



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: January 20, 2020
	REFERENCE: MyRFP_2020_001

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy to Carry Out the Detailed Design and Supervision for the Installation of Solar PV in Urban Spaces under the GTALCC Project.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, February 05, 2020** and via email, courier mail or fax to the address below:

**<https://etendering.partneragencies.org>  
MYS10 and Event ID number : 000005200**

For any clarification, please contact the focal person Ms. Laine Liew, Operation Associate, E-mail: [procurement.my@undp.org](mailto:procurement.my@undp.org).

Your Proposal must be expressed in the English Language, and valid for a minimum period of **90 days.**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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 Proposal. 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 Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/duct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Patrick Pee*  
*Assistant Resident Representative (Operations)*  
*1/20/2020*

## Annex 1

### Description of Requirements

Context of the Requirement	Consultancy to Carry Out the Detailed Design and Supervision for the Installation of Solar PV in Urban Spaces under the GTALCC Project.
Implementing Partner of UNDP	Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC)
Expected duration of work	7 calendar-months from February 2020 to September 2020
Target start date	11 February 2020
Latest completion date	30 September 2020
Travels Expected	Local travel for consultations in Putrajaya and Klang Valley
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Security Training BSAFE before travelling if travelling is required <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (all costs relating to the organization of consultations and workshops, excluding local travel of the contractor)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency_ Ringgit Malaysia (MYR)

Value Added Tax on Price Proposal <sup>1</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted			
Payment Terms <sup>2</sup>	<b>Outputs</b>	<b>Percentage</b>	<b>Timing</b>	<b>Condition</b>
	Submission and satisfactory acceptance of inception report: Methodology, Work Plan, Site Report	10%	By 11 March 2020	Within thirty (30) days from the date of meeting the following conditions: a) Client's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Submission and satisfactory acceptance Business Proposal & Request for Proposal Document (RFP) for Solar PV Installation Bundle Scheme Program for Residents in Petaling Jaya	10%	By 25 March 2020	
	Submission and satisfactory acceptance of Business Proposal for: <ul style="list-style-type: none"> <li>Installation of Solar PV at Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities</li> <li>Proof of Concept (POC) on Installation of Solar PV at Multi Storey Carpark (MSC) to supply power to KPKT Building, Precint 4, Putrajaya</li> </ul>	20%	By 10 April 2020	
	Submission and satisfactory acceptance of Design and Tender Documentation for: <ul style="list-style-type: none"> <li>Installation of Solar PV at</li> </ul>	30%	By 15 May 2020	

<sup>1</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>2</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<p>Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities</p> <ul style="list-style-type: none"> <li>• Proof of Concept (POC) on Installation of Solar PV at Multi Storey Carpark (MSC) to supply power to KPKT Building, Precint 4, Putrajaya</li> </ul>			
	<p>Supervision and Commissioning of Installation Works for:</p> <ul style="list-style-type: none"> <li>• Installation of Solar PV at Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities</li> <li>• Proof of Concept (POC) on Installation of Solar PV at Multi Storey Carpark (MSC) to supply power to KPKT Building, Precint 4, Putrajaya</li> </ul>	20%	By 30 September 2020	
	<p>Submission of three (3) knowledge products by documenting lessons learnt and best practices from the installation and how it can be replicated in public spaces in other Cities and other residential areas</p>	10%	By 30 September 2020	
	<p>Submission of a guideline report on General Technical Guidelines for Government Offices in Evaluation and Selection of Solar PV Schemes</p>	10%	By 30 September 2020	
	Total	100%		
<p>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</p>	<p>Program Manager, National Project Manager of the GTALCC Project, and UNDP Assistant Resident Representative (Programme).</p>			
<p>Type of Contract to be Signed</p>	<p><input type="checkbox"/> Purchase Order  <input type="checkbox"/> Institutional Contract  <input checked="" type="checkbox"/> Contract for Goods and Services</p>			

	<input type="checkbox"/> Long-Term Agreement <sup>3</sup> <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. <b>Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</b>
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm (25%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (35%)
	<p><b><u>Financial Proposal (30%)</u></b></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <sup>6</sup> [pls. specify]

<sup>3</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)<sup>7</sup></p>	<p>Procurement.my@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.</p>
<p>Other Information <i>[pls. specify]</i></p>	<p>Please refer to the Detailed Terms of Reference for all other information.</p>

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<sup>7</sup> 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.

## Detailed Terms of Reference

### 1.0 BACKGROUND

The Green Technology Application for the Development of Low Carbon Cities (GTALCC) is a UNDP-GEF funded project to facilitate the implementation of low carbon initiatives and to showcase a clear and integrated approach to low carbon development in Malaysia focusing in five participating cities – Putrajaya, Cyberjaya, Petaling Jaya, Melaka and Iskandar Malaysia. It is expected to generate direct GHG emission reductions of 346,442 tonnes CO<sub>2</sub>eq by end of project and 2,152,032 tonnes CO<sub>2</sub>eq over the lifetime of project investment. The objective will be achieved by removing barriers to integrated low carbon urban planning and development through 3 components :

- 1) Policy support for the promotion of integrated low carbon urban development, which will enable cities to implement and adopt integrated low carbon urban development plans;
- 2) Awareness and institutional capacity development, which will expedite appraisal, approval and the implementation of strategic urban development, and ensure cities are aware of planning and implementing low carbon technology applications, and;
- 3) Low carbon technology investments in cities, where there is an increase in investment in low carbon technologies with more low carbon projects implemented.

The Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC) is the implementing partner of this project and Sustainable Energy Development Authority (SEDA) Malaysia, an agency under MESTECC is appointed as the lead consultant.

### 2.0 PROJECT BRIEF

#### **Solar PV Installation as a Roof Cover**

Urban areas such as car parks, walk ways, cycle ways etc. are often without a cover due to the cost of installing roofs. However, these areas will often benefit from being fitted with a canopy that shelters the space from sun and rain and may increase the value of these facilities in terms of higher parking fees, increased pedestrian and cyclist traffic etc. Malaysia's geographic location near equator is ideal for solar installations as roof covers, as the optimum mounting position is horizontal. The horizontal mounting of the panels combined with the lower price on PV modules allows for car park areas to be fully covered and not only the parking bays but also drive ways and walk ways. A simple steel rack roof structure with Photovoltaic (PV) systems will only add a minimal extra cost to a PV installation, and this cost may be offset by the economy of scale of installing larger PV plants and simpler design as compared to smaller and more complex systems of roof top installations.

#### **Renewable Energy Consumption for Building Owner/Tenant**

As carbon and other greenhouse gas (GHG) emissions have increased dramatically in the past few decades, government and private offices are working their way to reduce CO<sub>2</sub> emissions through various programmes and initiatives such as Building Energy Efficiency Management and installation of solar panels. The cost of solar PV installations has decreased significantly over the past decade and has now reached a level where PV power generation is competitive with consumer tariff rates for electricity in Malaysia. However, building designs such as high rise buildings limits offices in making a difference towards changing to renewable energy.



With the installation of Solar PV in urban spaces such as carparks and walkways, the renewable power generated by the PV roof plant shall be supplied to the nearest building building owner/tenant. The end-user will need to agree to a Power Purchase Agreement (PPA) or solar leasing, where the expected amount of power and the unit price for the power is defined. With the present cost of PV plants and the subsequent power generation cost the agreement is expected to be about 20 years, in order to keep the unit cost of electricity below the current electricity tariff the end-user is paying for utility power. The tenure of the power purchase agreement will depend on the actual cost of the plant and its operation.

Two (2) solar PV installations will be carried out to demonstrate the use of PV as a roof cover at one of the Klang Valley MRT Sungei Buloh- Kajang (SBK) Line facilities and the Multi Storey Carpark in Precint 4, Putrajaya.

A Proof of Concept (POC) shall also be carried out to supply power from PV roof plant installed at the Multi Storey Car Park in Precint 4, Putrajaya to nearby Ministry of Housing and Local Government (KPKT) building.

### **Increasing the Participation of Domestic Users Uptake of Malaysia’s Net Energy Metering (NEM) Scheme**

The Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC) has introduced few solar PV initiatives to encourage Malaysia’s Renewable Energy (RE) uptake. Effective on 1st January 2019, the Net Energy Metering (NEM) adopts the true net energy metering concept and allows excess solar PV generated energy to be exported back to the grid on a “one-on-one” offset basis. This means that every 1kWh exported to the grid will be offset against 1kWh consumed from the grid. The quota allocation for NEM is 500 MW up to year 2020 and 50 MWac is allocated for Domestic Users. The new NEM scheme is only applicable to Peninsular Malaysia and applicants must be a registered TNB customers. NEM is executed by MESTECC, regulated by the Energy Commission (EC), with Sustainable Energy Development Authority (SEDA) Malaysia as the implementing agency.

As at 31 December 2019, the uptake under the domestic category is recorded at 8.3061 MWac out of 50 MWac. To increase participation in the NEM scheme, GTALCC has partnered with Majlis Bandaraya Petaling Jaya (MBPJ) to promote a Solar PV Bundle Program for residents in 2020. Starting with a pilot promotion in Petaling Jaya, it is hoped that the program can be replicated in other Cities before the end of the NEM period.

### **Solar PV for Urban Spaces**

Under GTALCC’s Component 3 Low Carbon Technology Investments in Cities, Output 3.2.2 : Low Carbon Energy Project and Initiatives, the Consultancy to Carry Out the Detailed Design and Supervision for the Installation of Solar PV in Urban Spaces under the GTALCC Project shall provide technical and business facilitation to city councils and government agencies in adopting low carbon energy initiatives in their buildings, cities, and urban spaces to reduce GHG emissions.

