



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: September 3, 2019
	REFERENCE: BBRFQ78381

Dear Sir/Madam:

We kindly request you to submit your quotation for ***Provision and Installation of a 3kW System, Bacolet, Grenada***, as detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before September 17, 2019 and via *e-mail*, to the address below:

United Nations Development Programme
Procurement Unit
Procurement.bb@undp.org

Quotations submitted by email must be limited to a maximum of 15MB. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods and services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP

Exact Address/es of Delivery Location/s (identify all, if multiple)	Bacolet Juvenile and Rehabilitation Centre C/O Ministry of Social Development and Housing Ministerial Complex Tanteen, St. George's Grenada W.I	
Mode of Transport	<input checked="" type="checkbox"/> AIR	
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year	
Deadline for the Submission of Quotation	<i>Tuesday, September 17, 2019, 5pm AST</i>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted	<input checked="" type="checkbox"/> Financial Proposal as per TOR (Annex 1)	
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted	
Payment Terms	<input checked="" type="checkbox"/> Others Based on terms outlined in the TOR (Annex 1)	
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions	
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i>	

Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Conditions for Release of Payment	<input checked="" type="checkbox"/> Others Written Acceptance of Delivery by UNDP
Annexes to this RFQ	<input checked="" type="checkbox"/> TOR (Annex 1) <input type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input checked="" type="checkbox"/> Others Offers to Comply with Other Conditions and Related Requirements (Annex 2) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<i>Procurement Unit</i> <i>Procurement.bb@undp.org</i> 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.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,
Procurement Services Unit
Barbados and the OECS

Terms of Reference
Provision and Installation of a 3kW Photovoltaic System, Bacolet, Grenada

Project Title: Japan-Caribbean Climate Change Partnership
Beneficiary countries: Grenada
Contracting Authority: United Nations Development Programme (UNDP)
Contract Type: Request for Quotation
Duration of Assignment: 4 working days
Start Date: 23rd September 2019

1. BACKGROUND

Caribbean countries share similar economic and sustainable development challenges, including a small population, remoteness, susceptibility to natural disasters, and most importantly, vulnerability to climate change. Negative impacts associated with climate change on land, water resources and biodiversity have also been predicted, and ultimately, the main sectors of tourism and agriculture will be negatively impacted by these changes. Meanwhile, even though Caribbean countries emit relatively small amounts of greenhouse gas emissions, they will suffer disproportionately from the impacts of climate change.

As such, the Government of Japan through the Japan-Caribbean Climate Change Partnership aims to support the implementation of actual technology that is both low-emission and advances climate risk management, including demonstration in the target countries. To this end, eight demonstration projects are planned for Grenada which are tailored to meet the specific needs and vulnerabilities within local communities. Specifically, the required services will support one approved pilot initiative to enhance the participation of youth at Grand Bacolet Juvenile Justice Rehabilitation and Treatment Centre in climate resilience building in agriculture by developing their capacity in vegetable production, and utilizing high technology water efficient hydroponic systems. More specifically, the project aims to:

2. OBJECTIVE OF THE SERVICES

Specifically, the required services will support one approved pilot initiative to facilitate the design and installation of an off-grid 3kW Photovoltaic System (PV) for the Grand Bacolet Juvenile Justice Rehabilitation and Treatment Centre. In this context, the project will require the services of a company to undertake the following:

- Provision of a detailed specifications for an off-grid 3kW PV system, which includes the following components: solar panels. Controller, inverter, battery, solar panel rack, cables and connectors.
- Provision of cost estimate for purchasing, shipping (transportation cost if relevant) and installing the 3kW PV system inclusive of testing and commissioning of the power system.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The company with guidance from the J-CCCP Project Manager, J-CCCP Technical Specialist, Grand Bacolet Juvenile Justice Rehabilitation and Treatment Centre and the Ministry of Social Development undertake the following tasks:

- (i) Conduct site assessment of the facilities and structure on which elements of the PV system are to be installed and undertake of preparations for the placement of the PV system components.
- (ii) Installation of the PV system inclusive of testing and commissioning the system.

3 INSTITUTIONAL ARRANGEMENTS

The company will report directly to the J-CCCP Project Manager with support from the J-CCCP National Project Assistant and will report to parties on work progress, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required. The Ministry of Social Development and the Bacolet Juvenile Justice Rehabilitation and Treatment Centre and the of and National Project Assistant will review all deliverables for certification of acceptance the outputs produced by the consultant.

4 REPORTING REQUIREMENTS

The company will report in accordance to the approved schedule of works to the J-CCCP Project Manager, the Ministry of Social Development, the Bacolet Juvenile Justice Rehabilitation and Treatment Centre and J-CCCP National Project Assistant to ensure a timely delivery of the expected outputs.

5 REMUNERATION

The company's price is a fixed output-based price regardless of extension of the duration specified herein. The price proposal will include **all expected costs of the assignment.**

Payment will be remitted subject to the approval of final deliverables by the Ministry of Agriculture and the UNDP and based on the contractor's price proposal. Expected deadlines and proposed payment allocations are as follows:

Deliverable	No. of days	Percentage
Conduct site assessment of the structure on which elements of the PV system are to be installed and undertake of preparations for the placement of the PV system components.	1 days	40%
Installation of the PV system inclusive of testing and commissioning the system.	3 days	60%
Total	4 days	100%

7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education and Experience

- 5 years' experience in installing, maintaining, diagnosing and repairing electrical and mechanical components of the PV system.
- Understanding of the local electricity structure and industry.

8. SUBMISSIONS

Interested individuals must submit the following to demonstrate their suitability:

- Company Profile

- Detailed specification of the proposed Solar PV system
- Reference list of PV installations completed in the last 5 years.

Annex 2

Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Financial Proposal Provided			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]