



REQUEST FOR QUOTATION (RFQ) (Goods)

DATE: June 9, 2020

REFERENCE: RFQ-SWZ-014-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the development of ecotourism infrastructure at Mahamba., 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)	Mahamba Gorge Lodge

Work Plan/Expected Delivery Date and Time	<input checked="" type="checkbox"/> 10 days from the issuance of a purchase order NB: refer to Annex 1 for more details
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
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 one 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) <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	Civil work 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.

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.

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.
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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.

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

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.

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 Six)

Title:	Development of ecotourism infrastructure at Mahamba
Country of Assignment:	Eswatini
Starting Date:	1 July 2020
Duration of Assignment:	10 days
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. Mahamba's board of trustees have since been trained and assisted in developing a business plan for their community ecotourism business to ensure they are better positioned to retain tourist and grow their business into a self-sustaining entity able to function and thrive without external funding.</p> <p>Bed-night occupancy rates are important indicators of tourism investment management efficiency. During the development of their business, Mahamba Gorge envisioned different ways to diversify their revenue stream with the aim of improving bed occupancy and day visitor rates. Mahamba Gorge Lodge board of trustees identified the need to host events that will provide people with an opportunity to visit the lodge for leisure and enjoy the natural environment. These events will cater to small groups who want to use campsites and picnic areas including locals who want to get away from their usual environment to spend quality time with nature and biodiversity. Mahamba Gorge wants to venture into hosting events like staff parties, weddings, and thematic festivals.</p>	
Job Description	
<p>The SNPAS project requests for quotations from national companies who have the capacity to supply Camping tents and or stretch tents, chairs, tables and a PA system to Mahamba Gorge Lodge which will contribute to the goal of strengthening conservation and eco-tourism. Reputable companies having the experience in doing the same work are highly encouraged to participate.</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 involves devising a system of</p>	

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 either a supplier of Camping tents or Event tents or Plastic chairs or foldable tables or Chair and table covers or PA systems with the capacity to operate and deliver work in Mahamba, Eswatini. The required products must be of high quality.

Component 1: Camping Tents

Two (2) person and three (3) person tents are needed for use in Mahamba Gorge's camping site. A suitable company is required to supply quality dome tents. The company is also expected to deliver the tents to Mahamba Gorge Lodge.

Specifications

Item	Description	Quantity
1.	2p dome tents	3
2.	3p tent 205 X 205 X 125 cm	3

Component 2: Event Tents

A stretch tent and A frame tent is needed for event hosting in Mahamba Gorge. A suitable company is required to supply a quality tent package complete with all rigging equipment. The company is also expected to deliver the tents to Mahamba Gorge Lodge.

Specifications

Item	Description	Quantity
1.	Stretch tent 12m X 7m	1
2.	A frame 12 X 30 A frame tent with windows	1

Component 3: Plastic Chairs and Foldable Tables

Plastic chairs and foldable tables are needed for event hosting in Mahamba Gorge. A suitable company is required to supply a quality chairs and tables. The company is also expected to deliver the chairs and tables to Mahamba Gorge Lodge.

Specifications

Item	Description	Quantity
1.	Black Plastic Chairs	100
2.	Foldable Plastic 6ft Table Size closed: 740X90X900mm Size Open: 740X750X1800mm Weight: 14kg	15

Component 4: Chair and Table Covers

Stretch chair covers and table covers required. A suitable company is required to supply a quality stretch chair covers and table covers. The company is also expected to deliver the covers to Mahamba Gorge Lodge.

Specifications

Item	Descriptions	Quantity
1.	Stretch Chair Cover to fit in the black plastic chairs in Lot 3	100
2.	Table Covers to fit in the 6ft table in Lot 3	15

Component 5: PA System

An event PA system is required at Mahamba Gorge. A suitable company is required to supply a quality complete PA System suitable for small event gatherings. The company is also expected to deliver the equipment to Mahamba Gorge Lodge.

