



*Empowered lives.
Resilient nations.*

REQUEST FOR QUOTATION (RFQ) (Civil Works)

REHABILITATION & UPGRADING OF EIGHT (8) HYDROMETRIC STATIONS

REFERENCE: RFQ-SWZ-010-2021



SECTION I: INSTRUCTION TO BIDDERS (ITB)

Dear Sir / Madam:

We kindly request you to submit your quotation for the suitable service provider to Supply and installation of modern energy sources and energy efficient appliances for the REHABILITATION & UPGRADING OF EIGHT (8) HYDROMETRIC STATIONS as detailed in in the Annexes of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Bill of Quantities.

Quotations may be submitted on or before **May 30, 2021** 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) | Eight (8) site locations, As shown in the site locality Map. |
| Delivery Date and Time | 3 months from the issuance of the civil works contract |
| 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. |
| Deadline for the Submission of Quotation | COB, Sunday, May 30, 2021 and at 11:59 pm Eswatini local time |
| Site Visit | <input checked="" type="checkbox"/> There will be no site visit to |



| | |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Bidder are encouraged to do they own site visit through by requesting from the DWA but the sites are shown in the site locality Map.</p> <p>The site visit is aimed to provide the Bidders the opportunity to have better understanding of the requirement /Scope of work before sending the formal bid to UNDP. Bidders can raise any technical question during raised after the site visit.</p> <p>However, any commercial quires shall be submitted to email: bidsubmission.sz@undp.org.</p> |
| All documentations, including catalogues, 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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Company Profile <input checked="" type="checkbox"/> CIC registration certificate <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 | 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 in two instalments 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 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 <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 | <input checked="" type="checkbox"/> Civil Works contract <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"/> Upon receiving the invoice and submission of satisfactory report from UNDP. |
| 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) 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. |

Works 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

Shaima Hussein

Shaima Hussein

Deputy Resident Representative

May 7, 2021



SECTION II: PROJECT PARTICULARS AND SPECIFICATIONS

| Terms of References (TORs) | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------|----------------|
| GREENING THE RALEIGH FITKIN MEMORIAL HOSPITAL (RFM) DEMONSTRATION PROJECT | | | |
| Project: Strengthening Early Warning Systems and climate information services in Eswatini (EWS) Project | | | |
| Table of Contents | | | |
| No. | Section | Pages | Read /Complete |
| 1. | Project Particulars and specification | ☒ | Read |
| | Bill of Quantities | ☒ | Complete |
| | Drawings | ☒ | Read |
| | Locality Map | ☒ | Read |
| Appointment of a suitable service provider to a construction expertise in the rehabilitation of eight-gauge station country wide. | | | |
| <p>1. Background:</p> <p>The Government of the Kingdom of Eswatini (through the Ministry of Tourism & Environmental Affairs) is implementing an Italian funded project "Strengthening early warning and climate information services in Eswatini" with support from UNDP. The project is one of the first two approved by the Joint Committee of the Eswatini-Italy bilateral cooperation and cost sharing agreement between UNDP and the Italian Ministry of Environment, Land and sea. Implementation of the project started in November 2019 following completion of design and signing of the project document by UNDP and government of Eswatini.</p> <p>The project involves strengthening of the national forecasting and weather alert system. The main areas of intervention are the extension of the observation network with the installation of weather and hydrometric stations, the equipment and use of models for short, medium and long-term forecasts and the creation of an alert system. The project has the goal to improve observation and weather forecasting systems, reducing the vulnerability of the territory to extreme climate events linked to climate change. This project contributes to achieving SDG 13 for climate action.</p> <p>Strengthening Eswatini's Early Warning System and Climate Services in the selected sites, will be accomplished through the following results:</p> <p>Result 1: Meteorological and Hydrological Observational network strengthened for early warning.</p> <p>Result 2: Numerical weather prediction system improved</p> | | | |



Result 3: National alert systems and protocols for information dissemination developed and operationalized.

Result 4: Improved weather and climate modelling and predictions through adoption of high-performance computing climate and forecasting technologies.

The main purpose of this document is to obtain the services of a suitably-qualified and experienced Service Provider to carry out the rehabilitation works for the eight (8) river gauge stations country wide.

2. Specific Objectives:

Renovation of the hydrotechnical station in readiness for the installation of Automated system equipment to improve data collection and modelling for early warnings of climate change.

3. SCOPE OF OBJECTIVES AND DELIVERABLES:

The main scope of objective and delivery is to rehabilitation of eight (8) gauge station focus on the following elements of each hydrometric station:

3.1. The Weir Structure and the its Elements

3.1.1. Technical Specification for the weirs

The bidder must provide a quote for desilting the island formed by the weirs' upper sides. This includes clearing and grubbing as well as dumping the rubble in an appropriate location. The service provider who will be awarded the contract should provide appropriate equipment.

