REQUEST FOR QUOTATION (RFQ)

RFQ Reference: REMOTE NETWORK CONNECTIVITY RESOURCES  Date: 04 August 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter
Section 2: RFQ Instructions and Data
Annex 1: Schedule of Requirements
Annex 2: Quotation Submission Form
Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Name: LERATO.MAIMELA
Title: PROCUREMENT ASSOCIATE
Date: 04 AUGUST 2021
**SECTION 2: RFQ INSTRUCTIONS AND DATA**

| **Introduction** | Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct).

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website. |
|---|
| **Deadline for the Submission of Quotation** | 08th September 2021
If any doubt exists as to the time zone in which the quotation should be submitted, refer to [http://www.timeanddate.com/worldclock/](http://www.timeanddate.com/worldclock/). |
| **Method of Submission** | Quotations must be submitted as follows:
☐ E-tendering
☒ Dedicated Email Address
☐ Courier / Hand delivery
☐ Other Click or tap here to enter text.

Bid submission address: Bid Pretoria <bid.pretoria@undp.org>

- File Format: PDF
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Max. File Size per transmission: 10MB
- Mandatory subject of email: REMOTE NETWORK CONNECTIVITY RESOURCES (NDMC)
- Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.”
- It is recommended that the entire Quotation be consolidated into as few attachments as possible. |
| **Cost of preparation of quotation** | UNDP shall not 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. |
| **Supplier Code of Conduct, Fraud, Corruption,** | All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: [https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct).

Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at [http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti](http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti). |
| **Gifts and Hospitality** | Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the |
vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.

**Conflict of Interest**

UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.

Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.

The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.

**General Conditions of Contract**

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC:

- [x] General Terms and Conditions / Special Conditions for Contract.
- [ ] General Terms and Conditions for de minimis contracts (services only, less than $50,000)
- [ ] General Terms and Conditions for Works

Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](#).

**Special Conditions of Contract**

- Cancellation of PO/Contract if the delivery/completion is delayed by [30 DAYS]
- [ ] Others [pls. specify]

**Eligibility**

A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.

It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.

**Currency of Quotation**

Quotations shall be quoted in SOUTH AFRICAN RANDS

**Joint Venture, Consortium or Association**

If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the Joint venture, Consortium or Association.

Refer to Clauses 19 – 24 under [Solicitation policy](#) for details on the applicable provisions on Joint Ventures, Consortium or Association.

**Only one Bid**

The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.

### Duties and taxes

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:

- All prices must:
  - ☒ be inclusive of VAT and other applicable indirect taxes
  - ☐ be exclusive of VAT and other applicable indirect taxes

### Language of quotation

ENGLISH ONLY

Including documentation including catalogues, instructions and operating manuals.

### Documents to be submitted

Bidders shall include the following documents in their quotation:

- ☒ Annex 2: Quotation Submission Form duly completed and signed
- ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
- ☒ Company Profile.
- ☒ Registration certificate;
- ☒ List and value of projects performed for the last 3 years plus client’s contact details who may be contacted for further information on those contracts;
- ☒ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;
- ☒ Statement of satisfactory Performance (Certificates) from the top XXXX clients in terms of Contract value in similar field;
- ☒ Completed and signed CVs for the proposed key Personnel;

### Quotation validity period

Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.

### Price variation

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

### Partial Quotes

- ☒ Not permitted
- ☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes

### Alternative Quotes

- ☒ Not permitted
- ☐ Permitted

If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”

### Payment Terms

- ☐ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
- ☒ Other As per agreement with the Project Manager
| **Conditions for Release of Payment** | ☒ Passing Inspection following a Complete Installation of software and hardware equipment  
☒ Passing all Testing  
☒ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]  
☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements  
All the above is detailed in the terms of references |
| **Contact Person for correspondence, notifications and clarifications** | E-mail address: procurement.enquiries.za@undp.org & prodis.za@undp.org>  
**Attention:** Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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. |
| **Clarifications** | Requests for clarification from bidders will not be accepted no later than 10th August 2021. Responses to request for clarification will be communicated by email ONLY. |
| **Evaluation method** | ☒ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer  
☐ Other Click or tap here to enter text. |
| **Evaluation criteria** | ☒ Full compliance with all requirements as specified in Annex 1  
☒ Full acceptance of the General Conditions of Contract  
☒ Comprehensiveness of after-sales services  
☒ Earliest Delivery /shortest lead time  
☐ Others Click or tap here to enter text. |
| **Right not to accept any quotation** | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | 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. |
| **Type of Contract to be awarded** | ☒ Purchase Order  
☐ Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)  
☒ Contract for Works  
☐ Other Type/s of Contract [pls. specify] |
| **Expected date for contract award.** | 15 September 2021 |
| **Publication of Contract Award** | UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site. |
| **Policies and procedures** | This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures |
ANNEX 1: SCHEDULE OF REQUIREMENTS

