



REQUEST FOR QUOTATION (RFQ)
For Consultancy Services for Deployment of Hybrid Solar Power System in UN House

NAME & ADDRESS OF FIRM	DATE: September 23, 2016
	REFERENCE: UNDP/RFQ/45/2016

Dear Sir / Madam:

We kindly request you to submit your quotation for **Consultancy Service for Deployment of Hybrid Solar Power System in UN House**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **5:00PM, October 3, 2016** in sealed envelope by *courier mail or hand delivery* to the address below:

United Nations Development Programme
Ref: UNDP/RFQ/45/2016
The Registry, Reception, UN House
Pulchowk, Lalitpur, Nepal

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.

A Pre-Bid meeting will be arranged on 27 September 2016, at 3:00PM in the UN House, Pulchowk, Lalitpur, Nepal. All the interested bidders are highly encouraged to attend the pre-bid meeting.

Please take note of the following requirements and conditions pertaining to the above mentioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> Other: Local currency: Nepalese Rupees inclusive of VAT	
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror	
Exact Address/es of Delivery Location/s (identify all, if multiple)	United Nations Development Program (UNDP) Nepal UN House, Pulchowk Lalitpur, Nepal	
UNDP Preferred Freight Forwarder, if any ²	Not applicable	
Distribution of shipping documents (if using freight forwarder)	Not applicable	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> The duration of assignment is for 5 months though the Consultant will be actually involved for 4 months commencing from October 2016. The time taken for bidding is not included in the 4 months.	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements		
Mode of Transport		
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> Local Currency : Nepalese Rupees (NPR.) inclusive of VAT	
Value Added Tax on Price Quotation ⁴	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	

¹ Must be linked to INCO Terms chosen.

² Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

³ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

⁴ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

After-sales services required	<input checked="" type="checkbox"/> Technical Support as mentioned in the Terms of Reference (ToR) – Annex 4 <input type="checkbox"/> Others [pls. specify]
Deadline for the Submission of Quotation	5:00PM, Monday, October 03, 2016 Nepal Standard Time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁵	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate; <input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Client list to evidence minimum 5 years of professional experience in consultancy works in carrying out studies related to electrical and solar power energy; <input checked="" type="checkbox"/> Client certificates from minimum 2 clients for satisfactory performance of similar consultancy work for carrying out studies related to electrical and solar power energy; <input checked="" type="checkbox"/> Proposed list of equipment to be used for carrying out the work <input checked="" type="checkbox"/> CVs of proposed engineer(s) specialized in electrical system/solar power energy.

⁵ First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 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 ⁶	<input checked="" type="checkbox"/> Payment will be made in installments as specified in the Terms of Reference (ToR).
Liquidated Damages	
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁷ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁷ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Other Type/s of Contract: UNDP's Institutional Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements
Annexes to this RFQ ¹⁰	<input checked="" type="checkbox"/> Schedule of Requirement for Assessment of Hybrid Solar Power System in UN House (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Terms of Reference – ToR (Annex 4) <p><i>[pls. specify, if any]</i></p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>

⁹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

¹⁰ Where the information is available in the web, a URL for the information may simply be provided.

<p>Contact address for Inquiries (Written inquiries only)¹¹</p>	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/45/2016 (UG), on or before 2:00PM, 27 September 2016. UNDP shall respond to the inquiries through a bulletin to be posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>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</p>
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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.

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 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 herein attached as Annex 3.

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:**

¹¹ 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.

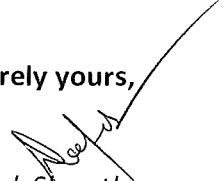
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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,



Deepak Shrestha
Procurement Analyst
September 23, 2016

Annex 1

Schedule of Requirements for Consultancy Services for Deployment of Hybrid Solar Power System in UN House

Schedule of Requirement				
S.no.	Description	Unit	Qty	Requirement
1	Consultancy Services for Deployment of Hybrid Solar Power System in UN House as per the attached Terms of Reference (ToR) – Annex 4	Lot	1	The duration of assignment is for 5 months though the Consultant will be actually involved for 4 months commencing from October 2016. The time taken for bidding is not included in the 4 months.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid for the **Consultancy Services for Deployment of Hybrid Solar Power System in UN House** as per the attached Terms of Reference (ToR) – Annex 4 in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/45/2016:

TABLE 1 : Offer to provide services for Consultancy Services for Deployment of Hybrid Solar Power System in UN House

Item No.	Description/Specification of Goods	Quantity	Price in NPR.
1	Lump sum price for the <u>First Phase</u> for the following job as indicated in the ToR – Annex 4:- First Phase: <ul style="list-style-type: none"> • Prepare a site analysis report of electrical wiring and solar power requirement in UN house • Detailed report including electrical wiring diagram and total load requirement segregated by each agencies • Presentation to CS Unit\ ICT task force on detail project report 	1 lot	
2	Lump sum price for the <u>Second Phase</u> for the following job as indicated in the ToR – Annex 4:- Second Phase: (Phase 2 work be conducted only after completion of first phase) <ul style="list-style-type: none"> • Finalization of Detailed Design, layout, bill of quantities (BOQ), Drawings and Specifications, Cost Estimates of the project • Assist procurement process along with UN procurement team 	1 lot	
3	Lump sum price for the <u>Third Phase</u> for the following job as indicated in the ToR – Annex 4:- Third Phase: (This part will only be carried out upon decision by UNHB) <ul style="list-style-type: none"> • Monitor project and related activities ensuring adherence to approved document. (Duration will be determined once an order is placed for the actual installation work). • Verify and certify the completion of the works 	1 lot	
	TOTAL		
	VAT 13%		
	TOTAL in Nepalese Rupees inclusive of 13% VAT		

Note:-

- Bidders must quote prices for all three different phases, failure to which the bid will be non-responsive.
- Bidders must provide quotation in the given format only.

