



REQUEST FOR QUOTATION (RFQ) (Civil Works)

DATE: August 25, 2020

REFERENCE: RFQ-SWZ-024-2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the upgrade of the computer room at the Eswatini Meteorological Service premises., 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 **September 9, 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)	Eswatini Meteorology Offices, Hospital Hill Road, Opposite High Court of Eswatini
Delivery Date and Time	2 months from the issuance of the PO and receiving the site. N.B: refer to the Annex 1 for each component
Work Plan/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>Wednesday, September 09, 2020</i> and at 05:00 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: 10:00 AM Local time</p> <p>Date: 31st August 2020</p> <p>Venue: Eswatini Meteorology Offices, Hospital Hill Road, Opposite High Court of Eswatini</p> <p>The UNDP focal point for the arrangement is:</p> <p>Sandile Mkhwanazi, email: sandile.mkhwanazi@undp.org, phone: 7808 5189 (please copy bidsubmission.sz@undp.org)</p> <p>Bidders interested to attend the Site Visit must send the following information to the above mentioned email addresses not later than</p>

	<p>30th August 2020; Name, nationality, ID/Passport number, and company name.</p> <p>The email subject must be “RFQ-SWZ-024-2020 Site Visit”</p> <p>Please have your original ID/Passport for the Site Visit.</p> <p>NB: the site visit is aimed at providing the bidders the opportunity to have a better understanding of the requirement/scope of work before sending the formal bid to UNDP. Bidders can raise any technical questions during the Site Visit. However, any commercial queries shall be submitted to email bidsubmission.sz@undp.org</p>
Documents to be submitted	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Profile of Company with CVs of personnel</p> <p><input checked="" type="checkbox"/> Work plan/Delivery schedule</p> <p><input checked="" type="checkbox"/> Three reference letters</p> <p><input checked="" type="checkbox"/> Catalogues/brochures of items supplied by company</p> <p><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;</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 60 days</p> <p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p><input type="checkbox"/> 90% upon substantial completion to be paid as detailed in Annex 1</p> <p><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)</p>

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 <i>[check as many as applicable]</i>	<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. <input checked="" type="checkbox"/> Reference check
UNDP will award to:	<input checked="" type="checkbox"/> One supplier only.
Type of Contract to be Signed	Civil works 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.

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.

Annexes to this RFQ	<p><input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only) ²	<p>bidsubmission.sz@undp.org</p> <p>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.</p>

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

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.

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
August 25, 2020

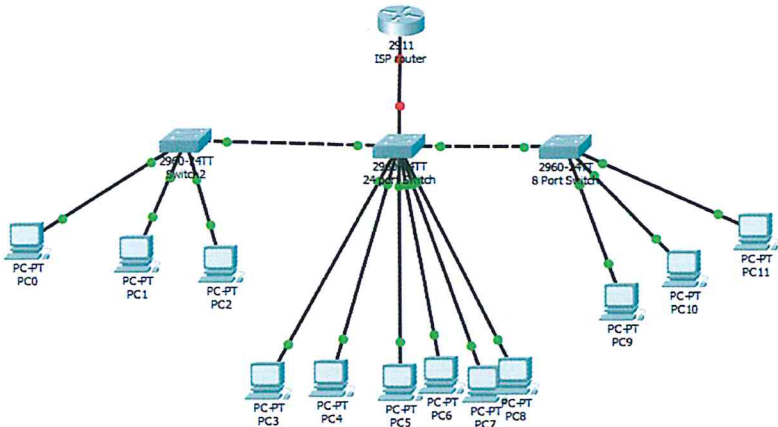
Swaziland Meteorological Service - Computer Room Upgrade

UNDP is supporting government of the Kingdom of Eswatini through Ministry of Tourism and Environmental Affairs to implement a project on "Strengthening Early Warning System and Climate Services in Eswatini" with funding from the Italian Government. The project aims to; i) strengthen meteorological and hydrological observational network for early warning; ii) improve numerical weather prediction system; iii) develop and operationalize national alert systems and protocols for information dissemination; and iv) improve weather and climate modelling and predictions through adoption of high-performance computing climate and forecasting technologies.

As part of improving weather and climate modelling and prediction capacity, UNDP invites bids for the renovation and upgrade of the computer room at Swaziland Meteorological Services Department. The Computer Room upgrade includes:

1. Improve power supply to the computer room including two-line circuit breakers to cater for high performing computers and air conditioning unit. The computer room is currently powered by one circuit breaker rated 240 V @63A, which gives a maximum allowed power consumption of connected devices of about **240V X 63A= 15 120 W**. **the** estimated total power consumption from all connected equipment (including the split air conditioner) is **14 500W = 14.5 kW**.
2. Installation of two big air conditioners to accommodate both existing and new equipment.
3. Raise computer room floor to increase air circulation and enhance cooling to reduce the risk of heating.

Current Computer room dimensions

1. Room size	6 by 4 metres. Ceiling height: 3 metres
2. Accessibility	Found on the First floor. No elevator (Staircases). Standard room door (about 2 metres of height and 84 cm width).
3. Available Electric Power	240 volts 50Hz There are small UPS units powered from the mains for certain computers No standby generator No PDU Power to the room supplied by 63A circuit breaker at 240Vac
4. Available Cooling Power and technology	One split air conditioner with the following specifications Rated Voltage 220-240V Rated Frequency 50Hz Cooling Capacity 27300Btu/h \approx 8 Kw Heating Capacity 28300Btu/h \approx 8.29 Kw Air flow Volume 1200m ³ /h Sound pressure level(H) 51dB(A) Weight 17.5kg Air conditioner is installed close to the ceiling and above the computers. Air conditioner minimum cooling temperature: 16 °C
5. Energy Dissipation	Difficult to measure We rely on the dissipation technology of each device as well as the cooling from the air conditioner.
6. Cabling Solutions	Devices are powered from the mains using adapter cables for distributing the mains electricity. There are 3 switches (a 24 port and two 8 port switches)  <pre> graph TD ISP[2911 ISP router] --- S1[2960-24T 24 Port Switch] S1 --- S2[2960-8T 8 Port Switch] S1 --- S3[2960-8T 8 Port Switch] S2 --- PC0[PC-PT PC0] S2 --- PC1[PC-PT PC1] S2 --- PC2[PC-PT PC2] S1 --- PC3[PC-PT PC3] S1 --- PC4[PC-PT PC4] S1 --- PC5[PC-PT PC5] S1 --- PC6[PC-PT PC6] S1 --- PC7[PC-PT PC7] S1 --- PC8[PC-PT PC8] S3 --- PC9[PC-PT PC9] S3 --- PC10[PC-PT PC10] S3 --- PC11[PC-PT PC11] </pre>

Annex 2

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 Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	Total Prices of Goods⁵				
	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 2020](#) indicated in the RFQ

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]