



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>RFQ – RC Residence Renovations</b>	Date: 07 April 2022
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the UN House Renovations 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

Annex 4: Bid Security Declaration

Annex 5: Performance Security

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:

DocuSigned by:  
  
 2D69180E9E9AA41E

Name: Rethabile Thipe-Maope

Title: Procurement Associate

Date: **April 7, 2022**

Approved by:

DocuSigned by:  
  
 480481FCF609459...

Name: Pheea Mafethe

Title: Operations Analyst

Date: **April 7, 2022**

<b>Introduction</b>	<p>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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>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.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon no to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	April 2022, 2359hrs Lesotho Time
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than fr Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 10mb <b>Submission Email:</b> <a href="mailto:ls.procurement@undp.org">ls.procurement@undp.org</a></li> </ul> <p><b>Email Subject: RFQ – RC Residence Renovations</b></p>
<b>Compulsory PreBid Conference</b>	<p>Virtually through Zoom -</p> <p>Date: 13 April 2022</p> <p>Time: 0930 hrs, Lesotho Time</p> <p>Link: <a href="https://undp.zoom.us/j/88107635341?pwd=ZjZGTmNlMjc5aHpvcG9ucGJrN056dz09&amp;from=addon">https://undp.zoom.us/j/88107635341?pwd=ZjZGTmNlMjc5aHpvcG9ucGJrN056dz09&amp;from=addon</a></p> <p><b>Meeting ID: 88107635341</b></p> <p><b>Passcode: 977544</b></p>
<b>Compulsory Site Inspection</b>	<p>Time: 1430hrs, Lesotho Time</p> <p>Date : 12 April 2022</p> <p>Area : House No 196, Maseru West, Tona-kholo road</p> <p>Contact person for directions: Thabiso Ntoanyane, and can be reached at: 00266 58129685</p>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-codeconduct">https://www.un.org/Depts/ptd/about-us/un-supplier-codeconduct</a></p> <p>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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#an">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#an</a></p>

<b>Gifts and Hospitality</b>	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.
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**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Conflict of Interest</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [15 days]</p>
<b>Eligibility</b>	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in LSL</p>
<b>Joint Venture, Consortium or Association</b>	<p>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.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

<b>Only one Bid</b>	<p>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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
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<b>Duties and taxes</b>	<p>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:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Annex 3-1: Detailed Price Schedule</p> <p><input checked="" type="checkbox"/> Annex 4 Bid Security Declaration</p> <p><input checked="" type="checkbox"/> Construction Work Schedule</p> <p><input checked="" type="checkbox"/> Construction Work Schedule</p> <p><input checked="" type="checkbox"/> If External Financing will be sourced, declaration from the accredited financial institution to provide funding for the project shall be attached. Proposed financing should be above the Bid Amount.</p> <p><input checked="" type="checkbox"/> If Construction Company own funding will be used, kindly share certified 3 months banks statement, and should indicate availability of bank balance above the bid amount.</p> <p><input checked="" type="checkbox"/> Audited Financial Statements of accounting period 2019/2020. Financial Statements should display a current ratio of above two to proof sound liquidity, and Minimum average annual turnover of LSL 1,000,000.00, accumulated over two years; 2019/2020</p> <p><input checked="" type="checkbox"/> Curriculum Vitae (CV Template attached as Annex 6) and Certified Educational Certificates for the following positions:</p> <ol style="list-style-type: none"> <li>1) Project Manager (5 years' experience in supervision of constructions works and Diploma in Project Management or related field)</li> <li>2) Site Agent (5 years' experience in supervision of constructions works and Diploma in Building or related field)</li> <li>3) Site Foreman (3 years' experience in supervision of construction works and execution of construction works and a Recognised Certificate in Bricklaying)</li> <li>4) 3 Bricklayers (5 years' experience in bricklaying and Recognised Certificate in Bricklaying)</li> <li>5) 3 Carpenters (3 years' experience in carpentry and Recognised Certificate in Carpentry and Joinery)</li> <li>6) Plumber(5 years' experience in plumbing and Recognised Certificate in Plumbing)</li> <li>7) 2 Electricians (Diploma in Electrical Engineering and 5 years' experience)</li> <li>8) Health &amp; Safety Officer (Recognized Health and Safety Officer and 5 years of relevant experience)</li> </ol> <p><input checked="" type="checkbox"/> List of Contents in Manson Tool Box, Plumber Set, Carpenter toolbox and Electrician Tool Box. (Template attached Annex 7)</p> <p><input checked="" type="checkbox"/> Annex 8 - Health and Safety Questionnaire</p> <p><input checked="" type="checkbox"/> Valid Ministry of Public Works Category A Certificate certified at source</p> <p><input checked="" type="checkbox"/> Certificate of Incorporation (If Company) or Identity Document of Sole Trader <input checked="" type="checkbox"/> Valid Trader's Licence</p> <p><input checked="" type="checkbox"/> Valid Tax Clearance Certificate</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>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.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>