1. PURPOSE

1.1 To appoint a service provider(s) to:

1.1.1 Provide remote connectivity resources (network connectivity router (router device modem) /data bundle/ airtime);

1.1.2 Supply, deliver, install and configure computer hardware with a three-year (extended) warranty at the Disaster Operating Centre (DOC) within National Disaster Management Centre (NDMC); and

1.1.3 Supply computer software: Analytics and dashboard software (Microsoft Business Intelligence).

2. BACKGROUND

2.1 The National Disaster Management Centre is governed by the Disaster Management Act 57 of 2002 (the Act); Section 17(1) requires that the National Disaster Management Centre (NDMC) must act as a repository of, and conduit for, information concerning disasters and disaster management, and, must for this purpose:

(a) Collect information on all aspects of disasters and disaster management;
(b) Process and analyze such information;
(c) Develop and maintain an electronic database;
(d) Take steps to disseminate such information, especially to communities that are vulnerable to disasters; and
(e) Assist in producing consolidated reports.

2.2 The current COVID-19 pandemic has prompted the activation of the Disaster Operations Centre (DOC) to provide information and advisory services that allows for high levels of situational awareness to be conducted to guide local government interventions and decisions.

2.3 The current common functions of the DOC are the following:
   a. Collecting, gathering, and analysing data both numerically and spatially
   b. Collating of information to allow decision making that protect life and property
   c. Maintaining business continuity of the organization, within the scope of applicable laws to support operational functioning of sector resources
   d. Disseminating those decisions to all concerned disaster management and local government stakeholders; and monitor and measure progress in terms of the strategic operational objectives.

3. PROBLEM STATEMENT

The current problem relates to technology capacity limitations, hence the need to supply, deliver, install, configure computer software and hardware, including three (3) year laptop warranty made up of one (1) year standard warranty plus two (2) years extended.

3.1 The National Disaster Management Centre has a requirement for additional computer hardware (laptops) and off-site connectivity tools, especially required to enable remote working by staff to support COVID-19 response initiatives.
3.2 The NDMC does not have adequate software (business intelligence and analytics) to enable visual presentations and information analysis.

3.3 The acquisition of the above items is expected to provide the following benefits:

3.3.1 Improved remote working efficiencies (e.g. ability to meet COVID-19 reporting requirements and responding to queries) enabled by access to tools of trade (e.g. laptops/router/data).

3.3.2 Improved capability to perform information analysis to support quick decision-making.

4 SCOPE OF SERVICES

The successful bidder is expected to provide the following:

4.1 Supply and deliver computer software and hardware items as described below.

4.1.1 Dell Laptops (i7 with latest specifications, pre-configured with the latest Operating System), Dell docking stations and laptop storage bags. The installation and configuration of the above will be done internally by the NDMC.

4.1.2 Laptops supply must come with an extended two (2) year warranty, resulting in a total of three (3) years warranty when including the standard one (1) year warranty.

4.2 Enable network connectivity and ability to work away from office:

4.2.1 Network connectivity router (modem); data bundles and airtime to enable staff to work remotely (i.e. away from office) and communicate when required.

4.2.2 The router will be a once-off purchase; data bundles will be for 12 months, also purchased once-off and in advance, however divided into 12 separate monthly allocation units. The airtime procurement will also be subjected to the same process as that of data bundles. The NDMC will be responsible for administration of allocating vouchers or whatever token that may be put in place to enable a 12-month distribution of both data bundles and airtime as advised by the specialists in these fields. The bidder must be able to present the contract document with telecommunication company that proves the data bundles and airtime are procured and paid for 12 months period.

