

REQUEST FOR QUOTATION (RFQ) (Goods & Services)

Central African Republic Procurement Services Unit, UNDP	DATE : November, 03/12/2019
	REFERENCE: RFQ/184/BUR/2019 Central African Republic compound Electrical Rewiring and critical load separation

Dear Sir / Madam:

We kindly request you to submit your offer for **Central African Republic compound Electrical Rewiring and critical load separation : (Recâblage du réseau électrique avec séparation des charges critiques des bâtiments du compound du PNUD Centrafrique)** as detailed in Annex 1 (TORs) of this RFQ.

Please take note of the following important deadlines :

1. Site Assessment Visit: **December 9, 2019 at 10 a.m**
2. Request for Clarification: **December 16, 2019 latest**
3. Offer Submission: **December 23, 2019 at**

Par courrier : Service Registry

Programme des Nations Unies Pour le Développement
A l'attention du Directeur Pays Adjoint/Opérations
UNDP BANGUI
Avenue de l'indépendance
BP 872 - Bangui

OR via ✉e-mail:

United Nations Development Programme
achats.cf@undp.org

It shall remain your responsibility to ensure that your offer will reach the address above on or before the deadline. Offers that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your offer 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 good/services:

Project Title:	Central African Republic compound Electrical Rewiring and critical load separation <u>Recâblage du réseau électrique avec séparation des charges critiques des bâtiments du compound du PNUD Centrafrique</u>	
Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule, Annex 3)	<input checked="" type="checkbox"/> DAP, Including offloading of goods	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UN Central African Republic is located at Bangui, Avenue de l'indépendance, Google Coordinates: 4.384899, 18.566792.	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input checked="" type="checkbox"/> SEA	<input type="checkbox"/> OTHER
Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	Please ref to TORs	
Deadline for confirmation of participation in Site Assessment Visit	December 9, 2019	
Deadline for Request for Clarification	December 16, 2019 latest	
Deadline for the Submission of Quotation	December 23, 2019	
All documentations, including catalogues, instructions and	<input checked="" type="checkbox"/> English OR <input checked="" type="checkbox"/> French	

¹ Must be linked to INCO Terms chosen.

operating manuals, shall be in this language	
Documents to be submitted	<p>THE FOLLOWING SHALL BE INCLUDED IN THE BID SUBMISSION:</p> <p>1) TECHNICAL OFFER. Bidders are required to provide the following as part of the technical offer:</p> <ul style="list-style-type: none"> I. Technical datasheets and Certificates of the required standards of the main components. II. Bill of Materials (BoM). III. SLD of the rewiring IV. Bidder's Statement Regarding Deviations/Non-Compliance (as per template provided in Appendix I in the ToR). V. Details on their <u>freight, logistics and installation plan</u> in terms of timelines, delivery time and production time. VI. Proposed work plan and approach criteria in relation to the requirements in the terms of reference (TORs). <p>2) FINANCIAL OFFER. Price and Delivery Schedule Form: Fully completed and duly authorized (see Annex 3).</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 120 days</p> <p>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.</p>
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods and related services.
Evaluation Criteria	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions</p>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Submission of Deliverables</p> <p><input checked="" type="checkbox"/> Passing Inspection</p> <p><input checked="" type="checkbox"/> Complete Installation</p> <p><input checked="" type="checkbox"/> Passing all Testing</p> <p><input checked="" type="checkbox"/> Written Acceptance of Work and Goods based on full compliance with RFQ requirements</p>

Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Price and Delivery Schedule Form (Annex 1: Section 4) <input checked="" type="checkbox"/> Minimum Project Deliverables (Annex 1: Section 5)
Contact Person for Inquiries (Written inquiries only) ²	Email: procurement.cf@undp.org 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/proposal with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation/proposal 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.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

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/RFP 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.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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.

United Nations Development Programme

Office of Information Management & Technology
Country Office ICT Advisory Services



*Empowered lives.
Resilient nations.*

Annex 1 – Term of Reference

Central African Republic UN Compound



Terms of Reference: Electrical Rewiring

Rewiring of existing electrical distribution system for Central African Republic UN compound to guarantee safety standards and enable optimal performances of the power sources

Electrical
rewiring



About

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Prepared 20/08/2019 by
OIMT Green Energy Team.
Last Update: 20/11/2019.

