



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: June 16, 2020
	REFERENCE: RFQ-029-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply and Delivery of **Model Maker Software and Equipment** 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 Friday, June 26, 2020 and via (choose appropriate box) ☒ e-mail to the address below:

United Nations Development Programme
UN House, Alick Nkhata Road, Longacres Lusaka
ATT: Procurement Team
procurement.zm@undp.org

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 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.

1
OK

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP Incoterms – Delivery at place to the required location
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)	<input checked="" type="checkbox"/> UNDP Offices, UN House, Alick Nkhata Road, Longacres, Lusaka, Zambia
UNDP Preferred Freight Forwarder, if any	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"/> 4-6 weeks from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	<input checked="" type="checkbox"/> Up to the supplier, Good and standard safe for shipment free from any damage.
Mode of Transport	<input checked="" type="checkbox"/> Up to the supplier, Good and standard safe for shipment free from any damage.
Preferred	<input checked="" type="checkbox"/> United States Dollars
Currency of Quotation	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months <input checked="" type="checkbox"/> Technical Support
Deadline for the Submission of Quotation	COB, <i>Friday, June 26, 2020</i> and 17:00 HOURS <i>Zambian Time</i>
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"/> Company profile with previous minimum Two years experience in supply of similar or related items.; <input checked="" type="checkbox"/> Proposed delivery Period <input checked="" type="checkbox"/> Latest certificate of Incorporation ; <input checked="" type="checkbox"/> Valid Tax Clearance;

Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 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"/> permitted; Bidders are free to quote for one or more Lots. However, bidders are required to quote for all items in a Lot.
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods and related services
Liquidated Damages	<input checked="" type="checkbox"/> 0.5% penalty up to a maximum of 5% of the total contract amount from the total price for each day of delay beyond the delivery period 10 days. Thereafter, the contract may be terminated at the discretion of UNDP
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <u>The Quotations, technical and price, will be evaluated at the following stages:</u> <u>PRELIMINARY EXAMINATION</u> The Preliminary evaluation shall assess bid documentation for compliance with the following <ul style="list-style-type: none"> • Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; • Company profile with previous minimum Two years experience in supply of similar or related items.; • Proposed delivery Period in line with the delivery requirements of this document (RFQ) • Latest certificate of Incorporation ; • Valid Tax Clearance; Bid submitted before deadline. • Bid Submission Form – signed by authorized person. • The vendor proposal meets the bid validity 90 days. <u>TECHNICAL EVALUATION</u> <ul style="list-style-type: none"> • Full compliance of Bid to the Technical specifications including the warranty and after sale services; <u>FINANCIAL EVALUATION</u> Financial offers of the technically responsive bid(s) shall be compared against the lowest bid as well as internal cost estimates and ranked. The lowest priced technically responsive bid shall be recommended for contract/PO award.

UNDP will award to:	<input checked="" type="checkbox"/> One or more suppliers, depending on the following factor: : the lowest offer per LOT will determine the Contract award.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
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"/> Passing Inspection for each item and clearance by end user and UNDP; <input checked="" type="checkbox"/> Fully accepted delivery note signed by user. <input checked="" type="checkbox"/> Original Invoice <input checked="" type="checkbox"/> Completion of delivery and user training.
Annexes to this RFQ	<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)	<i>Procurement and Supplies Unit</i> <i>procure.unit.zm@undp.org</i> 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.

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,



*Procurement Team
UNDP Zambia
June 16, 2020*

Technical Specifications

Technical Specifications

LOT 1

No.	Description	Qty	Price \$	Total Price \$
Supply and Delivery of Model Maker Software Specifications				
1	Model Maker DTM (9000 points) Modules 1, 2,3,4,6,11,12,15,16,17	2		
2	Pipe Maker Mod: 1-3	2		
3	Survey Maker Mod: 1,2	2		
4	Maintenance agreement	1		
	Delivery period			
	Grand Total CIF Lusaka			

Model Maker specifications

- Data entry and edit, model triangulation and on the screen manipulation of data and model
- Plotting to plotter, DXF-, ASCII- or HPGL-file and Google Earth output.
- Drawing functions (MM-CAD).
- IrriMaker Irrigation design
- Pipe Maker
- Survey Marker

System features:

A. IRRIGATION SYSTEM DESIGN

- Full graphical control over automatic and manual development of micro, drip and sprinkler irrigation networks.
- Unrestricted design approach.
- Must be able to be directly linked with extensive DTM and CAD functions.
- Pipeline hydraulics - Open and closed networks.
- Automatic sizing of manifold and lateral pipes.
- On-screen and printed calculation results.
- User defined node and pipe databases.
- List of materials.