3.2. Hydrometric station equipment installed and housing structure

The most common huts for the hydrometric structure are the steel tower and some masonry concrete structures.

3.2.1. The Tower Structure.

These structures are made of steel plates huts with a steel well. The stand about 6m above the ground level. Most of the are in good condition but requires some minimal maintenance. The following works has to carried out in this contract:

- Provision of 50mm steel pipe to extend the wells
- Rehabilitation of the tower hut's roof to avoid leaks
- The hut's side walls need to be repairs some panels may need to be replaced with new ones.
- The floors are intact.
- Some paintworks are required for the tower wells and the hut both inside and out
- New shelves for the equipment is required
- Clearing and fencing off the hut's location
- The doors and the locking system of the huts may be required to be improve.
- Replace eroded window screen wire sieves



- The climbing step ladders may require some ladder cages to improve user's safety.

3.2.2. Technical Specification for the Towers

Similar material from the existing tower is as follows:

- 2mm thickness steel plates for the walls and roof will be required for the repairs of the damaged panels.
- For the inside a flexible flat 2mm thickness steel bars of 100mm height for welding the floor base and the steel walls.
- Ladder cage is specified in the attached drawing.
- In the inside a will need some shelving.
- Sieving wire screens: woven wire screens 6,3mm aperture x 2mm. zinc galvanized for the tower hut vents

3.2.3. The concrete masonry structures

These structures are made out of concrete and masonry structure. Most of the are in good condition but requires some minimal maintenance. The following works has to carried out in this contract:

- Security – Change of main door and burglar bar with new locks (locks, welding rods, round and square bars)
- Appearance of hut – some concrete repairs by re- plastering and painting
- Securing the floor grid, with bold and nuts
- Replacing of vandalized ventilators
- Installation of a small solar panel at the roof
- Provision of perimeter spike fence over the roof
- Provision of steel canopy above the doors.
- Improve the shelving to accommodate the new equipment.

3.2.4. Assess Road to the Station

Most of the towers are located away from main road and requires access road. Most these roads are in bad state and requires some rehabilitation this include brush and grass cutting along the roads. Some need some grading reshaping and some re-gravelling and levelling.

4. Pre-Bid Tender Meeting:

If a pre-tender meeting is convened the tenderer 's designated representative is invited to attend a pre-tender meeting, which if convened, will take place at the venue and time stated in the Invitation to Tender. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

The tenderer is requested as far as possible to submit any questions in writing or by cable, to reach the Employer not later than seven days before the meeting. It may not be practicable at the meeting to answer questions received late, but questions and responses will be transmitted in accordance with the following:



(a) Minutes of the meeting, including the text of the questions raised and the responses given together with any responses prepared after the meeting, will be transmitted without delay to all purchasers of the tender documents. Any modification of the tender documents which may become necessary as a result of the pre-tender meeting shall be made by the Employer exclusively through the issue of a tender notice and not through the minutes of the pre-tender meeting.

(b) Non-attendance at the pre-tender meeting will not be cause for disqualification of a bidder.

5. Works Methodology Statement or Approach

Submission of comprehensive methods and processes to be used for the Project. This should highlight the following;

- Outline approach to be adopted when carrying out the task
- State and justify method/tool that will be used in the exercise (ensuring that the method is clear and replicable) – state areas where it has been successfully applied its limitation, etc.
- Highlight risks inherent to the exercise that might compromise the quality of the product and how they will be managed
- Activities that will be undertaken and corresponding schedule to demonstrate how the allocated time will be utilized.
- Financial proposal, and
- Credentials for contractor
- Bidder should share the project implementation, as a Gantt Chart or any Project Schedule o Patent rights clause

6. Competence and Expertise

It is essential that the work be carried out by fully competent personnel with proven experience in fencing and Project Management.

6.1. Competence:

Only bidders who have registered with CIC under category C4 only with proven ability to complete the works within three (3) months. Bidders are required to provide an Implementation Plan including time frame from start to finish not exceeding three (3) months. Failure to provide will invalidate their bid.

6.2. Labour

Skilled and semi-skilled only be provided by the contractor. At least 70% unskilled labour is to be sourced from the site location.

6.3. Site Supervision

The Contractor shall ensure that sufficient qualified and experienced supervisory staff, the required transport, instruments, equipment and tools are available to control his own workmanship. The Client Engineer or the M&E team or beneficiary representative will not act as foreman and in



instances where this should be required due to inadequate/inexperienced supervision, the cost thereof shall be borne by the Contactor. Project Manager/ Technician should be always be on site to supervise work done, quality control and certify work for payment.