ISO 9001 *Approved for Release by*
Gerald Demeules
Global ICT Advisor

◀ **Front Cover:** Central African Republic UN compound



Terms of Reference Electrical Rewiring

Central African Republic UN compound

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Acronyms

Cases

CO - Country Office	10
TOR - Terms of Reference	10



Terms of Reference: Electrical Rewiring

Central African Republic UN Compound

Scope of the Document

The TOR sets the requirements to facilitate smart and clean energy solutions to secure UN activities in **Central African Republic** by conducting electrical rewiring in the UN compound. The Objective is to improve safety and reliability of the electrical network and guarantee optimal performances of the power sources (i.e. national grid, generator, future PV installation). Part of the scope of the project is also to implement circuit separation for the UNDP and UN Women office. The purpose is to segregate critical circuit and guarantee the optimal performances of a new Solar installation that is being procured for both the UNDP Country office and the UN Women Country office.

Structure of the Document

The ToR include the following components:

1. Introduction
2. Project Description
3. Statement of Work
4. Price and Delivery Schedule Forms

All requirements in the ToR are numbered and boxed.

1. Introduction

The Central African Republic UN Compound is undergoing a process of renovating and improving electrical power sources. A new 200 kVA generator is being procured and in the coming months a hybrid PV system will be installed in the UNDP country office and in the UN Women country office to power critical loads and ensure business continuity.

To ensure optimal performances of the new power sources and guarantee safety and reliability, a rewiring of the existing electrical network of the UN compound is necessary. Included in the scope is to conduct complete wiring, set up power distribution boards and appliances sockets for the UN Compound. Part of the scope is also to implement circuit segregation of the critical loads identified by the UNDP country office and UN Women country office.

2. Project Description

2.1 Project Objectives

The main goal of this TOR is to provide CAR UN Compound with a new electrical network, ensuring high quality and security standards and providing the critical load separation for the UNDP office and UN Women office. This new investment will strongly improve the reliability of the electrical network strongly enhancing business continuity and reducing risk of blackouts and short-circuits. The following document provides requirements and guidelines for the project.

2.2 Project High Level Requirements

This project seeks to:

1. Rewire the electrical network of the UN Compound;



2. Create circuits segregation for the critical appliances of the **UNDP office and the UN Women office**, to be able to direct emergency power to these items specifically in case of outages. This segregated circuits will be connected to the national grid/generator and to a new 90kWp 40 kWh hybrid solar installation.

The requirement is for the vendor to provide a comprehensive offer for the **Assessment, Design and Rewiring** of the Central African Republic UN Compound electrical network and distribution.

2.3 Description of Site

UN Central African Republic is located at Bangui, Avenue de l'indépendance, Google Coordinates: 4.384899, 18.566792.

Below in figure 1 an aerial view of the compound with indication of the main buildings



Figure 1. Compound aerial view: 1. Security; 2. ONUSIDA; 3. UNDP Conference Hall; 4. Procurement and Logistic; 5. Fleet Management; 6. UNV; 7. UNDP IT; 8. UNDP Main; 9 Finance; 10. Cafeteria; 11. BAD; 12. UN Conference hall; 13. UNDP (ANE); 14. UNDP Container 1

2.3.1 Electrical installation

Following information is available regarding the electrical installation

Table 1, Electrical installation information

Extra fuse way in the main fuse board	no
Type of incoming supply	3 phase,



Figure 2. Electrical main switch and distribution board

2.3.2 Existing power source

The existing power supply consists of national grid, 2 generators (newly procured 200 kVA and an existing 65 kVA) and a solar PV system with energy storage (90 kWp and 40 kWh of batteries to be installed). Incoming power from ENERCA (Energie Centrafricaine) feeds the “OCHA generator house” and it is then distributed to all the compound. There is no clear labelling to where the distributions lines go. The connection between the different compound is not always in good conditions with cables running directly from the main distribution load and laying directly on the ground without proper insulation.

3 Statement of Work

3.1 Site visit

Information regarding the site and electrical installation have been provided in this ToR. However, for preparation and submission of your offer, you shall conduct a Site Assessment Visit (without cost to UNDP).

Site Assessment Visit is scheduled on the December 9, 2019 at 10H00.



The data collected on the Site Assessment Visit, on the above-mentioned site, together with the data included in this document are what shall be considered for the offer preparation and submission.

Please confirm your intention to undertake the Site Assessment Visit (without the cost to UNDP) by sending an email to procurement.cf@undp.org providing the name, ID and contact details of the staff involved in the Site Assessment Visit for UNDP to make the necessary arrangements for assessment.

The UNDP focal point in Bangui country office is ousmane.abakar@undp.org. Please note that it is necessary to arrange any site visit in advance.

Conducting a Site Assessment Visit is compulsory for the offer to be valid.

