In Velezizweni, three (3) community ecolodges were put in place, namely, Khelekhele, Khopho and Mhlabeni. Mhlabeni lodge quickly fell apart due to looting and destruction stemming from Chieftdom boundary disputes. Khelekhele and Khopho remained functional, however, throughout the years these structures became subject to degradation resulting to a decline in bed occupancy. On the south western part of the country, Mahamba gorge lodge has faced similar challenges. Despite having fairly intact accommodation structures, they have failed to attract enough tourist to sustain their community owned business.</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 Ntondozi 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 Ntondozi Constituency there are five (5) communities, namely; Ntondozi, Ndlinilembi, Ndinda, Ncabaneni, Mphini and Khalangilile. Velezizweni Chieftdom was among the priority areas that were targeted for rigorous mobilisation, capacity building and development of a Chieftdom Development Plan (CDP). One of the key focus development sectors identified by their CDP was ecotourism infrastructure. The SNPAS project initiated a rehabilitation project for Velezizweni's ecolodges Khelekhele and Khopho in 2017, to strengthen the community's income generation opportunities from nature conservation following their pledge to set aside 2144 ha of land for protection. Mahamba was identified in the project document as a key area to be strengthened in conservation and ecotourism. SNPAS ecotourism construction projects were however stopped in December 2017 by a letter from the Principal Secretary (P.S) of the Ministry of Tourism and Environmental Affairs.</p> <p>The P.S has since signed a waiver dated November 2019, allowing the SNPAS project to resume all stopped ecotourism construction projects including Khopho. The support for cost effective infrastructure development</p>	

for this community owned rest facility is a high priority for complementing the commitment to conserve communal land in Velezizweni.

Job Description

The SNPAS project calls for invitations to bid from construction companies who have the capacity to build rustic eco-friendly facilities using local and modern material to support the rehabilitation of Khopho Rock Lodge and its access road which will contribute to the goal of strengthening community-based eco-tourism. Companies having the expertise in doing the same work are highly encouraged to participate.

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 replace roofing of a uniquely positioned rock lodge, construct concrete road strips in selected portions of an access road and build a conference facility in Velezizweni and Mahamba. The required structures must be of high quality.

Component 1: Khopho re-roofing

Detailed scope of material required for re-roofing Khopho Rock Lodge in Velezizweni are found in Annexure 1 below.

Component 2: Access road concrete works

Detailed scope of material required for construct concrete road strips in Velezizweni are found in Annexure 1 below.

Service providers qualifications

Component 1 & 2:

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 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 Velezizweni, Mankayane.
5. Company must guarantee timely delivery of service and its risk management.
6. 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. 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
Component 1	3 months	10 September	
Component 2	3 months	30 October	

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% upon substantial completion to be paid in instalments
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	10% upon the final completion and end of the deficit liability period (this may be paid upon submission of a bank guarantee of the same amount valid one month after the deficit liability period).
Submission of Applications	
Submission of required documents should be no later than 21st June, 2020 marked as follows: Rehabilitation of Khopho Community Ecolodge.	
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

Component 1: Roof and Entrance

Item	Description	Unit	Quantity
1.	Remove existing wattle level adjustments	m2	260
2.	wall plate and accessories	m2	260
3.	Construction of timber Purlines, rafter and accessories	m2	260
4.	Sisalation with sisal mat	m2	260
5.	Roof covering saflok 410 (cliplock)	m2	260
6.	Ridge capping/flat sheeting	M	40
7.	Entrance Block work	m2	14
8.	Two concrete columns with stone cladding	No.	2
9.	Provide two window openings	No.	2
10.	Redo damaged floor decking	m2	10
11.	Floor stone cladding to cover opening	Sum	1
12.	Provide 1 SOD column support	Sum	1
13.	Maintenance to all windows	No.	10
14.	Provide varnish to all exterior timber	Sum	1

Additional roof details:

- 4" (102mm) Min overlap (Lap joints away from prevailing wind)
- Safintra 0.50mm thick safelock 410 colorplus and remove the existing old roof
- Sheet metal ridge cap closure (fastened and set in sealant or solderd as material permits.
- Turn panel pans up at ridge provide secondary closure

- Wood nailer, optional according to roof deck type and upslope panel
- Architectural metal roofing panel
- Slip sheet (As required by metal panel manufacturer)

Component 2: Road concrete works

Item	Description	Unit	Quantity
1.	25Mpa concrete single strips with Ref 193 reinforcement mesh for 600m	m3	45
2.	25Mpa concrete Double (full width) with Ref395 reinforcement mesh for 270m	m3	128
3.	V- Drains	m3	10.06
4.	V- Drains mesh wire ref 193	m2	90
5.	Compaction for drains	Sum	1
6.	Drill and dowel on rocks	Sum	1
7.	Meshwire Ref 193	m2	242
8.	Meshwire Ref 395	m2	810
9.	Formwork single strips	m	968
10.	Formwork full width	m	464
11.	Compaction to level	Sum	1
12.	Provide cut off drains for water crossings	Item	11

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 – Roofing and entrance			
2.	Total – Road concrete works			
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: Roofing and Entrance

Item	Description	Unit	Quantity	Unit Price	Total Price
1.	Remove existing wattle level adjustments	m2	260		
2.	wall plate and accessories	m2	260		
3.	Construction of timber Purlines, rafter and accessories	m2	260		
4.	Sisalation with sisal mat	m2	260		
5.	Roof covering saflok 410 (cliplock)	m2	260		

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

6.	Ridge capping/flat sheeting	M	40		
7.	Entrance Block work	m2	14		
8.	Two concrete columns with stone cladding	No.	2		
9.	Provide two window openings	No.	2		
10.	Redo damaged floor decking	m2	10		
11.	Floor stone cladding to cover opening	Sum	1		
12.	Provide 1 SOD column support	Sum	1		
13.	Maintenance to all windows	No.	10		
14.	Provide varnish to all exterior timber	Sum	1		
	TOTAL – ROOFING & ENTRANCE				

Component 2: Road concrete works

Item	Description	Unit	Quantity	Unit Price	Total Price
1.	25Mpa concrete single strips with Ref 193 reinforcement mesh for 600m	m3	45		
2.	25Mpa concrete Double (full width) with Ref395 reinforcement mesh for 270m	m3	128		
3.	V- Drains	m3	10.06		
4.	V- Drains mesh wire ref 193	m2	90		
5.	Compaction for drains	Sum	1		
6.	Drill and dowel on rocks	Sum	1		
7.	Meshwire Ref 193	m2	242		
8.	Meshwire Ref 395	m2	810		
9.	Formwork single strips	m	968		
10.	Formwork full width	m	464		
11.	Compaction to level	Sum	1		
12.	Provide cut off drains for water crossings	Item	11		
	TOTAL – ROAD CONCRETE WORKS				

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]