REQUEST FOR QUOTATION (RFQ)

(Civil Works)

DATE: July 30, 2020
REFERENCE: RFQ-SWZ-017-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for thesupply of picnic site building materials, including garden tables and chairs for Mantenga Nature Reserve. , 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 August 14, 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:	☒Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	ENTC Offices, Lobamba
Delivery Date and Time	6 months from the issuance of the contract and receiving the site. N.B: refer to the Annex 1 for each component
Work Plan/Delivery Schedule	Required
Preferred Currency of Quotation	☒Local Currency: Emalangeni
Value Added Tax on Price Quotation	☒ 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, *Friday, August 14, 2020 and at 04:00 pm Eswatini local time*
All documentations, including catalogs, instructions and operating manuals, shall be in this language	☒ English
Site Visit	n/a
Documents to be submitted	☒ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ☒ Latest Business Registration Certificate; ☒ Profile of Company ☒ Three reference letters ☒ Catalogues/brochures of items supplied by company ☒ 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	☒ 60 days

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	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	☒ Not permitted
Payment Terms	☒ 90% upon substantial completion to be paid as detailed in Annex 1 ☒ 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	☒ 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]*	☒ Technical responsiveness/Full compliance to requirements and lowest price[1] ☒ Full acceptance of the PO/Contract General Terms and Conditions ☒ compliance to required delivery time. ☒ Compliance with service provider qualifications (for details please see the Terms of Reference for all lots in annex 1) ☒ submission of the brochures and catalogues with the bid. ☒ Reference check
UNDP will award to:	☒ One supplier only.
Type of Contract to be Signed	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.*

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Contract General Terms and Conditions	☒ 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	☒ Cancellation of PO/Contract if the delivery/completion is delayed by 10 days.
Conditions for Release of Payment	☒ Upon receiving the invoice and submission of the certificate of substantial/final completion by supervision committee.
Annexes to this RFQ	☒ Specifications of the Goods Required (Annex 1) ☒ Form for Submission of Quotation (Annex 2) ☒ 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.

[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.*

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

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Thank you and we look forward to receiving your quotation.

Sincerely yours,

Shaima Hussein

Deputy Resident Representative

August 3, 2020

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

Terms of Reference

Title:	Rehabilitate Picnic sites at Mantenga Nature Reserve
Country of Assignment:	Eswatini.
Starting Date:	31st August 2020
Duration of Assignment:	22 days.

Background

Mantenga Nature Reserve has two picnic sites which are insufficiently equipped for visitor satisfaction. The picnic site is popular for day visits due to its geographic location or placement within the traditional and cultural precinct. The facility is currently equipped with basic braai stands, and there is a need to upgrade it to acceptable standard for visitor satisfaction, which will include the installation of garden tables, shelter, potable water and hygienic ablution facilities.

Job Description

ENTC invites national companies with capacity to bid for the supply of picnic site building materials, including garden tables and chairs for Mantenga Nature Reserve. The ENTC will hire short contract skilled labour. This activity contributes to the objective of strengthening eco-tourism products.

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 activity aims to strengthen PA eco-tourism through the eco-tourism equipment and infrastructure, product development. This will lead to increased visitation and revenue to the PA.

Scope Of Work

ENTC is looking for a suitable supplier who has the capacity to supply building and plumbing material.

ENTC requires the provision of the under listed items;

Description	Quality
1. Concrete table (8 seater)	12
2. Lapa shelter	2
3. All weather shelter (capacity 30 pax)	1
4. Ablution facility	1
5. Potable water system	1

Supplier Specifications

1. Company must be a registered distributor of high quality building materials.
2. Company must be experienced in commercial production or distribution in the same line of products.
3. Company must be able to deliver the building materials to Mantenga Nature Reserve.
4. Company must guarantee timely delivery of the required building materials.

ENTC is looking for a qualified builder and plumber to upgrade Mantenga picnic sites and to be engaged on a short term contract.

Required Personnel Specifications.

Plumber
1. Qualifications;
2. Work Experience;

Builder
3. Qualifications;
4. Work Experience;

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. Catalogues/brochures of items supplied by company
3. Quotation for requested items

Deliverables (components)	Estimated Duration To Complete	Target Dues Dates	Review and Approvals
Profile of company	14 days		
Catalogues/brochures	14 days		
Quotations	14 days		
Supply and installation	22 days	25th September 2020	

Payment Terms

Payment upon delivery of all requested material at ENTC offices and delivery of invoice and vendor payment details.	- 100%

Submission of Documents

Submission of required documents should be no later than 14th August 2020

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION[3]

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery[4])

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.	Picnic Stie building materials			
2.	Building and Plumbing services			

Total Prices of Goods[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*

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Lot 1: Picnic Site building materials

Item	Description	Quantity	Unit Price	Total Price
1.	Concrete Tables (8-seater)	12		
2.	Lapa shelter	2		
3.	All weather shelter (capacity 30 pax)	1		
4.	Ablution facility	1		
5.	Portable water system	1		
TOTAL MATERIALS				

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

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***
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]

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