3.2 Technical Requirements

Compliance with or deviations from the specification shall be clearly stated by the vendor in the below section 3.1.1 and submitted as part of the offer. The vendor shall apply good engineering practice and follow the applicable standards in the mentioned here forth. In addition, the vendor shall include technical and performance specifications of the equipment that will be used in the project.

3.2.1 Electrical rewiring

Bidders shall provide a comprehensive offer for rewiring in Central African Republic CO.

Table 2: Electrical rewiring requirements

3.2.1	Features	<p>The electrical work shall include layout, supply and installation of the UN compound electrical network and critical circuit separation for UNDP Main building, UNDP IT building and UN Women containers, to segregate critical loads identified by the CO.</p> <p>A full electrical distribution circuit (including circuit breakers, cables, wires, switches, sockets etc.) shall be provided and installed in the compound.</p> <p>Adequate civil works to ensure safety and reliability of distributions lines.</p> <p>A distribution circuit diagram must be completed and submitted.</p> <p>Sizing, types and brands of distribution circuit components and brands of the appliances shall be included in the offer.</p> <p>A proper earthing and lighting arrester system shall be installed.</p> <p>Testing and commissioning of the electrical installation shall be carried out by the contractor in junction with the UNDP focal point.</p> <p>Minimum 2 references from former clients and/or proof of similar rewiring projects should be included in the offer for quality assurance.</p>
3.2.2	Standards	<p>The electrical installation must be done accordingly to local safety and electrical regulations. If no local regulations are in place the installation should follow IEC</p>



		<p>60364, the International Electrotechnical Commissions international standard on Electrical Installations for Buildings.</p> <p>The rewiring must be performed by an electrical engineer according to local laws, safety and electrical regulations.</p> <p>Please provide evidence of the standards that are followed</p>
3.2.3	Warranty	Minimum of 10 years warranty for the complete system
3.2.4	Labelling and Documentation	<p>The bidders shall provide the following information at project completion</p> <ol style="list-style-type: none"> 1. Detailed labelling must be provided clearly identifying each circuit. 2. Detailed Electrical wiring diagram.
3.2.5	Work execution	The bidders shall provide a detailed installation plan including strategy to minimize disruption for the compound operation and ensure business continuity during the rewiring process.

3.3 Timelines and Deliverables

The overall tasks duration after Purchase Order (PO) signature are indicated in Table 3. Estimated duration is referred to the Effective Day of Contract of the PO:

Table 3: Estimated tasks duration of the project

No	Task	Duration
3.3.0.1	Signature of the contract	PO
	Site survey	PO + 2 weeks
	Overview site details for a through survey	
	Final design submitted to UNDP for approval	PO + 3 weeks
3.3.0.2	Transportation	PO + 4 weeks
3.3.0.3	Installation of the Solution	PO + 7 weeks
	Assessment and rewiring	
3.3.0.4	Commissioning and UAT	PO + 8 weeks
	User Acceptance Testing (UAT) and Generator Commissioning	
3.3.0.5	Stabilization of the system	Electrical Installation + 1 month
	The awarded vendor must remain at the disposal of the beneficiary for at least until 1 month (stabilization period) after the rewiring has been installed and commissioned to assist in answering any technical or other related questions.	

3.3.1 Documentation

After award of contract and formalisation of purchase order, the supplier shall deliver following documents for the site to a virtual location that will be shared to Central African Republic UN House:

Table 4: Deliverables after award of contract

No	Document	Description	Delivery time
3.3.1.1	Datasheets	Datasheets of components	PO + 1-2 weeks
3.3.1.2	Site survey report	<ol style="list-style-type: none"> Overview of sites' details, Consideration and assessment for suitable critical load circuit 	PO + 3 weeks



		<ul style="list-style-type: none"> iii. Electrical distribution panel and wiring overview details (measurements, photos etc) iv. Specific civil work requirements v. Installation plan 	
3.3.1.3	Design report including system design drawings	Electric diagram for wiring and any and all relevant information for the system design	2 weeks before shipment of materials
3.3.1.4	Bill of materials	Complete list of materials grouped in assemblies	2 weeks before shipment of materials
3.3.1.5	Shipping documents if applicable	<p>In case the equipment has to be imported from another country, please provide:</p> <ul style="list-style-type: none"> vi. Invoice, vii. Packing list, viii. Bill of lading, ix. Insurance 	ASAP after dispatch, minimum 3 weeks before arrival at destination port
3.3.1.6	Warranty documents for the full system	<p>Warranty certification/documentation for the system and a summary overview of warranty arrangements (technical and logistical).</p> <ul style="list-style-type: none"> i. Overview of available warranty extension options for component ii. Cost associated with warranty replacements during the warranty period will be borne by the supplier. iii. Cost associated with the maintenance and technical support for System during maintenance subscription will be borne by the supplier. 	After dispatch, minimum 3 weeks before arrival at destination port
3.3.1.7	Testing procedure	List of tests that will be carried out and respective pass/fail criteria	Latest 4 weeks before testing
3.3.1.8	Installation and commissioning report	<ul style="list-style-type: none"> i. Electrical rewiring Commissioning Report. ii. Installation and commissioning activities 	Max. 4 weeks after testing
3.3.1.9	User acceptance testing report and proof of performance to UNDP	Results of the individual tests and system performance test as outlined in the testing procedure; sign off by vendor and system user; any deviations and pending tasks need to be recorded	1 week after testing



