



REQUEST FOR QUOTATION (RFQ)

BUILDING ACCESSIBILITY ASSESSMENT FOR DISABILITY INCLUSION

RFQ Reference: RFQ ST01.2023	Date: 30 May 2023
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of works 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: Terms of Reference (ToR)

Annex 2: Bill of Quantity (BoQ)

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Bill of Quantity Form, 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: Ibne Almeida

Signature: 

Name: Antónia Daio

Title: Assistant Resident Representative/Operations

Date: 31-May-2023

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 in accordance with 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 UNDP website.</p>
Deadline for the Submission of Quotation	<p>13/06/2023</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 eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Site Visit	5/06/2023 as 15H
Method of Submission	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other <p>Bid submission address: BidsSTP@undp.org</p> <ul style="list-style-type: none"> ▪ 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: 10 MB ▪ Mandatory subject of email: RFQ ST01.2023 BUILDING ACCESSIBILITY ASSESSMENT FOR DISABILITY ▪ 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. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</p>
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,	<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 labour, 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</p>

	<p>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</p>
Gifts and Hospitality	<p>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.</p>
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 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>
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 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 type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 90 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	<p>Quotations shall be quoted in dobras</p>
Joint Venture, Consortium	<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</p>

or Association	<p>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 Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<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"> 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	<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> <ul style="list-style-type: none"> <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English or Portuguese
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Bill of Quantity (BoQ) form duly completed and signed <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate (Trade license for construction and civil works); <input checked="" type="checkbox"/> List of satisfactory completed work during the last 2 years, 03 similar (Construction / Repair & Renovation of Building / Other Civil Structures) <input checked="" type="checkbox"/> Proof of requirements regarding the technical design characteristics or the product's capability to meet functional requirements
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
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, 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	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.st@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 any later than 3 days before the submission deadline. Responses to request for clarification will be communicated UNDP procurement unit by 09 June 2023
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.
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 type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others
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, 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	<input checked="" type="checkbox"/> Purchase Order <input 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 checked="" type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	28 June 2023

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
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 prior to contract signature.

TERMS OF REFERENCE

Modification of ground floor toilet and construction of Ramps in main entrance and inside UN Compound to access the Persons with Disability

I. BACKGROUND
<p>The United Nations is committed to fostering diversity and inclusion and is taking concrete steps to make its premises, offices, and meeting spaces inclusive of and accessible to persons with disabilities and staff with dependents with disabilities.</p> <p>This Terms of References aims to improve the level of accessibility of the UN House Building in São Tomé and Príncipe and built the environment to achieve desired standards and needs of all users to move easily, and safely to reach and access different facilities provided within the premises. The UNCT will recruit a contractor to perform construction of new ramps at all locations for persons with disability, or facilitate the transport of loads, in addition renovate one of the toilets on the ground floor to make it accessible. These works are used to ease access of people, including persons with disability.</p>
II. OBJECTIVES
<p>The objective of this contract is to perform the Modification of ground floor toilet and construction of Ramps in main entrance and inside UN Compound to access the Persons with Disability</p>
III. EXPECTED OUTPUTS, SCOPE OF WORK AND WORKING ARRANGEMENT
<p>The output of this contract is the construction/repair of concrete ramps and remodification of one toilet at the ground floor to make it accessible.</p> <p><u>Working Arrangement:</u></p> <p>The work of contractor will be directly supervised by the Eng. Edulay Aguas, hired consultant to monitor the progress of the work.</p> <p><u>Scope of Work:</u></p> <p>The scope of Modification of ground floor toilet and construction of Ramps shall include accurate quantity and description of materials, and appropriate as specified in the Bills of Quantities and/or technical specifications.</p> <p>Works requires the Contractor to perform the construction/repair of concrete ramps at all designated locations for persons with disability or facilitate the transport of loads and build/renovate of one toilet at the ground floor to make it accessible.</p> <p>Under this contract, the Contractor shall provide the following:</p>



A. Modification of a ground floor toilet

- ✓ Dismantling all types of masonry excepting cement concrete plain or reinforced, stacking serviceable materials at site and removing rubbish.
- ✓ Removal of rubbish, earth etc. from the working site and disposal of the same beyond the compound
- ✓ Supplying, fitting and fixing E.W.C. in white glazed vitreous with necessary bolts, nuts etc.
- ✓ Supplying, fitting, and fixing 10 litres P.V.C. low- down cistern with P.V.C. fittings complete,
- ✓ Supplying, fitting, and fixing white vitreous wash basin.