Alternative Quotes	<input checked="" type="checkbox"/> Not permitted		
Payment Terms	Milestone	Payment %	
	Completion of structural works	50%	
	Completion of Interior works	45%	
	Retention fee (paid 6 months after completion	5%	

	<p>of works)</p> <hr/> <p>Payments will be issued within 30 days of satisfactory certification of completion of works by the Department of Building design Services (Ministry of Public Works)</p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p> <p><input checked="" type="checkbox"/> Written Certification by the Department of Building and Design Services (Ministry of Public Works) of Satisfactory Completion of Works</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>E-mail address: <a href="mailto:rethabile.thipe@undp.org">rethabile.thipe@undp.org</a></p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b></p> <p><b>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.</b></p>
<b>Clarifications</b>	<p>Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated by email within 2 days</p>
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</p>
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 and Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Technical Capacity (Expertise of Firm, Personnel, Equipment)</p> <p><input checked="" type="checkbox"/> Relevance of Health and Safety Plan</p> <p><input checked="" type="checkbox"/> Relevance of Construction Work Schedule</p> <p><input checked="" type="checkbox"/> Site Inspection</p> <p><input checked="" type="checkbox"/> Financial Evaluation</p>
<b>Right not to accept any quotation</b>	<p>UNDP is not bound to accept any quotation, nor award a contract or Purchase Order</p>
<b>Right to vary requirement at time of award</b>	<p>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.</p>
<b>Type of Contract to be awarded</b>	<p><input checked="" type="checkbox"/> <a href="#">Contract for Works</a></p>
<b>Expected date for contract award.</b>	<p>02 May 2022</p>
<b>Publication of Contract Award</b>	<p>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.</p>
<b>Policies and procedures</b>	<p>This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a></p>
<b>UNGM registration</b>	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a>.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.</p>



## ANNEX 1: SCHEDULE OF REQUIREMENTS

The Government of Lesotho has allocated a residential house for the UN Resident Coordinator in Lesotho, the house is located at House No 196, Maseru West, Tona-kholo road, It is a 3 bedroomed house with 2 bathrooms, lounge, dining and foyer, kitchen, home office, 3 servants quarters and a single garage, with a yard of over 1000 square meters. The house has been used by the UN in Lesotho and maintained by the occupants over the years, after a recent assessment by Ministry of Works on the condition of the house, the assessment revealed that the house has some structural deteriorations which needs extensive renovations, it was also discovered that the entire roof will need to be replaced, the kitchen cabinets are damaged, ceiling, tilling and flooring is old, there are cracks on the walls and the interior and exterior wall need to be repainted. We are therefore requesting for a contractor to undertake the renovations

### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall complete construction works 4 months after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Bid Security</b>	Bid Security Declaration should be dully filled, as per the template provided Annex 4
<b>Performance Security</b>	The Contractor shall submit surety Bond within 7 days of receipt of the Contract from UNDP for an amount of 10% (ten percent) of the Contract. The Performance Guarantee shall be valid for a period of (3) calendar months. Form for Performance Security attached as ANNEX 5
<b>Warranty Period</b>	The Contractor shall be responsible for the maintenance of the subject works for a period of Six (6) Months effective from the day of issuance of the Certificate of Practical Completion of the Works. During the 6 (Six) months of Defect Liability Period, the contractor is obligated to correct, repair and / or reconstruct any faults as may arise or any items listed in the Certificate of Substantial Completion by Ministry of Public Works at the Contractors own cost and within 7 (Seven) calendar days of notification by Ministry of public works
<b>Preferred Mode of Transport</b>	Land

***Bills of Quantities – Annex 1-1 as a separate attachment***

***Technical Drawings – Annex 1-2 as a separate attachment***

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>1</sup>)***

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>1</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade	<input type="checkbox"/> Yes <input type="checkbox"/> No			
institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<b>Yes</b>	<b>No</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)**

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;

#### Financial Offer (Summary Price Schedule)

Description	Total Price
Building	
Mechanical	
Electrical	
<b>Total</b>	

**\*\*Detailed Price Schedule is attached in Excel (Annex 3-1) to be filled and attached to the Bid Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.
Email Address: Click or tap here to enter text.	

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

#### **Annex 4**

#### **Bid Security Declaration**

[The Bidder shall fill in this Form in accordance with the instructions indicated.] Date:

[insert date]

RFQ No.:

To: UNDP Procurement Unit

We, the undersigned, declare that:

We understand that, according to your conditions, tenders must be supported by a Tender- Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of TWO YEARS from the date of bid closing, if we are in breach of our obligation(s) under the bid conditions, because:

- (a) We withdrawn our Bid during the period of bid validity specified in the Form of Tender; or
- (b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the RFQ.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of twenty- eight days after the expiration of our Tender.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the tender.]

