**Request for Quotation**

**SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP kindly requests your quotation for the provision of works as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system;

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 directly in the system responding to the questions and uploading required documents. by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum supplier portal following this link: [http://supplier.quantum.partneragencies.org](http://supplier.quantum.partneragencies.org/) using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.

In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.

## **SECTION 2: RFQ GENERAL INSTRUCTIONS**

|  |  |
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| **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://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) 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 cancellation of the tender in the online portal. |
| **Deadline for the Submission of Quotation** | Deadline is indicated in the online portal. If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| **Method of Submission** | Quotations must be submitted as follows: Quantum supplier portal following this link: <https://supplier.quantum.partneragencies.org/> using the profile you may have in the portal. Follow the instructions in the user guide to search for the tender using Negotiation ID.In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>.  Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.* File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.
* File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitated review.
* All files must be free of viruses and not corrupted*.*
 |
| **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>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_andinvestigation.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. |
| **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 ultimate beneficial owners, 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.Other more specific eligibility requirements are included in Section 2.1 RFQ Specific Instructions, if applicable. |
| **Currency of Quotation** | Quotations shall be quoted in in the currency indicated in the portal. |
| **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](https://popp.undp.org/document/solicitation) 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 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. |
| **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.  |
| **Alternative Quotes** | If alternative quote is permitted, it 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, UNDP 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” directly in the portal and in any supporting document as relevant. |
| **Contact Person for correspondence, notifications and clarifications** | Must be submitted directly in the portal using the messaging functionality. 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. |
| **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. |
| **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](https://popp.undp.org/procurement)  |
| **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](http://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. |

## **SECTION 2: RFQ SPECIFIC INSTRUCTIONS**

|  |  |
| --- | --- |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements sectionApplicable GTC:[x]  [General Terms and Conditions for Works](https://popp.undp.org/document/general-conditions-contract-civil-works)Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html)  |
| **Special Conditions of Contract** | -  |
| **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 in the requirements section. All prices must:[x]  be inclusive of VAT and other applicable indirect taxes |
| **Language of quotation**  | ENGLISHIncluding documentation including catalogues, instructions and operating manuals. |
| **Quotation validity period** | Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation. |
| **Payment Terms** | [x]  100% within 30 days after receipt of works and submission of payment documentation. |
| **Conditions for Release of Payment** | [x]  Written Acceptance of Goods and Works, based on full compliance with RFQ requirements ☒ All payments shall be made by UNDP upon reception of tax-inclusive invoices and approval of the work by the supervising team and after consultation with the Ministry of Justice.  |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated in QUANTUM Bidders must send their questions in the system using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, bidder can write to the contact below to request support with the system:Focal Person: NADINE UMUHIREAddress: UNDP RWANDA E-mail address: procurement.rw@undp.org |
| **Evaluation method** | [x] The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer |
| **Evaluation criteria** | [x] Full compliance with all requirements as specified in Annex 1 [x] Full acceptance of the General Conditions of Contract[x] [x]  |
| **Type of Contract to be awarded** | ☐ [Contract Face Sheet](https://popp.undp.org/document/contract-face-sheet-goods-andor-services-goodsservices-forto-undp) (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.) |
| **Expected date for contract award.** | TBD |
| Bid security | Not RequiredThe bid security will be in the same currency as stipulated in Article 16: Bid currencies.Acceptable forms of bid security[x] Bid security form template set out in Section 7 [ ] Any bank-issued cheque / cashier’s Cheque / certified cheque |
| Site inspection | A group site inspection will be held as follows:Provide details below if a site inspection will be held, otherwise delete the belowTime and time zone: Click or tap here to enter text.Date : Click or tap to enter a date.Location : UPI No: 2//01/01/05/5805 located in Murambi Village, Rwesero Cell, Busasamana Sector, Nyanza District, in Southern Province.The focal point for the arrangement is:Mr. Antoine Ruboya E-mail: antoine.ruboya@minijust.gov.rwOffice Telephone: 0788451979Designated Position: J.ADR .LA SpecialistOrMr. Munyangondo EmmanuelE-mail: Emmanuel.munyangondo@undp.orgOffice Telephone: 0788460300Designated Position: Project Officer: Click or tap here to enter text.Bidders shall notify the focal point Click or tap here to enter number of days in advance as to whether or not they intend to participate in the site inspection and the details of their representatives who will attend.The site inspection is:[x]  mandatory[ ]  not mandatory |
| Performance security | Not Required |
| Liquidated Damages | Not Required |
| Currency of the tender | RWF |
| Contract award to one or more bidder | One bidder Only  |