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item
NOT APPLICABLE				

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:	NA		
Country/ies Of Origin ¹⁴ :	NA		
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA		
b) Defects Liability Period of 1 year as per Schedule of Requirement	NA		
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA		
d) Brand new replacement if Purchased item is not working	NA		
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]	NA		

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]

¹⁴ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

Annex 3

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes

expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods,

services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.

ASSESSMENT OF HYBRID SOLAR POWER PROJECT IN UN HOUSE TERMS OF REFERENCE

I. Position Information

Title: Consultancy Service for Deployment of Hybrid Solar Power System in UN House

Department/Unit: Common Services Unit

Reports to : UN Common Service Manager / IT Task Team

Duty Station : Kathmandu

Expected Places of Travel (if applicable): N/A

Duration of Assignment: The duration of assignment is for 5 months though the Consultant will be actually involved for 4 months commencing from 1 October 2016. The time taken for bidding is not included in the 4 months.

II. Background Information

The UN House in Nepal is currently using Nepal Electric Authority (NEA) city mains supply as the primary source of electricity. Also, it is equipped with diesel generators of 500 KVA capacity for week days and 380 KVA for week ends, off-hours and long holidays. The generators are extensively used due to the long and frequent power cuts by the state owned power company NEA. During the winter season, the power cuts often last for more than 16 hours a day. In addition, there is often shortage of fuel in the country, making it difficult for the supply of needed fuel to operate. The generators are also used for compound lights and supplying power to ICT equipment in the server rooms during the night.

In order to equip UN house with hybrid solar backup system and also to cut down the usage of generators during weekend and off- hours, UN common service is soliciting the service of a consultant or eligible Institutions to prepare detail project report for deployment of hybrid solar power system in UN House.

III. Objectives of Assignment

The objective of the consultancy is to:

- Assess the solar power requirement of each agency within UN house

- Study current UN house electrical wiring and propose suitable cabling with detailed diagram
- Prepare BOQ, Specifications and necessary drawings (if needed)
- Monitoring and evaluation of deployment of electrical cabling and hybrid solar power system
- Project completion report with quality assurance

IV. Deliverables

The consultancy should cover following works which are mentioned below:

- Assess the solar power requirement of the each agencies within UN house
- Study current UN house electrical wiring and propose suitable cabling with detailed diagram
- Prepare bill of quantities, specifications, drawings and cost estimates for the installation work and present it to IT team/UN procurement team
- Evaluation of bids received for actual implantation work
- Monitoring and evaluation of deployment of electrical cabling and hybrid solar power system
- Project completion report with quality assurance

The work is mainly divided into three (3) phases and below are the deliverables expected in each phase.

First Phase:

- Prepare a site analysis report of electrical wiring and solar power requirement in UN house
- Detailed report including electrical wiring diagram and total load requirement segregated by each agencies
- Presentation to CS Unit\ ICT task force on detail project report

Second Phase: (Phase 2 work be conducted only after completion of first phase)

- Finalization of Detailed Design, layout, bill of quantities (BOQ), Drawings and Specifications, Cost Estimates of the project
- Assist procurement process along with UN procurement team

Third Phase: (This part will only be carried out upon decision by UNHB)

- Monitor project and related activities ensuring adherence to approved document. (Duration will be determined once an order is placed for the actual installation work).
- Verify and certify the completion of the works

The expected outputs/deliverables from this assignment are;

- Assess the solar power requirement of each agencies within UN house (2 weeks)
- Study current UN house electrical wiring and propose suitable detail cabling with diagram (2 weeks)
- Prepare BOQ, Specifications, Drawings and Cost estimates (2 weeks)
- Participation in pre bid meeting, evaluation of bids (2 days)
- Monitoring and evaluation of deployment of electrical cabling and hybrid solar power system (6 weeks)

- Project completion report with quality assurance (2 weeks)

UNCS will provide available drawings/reports that might be relevant to this work such as Master Plan of UN House. All responsibility to conduct the necessary works lies on the consultant/Institution.

V. Recruitment Qualifications

Experience:	<p>The consultant/Institution should:</p> <ul style="list-style-type: none"> • Have minimum 5 years of professional experiences in Consultancy works in carrying out studies related to electrical and solar power energy. • Should possess the required equipment to carry out the necessary works • Have excellent presentation and communication skills. • Have the ability to work with deadlines in a challenging working environment.
Human Resources	<p>The consultant/Institution should assign engineer(s) specialized in electrical system/solar power energy to the site during commissioning of the project. S/he should have at least 5 years of experience in similar works.</p>
Financial Control	<ul style="list-style-type: none"> • 25% payment will be provided after the completion of first phase of work • 25% Payment will be paid after the completion of second phase • 50 % payment will be paid after completion of third phase • UN CS is responsible for the payment of the services provided whereas the consultants are responsible for all expenses related to carrying out the works in the process of providing the services to the UN house.
Time Schedule and reporting	<ul style="list-style-type: none"> • The consultant/Institution shall complete the assigned scope of work within the stipulated time period and the specified deliverables shall be submitted to UN CS, during and at the completion of the design work. • Regular communication should be carried out to keep the authorities abreast of the work progress.
Administrative Control	<ul style="list-style-type: none"> • Participate in the meetings as and when required by UN CS
Language Requirements:	<ul style="list-style-type: none"> • The team members must have fluency in written and spoken English and Nepali languages.

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