6.4. Bid Format

All document in the bid document are to be completed. All quotation and claims must include VAT and CIC levy.

7. Ordering of accessories

The Contractor shall check all dimensions and quantities shown on the drawings and/or in the Schedule of Quantities. The dimensions and quantities of all accessories shall be agreed upon between the Contractor and the Engineer before said accessories are ordered. On acceptance of his Quotation the Contractor is to ascertain if all materials and equipment to be supplied can be obtained in Eswatini and if not, the Contractor is to take steps to import the same so that the Works are not delayed. Delay in the Works owing to non-delivery of materials and equipment will not be considered a cause for delay in completing the Works.

8. Validity Period for Bid:

Bids shall be valid for a period of 60 days from the date of tender opening or closing date.

9. Flexibility of Construction Activities

All construction activities are under the direct control of the Implementation Partners or the M&E team and as such the M&E team has the right to instruct the Contractor to deviate/adjust/direct/modify the Contractor's schedule and/or activities to serve the best interest of the project. The Contractor shall be flexible and able to adapt to changing circumstances.

10. Site Handover to Contractor:

The contractor will be introduced to the project participants following the awarding of the tender. The site will be handed over to the contractor who will control the site for the duration of the project. The contractor will be responsible for the administration, control and security for the site. It is up to the contractor to arrange insurances as the contractor is responsible for any theft damage that occurs on site. The DWA or the M&E will conduct induction on how the contractor has to manage the site and give the contractor some housekeeping rules to ensure the is minimal disturbance in the gauge station operations.

10.1. Inspection and reporting

- Weekly inspection reports of progress must be submitted on Monday morning to the contact person or Project Manager.
- Onsite inspection will be conducted by the project team to check all completed work before any payment can be made



- The contractor is responsible to check and confirm the quantities. Failure to do so before commencement of the installation may result in the contractor not being paid any excess/ extra works that the contractor has been carried out. The contractor will only be paid for works that has been approved by the Engineer/ Project Manager. In case where the actual quantities are below that in the bill the must not exceed the tender amount prior to receiving authorisation in the form of variation order (VO).
- No un authorised works will be paid to the contractor if they exceed the order amount.
- Lastly Site meeting and project steering meetings to be held when necessary and minutes to kept by the Implementing Partner.

11. Utility Services and Housing of contractor's Employees.

The contractor shall make the necessary arrangement for the provision of any utility services. Any cost to acquire such services must be added to the bid amount as no extra funding will be received.

Neither housing nor shelters are available for the Contractor's employees, and the Contractor shall make his own arrangements to house his employees and transport them to site.

Sanitary Facilities

The Contractor shall provide and maintain adequate ablution facilities, using chemical toilets with a flushing mechanism and a hand washing basin this is also part of COVID 19 requirements for his employees and visitors.

12. Rejected work and materials

Materials which do not conform to the requirements of the Contract Document, are not equal to samples approved by the Employer or Engineer or are in any way unsatisfactory or unsuited to the purpose for which they are intended, shall be rejected. Any defective work, whether as the result of poor workmanship, use of defective materials, damage through carelessness or any other cause, shall be removed within ten (10) days after written notice is given by the Employer or Engineer, and the work shall be re-executed by the Contractor. The fact that the Employer or Engineer may have previously overlooked such defective work shall not constitute an acceptance of any part of it. Such remedial work shall be for the Contractor's account and no claims for extras or extension of time shall be entertained. Engage the Manzini City Council for disposal of rubble and waste.

13. Insurances

All accepted approved contractors shall be required to provide the following insurances for the project awarded to them:

- 13.1. Public Liability Insurance
- 13.2. Contractor's All Risk Insurance



14. Payment Schedule

Claims for work that has been completed can be made according to the following schedule:

| Id | Deliverable Description | Amount |
|----|-------------------------------|--------|
| 1. | 90% on substantial completion | 90% |
| 2. | Retention | 10% |

A 10% retention will be kept for two (2) months after work has been completed to make sure that the standard of the work has been done is satisfactory. Invoice will be paid with 30 days, provided that the progress has been inspected prior to the submission of the invoice

15. Enquiries:

| | | |
|--------------------------|---------------|------------------------------------|
| Sandile Mkhwanazi | UNDP | Emails: sandile.mkhwanazi@undp.org |
| Spencer Thomson Green | DWA | |
| Sifiso Nzalo | Eswatini Met. | |

SECTION III: TENDER DRAWINGS



SECTION IV: BILL OF QUANTITIES (BOQs)