



## **INVITATION TO BID**

### **6.3.1. Construction of two (2) rainwater harvesting systems and training of the communities in charge of their management in the neighborhoods of Busanza and Mpazi, in Kigali-Rwanda**

#### **SECTION 1: LETTER OF INVITATION**

United Nations Development Programme, hereinafter referred to as UNDP hereby invites prospective bidders to submit a bid in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

To enable you to submit a bid, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instructions to Bidders

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements

Section 6: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

- Form A: Bid Confirmation
  
- Form B: Checklist
  
- Form C: Bid Submission
  
- Form D: Bidder Information
  
- Form E: Joint Venture/Consortium/Association Information
  
- Form F: Eligibility and Qualification
  
- Form G: Technical Bid
  
- Form H: Price Schedule
  
- Form I: Bid Security



If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedure as set out in this ITB and submit it by the deadline for submission of bids set out in this document and in the supplier portal. .

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. 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.

We look forward to receiving your bid.



**Tender Overview**

6.3.1. Construction of two (2) rainwater harvesting systems and training of the communities in charge of their management in the neighborhoods of Busanza and Mpazi, in Kigali, Rwanda



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## 1 Overview

### 1.1 General Information

<b>Title</b>	6.3.1. Construction of 2 rainwater harvesting systems in Kigali, Rwanda
<b>Contact Point</b>	SDG Action Procurement
<b>Outcome</b>	Purchase Order
<b>E-Mail</b>	sdgaction.procurement@undp.org
<b>Reference Number</b>	6.3.1
<b>Beneficiary Country</b>	RWA
<b>Introduction</b>	<b>6.3.1. Construction of two (2) rainwater harvesting systems and training of the communities in charge of their management in the neighborhoods of Busanza and Mpazi, in Kigali, Rwanda</b>

The UN SDG (United Nations Sustainable Development Goals) Action Campaign is working closely with cities and local governments to showcase how they are actively contributing to implement Agenda 2030, accelerating transformative action to achieve the Sustainable Development Goals for all, and everywhere.

The UN SDG Action Campaign, together with the office of UNDP in Rwanda are supporting the City of Kigali to implement the Rainwater harvesting systems project in the settlements of Mpazi and Busanza that have recently been upgraded, one of the winners of the 2021 Global Mayors Challenge.

The project encompasses construction activities, culminating in the training of residents in the respective neighborhoods on the utilization and upkeep of rainwater harvesting system infrastructure.

**It's by this context that UNDP is seeking to hire a contractor to execute the construction works of two (2) rainwater harvesting systems, one per settlement of Mpazi and Busanza, located in different sites in Kigali.**

The project initiative aims at providing an affordable alternative source of water to newly resettled residents who are heavily burdened with high commercial water bills, and thereby improving hygiene in the households.

This rainwater harvesting system project includes construction of two (2) concrete underground rainwater reservoirs, each with the pump house at the top, elevated GRP tank with its support structure (concrete structure) and corresponding piping systems from and into the buildings to be supplied with rainwater. Rainwater will be harvested from some selected roofs of buildings and collected into the underground reservoir conveyed by down pipes forwarded into storage tank (underground reservoir).



The project also considers the training of residents in the respective neighborhoods on operation and maintenance of the system put in place purposely ensuring the facility management.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. 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.

### 1.2 Tender Timeline

**Preview Date**  
**Open Date** Immediately  
**Close Date** 30/04/2024 12.00  
**Time Zone** Eastern Standard Time

### 1.3 Response Rules

*This negotiation is governed by all the rules displayed below.*

	Rule
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

### 1.4 Terms

**Negotiation Currency** USD (US Dollar)



## 2 Requirements

*\*Response is required*

The requirement section of this document includes general instructions and information for suppliers as well as requirements and sections that suppliers need to respond. Please review this section carefully and provide responses in the manner and format required by uploading required forms and when required also keying in the information directly in the system.