**ANNEX 1: SCHEDULE OF REQUIREMENTS**

SUPERVISION OF THE REHABILITATION WORKS OF THE ALTERNATIVE DISPUTE RESOLUTION (ADR) CENTER IN NYANZA DISTRICT.

1. **BACKGROUND AND CONTEXT**

Justice, Law and Order is fundamental to Rwanda’s economic, social and Governance transformation enshrined in Vision 2050. The National Strategy for Transformation NST 2 - 204-2029 as an implementing instrument for the Vision 2050 and SDGs 2030, underscores strengthening the Justice, Reconciliation, Law and Order as key priority area to Transformational Governance. In the 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, the Justice Sector responds specifically to Goal 16: “*Promote peaceful and inclusive societies for sustainable development, provide access to Justice for all and build effective, accountable, and inclusive institutions at all levels”.*

To respond to this goal, the Ministry of Justice has developed several justice policies, among other the Criminal Justice Policy (CJP) and the Alternative Dispute Resolution (ADR) Policy. Particularly, both policies will contribute to enhancing Rule of Law and promote Accountable Governance and a culture of peace for poverty reduction. Within a justice system, specialized institutions, processes and linkages are required if children and women/mothers, as a particularly vulnerable and sensitive group, are to be enabled to access restorative justice as a major contribution to poverty reduction and lasting peace. It is also recognized as necessary to establish convergence between justice and social welfare sectors, particularly in the application of restorative justice principles to children and women/mothers facing justice, aiming at prevention, rehabilitation, care and support to victims.

In order to translate both policies into action, the Ministry of Justice and the Judiciary, in partnership with UNDP and in collaboration with the Rwanda Housing Authority (RHA), established an ADR Center in Nyamirambo Sector, which was officially launched in August 2024. The Center currently serves the public by providing access to ADR services, including mediation, plea bargaining, and more. In the year 2025, the same partners decided to scale up the initiative by establishing another ADR Center in Nyanza District, Southern Province, to decentralize ADR services and enhance public accessibility. Against this background, the Ministry of Justice has entrusted UNDP with the responsibility of procuring the services of a construction company to carry out the rehabilitation works for the new ADR Center.

1. **OBJECTIVES OF THE CONSULTANCY**

The objective of the assignment is to ensure supervision of rehabilitation works of “ADR CENTER”. The Supervisor will particularly be responsible of observe the quality assurance for executed works for the successful rehabilitation of roof, ceiling, mechanical and Plumbing, and electrical & IT works for former Commune Nyabisindu in Nyanza District.

1. **SCOPE OF WORK**

UNDP is hiring a consultancy firm for supervision services rehabilitation works of former Commune Nyabisindu in Nyanza District in order to meet the overall objective of the assignment, the Supervising firm will require a deep comprehension of supervision of construction works.

