



## REQUEST FOR QUOTATION (RFQ) (Goods)

DATE: July 30, 2020

REFERENCE: RFQ-SWZ-022-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the supply of three component fuel brick producing machine (fire log, chipper machines and a generator for energy supply) 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](mailto: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)	ENTC Offices, Lobamba
Delivery Date and Time	1 month from the issuance of the contract  N.B: refer to the Annex 1 for each component
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>Friday, August 14, 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	n/a
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"/> Three reference letters <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 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 <sup>1</sup> <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. <input checked="" type="checkbox"/> Reference check
UNDP will award to:	<input checked="" type="checkbox"/> One supplier only.
Type of Contract to be Signed	Facesheet
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

<sup>1</sup> 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.



	<a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
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 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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> 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) <sup>2</sup>	<a href="mailto:bidsubmission.sz@undp.org">bidsubmission.sz@undp.org</a> 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

<sup>2</sup> 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:

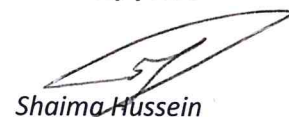
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**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](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**

August 3, 2020





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

### Terms of Reference

<b>Title:</b>	Support IAPS control management for communities in the Lubombo and Ngwempisi Clusters.
<b>Country of Assignment:</b>	Eswatini.
<b>Starting Date:</b>	31 <sup>st</sup> August 2020
<b>Duration of Assignment:</b>	10 days.
<b>Background</b>	
A Strategic planning workshop held in November 2017, attended by various project's stakeholders resolved that it was not possible for the project to establish a mobile alien invasive species harvesting, milling and removal business because the business approach to IAPS eradication does not seem feasible for the country at this stage and other options that still bring tangible benefits to encourage eradication should be considered. The SNPAS project resolved to undertake pilot programs on IAPS removal and or management under different models and one of those is the use of a fuel brick machine to provide alternative source of fuel in the rural communities. Excess of these fuel bricks could be sold in retails for social needs such as braais and house heating in fireplaces.	
<b>Job Description</b>	
ENTC invites suppliers locally and internationally to supply 2 x three component fuel brick producing machine (fire log, chipper machines and a generator for energy supply).	
<b>Objectives</b>	
The project objective is to effectively expand, manage and develop Eswatini's protected area network in order to protect the biodiversity and landscapes of the country. This activity aims to reduce threats of IAPs in the environment by creating a demand for eradicating species to ensure households are fuel secured for cooking purposes.	
<b>Scope Of Work</b>	
ENTC is looking for a suitable supplier who has the capacity to provide the domestic two or three component machine for producing fire bricks.	
<b>Lot 1:</b> ENTC requires the provision of the <b>crush/shred/chipper machines</b> ; <ul style="list-style-type: none"> <li>- Crush wood, tree trunks, branches, straw, bamboo -leaves, stumps, twigs &amp; bark into *3-5mm flakes</li> <li>- Capacity:400-600(kg/hour)</li> <li>- Dimension:1.2*0.6*0.6(M)</li> <li>- Power:7.5KW</li> <li>- Weight:400KGS</li> </ul>	



**Lot 2:**

ENTC requires the provision of the **firewood log machine**;

- Model: JV -200
- Power: 15kw
- Capacity: \*140-200kg/h
- Inlet particle size: < 5mm
- Diameter of Product: \*50mm
- Machine size: \*1.65 x0.6x1.6m

**Lot 3:**

ENTC requires the supply of a generator to power the two main components

- Generator must be of a capacity that can drive energy capacities of the two prime components

**Supplier Specifications****Lot 1-3:**

1. Company must be experienced in manufacturing or supplying domestic and industrial fuel brick machines.
2. Company must be able to deliver the machine components to ENTC Headquarters at Lobamba Eswatini.
3. Company must guarantee timely delivery of equipment.

**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
Lot 1-3	10 days

**Payment Terms**

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

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



FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)*

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.	Crush/shred/chipper machines			
2.	Firewood log machine			
3.	Generator			

<b>Total Prices of Goods<sup>5</sup></b>	
Add : Cost of Transportation	
Add : Cost of Insurance	
Add : Other Charges (pls. specify)	
<b>Total Final and All-Inclusive Price Quotation</b>	

<sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>5</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ



Item	Description	Quantity	Unit Price	Total Price
1.	Crush/shred/chipper machine	2		
2.	Firewood log machine	2		
3.	Generator	2		
<b>TOTAL</b>				

**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]*