Specifications

Item	Description	Quantity
1.	Wharfadele powered speakers	2
2.	Alto Mixer 12 Channel	1
3.	Samson Speaker Stands	2
4.	Samson Cordless Microphone	1
5.	IMIX corded Microphone Pack	4
6.	EWI 6M XLR to XLR Cables	4

Service providers qualifications

Component 1:

1. Company must be a manufacturer or distributor of high-quality Camping gear.
2. Company must be experienced in commercial production or distribution in the same line of products.
3. Company must be experienced in supplying camping tents of this kind.
4. Company must be able to deliver in Mahamba.
5. Company must guarantee timely delivery of the required camping tents.
6. Company must guarantee warranty on product provided.
7. Company must be able to train beneficiaries on the use of deliverable.

Component 2:

8. Company must be a manufacturer or distributor of high-quality event tents.
9. Company must be experienced in commercial production or distribution in the same line of products.
10. Company must be experienced in supplying 100-seater stretch tents of this kind.
11. Company must be able to deliver in Mahamba.
12. Company must guarantee timely delivery of the required stretch tent.
13. Company must guarantee warranty on product provided.
14. Company must be able to train beneficiaries on the use of deliverable.

Component 3:

15. Company must be a manufacturer or distributor of high-quality plastic chairs and tables.

16. Company must be experienced in commercial production or distribution in the same line of products.
17. Company must be able to deliver in Mahamba.
18. Company must guarantee timely delivery of the required chairs and tables.
19. Company must guarantee warranty on product provided.

Component 4:

20. Company must be a manufacturer or distributor of high-quality stretch chair covers and table covers.
21. Company must be experienced in commercial production or distribution in the same line of products.
22. Company must be able to deliver in Mahamba.
23. Company must guarantee timely delivery of the required chair and table covers.

Component 5:

24. Company must be a manufacturer or distributor of high-quality PA systems.
25. Company must be experienced in commercial production or distribution in the same line of products.
26. Company must be experienced in supplying audio and sound equipment.
27. Company must be able to deliver in Mahamba.
28. Company must guarantee timely delivery of the required PA system.
29. Company must guarantee warranty on product provided.
30. Company must be able to train beneficiaries on the use of deliverable.

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 (service provider/ consultant/ company/ enterprise)
2. Catalogues/brochures of items supplied by company
3. Quotation for requested items

Bidders Table

Deliverables (Lots)	Estimated Duration To Complete
Lot 1	10 days
Lot 2	10 days
Lot 3	10 days
Lot 4	10 days
Lot 5	10 days

Payment Terms

Payment upon delivery of all requested materials or services at specified locations and delivery of invoice and vendor payment details.	- 100%
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Submission of Applications

Submission of required documents should be no later than **21st 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 – Camping tents			
2.	Total – Event tents			
3.	Total – Plastic Chairs and Foldable Tables			
4.	Total – Chair and table covers			
5.	Total – PA system			
Total Prices ⁵				
Add : Cost of Transportation				
Add : Cost of Insurance				
Add : Other Charges (pls. specify)				
Total Final and All-Inclusive Price Quotation				

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

Component 1: Camp tents

Item	Description	Quantity	Unit Price	Total Price
1.	2p dome tents	3		
2.	3p tent 205 X 205 X 125 cm	3		
	TOTAL – CAMP TENTS			

Component 2: Event tents

Item	Description	Quantity	Unit Price	Total Price
1.	Stretch tent 12m X 7m	1		
2.	A frame 12 X 30 A frame tent with windows	1		
	TOTAL – EVENT TENTS			

Component 3: Plastic Chairs and Foldable Tables

Item	Description	Quantity	Unit Price	Total Price
1.	Black Plastic Chairs	100		
2.	Foldable Plastic 6ft Table Size closed: 740X90X900mm Size Open: 740X750X1800mm Weight: 14kg	15		
	TOTAL – PLASTIC CHAIRS & FOLDABLE TABLES			

Component 4: Table and chair covers

Item	Descriptions	Quantity	Unit Price	Total Price
1.	Stretch Chair Cover to fit in the black plastic chairs in Lot 3	100		
2.	Table Covers to fit in the 6ft table in Lot 3	15		

Component 5: PA System

Item	Description	Quantity	Unit Price	Total Price
1.	Wharfadele powered speakers	2		
2.	Alto Mixer 12 Channel	1		
3.	Samson Speaker Stands	2		
4.	Samson Cordless Microphone	1		
5.	IMIX corded Microphone Pack	4		
6.	EWI 6M XLR to XLR Cables	4		
	TOTAL – PA SYSTEM			

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]