



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: October 1, 2020
	REFERENCE: Groundwater Assessment with borehole drilling at two selected schools in the Chris Hani District Municipality

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: ***Groundwater Assessment with borehole drilling at two selected schools in the Chris Hani District Municipality***

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Friday, October 16, 2020 via email by 16h00 to the address below:

UNDP Procurement Unit
bid.pretoria@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 3 months

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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 Proposal. 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 Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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 Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers 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 Proposal.

Sincerely yours,

*UNDP Procurement Unit
UNDP South Africa
10/1/2020*

Description of Requirements

Context of the Requirement	<p>This Terms of Reference (TOR) relates to the SAWEP 2 Component 3: Support for the development of small-scale wind sector. A need was identified, following meetings and discussions with key Eastern Cape stakeholders, Education, Roads & Public Works etc that were facilitated by the Eastern Cape Department of Economic Development, Environmental Affairs and Tourism (DEDEAT), to pilot small scale wind water pumping at selected schools in the Eastern Cape Province. Some of these schools have food gardens with some biogas digester systems that can also benefit from the small scale wind water pumping systems. It was then agreed in a follow up meeting with DEDEAT, Roads and Public Works, Chris Hani District Municipality (CHDM) and WESSA* for SAWEP to support (pilot) small scale wind water pumping at selected schools in the CHDM where WESSA is also implementing its Eco schools programme that can incorporate and support the small scale wind water pumping. The small scale wind water pumping systems (sswt) to be installed will be handed over to CHDM, Roads and Public Works on completion with a groundwater management plan. An Assessment of the Groundwater resource with borehole drilling at the selected schools are required.</p> <p>* WESSA (Wildlife & Environment Society of South Africa) is implementing through the Chris Hani District Municipality (CHDM), its Eco schools programme at some schools in the CHDM.</p>
Implementing Partner of UNDP	Department of ENERGY
Brief Description of the Required Services ¹	The objective of this ToR is to undertake (Phase 1) Scientific Groundwater Assessment at two selected schools in the CHDM and to be followed (Phase 2) with the drilling of a of maximum two boreholes, one per school with a Groundwater Management plan, both to be equipped (separate contract) with small scale wind water pumping systems.
List and Description of Expected Outputs to be Delivered	<p>HGS1 Preparation of Project Execution Plan (Phase 1 and 2)</p> <p>HGS2 Liaison with SAWEP PCU, schools, CHDM and DRPW (Phase 1 and 2)</p> <p>HGS3 Project co-ordination and Contractors site meetings (Phase 2).</p> <p>HGS4 Borehole drilling and borehole test pumping (Phase 2)</p> <p>HGS5 Project progress reporting, weekly or as required by Employer, siting data report, with graphical format of geophysical data and Locality map (depicting traverses target structures and drilling sites) (Phase 1)</p> <p>HGS6 Submission of project borehole information to the Employer (Phase 2)</p> <p>HGS7 Allocation of numbers to newly drilled boreholes based on the implemented unique numbering system of each Province and subsequent plant of pole with</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>engraved allocated number as specified by DWS (Phase 2)</p> <p>(For detailed information be found in the terms of references)</p>
Person to Supervise the Work/Performance of the Service Provider	The SAWEP Project Coordination Unit (PCU)
Frequency of Reporting	<i>AS and when required in the workplan</i>
Progress Reporting Requirements	Meetings and reports as and when required
Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	2 to maximum 3 months from signing of the contract
Target start date	Upon contract signature/s by both parties)
Latest completion date	Last day of December 2020
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
	<input type="checkbox"/> United States Dollars

Currency of Proposal	<input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ³	<p>Upon completion of deliverables below:</p> <p>HGS1 Preparation of Project Execution Plan (Phase 1 and 2)</p> <p>HGS2 Liaison with SAWEP PCU, schools, CHDM and DRPW (Phase 1 and 2) HGS3 Project co-ordination and Contractors site meetings (Phase 2).</p> <p>HGS4 Borehole drilling and borehole test pumping (Phase 2)</p> <p>HGS5 Project progress reporting, weekly or as required by Employer, siting data report, with graphical format of geophysical data and Locality map (depicting traverses target structures and drilling sites) (Phase 1)</p> <p>HGS6 Submission of project borehole information to the Employer (Phase 2)</p> <p>HGS7 Allocation of numbers to newly drilled boreholes based on the implemented unique numbering system of each Province and subsequent plant of pole with engraved allocated number as specified by DWS (Phase 2)</p> <p>All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the	The SAWEP Project Coordination Unit (PCU)

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

disbursement of payment																							
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract																						
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.																						
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70% of the overall proposal - 100 points)</u></p> <p>(a) Firm's Experience</p> <table border="1"> <thead> <tr> <th></th> <th>Maximum Points</th> </tr> </thead> <tbody> <tr> <td>Extent of management and technical resources</td> <td>4</td> </tr> <tr> <td>Established office/representation in Eastern Cape Province</td> <td>4</td> </tr> <tr> <td>Specific experience in Eastern Cape Province</td> <td>5</td> </tr> <tr> <td>General experiences in similar projects</td> <td>7</td> </tr> <tr> <td>Total points for experience</td> <td>20</td> </tr> </tbody> </table> <p>(b) Methodology</p> <table border="1"> <thead> <tr> <th></th> <th>Maximum Points</th> </tr> </thead> <tbody> <tr> <td>Methodology and understanding of TOR</td> <td>40</td> </tr> <tr> <td>Total points for Methodology</td> <td>40</td> </tr> </tbody> </table> <p>(c) Team Capability and Resources</p> <table border="1"> <thead> <tr> <th></th> <th>Maximum Points</th> </tr> </thead> <tbody> <tr> <td>The experience, qualifications and competence of the Project Leader</td> <td>14</td> </tr> </tbody> </table>		Maximum Points	Extent of management and technical resources	4	Established office/representation in Eastern Cape Province	4	Specific experience in Eastern Cape Province	5	General experiences in similar projects	7	Total points for experience	20		Maximum Points	Methodology and understanding of TOR	40	Total points for Methodology	40		Maximum Points	The experience, qualifications and competence of the Project Leader	14
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⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

	Professional Certification with Groundwater Division of GSSA and SACNASP	6
	Range of equipment and availability for duration of contract	6
	Team composition	14
	Total points for Proposed Staff	40
	<p><i>(minimum qualifying score – 70 points)</i></p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>	
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:	
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]	
Contact Person for Inquiries (Written inquiries only) ⁸	<p>Procurement Unit</p> <p>procurement.enquiries.za@undp.org / lerato.maimela@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>	
Other Information [pls. specify]		

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.