4. Price and Delivery Schedule Forms

Financial Proposal - please provide the following requirements for single standard solutions:

Price Schedule – Rewiring

Table 5: Price Schedule

Item	Description	Quantity	Unit Price (USD)	Total Price (USD)
1.	Site survey and circuit assessment			
2.	Cabling and wiring			
3.	Power sockets			
4.	Switches			
5.	Earthing and lightning arrester system			
6.	Other components (please list if applicable)			
7.	Civil Works			
8.	Design sizing and documentation			
9.	Freight cost to CAR UN compound in Bangui, including offloading of goods			
10.	Total DAP price to CAR UN compound in Bangui – (Acquisition Cost)			



Appendix I: Compliance Response Form

Introduction

1	Introduction	<input type="checkbox"/> Understood <input type="checkbox"/> Understood with Reservations Comments:
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Project Description

2	Project Description	<input type="checkbox"/> Understood <input type="checkbox"/> Understood with Reservations Comments:
2.1	Project Objectives	<input type="checkbox"/> Understood <input type="checkbox"/> Understood with Reservations Comments:
2.2	Project High Level Requirements	<input type="checkbox"/> Understood <input type="checkbox"/> Understood with Reservations Comments:
2.3	Description of Site	<input type="checkbox"/> Understood <input type="checkbox"/> Understood with Reservations Comments:

Site Assessment Visit

3.1	Site Assessment Visit	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
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Technical requirements

3.2.1	Features	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.2.2	Standards	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations	Reference:



		Comments:	
3.2.3	Warranty	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.2.4	Labelling and Documentation	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.2.5	Work execution	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:

Timelines and deliverables

3.3.0.1	Signature of the contract	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.3.0.2	Transportation	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.3.0.3	Installation of the Solution	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.3.0.4	Commissioning, UAT	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.3.0.5	Stabilization of the system	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:

Documentation

3.2.1.1	Datasheets	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.3.1.2	Site survey report	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:



3.3.1.3	Design report including system design drawings	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.3.1.4	Bill of materials	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.3.1.5	Shipping documents	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.3.1.6	Warranty documents	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.3.1.7	Testing procedure	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.3.1.8	Installation and commissioning report	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:
3.3.1.9	User acceptance testing report and proof of performance to UNDP	<input type="checkbox"/> Compliant <input type="checkbox"/> Deviations Comments:	Reference:

Who we are

UNDP OIMT/CIAS

Our Mission

To support and guide Country Offices in leveraging technology for efficient delivery on the organization's mandate.

Our Vision

Creating Smart UNDP facilities – Smart UN cities.

The Office of Information Management and Technology is the leader in digital transformation, so UNDP can be agile and effective in its global delivery.

UNDP OIMT is headquartered in New York and UN City Copenhagen Denmark, a smart facility which hosts 9 UN agencies and is built with a high focus on sustainability. Our combined efforts provide standardized practices for UNDP country offices to achieve the Sustainable Development Goals and incite other local and international entities to follow our lead.

To illustrate our work, in the wake of the 2014 West Africa Ebola outbreak, country offices in Guinea, Sierra Leone and Liberia could not rely on the grid to meet their energy requirements and diesel shortages restricted access to a sufficient power supply. In order to address this, UNDP OIMT leveraged its experience in implementing smart facilities to roll out solar solutions in the affected countries.

Following this outbreak, UNDP OIMT has aided the installation of solar panel systems in over 13 countries worldwide. These produce a total of 2,56GWh/year which is equivalent to the energy consumption of 2,426,927 smart phones in one year. This energy is also enough to power 10,000 households in the affected countries.



United Nations Development Programme

Office of Information Management & Technology
Country Office ICT Advisory Services

UN City
Marmovej 51,
2100 Copenhagen
Denmark

www.undp.org