4.2.3 The NDMC is not prescriptive on the data bundle 12 months division method through vouchers and/or any other token that may be made available.

4.3 Supply and deliver Business Intelligence and Analytics software (one (1)) license.

4.3.1 The provided license must be functional, server-based, compatible with NDMC’s Storage Area Network (SAN) and virtual platform environment and be accessible by NDMC users at any given time.

4.4 Engage with NDMC on any possible issues raised on the fulfillment of the assignment

4.4 Functionality/System features

The appointed service provider must ensure the system/delivery caters to the following:

a) Functional and installed computer hardware (laptops).
b) Functional network wi-fi router; data bundles and airtime.
c) Functional business intelligence and analytics software, namely Microsoft Power BI to maintain the current NDMC standard.

4.6 DELIVERABLES

a) The successful bidder must provide a project schedule that corresponds to the supply, delivery, installation, configuration and warranty related to the following:
<table>
<thead>
<tr>
<th>TABLE 1: SPECIFICATIONS AND QUANTITIES FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item/Deliverables</td>
</tr>
<tr>
<td>Laptops; laptop docking station and storage bags:</td>
</tr>
<tr>
<td>Laptops covered with a one (1) year standard warranty.</td>
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<tr>
<td>Extended laptop two (2) years warranty</td>
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<tr>
<td>Docking Stations</td>
</tr>
<tr>
<td>Laptop Storage Bags</td>
</tr>
<tr>
<td>Input</td>
</tr>
<tr>
<td>Network connectivity/access</td>
</tr>
<tr>
<td>Wi-fi Router</td>
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<tr>
<td>Sim Cards for Data Bundles</td>
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<tr>
<td>Sim Cards for Airtime (<em>The airtime requirement is minimal just to enable tele/cellphone communication as and when required.</em>)</td>
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<td>Sim Cards for Airtime</td>
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<tr>
<td>Sim Cards for Airtime</td>
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<tr>
<td>Software</td>
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<tr>
<td>Analytics and reporting dashboards develop</td>
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</table>

HLCM-PN/UNDP RFQ – October 2020
• After the contract period ends, the successful bidder must engage with NDMC, instead of UNDP, on the contract especially regarding non-hardware procurement like Laptop Warranty, Data Bundles, and Airtime if any issues arise as NDMC ICT unit is responsible for oversight and management for deed of sale and fulfillment of TOR.

5. TIME FRAME

The specified requirements are expected to be delivered immediately post award and contract signature and must align to the timeframe service requirements as stipulated in section 4 above in line with UNDP procurement processes.

6. BID PRICES

Bidders must express prices for their services in South African currency (Rand). All prices must be inclusive of Value Added Tax and costs to be incurred that are necessary for the execution and completion of the contract in accordance with the bid document. Prices will remain firm for the duration of the contract.

Delivery Requirements

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<th>Delivery Requirements</th>
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<tr>
<td>Delivery date and time</td>
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<tr>
<td>Bidder shall deliver the goods IMMEDIATELY after Contract signature.</td>
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<tr>
<td>Delivery Terms (INCOTERMS 2020)</td>
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<td>N/A</td>
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<tr>
<td>Customs clearance (must be linked to INCOTERM)</td>
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<tr>
<td>☒ Not applicable</td>
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<tr>
<td>Shall be done by:</td>
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<td>☐ Name of organisation (where applicable)</td>
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<td>☐ Supplier/bidder</td>
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<td>☐ Freight Forwarder</td>
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<td>Exact Address(es) of Delivery Location(s)</td>
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<td>LOCATION INDICATED IN THE TOR</td>
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<td>Distribution of shipping documents (if using freight forwarder)</td>
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<td>N/A</td>
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<td>Packing Requirements</td>
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<td>N/A</td>
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<tr>
<td>Training on Operations and Maintenance</td>
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<td>AS INDICATED IN THE TOR</td>
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<td>Warranty Period</td>
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<td>After-sales service and local service support requirements</td>
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<td>AS INDICATED IN THE TOR</td>
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<td>Preferred Mode of Transport</td>
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<td>LAND</td>
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