



REQUEST FOR QUOTATION RFQ

RFQ2022/WSM/107: ASSESS THE ONE UN HOUSE ROOF AND EXTERNAL SURFACE

Date 21 September 2022

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:

Signature:

A handwritten signature in blue ink, enclosed in a blue rectangular box with the letters 'DS' in the top right corner. The signature appears to be 'Shiva Prakash Adhikari'.

Name: Shiva Prakash Adhikari

Title: Procurement Analyst

Date: 21 September 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted by the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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 notice to the bidders or publication of cancellation notice on the UNDP website.</p>
Deadline for the Submission of Quotation	<p>5 October 2022</p> <p>Samoa time, by 11:59 pm.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in the eTendering system. Note that the system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: registry.ws@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum of 60 characters long and must not contain any letter or special character other than from the Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 10 MB ▪ Mandatory subject of the email: RFQ2022/WSM/107: ASSESS THE ONE UN HOUSE ROOF AND EXTERNAL SURFACE ▪ Multiple emails must be 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	<p>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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<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 principles on labor, human rights, environment, and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>

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	<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 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 about this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<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 type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days.</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<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>
Currency of Quotation	Quotations shall be quoted in WST VAGST inclusive.
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 the 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 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 b) they have the same legal representative for purposes of this RFQ; 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: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English Including documentation including catalogs, instructions, and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation for consideration (compulsory): <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and by the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Brief description of method statement and timeline. <input checked="" type="checkbox"/> Registration certificate/Business License <input checked="" type="checkbox"/> List and value of similar projects performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts. <input checked="" type="checkbox"/> Certifications and CVs of personnel of the contractor identified in the Schedule of Requirements of the Contractor.
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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted. However, the partial quote within each LOT will not be permitted.
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> 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, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input checked="" type="checkbox"/> 100% of each milestone within 30 days after receipt of goods, works, and/or services and submission of payment documentation

	<input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify the method, if possible] <input type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services, and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others
Contact Person for correspondence, notifications, and clarifications	<p>E-mail address: procurement.ws@undp.org</p> <p>Attention: Quotations shall not be submitted to this address but to registry.ws@undp.org Otherwise, the offer shall be disqualified.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission unless UNDP determines that such an extension is necessary and communicates a new deadline to The Proposers.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to requests for clarification will be communicated by 30 September 2022
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Others – see full evaluation criteria in Annex 1
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 the time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the number of services and/or goods, by up to a maximum of twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilized for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	24 October 2022
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 by UNDP Programme and Operations Policies and Procedures
UNGM registration	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 www.ungm.org . 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 before contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

SPECIFICATIONS OF WORKS FOR ASSESSING THE ONE UN HOUSE ROOF AND EXTERNAL SURFACE (RFQ2022/WSM/107)

1. INTRODUCTION & DESCRIPTION OF PREMISES

UNDP back in 2017 on behalf of the United Nations (UN), agreed with the Government of Samoa for the UN Resident Coordinator's Office as well as the UN agencies and departments – UNDSS, ILO, UNCDF, UNFPA, UNICEF, UNOCHA and UNWomen to occupy the One UN House at Tuanaimato. The building's floor area is roughly 100m x 40m and the agencies currently housed (which now excludes UNFPA) takes up about one third of the building. Whilst the building is sturdy and has stood the elements, it has been noted that water stains extend and run down walls or water drips when it rains.

The requirement therefore of this process is for a competent roof consultant architect or engineer to provide their professional opinion on what and how to fix the leakages, identify materials and to provide an estimated cost of construction to fix the leakages to ensure that the building is structurally safe and mold free.

To note that if the roof consultant architect or engineer is awarded this procurement, they will not be awarded the construction and repair (which will be a separate process).

2. OBJECTIVE

For a firm or company to provide a professional opinion on what and how to repair leakages, identify materials and to provide an estimated cost of construction to repair the leakages.

3. SCOPE OF WORK

A thorough inspection and assessment of where the leakages stem from and to consider the following:

- Assess the current condition of the roof membrane and the construction under the roof membrane including insulation, thickness, attachment, deck type where applicable;
- Assess the external surface of the building (roofs, walls, windows, doors, etc) for deterioration or damage penetrated by rain;
- Provide a snapshot of the current roofing materials;
- The report needs to be submitted within three weeks after the award to the successful vendor.

4. OUTPUTS

The report should include but not limited to the following:

- A detailed assessment report with practical recommendation to fix the problem;
- Develop the required drawings including scope of works required to hire a competent contractor;
- Recommendation for construction with estimated costs and bill of quantity for fixing the leakages;
- Agree to be a part of the selection of a qualified contractor;
- Monitor and certify the work completed by the selected contractor.

5. INPUTS

UNDP will provide access to the property to enable the assignment to be carried out as well as elaboration if necessary with a timeframe of two weeks.

6. PAYMENT DETAILS:

Payment will be paid out to the successful roof consultant architect or engineer in the following tranches after successful completion of each milestone at timelines noted.

- i. 70% of full contract value after the submission of the detailed assessment report with estimated costs and recommendation, after 2 – 4 weeks of award of contract.
- ii. 20% of full contract value after the selection of a contractor to fix the leakages (separate process), tentative two months from now.
- iii. 10% of full contract value to monitor and certify the work completed by the selected contractor from (ii) above, tentative three to four months from now.

7. CONTRACTING MODALITY:

A professional services contract will be signed between the selected roof consultant architect or engineer.

8. EVALUATION CRITERIA

Quotations received will be assessed using the Pass/Fail evaluation method therefore it is imperative that quotations/proposals submitted meet the following requirements.

- i. Provision of ALL documents and information required for this procurement as noted in the RFQ Instructions;
- ii. Full compliance with all requirements in this Annex I;
- iii. Full acceptance of the General Conditions of Contract;
- i. The company to have minimum 3 years experience in all areas covering either architectural, construction or civil works;
- ii. The proposed personnel to have minimum 2 years experience in all areas covering either architectural, construction or civil works.