



## REQUEST FOR QUOTATION (RFQ)

<b>NAME &amp; ADDRESS OF FIRM:</b> All interested companies	<b>DATE:</b> June 9, 2021
	<b>REFERENCE:</b> 2021/UNDP/GAM/AccLab/001

Dear Sir / Madam:

We kindly request you to submit your quotation for **the designing and construction of a Park Facility Promoting Good Health and Well-Being**, 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 June 28, 2021 and via ☒ *e-mail* to the address below:

**United Nations Development Programme**

5 Kofi Annan Street, Cape Point, Bakau  
P.O.Box 553 Banjul, Republic of The Gambia

***Email address: [bids.gm@undp.org](mailto:bids.gm@undp.org)***

Quotations submitted by email must be limited to a maximum of five (5) MB, virus-free and no more than two (2) 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 services:

Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>Buffer Zone Park, Kanifing Municipality (see details in Annex 1.)</b>
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	3 months from the date of contract signature.
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Preferred Currency of Quotation	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : <b>GMD</b>
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
Deadline for the Submission of Quotation	COB, <b>Monday, June 28, 2021 and 11:59 pm</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others
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"/> <input checked="" type="checkbox"/> <b>List of previous contracts executed for similar services in the last five years, including the address of the clients.;</b> <input type="checkbox"/> <input type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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 <input type="checkbox"/> 90 days <input type="checkbox"/> 120 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 <input type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods. <input checked="" type="checkbox"/> Others : <b>Different payment terms can be negotiated according to agreeable milestones before signing the contract.</b>
Liquidated Damages	<input type="checkbox"/> Will not be imposed <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 : 30 days After which UNDP may terminate the contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements as per the Terms of reference in Annexe 1 and lowest price <sup>1</sup> <input checked="" type="checkbox"/> List of equipment to be used and CVs of lead experts <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time: <b>Bidders are required to propose their shortest execution period for their offer taking into account the requirement for 3 months.</b>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/>
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)

<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.

	Applicable Terms and Conditions are available at <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 if completion is delayed by 30 days <input type="checkbox"/> Others
Conditions for Release of Payment	Passing Inspection Complete Installation <input checked="" type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others: Certification of milestone completion
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications/Terms of reference of the service Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions</a> <input type="checkbox"/> Others  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>	<i>Thomas Mugabiyimana</i> <i>Team Leader</i> <a href="mailto:thomas.mugabiyimana@undp.org">thomas.mugabiyimana@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.

<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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

*Team Leader*  
June 9, 2021

## TECHNICAL SPECIFICATIONS

### DESIGNING AND CONSTRUCTION OF A COMMUNITY LEISURE AND RECREATIONAL PARK FACILITY (CLRPF)



#### Terms of Reference (TOR)

#### Construction of a Community Leisure and Recreational Park Facility (CLRPF)

#### GENERAL INFORMATION

<b>Services/Work Description:</b>	<b>Construction of a Park Facility Promoting Good Health and Well-Being</b>
<b>Title:</b>	<b>Community ‘Leisure and Recreational’ Park Facility</b>
<b>Duration:</b>	60 working days
<b>Expected Start Date:</b>	~July 1, 2021/ Immediately after Concluding Contract Agreement with independent expert

#### Background

The emergence of the Sustainable Development Goals (SDGs) in 2016 marked a new global ambition and roadmap for rapid and sustained poverty reduction and advancement of human wellbeing worldwide. As such, the attainment of the goals requires concerted efforts from different stakeholders from local, national, and global levels. Notably, since the enactment of the SDGs, the international development community has been increasingly supporting country-level initiatives that advance the attainment of the goals. As we make progress towards Agenda 2030, it is becoming increasingly evident that local participation is not only beneficial for evidence-based policy formulation but relevant for sustainable development in all its dimensions – social, economic, political and environmental.

Against this backdrop, the UNDP Accelerator Lab The Gambia (AcclabGM) aims to exploit SDG 3 – Good Health and Well-being in an effort to create a more active and engaged, healthy, and happier society. With increased cognizance to the non-economic aspects of well-being, and the effects of global emergencies like COVID-19, increasing resources for policies and programs that increase Gross National Happiness (GNH) has become also imperative for policy planners, national governments, and the international development community to design initiatives that respond to societies’ holistic perception of ‘good life’. Notwithstanding its centrality to human wellbeing, noticeably, poor communities (particularly in sub-Saharan Africa) considerably lack recreational facilities/centers that foster entertainment, exercise, fun, athletics, community cohesion/social trust, amongst others; all of which contributes to the happiness of a society. For

instance, The Gambia ranks 113 out of 153 countries on the World Happiness Report (2017-2020). Equally, many other developing nations perform very low on the happiness report. Arguably, such low GNH could be attributed to lot of factors, however outdoor recreational activities have been proven to have a positive correlation with the happiness level of societies.

Given AcclabGM's role as the innovation hub of the UNDP Country Office, it aims to design programs that increases the happiness level of Gambians through the establishment of community recreational centers/facilities, with Kanifing Municipal Council (KMC) being its pilot project. In line with KMC's vision of modernizing its administrative area, the Lab will partner with the municipality in achieving this ambition.

### **Scope of Work**

Following consultations with the Kanifing Municipal Council (KMC), the UNDP Accelerator Lab The Gambia (AcclabGM) has identified a 1000 square meter space within a 35,000 square meters enclosure in the Buffer Zone area of Serrekeunda, to serve as the project base. Project monitoring and evaluation will be implemented by UNDP and KMC using a jointly developed framework with methodologies and inputs provided by a independent expert. The selected contractor is expected to adhere to those guidelines and provisions.