## Annex 5

## PERFORMANCE SECURITY<sup>4</sup>

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made on this template)***

To:UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. [Click here to enter text.](#) dated [Click here to enter a date.](#) , to execute Services ..... (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [*amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP

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<sup>4</sup> If the RFP/ITB requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Proposer’s Bank will issue shall use the contents of this template

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***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>5</sup>)***

## **Annex 6: Key Personnel Capabilities**

Qualifications of Key Personnel. Provide the CVs for key personnel (Site Foreman, Bricklayer, 3 Carpenters, Plumber and Health and Safety) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

<b>Name:</b>		
<b>Role in Contract Implementation:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Relevant Work Experience:</b>		
<b>Language Skills:</b>		
<b>Education and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2010-January 2011</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>  I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.  <hr/> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Signature of the Nominated Team Leader/Member</span> <span>Date Signed</span> </div>		

*Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for*


[Please mark this letter with your corporate seal, if available]

<sup>5</sup> Official verification purposes

**(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery<sup>5</sup>)**

**Annex 7 : Equipment List**

Applicant’s Legal Name: [insert full name]

Date: [insert day, month, year]

Manson Tool Box	
Description – List the contents	Owned or Leased

<sup>5</sup> Official verification purposes

Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for

Carpenter's Tool Box	
Description – List the contents	Owned or Leased

Plumber Set	
Description – List the Contents	Owned or Leased

Electrical Tool Box	
Description – List the Contents	Owned or Leased

Please mark this letter with your corporate seal, if available]

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup>)***

Construction Health and Safety Questionnaire			
	Yes	No	Further Information

<sup>6</sup> Official verification  
purposes

Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for

Do you have an up-to-date Health and Safety Policy that highlights the people who are responsible for ensuring it happens?			
Are all relevant assignments, designations and appointments in place and up-to-date?			
Have all identified Risk Assessments been completed by a competent person together with a team? Are Written Safe Work Procedures developed to control the identified risks?			
Have you assessed tasks that may include any hazardous Manual Handling activity?			
Do you have a system for keeping up-to-date with the Occupational Health and Safety Act and its Regulations?			
Do you have all up-to-date Material Safety Data Sheets? Are they discussed with the relevant workers?			
Do you have a program for regular training regarding Health and Safety (e.g. Induction, Management Training)?			
Are Toolbox Talks being held on a regular basis and are they structured?			
Are Health and Safety Meetings held regularly?			
Is action taken regarding matters discussed at the Health and Safety Meetings?			
Have you set up a system to consult with your union regarding Health and Safety matters?			
Do you have a system in place to report and record incidents and near misses?			
Do you have First Aiders and First Aid facility on your premises?			
Do you have a procedure to manage any and all of your contractors and / or subcontractors?			
Has noise monitoring been done and is action taken regarding the findings?			
Has approved personal protective equipment been issued and the wearing thereof been enforced?			

Please mark this letter with your corporate seal, if available]

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*Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for*

Have you duly completed all the Returnable Bidding Forms?	Tick to ensure completeness of submission
▪ <i>Annex 2: Quotation Submission Form duly completed and signed</i>	<input type="checkbox"/>
▪ <i>Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</i>	<input type="checkbox"/>
▪ <i>Annex 3-1: Detailed Price Schedule</i>	<input type="checkbox"/>
▪ <i>Annex 4 Bid Security Declaration</i>	<input type="checkbox"/>
▪ <i>Construction Work Schedule</i>	<input type="checkbox"/>
▪ <i>If External Financing will be sourced, declaration from the accredited financial institution to provide funding for the project shall be attached. Proposed financing should be above the Bid Amount.</i>	<input type="checkbox"/>
▪ <i>If Construction Company own funding will be used, kindly share certified 3 months banks statement, and should indicate availability of bank balance above the bid amount.</i>	<input type="checkbox"/>
▪ <i>Audited Financial Statements of accounting period 2019/2020. Financial Statements should display a current ratio of above two to proof sound liquidity, and Minimum average annual turnover of LSL 1,000,000.00, accumulated over two years; 2019/2020</i>	<input type="checkbox"/>
▪ <i>Curriculum Vitae (CV Template attached as Annex 6) and Certified Educational Certificates for key personnel</i>	<input type="checkbox"/>
▪ <i>List of Contents in Manson Tool Box, Plumber Set, Carpenter toolbox and Electrician Tool Box. (Template attached Annex 7)</i>	<input type="checkbox"/>
▪ <i>Annex 8 - Health and Safety Questionnaire</i>	<input type="checkbox"/>
▪ <i>Trader's License</i>	<input type="checkbox"/>
▪ <i>Certificate of Incorporation/ID,</i>	<input type="checkbox"/>
▪ <i>Category A certificate from Ministry of Public works</i>	<input type="checkbox"/>
▪ <i>Copy of Educational Certificates to prove the qualification of key personnel</i>	<input type="checkbox"/>
▪ <i>Copies of Financial Statements</i>	<input type="checkbox"/>