B. DIGITAL TERRAIN MODELLING (DTM) 9000

- Reduction of tacheometric survey data.
- Import ASCII coordinates, DXF, DWG and GPS data.
- Automatic generation of triangular surface model.
- Full user manipulation of dtm surface.
- Smooth contour generation.
- Areas, slopes, intersections, joins, polars, etc
- Real time elevation and slope calculations.
- Multiple simultaneous surfaces.

C. COMPUTER AIDED DRAFTING (CAD)

- Unlimited number of drawing elements.
- Extensive number of CAD functions.
- Intelligently linked with DTM and irrigation design.
- User defined line types and symbols.
- Import and export DXF data.
- Bitmap support.

LOT 2

No.	Description	Qty	Price \$	Total Price \$
Supply and Delivery of IRRICAD DESIGN SOFTWARE				
1	IRRICAD DESIGN SOFTWARE, stand alone Version 18 software, perpetual licence	1		
	Delivery period			
	Grand Total CIF Lusaka			

IRRICAD Specifications

IRRIGATION CAD design software a standalone, graphically based computer aided design package developed for designing pressurized irrigation or water supply systems, network analysis techniques, automatic selection of pipe fittings.

The Irrigation software must have the following features

- Ideal for drip irrigation systems
- Systems pressurized by gravity
- Automatic pipe sizing and analysis for looped and branching zone and mainline systems
- Easy input and subdivision of large blocks of irrigated areas
- Quick labelling and automatic legend generation
- Advanced method for calculating and using elevation data in hydraulic calculations
- Compatibility with AutoCAD 2018 Format Files software when importing or exporting DWG and DXF files.
- Fixed flow water supplies specified in multiple supply designs.
- Air relief valve positioning Tool, Place markers based on specified parameters, such as distance and slope change, to assist in quickly determining the potential placement of air relief valves.
- Google earth utility improvements
- User confirmation of valve and submain locations in block entities a feature preview and confirm the placement of submains and valves when the "Start" or "End" options are selected.
- Have capability during subdivision process to zoom and pan when the subdivision sub-area dialog is open
- Pipe end symbol indicators management Symbol
- 2018 Standalone version with perpetual license

LOT 3

No.	Description	Qty	Price \$	Total Price \$
	Supply and Delivery of Handheld GPS equipment			
1	Handheld GPS with Waas and Glonass Receiver	17		
	Delivery period			
	Grand Total CIF Lusaka			

Handheld GPS

The GPS with an improved high-sensitivity unit with a Waas and Glonass GPS receiver for a fast and accurate positioning.

They come with a 2.6-inch anti-glare screen and quad helix antenna. The GPS should be equipped with an electronic compass and barometric altimeter. Have the capacity for wireless sharing of waypoints, tracks, routes and geocaches

Specifications

- 2 AA batteries Autonomy: 16 hours
 - IPX7 waterproof Transflective color TFT display
 - and
 - HD Satellite
 - 5000 waypoints and 200 routes
 - 200 tracks (10,000 points)
 - Accepts points of interest (POI)
 - Weight: 7.4 oz (289 g) with batteries
 - Dimensions 2.4 "x 6.3" x 1.4 "
 - Waas and Glonass receiver
-
- Electronic compass and barometric altimeter (s models) Touchscreen 1.43 "x 2.15", 2.6 "diagonal
 - 160 x 240 pixels Resolution and relief basemap
 - USB and NMEA 0183 transfer
 - At least 4GB internal memory
 - Possibility of adding information on micro SD card
 - Area calculation and Wireless information transfer, electronic compass and barometric altimeter (s models)

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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. RFQ-029-2020:

Offer to Supply Services Compliant with Technical Specifications and Requirements

Lot 1: Model Maker Software

No.	Description	Qty	Price \$	Total Price \$
Supply and Delivery of Model Maker Software Specifications				
1	Model Maker DTM (9000 points) Modules 1, 2,3,4,6,11,12,15,16,17	2		
2	Pipe Maker Mod: 1-3	2		
3	Survey Maker Mod: 1,2	2		
4	Maintenance agreement	1		
	Delivery period			
	Grand Total CIF Lusaka			

Lot 2: Model Maker Software

No.	Description	Qty	Price \$	Total Price \$
Supply and Delivery of IRRICAD DESIGN SOFTWARE				
1	IRRICAD DESIGN SOFTWARE, stand alone Version 18 software, perpetual licence	1		
	Delivery period			
	Grand Total CIF Lusaka			

Lot 3: Handheld GPS Equipment

No.	Description	Qty	Price \$	Total Price \$
Supply and Delivery of Handheld GPS equipment				
1	Handheld GPS with Waas and Glonass Receiver	17		
	Delivery period			
	Grand Total CIF Lusaka			

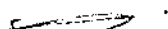
¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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 of 4-6 weeks			
Latest business registration certificate			
Latest Tax Clearance Certificate			
1 year Warranty on equipment			
Validity of Quotation-90 days			
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]