#### **In consultation with AcclabGM, the contractor will:**

- Support the independent expert in developing the monitoring framework that will be applied to the project
- Make the necessary arrangements to survey the selected location for the park development and **providing the most optimal design with all project components for approval from UNDP**
- Construct a community recreation park facility comprising a **skatepark, and outdoor gym facility with a childrens playground** on the project ground \*
- Provide training to a team selected by KMC that will be responsible for park maintenance and upkeep

\* As the local implementing partner, KMC will erect a borehole and toilet facilities at the park; and, it will also install a parking lot/zone and solar lighting to promote a safe and sustainable energy supply for the project. This component of the project will be managed separately by KMC.

### **Expected outputs and deliverables**

	<b>Deliverables/outputs</b>	<b>Estimated duration of completion</b>	<b>Reviews and approvals required</b>
1	Submit travel and project workplan for approval	4 weeks	UNDP Committee / Independent Expert
2	Submit blueprint for construction of a community park facility	5 weeks	UNDP Committee / Independent Expert
3	Construction of community recreation park facility	20 weeks	UNDP Committee / Independent Expert

4	Conduct training for KMC staff on park upkeep and maintenance to last through the remainder of the project	7 weeks	UNDP Committee / KMC
5	Submit Project Report	36 weeks	Contractor

#### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. UNDP will manage and oversee the evaluation process in partnership with a independent expert. The contractor will submit a comprehensive report and presentation with necessary media to UNDP at the end of the contract
- b. A UNDP committee of senior managers will provide guidance and assess the quality of the project, together with the hired independent expert.

#### V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- a. UNDP and the AccLab team will be in-charge for offering both administrative and logistics support

#### VI. DURATION OF THE WORK

- a. The duration of the consultancy is **60 working days**.

#### VII. QUALIFICATIONS OF THE SUCCESSFUL FIRM

##### **a. Qualifications:**

- Possess experience constructing recreation parks / leisure facilities
- Possess working experience in developing country contexts
- Proof of project awards for similar contracts
- Experience in logistics management is desired

##### **b. Language and other skills:**

- Excellent knowledge of English; and
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff).

##### **e. Compliance of the UN Core Values:**

- Demonstrates integrity by modelling the UN's values and ethical standards
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.



**Important Note:**

The Consultant is required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

**VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Contractor is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Contractors will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
<ul style="list-style-type: none"> <li>▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>		50*
<ul style="list-style-type: none"> <li>▪ <b>Criteria b.</b> Technical competence</li> </ul>		25__**
<ul style="list-style-type: none"> <li>▪ <b>Criteria c.</b> Relevant Experience</li> </ul>		25__**
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

**IX. PAYMENT MILESTONES AND AUTHORITY**

The qualified contractor shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

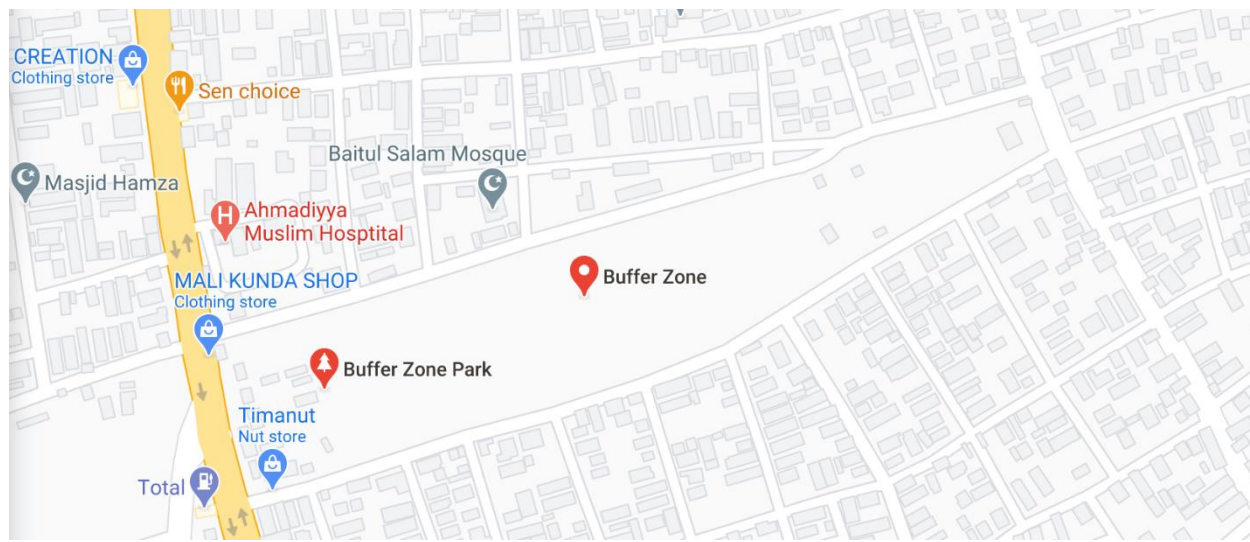
Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Submit travel and project workplan for approval	RR / UNDP Committee	10%

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
2 <sup>nd</sup> Installment	Submit blueprint for construction of a community recreation park	“	25%
3 <sup>rd</sup> Installment	Coach KMC team on park facility structural integrity and Conduct training for upkeep and maintenance to last through the remainder of the project	“	15%
4 <sup>th</sup> Installment	Construction of community recreation park	“	40%
5 <sup>th</sup> Installment	Submit Project Report	“	10%

## XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The Individual Contractor shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

### Annex 1: Site Plan and Proposed Intervention





## 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 : Financial Offer**

**Bidder is requested to present the financial offer in accordant to the proposed design and corresponding bill of quantities**

### **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			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>5</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (1) year warranty on both parts and labor			
c) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

<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> If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

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]*