### 2.1 Section 1. General Provisions

#### 1. General Instructions to Bidders

This solicitation process is governed by the General Instructions to Suppliers attached herewith and Bid Data Sheet and other information listed herewith. By submitting a bid response to this tender supplier confirms to have read, understood, and accepted such provisions.

Attachments:

File Name or URL	Type	Description
Section 2_General instructions	File	Section 2_General instructions to Bidders

#### 2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. By submitting a bid you confirm to have read, understood, and accepted the provisions herewith attached.

Attachments:

File Name or URL	Type	Description
Section 3_ Bid Data Sheet.pdf	File	Section 3_ Bid Data Sheet

\*3.

#### General Instructions

Please read carefully the following documents:

- Section 5. Schedule of requirements
- Annex 1-BUSANZA AND MPAZI DRAWINGS
- Annex 2. Training Manual for Operation and Maintenance

-describing main scope of the requirements and other provisions to this process, herewith attached

Attachments:

File Name or URL	Type	Description
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Section 5. Schedule of require	File	Section 5. Schedule of require
Annex 2. Training Manual for O	File	Annex 2. Training Manual for Operation and Maintenance
Annex 1-BUSANZA AND MPAZI DRAW	File	Annex 1-BUSANZA AND MPAZI DRAWINGS

Select one of the following:

- a. We confirm we have read the attached documents

## 2.2 Section 2. Evaluation Criteria - Preliminary Examination

### \*1. General Conditions of Contract

Do you accept the General Conditions of Contract (GTCs) as specified herewith.

Any Purchase Order or contract that will be issued as a result of this ITB shall be subject to one of the General Conditions of Contract below:

General Terms and Conditions / Special Conditions for Contract for works:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.undp.org%2Fsites%2Fg%2Ffiles%2Fzskgke326%2Ffiles%2Fprocurement%2Fpdf%2F6.%2520UNDP%2520General%2520Conditions%2520of%2520Contract%2520for%2520Civil%2520Works.doc&wdOrigin=BROWSELINK>

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy:

<https://www.undp.org/procurement/business/how-we-buy>

Attachments:

File Name or URL	Type	Description
Section 6_ GTCs and contract f	File	Section 6_ GTCs and contract forms

Select one of the following:

- a. Confirm acceptance of GTCs

### 2. Proposal Validity

Do you accept that your bid is valid as required in General Instructions and Bid Data Sheet?

Select one of the following:

- a. Confirm Bid Validity as required

### 3. Form A: Bid Confirmation



Please acknowledge interest to participate in this Tender by creating a draft bid response in the system. This will allow you to receive notifications from the system in case of amendments.

If you do not submit a bid, UNDP would appreciate your feedback on the reasons. You can provide your feedback by completing the form A herewith attached and sending it via email to contact details specified for this tender in Bid Data Sheet.

Attachments:

File Name or URL	Type	Description
Form A. Bid Confirmation.docx	File	Form A. Bid Confirmation

Select one of the following: -

- a. Form A: Bid Confirmation *(Response attachments are optional)*

**4. Form B: Checklist**

Please complete the returnable bidding forms in accordance with instructions and attach them as part of your bid response in the system. No alteration to the format of the forms shall be permitted and no substitution shall be accepted.

Attachments:

File Name or URL	Type	Description
Form B. Checklist.docx	File	Form B. Checklist

Select one of the following:

- a. Form B: Checklist *(Response attachments are optional)*

**5. Form C: Bid Submission**

Have you attached Bid Submission form as per template provided and duly signed by a legal representative of your company?

Attachments:

File Name or URL	Type	Description
Form C. Bid Submission.docx	File	Form C. Bid Submission

Select one of the following:

- a. Form C: Bid Submission *(Response attachments are optional)*

**\*6. Form D: Bidder Information**

Have you attached form D with information on the bidder using template herewith attached?

Attachments:

File Name or URL	Type	Description
Form D. Bidder Information.doc	File	Form D. Bidder Information

Select one of the following:

- a. Form D: Bidder Information *(Response attachments are optional)*

**\*7. Form E: Joint Venture/Consortium/Association Information**

Have you provided information on Joint Venture/Consortium/Association Information using the template and instructions attached?