1. **EXPECTED DELIVERABLES**

Supervision services for the of Rehabilitation of roof, ceiling, painting, mechanical and Plumbing, electrical & IT works and Landscaping for former Commune Nyabisindu in Nyanza District. The service will cover administrative, technical and financial management of works executed by the contractor,

The Supervising firm shall specifically be responsible for the following:

**I.3.1 Technical duties**

* The Supervisor will be responsible for preparing all necessary documentation and undertaking necessary process to applying and obtaining a Refurbishment permit for the project and occupation permit;
* Management of the construction project ensuring that the project is executed within allocated time and budget;
* Supervision of rehabilitation works of ADR CENTER; ensuring the quality of works in accordance with state of art rules and agreed standards;
* Submit to the client a weekly progress report comprising (but not limited to): The status of materials supplied and their compliance to agreed standards, detailed description of works completed and ongoing activities, problems encountered, and solutions proposed or taken, progress of contract execution, approvals on invoice payments and financial report;
* Prepare and submit officially the monthly progress reports to UNDP with copies to MINIJUST and RHA. The report should be highlighting actual and potential problems, need for urgent decisions, and likely deviations from overall quality, timing and costing plans.
* Ensure that all materials and equipment allowed on the site are in full compliance with technical specification requirements and will certify the quality if necessary;
* Advise the client on any technical changes proposed during execution and seek the client approval before their implementation;
* Professionally manage, check and control any technical issue related to the rehabilitation works of ADR CENTER to ensure a successful completion of works;
* To immediately inform and advise the client of any contractor’s defect likely to harm the works both technically or/and financially;
* Regularly provide technical advice to the contractor according to the needs;
* Ensure that the contractor complies with the execution time limits provided for;
* Check the conformity of works execution with relevant design and standard documents before final acceptance;
* Ensure that the contractor takes all necessary measures so that maximum security conditions for the workers and surrounding communities are observed and fulfilled;
* Ensure that the contractor takes necessary measures so that actions harmful to the environment are minimized as reasonably as possible and that possible repairs are carried out in due time;
* Ensure that any new works deemed necessary to a good completion of the project and do not appear in the planned activities are duly quantified and seek approval of the client before they are executed;
* Amend detailed drawings as necessary and ensure prior approval from the client before they could be used for implementation.
* Prepare any additional detailed drawings that may be needed the execution.
* Ensure that professionals employed on site by the contractor comply with the required and agreed on expertise. For instance, ensuring that they are registered in their respective professional bodies, having insurance, appropriate contracts with the contractor and verify they credential to ensure they are relevant for the task to be executed;
	1. **Administrative Duties**
* For the administration of the Agreement the Supervisor shall designate an official or individual to be his representative;
* Update the site logbook on daily basis;
* Organize and chair weekly site meetings with the contractor and transmit the meeting outcomes to the client (UNDP) in a written form. The date of meeting should always be communicated before three days to the client representatives assigned to the project for their potential attendance.
* The Supervisor will be responsible for preparing and sending invitations to concerned persons as well as to compile and transmit reports and/or related minutes at least two days before holding the next meeting;
* Ensure that all the communications between the contractor and the Supervising firm are officially recorded in a written form for future reference.
* Thoroughly verify invoices submitted by the contractor, check their accuracy in conformity with the recommended model, countersign them after checking and if necessary, correct them and transit the approved invoice to the client with a clear recommendation of works completed and to be paid.
	1. **Particularities**

In addition to what have mentioned above, the Supervisor shall pay special attention to the following:

1. **During starting phase**

**During starting of** the construction works**, the supervisor shall verify:**

* The qualifications and experience of the contractor staff to ensure they comply
with the required expertise as specified in the contractor’s Terms of Reference.
* That the organization chart proposed by the contractor is adequate for smooth
and professional completion of the project. The Supervisor will ensure to gather
and communicate to the client the contact information (including phone numbers) of professional staff proposed by the contract for the project;
* The availability, operational conditions of equipment brought by the contractor
on the site and how they match with the tasks. Detailed update on this item shall be part of the weekly report mentioned above.
* Establish and maintain Project document control process in line with Construction standards and the Project Delivery System (PDS) in order to ensure reliable and efficient administration, control, and distribution of information are in place;
1. During implementation, the supervisor shall:
2. Keep up to date daily all document related to technical specification of the project.
3. Prepare and share with the client representative a daily site status report containing relevant information including: any serious matter raised, instructions issued
4. Ensure that all technical query notes (TQN), Request for information, inspection and approval (RFI), and Site Instructions (SI) are issued, checked, and submitted to the appropriate and right technical staff and properly registered and filed.
5. Maintain the document control system such that it is always up to date (daily) so that the client’s project manager and other relevant stakeholders has access to timely and accurate information, drawings, and documents;
6. Monitor the good use of materials according to the accepted professional standards and rules governing such works, installation and / or the service setting of equipment in conformity technical requirements;
7. Make recommendations to the client on all claims of the contractor relating to the execution and progress of the work, such as progress payments, variation orders, contract time extensions and suspensions, including interpretation of the Contract between the Client and the contractor
8. Inspect and examine the actual construction of the project with such frequency and duration as may be necessary to fully instruct the Contractor’s representatives on the work, the merits of the material and workmanship, and seeing to it that the work is strictly done in accordance with the plans and specifications. the Supervisor shall keep the Client informed of defects and deficiencies in the work of Contractor and shall condemn work found failing to conform with the Contract Documents, Annexes or Special Provisions of the Contract, if any, and decisions of the Client as conveyed;
9. Write status reports related to the work status with comment and justifications for any modification from the initial program. The Supervisor will check that all possible options are exhausted towards addressing any anomalies or foresee probable delay.
10. Regularly update estimates of financial statements for the executive contractor, suppliers and project administration with disbursements details;
11. Perform carefully and without extra cost any additional studies needed for technical changes or destination intended during work execution.
12. Arrange with the relevant authorities the provisional handover, produce and distribute the minutes related to;
13. Keep safely diary work status, calculation notes, tests and trial results, measurements, contractor’s invoices, attachments and any other documents that may permit the proper interpretation and justification of all decisions about expenses incurred in course of the project. copies of these documents should be accessible to the Client representative project anytime.
14. Assist in the technical and legal handing over process, guarantee and maintenance control, final payment and preparation of the project completion report.

Note: The supervisor Final report of the project after completion shall be submitted to the owner, within four (4) weeks after the provisional and final handover of the works.

1. **In Finishing phase, the Supervisor shall:**
2. Before the payment of the final professional fees of the supervision, the documents described above, classifies in a rational way will be handed over to the client. Documents should be properly filed and clearly labelled. The Supervisor will ensure that the closure of the project is systematic and complete in all its aspects. he will also himself:
3. Collect and / or prepare and submit all necessary technical documents to the Client for the proper use and maintenance of facilities covered by the project;
4. Write the final report summarizing all the stages of project progress with comprehensive review of technical and financial aspects. This documentation must be accurate and show all the variations brought to the initial project and their justifications as well as the results in relation to the initial goals.
5. Advise the OWNER of any and all finishing touches on construction or installation activities necessary to render the building operational or ready for occupancy.
6. **Institutional Arrangement**
* UNDP, the Ministry of Justice and the Rwanda Housing Authority will supervise the work of the Supervision Firm. Rwanda Housing Authority will provide technical advice for the supervision consultancy.
* The client shall put at the disposal of the supervising firm all the relevant documents and data concerning the typical designs of ADR Center.
* The client will assign a representative to be the focal person for the duration of the project.
1. **Duration of the Work**
* The supervision period shall be 5 Months counted from the date of receiving service order in consideration to the construction period as it will be stipulated in the Rehabilitation contract plus 9 months of Defects Liability Period (DLP) or Maintenance Period. Also, the Supervisor will report to UNDP. The Supervisor will be paid as per the progress of work and before signing the contract, a performance security will be issued to the procuring entity as per the provision of the law.
* The supervision period shall be for a period to be agreed on during the contract negotiation and shall be dependent of the construction period. The consultancy shall be paid based on work progress.
1. **Duty Station**

The duty station of the work is Nyanza District.