B. Construction of Ramps

- ✓ Demolishing and safe removal of damaged existing ramps, handrails, and toilet assets.
- ✓ Removal of rubbish, earth etc. from the working site and disposal of the same beyond the compound.
- ✓ Build ramps in an angle of 12 to 14 degrees maximum and with reinforced concrete, finished with power trowel, non-slippery surface as per drawings Annex A2. (The dimension for each ramp is shown in the drawings and indicative images Annex A2 are for reference only. Contractor must measure the dimensions of each area/location, for bidding purposes).
- ✓ Instal handrailing -at selected parts of ramp railing with rubbery- yellow marks for safety and visibility. (The handrailing stainless steel pipes handrails should be supplied and installed as per BoQ, drawings and indicative images Annexes A2 & A3 and approved by Engineer.

IV. Eligibility Criteria

Contractors who fulfill the following requirements shall be considered as Eligible Bidder:

- ✓ Valid Registration Certificate (trade licence for construction and civil works).
- ✓ Contractor must have been in existence and operating for a minimum of 2 years on the construction works.
- ✓ Contractor should have satisfactorily completed during the last 2 (Two) years, 03 similar works (Construction / Repair & renovation of Building / other Civil Structures)
- ✓ Compliance with requirements relating to technical design features or product's ability to satisfy functional requirements.

V. Payment Terms

Upon satisfactory acceptance by OMT, the payment of the services (outputs) provided on the following schedule will be made with the following arrangement:

The payment will be made to the contractor upon approval of the satisfactory submission of results.

VI. Additional Note

- ✓ A site visit is mandatory prior to submission of bids and shall take place on a date to be defined.
- ✓ Contractor must procure all removal and disposal of all debris coming from the site works, out of the premises in an environmentally acceptable manner.
- ✓ No cracks will be accepted on the non-slippery surface of the ramp.



Medições e Orçamento para construção de rampas em betão e Alteração de uma casa de banho

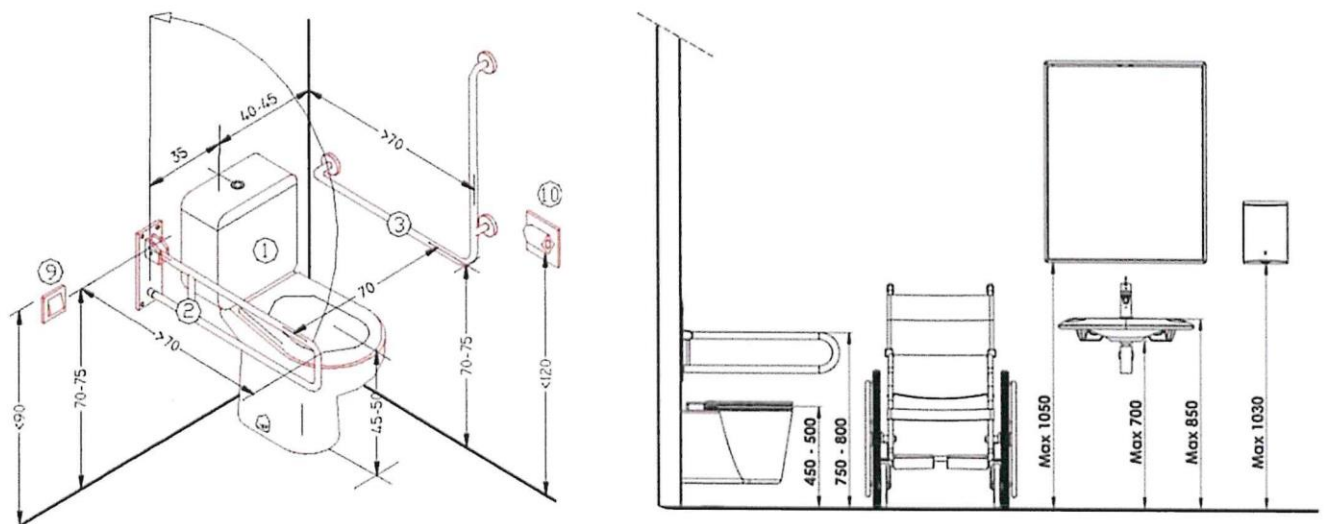
Local: Edifício das Nações Unidas - São Tomé