Choose the applicable answer from options below.

Attachments:

File Name or URL	Type	Description
Form E. JV-Consortium-AI.docx	File	Form E. JV-Consortium-AI

Select one of the following:

- a. Not applicable
- b. Joint Venture (*Response attachments are optional*)
- c. Consortium (*Response attachments are optional*)
- d. Association (*Response attachments are optional*)

**8. Form F: Eligibility and Qualifications Form**

Please confirm that you will provide the information required to establish eligibility and qualifications as perform F herewith attached in the next section.

As well as attach also supporting documentation as applicable.

Attachments:

File Name or URL	Type	Description
Form F. Eligibility and qualification	File	Form F. Eligibility and qualifications form

Select one of the following:

- a. We confirm that we will provide the information required in Form F in the next section

**9. Form G: Technical Bid**

Please confirm that you will provide your technical offer using the template herewith attached in the next section

Please provide also additional supporting documents such as technical specifications, brochures, etc.

Attachments:

File Name or URL	Type	Description
From G. Technical Bid.docx	File	From G. Technical Bid

Select one of the following:

- a. Yes, we will provide our technical bid using from G in the next section

**10. Form H: Price Schedule**

Have you provided Price Schedule as instructed?

Prices must be submitted directly in the system line items section, and detailed tables attached when requested.

Please make sure that the figures are consistent.

Select one of the following:

- a. Price Schedule Provided

**11. Form I: Bid Security**

Have you provided Bid Security as per the template herewith attached and instructions in the Tender document?

A scanned copy shall be attached with bid response in the system and original sent to the address specified



in Bid Data Sheet.

Attachments:

File Name or URL	Type	Description
From I. Bid security.docx	File	From I. Bid security

Select one of the following:

- a. Bid Security Provided *(Response attachments are required)*

### 2.3 Section 3. Evaluation Criteria - Minimum eligibility

#### 1. Legal Registration

Bidder is a legally registered entity and all relevant information is provided.

Document Submission requirement

- Form D: Bidder Information
- Valid Trade license from authorized institution
- A valid and updated copy of the tax clearance certificate

Attachments:

File Name or URL	Type	Description
Form D. Bidder Information.doc	File	Form D. Bidder Information

Select all that apply:

- a. Form D: Bidder Information *(Response attachments are optional)*
- b. Valid Trade license from authorized institution *(Response attachments are optional)*
- c. A valid and updated copy of the tax clearance certificate *(Response attachments are optional)*
- d. Other - please specify in comments *(Response attachments are optional)*

#### \*2. Sanctions List

Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.

Attachments:

File Name or URL	Type	Description
Annex 5. Omnibus Sworn Stateme	File	Annex 5. Omnibus Sworn Statement

Select one of the following:

- a. Not suspended or ineligible as per Annex 5. Omnibus Sworn Statement *(Response attachments are optional)*

#### \*3. Bankruptcy

Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the fore-seeable future.

Select one of the following:

- a. Not involved in Bankruptcy or similar proceedings



- b. Involved in bankruptcy or other similar proceedings *(Response attachments are required)*

**\*4. Certificates and Licenses**

Have you provided required certificate and licenses.

Select any of the options below as applicable and supporting documents.

- Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer.
- Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country.
- Patent Registration Certificates, if any of technologies submitted in the bid is patented by the bidder.
- Export/Import Licenses, if applicable.

Select one of the following:

- a. Agent on behalf of manufacturer *(Response attachments are optional)*
- b. Official appointment as local representative *(Response attachments are optional)*
- c. Patent Registration Certificates *(Response attachments are optional)*
- d. Export/Import licenses *(Response attachments are optional)*
- e. Not applicable *(Response attachments are optional)*

**2.4 Section 4. Evaluation Criteria - Qualifications**

**\*1. History of non-performing contracts**

Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.

Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism.