1. **Consultancy Price and Schedule of Payments**

The contractor shall be paid based on contract payment schedule agreed upon. All payments shall be made by UNDP upon reception of tax-inclusive invoices and approval of the work by the supervising team and after consultation with the Ministry of Justice and according to the following schedule:

|  |  |
| --- | --- |
| 1. **First payment** upon submission and approval of first monthly progress report
 | **40%** of total contract |
| 1. **Second payment** upon approval and provisional handover of the rehabilitation works
 | **40%** of total contract |
| **Final payment** upon approval and final handover of the rehabilitation works | **20%** of total contract |

1. **Profile of the Supervision Firm and Documents to be submitted**

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

* 1. **The Supervision /Construction firm must be on the list of categorized** companies allowed to bid for tenders for construction or supervision as categorized by Rwanda Public Procurement Authority (RPPA);
	2. **Be certified by RDB** with certificate of domestic company registration;
	3. **Tax Clearance certificates** issued by RSSB and RRA;
	4. Profile of Firm showing experience of minimum 5 years in the field of construction or supervision with at least 3 completion certificates in similar assignments (Construction or supervision:
	5. **CVs of the three proposed personnel** with contact details (email and telephone number) of the personnel with at least three (3) buildings construction projects successfully supervised or constructed under his/her contribution in the similar function in 5years later for each personnel.
	6. Degree or certificates of proposed personnel:
* **Team leader** must have A0 degree in Degree in Civil Engineering or architecture and registered in the relevant professional body in Rwanda Institution of Engineers Rwanda or Rwanda Institute of architects, proven with a valid practice certificate provided by the professional body
* **Electrical engineer** must have a Bachelor’s Degree in Electrical Engineering and must have a valid certificate provided by RURA;
* **Pluming engineer** must have at least A1 degree in plumbing, environmental management and water technology and sanitation.
	1. **Financial Proposal** that indicates all-inclusive fixed total contract price.
	2. Compulsory **site visit certificate**.
1. **Criteria for Selection of the Best Offer**

The contract will be awarded to the lowest priced technically compliant bidder

**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? | [ ]  Yes [ ]  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):* | [x]  Yes [ ]  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):* | [x]  Yes [ ]  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | [x]  Yes [ ]  No |
| 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 institutions promoting such issues *(If yes, provide a Copy)* | [x]  Yes [ ]  No |
| Is your company a member of the UN Global Compact  | [x]  Yes [ ]  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. |
| **Previous relevant experience: 3 contracts** |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | **Contract Value** | **Period of activity**  | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|[ ] [ ]  **Requirements and Terms and Conditions:** 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. |
|[ ] [ ]  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. |
|[ ] [ ]  **Ethics**: 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.  |
|[ ] [ ]  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 wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|[ ] [ ]  **Conflict of interest:** 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. |
|[ ] [ ]  **Prohibitions and Sanctions** l/We hereby declare that our firm, ultimate beneficial owners, 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. |
|[ ] [ ]  **Bankruptcy**: l/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. |
|[ ] [ ]  **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.  |
|[ ] [ ]  I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|[ ] [ ]  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.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS**

*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;*
* *team composition and CVs of key personnel*

**Financial Offer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Works**  | **UOM** | **Qty** | **Unit Price** | **Total Price** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total**  |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | **You Responses** |
|  | **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Delivery Lead Time |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Other requirements *[pls. specify]* |[ ] [ ]  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. |
| *Exact name and address of company*Company NameClick 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.Email Address: 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. |

**ANNEX 4: BOQs PHASE1\_ADR\_NYANZA\_Renovation**

 This Annex is attached to this Solicitation document and has been uploaded to QUANTUM

**ANNEX 5: General Conditions of Contract for Civil Works**