Nº	Designação dos trabalhos:	U	Quatd.	P. Unit. (Std)	Preço Total (Std)
I. Trabalhos preliminares					
1.1	Mobilização de meios técnicos e equipamentos para início da obra.	VG	1,00		0,00
1.2	Demolição das rampas existentes, incluindo limpeza do espaço e remoção dos entulhos ao vazadouro	VG	1,00		0,00
Total de trabalhos preliminares					0,00
II. RAMPAS					
2.1	Execução de rampa em betão armado de classe 20/25, na parte frontal da guarita	m³	0,50		0,00
2.2	Execução de rampa em betão armado de classe 20/25, na parte posterior da guarita (rampa em L)	m³	1,20		0,00
2.3	Execução de rampa em betão armado de classe 20/25, na entrada principal do edifício	m³	0,30		0,00
	Aquisição e aplicação de mosaico antiderrapante nas rampas, a cor e qualidade deverá ser aprovada pela fiscalização	m²	21,50		0,00
2.4	Aquisição e fixação de corrimãos em inox nas rampas com marcas amarelas de borracha, incluindo todos os acessórios para fixação	m	10,00		0,00
					0,00
III. ALTERAÇÃO DO W.C.					
3.1	Demolição de uma parede de alvenaria, incluindo a remoção de entulhos ao vazadouro	vg	1,00		0,00
3.2	Elevação de parede em alvenaria de blocos de 10 x 20 x 50	m²	6,00		0,00
3.3	Reboco da parede com areia fina	m²	13,00		0,00
3.4	Aplicação de azulejos na parede	m²	12,00		0,00
3.5	Aplicação de mosaico antiderrapante no pavimento	m²	4,50		0,00
3.6	Substituição da sanita existente por outra adequada para pessoas portadoras de deficiência física, incluindo a colocação dos dispositivos de segurança e apoio em material inox	vg	1,00		0,00
3.7	Remoção de um lavatório e aplicação de outro obedecendo as normas para wc de pessoas portadoras de deficiência física, incluindo a aquisição e colocação dos dispositivos de segurança e apoio em material inoxidável.	vg	1,00		0,00
Total de Alvenarias					0,00
VALOR TOTAL DA OBRA					0,00

Importa o presente orçamento o valor de:

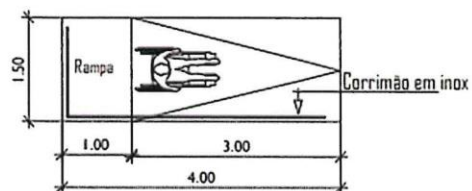


Pormenor da sanita e os dispositivos de segurança e apoio

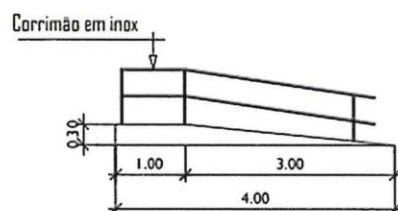


Pormenor das rampas a serem construídas

Entrada principal da guarita



Vista em Planta



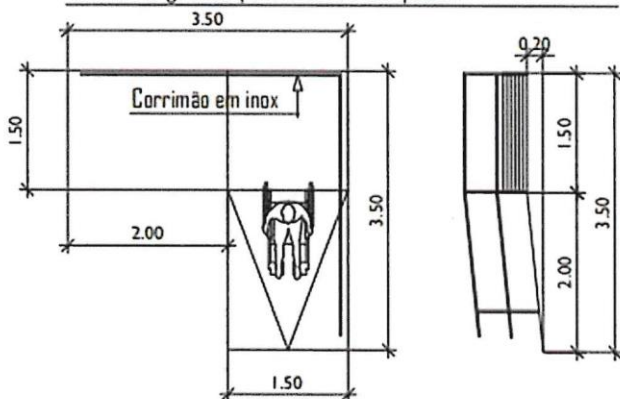
Vista Lateral



NAÇÕES UNIDAS
SÃO TOMÉ E PRÍNCIPE

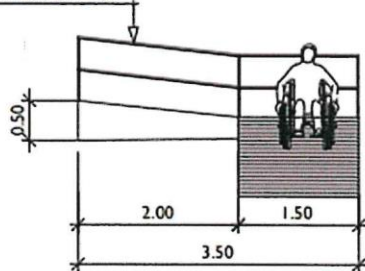


Saída da guarita para interior do quintal

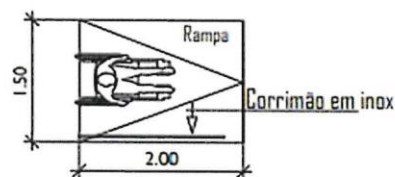


Vista em Planta

Corrimão em inox

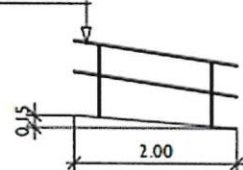


Entrada principal do edifício



Vista em Planta

Corrimão em inox



Vista Lateral