Attachments:

File Name or URL	Type	Description
Form F. Eligibility and qualif	File	Form F. Eligibility and qualifications form

Select one of the following:

- a. No history of non-performing contracts
- b. Information provided in Form F *(Response attachments are required)*

**\*2. Litigations**

No consisten history of court/arbitral award decisions against the bidder for the last 3 years.

Attachments:

File Name or URL	Type	Description
Form F. Eligibility and qualif	File	Form F. Eligibility and qualifications form

Select one of the following:

- a. No Litigations
- b. Litigations history provided in Form F *(Response attachments are required)*



**3. Relevant Experience**

The company should have a minimum of 5 years of experience in engineering including concrete structures like multi-stored buildings and it will be an advantage with experience in construction of water supply systems including construction of water tanks/reservoirs

**Similar projects:**

The bidder shall enumerate a minimum of two (2) completed contracts/projects/works of a similar nature and good completion certificates over the past 10 years. At least one project should be of the same nature and magnitude of this project.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

**Document Submission requirement**

Bidders must complete, sign, and submit Annex 3. Statement of Relevant Experience detailing scope of works delivered, value of each contract/project/ works, inclusive month and years of works, and name, contact number and address of employer/ client).

Send the evidence of purchase orders / invoices / signed contracts to evidence each project.

Note: UNDP reserve the right to contact the companies to ask for references

Attachments:

File Name or URL	Type	Description
Annex 3. Statement of relevant	File	Annex 3. Statement of relevant Experience

*Response attachments are optional.*

**4. Financial standings - Liquidity**

The ratio average current assets/Current liabilities over the last years must be equal of greater than 1. Bidders must include audited balance sheets overing the last 3 years.

Indicate the average ratio

**Documents to be submitted:**

Proposers must include audited balance sheets overing the last 3 years by an external



company  
Indicate the average ratio

*Response attachments are optional.*

**\*5. Financial Standing - Turnover**

Bidder should have annual sales turnover of minimum 100,000 USD for the last 3 years.  
Provide average turnover amount for the last 3 years in USD.

Documents to be submitted:

- Provide average turnover amount for the last 3 years in USD.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

*Response attachments are optional.*

**2.5 Section 5. Technical Evaluation Criteria**

**1. Technical offer and specifications:**

Works offered in the bid (Activities and deliverables) are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements.

**Delivery Requirements**

The bid is substantially compliant with the minimum delivery Requirements included in Section 5: Schedule of Requirements regarding proposed implementation timeline and technical specifications for goods do not contain any material deviation(s).

Documents to be submitted as described in Form G. attached (no more than 15 pages):

Technical offer and specifications as described in Form G with the following sections:

1. SECTION 1: Bidder's qualification, capacity and expertise.



2. SECTION 2: Scope of Supply, Technical Specifications, and Related Services
3. SECTION 3: Management Structure and Key Personnel
4. SECTION 4: Equipment confirmation

Attachments:

File Name or URL	Type	Description
Section 5. Schedule of require	File	Section 5. Schedule of requirements
From G. Technical Bid. docx	File	From G. Technical Bid

*Response attachments are optional.*

## 2.6 Section 6. Financial

1.

**Financial offer:**

Please provide the cost breakdown of your financial proposal as per the template Annex 5. Financial Offer Form and instructions provided in excel. Indicate the total amount here and make sure it matches with the total amount indicated line items.

Note: Please note that Annex 5. Financial Offer is also the Bill of Quantities (BoQ)

Attachments:

File Name or URL	Type	Description
Annex 5. Financial Offer Form.	File	Annex 5. Financial Offer Form

*Response attachments are optional*



### 3 Lines

#### 3.1 Line Information

Line	Category Name	Item	Target Quantity	Unit Price	Total Price	AdditionalAttributes
1-6.3.1. Construct ion of two (2) rainwater  systems and training of the communit ies in charge of their managem ent in the neighborh oods of Busanza and Mpazi, in Kigali, Rwanda.	Specialize d public building constructio n services					