## **3.0 SCOPE OF WORKS**

To provide the consultancy services to provide technical facilitation, formulate business proposals and carry out the detailed design and supervision for the following installations:

- a) Proof of Concept for the Installation of Solar PV at Multi Storey Carpark to supply power to KPKT Building at Precint 4, Putrajaya

- b) Installation of Solar PV at Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities
- c) Solar PV Bundle Program for Households in Petaling Jaya (except supervision)

The design shall comprise the following:-

- Inception Report
- Business Proposals
- Legal Agreements
- Detailed Design Stage and authority approvals
- Invitation to Bid Documents
- Supervision of Works

The Company shall be registered in SEDA Malaysia's PV Service Provider Directory and shall be headed by a team leader with at least two (2) supporting personnel or sub-consultants to ensure the quality and timely deliverables. Each deliverable shall be approved by the GTALCC National Project Manager before proceeding to the next stage of services. The scope of services for the Consultant shall include but not limited to the following:-

### **3.1 Scope of Services**

- The Consultant will report to the National Project Manager for the GTALCC project in consultation with the UNDP Assistant Resident Representative (Programme). He/She will work closely with the GTALCC project team based at the Sustainable Energy Development Authority (SEDA) Malaysia.
- The Consultant shall act as a technical advisor to the local authority such as Majlis Perbandaran Petaling Jaya (MBPJ), Perbadanan Putrajaya (PPJ); building owners - KPKT, MRT Corporation Sdn Bhd (MRT Corp) and Putrajaya Holdings (PJH); and the Client.
- The Consultant shall assist the team and the Client to obtain the necessary approvals from the relevant authorities and stakeholders for the commencement and handing over of completed works. This includes attending meetings when required and preparation of presentation materials to seek buy-in and approvals from the stakeholders. The Consultant shall prepare the minutes of meetings/ notes of discussion to document the communication throughout the consultancy period.
- The Consultant shall obtain legal services and advice to prepare and review relevant leasing agreements and documents for KPKT, MRT Corp, Perbadanan Putrajaya and other stakeholders identified, to carry out the Solar PV installation for MRT Facilities and Putrajaya.

#### **3.1.1 Detailed Work Plan and Methodology**

- The Consultant shall prepare an Inception Report based on the Project Brief and Scope of Works outlined in the Terms of Reference, site reconnaissances, design methodologies, and site visit reports complete with review of existing condition/issues and photos.
- The consultant shall elaborate on the work schedule provided in this proposal and shall present in more detail the start date and duration of the various activities as well as the interdependency between these activities.

## **Deliverables**

- i. Inception Report – Work Plan, Methodology & Site Visit Report.

### **3.1.2 Business Proposals**

- The Consultant shall prepare business proposal for the following projects which shall also include the design basis, cost of ownership, methodology, assumption, tender strategy and outline of the relevant manuals and codes of practices to be used:

#### **a) Solar PV Installation Bundle Scheme Program for Residents in Petaling Jaya**

- The Consultant shall prepare and submit a Business Proposal on a Solar PV Installation Bundle Scheme for residents in Petaling Jaya which shall include three (3) basic option configuration packages for Solar PV Systems installations for residents in Petaling Jaya (around 5, 7.5 and 19 kW<sub>p</sub> depending on PV panel and inverter specifications).
- The proposal shall include two (2) types of financing to be considered – solar leasing and solar PPA. The length of contract shall depend on the monthly payments or power price and shall advise on the minimum systems required for the pricing e.g. 50 systems.
- The reports and schemes proposed shall be based on the Net Energy Metering (NEM) scheme available.

#### **b) Proof of Concept (POC) on Installation of Solar PV at Multi Storey Carpark (MSC) to supply power to KPKT Building, Precint 4, Putrajaya**

- The Consultant shall prepare and submit a Business Proposal for the POC which shall include at least two (2) options on a Solar PV Installation Scheme which are most cost effective and practical to be implemented by the identified building owner, KPKT and Multi Storey Carpark owner, Perbadanan Putrajaya, based on solar leasing or solar Power Purchase Agreement (PPA). The power will be sourced from the PV installed at the MSC to the KPKT Building and will provide 20% of the total electricity consumed by KPKT. The length of contract period shall depend on the monthly payments or power price.

#### **c) Installation of Solar PV at Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities**

- The Consultant shall liaise with MRT Corp to identify a suitable site for the installation of Solar PV on MRT facilities such as a station building with covered walkways and Park and Ride facilities.
- The Consultant shall prepare and submit a Business Proposal for Installation of Solar PV at Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities at the proposed sites where only one (1) site will be selected by the Client and MRT Corp. The proposal shall include two (2) options on a Solar PV Installation Scheme which are most cost effective and practical based on solar leasing or solar Power Purchase Agreement (PPA). The length of contract period shall depend on the monthly payments or power price and will provide 20% of the total electricity consumed by the selected MRT facility.

## Deliverables

- i. Three (3) Business Proposals

### **3.1.3 Detailed Design, Tender Documentation and Supervision Works**

#### **a) Solar PV Installation Bundle Scheme Program for Residents in Petaling Jaya (except supervision works)**

- The Consultant shall prepare and submit the design and Request for Proposal (RFP) documentation together with the relevant Bill of Quantities, Specifications and Documentations, etc for the appointment of a Solar PV Contractor to participate in a Solar PV Installation Bundle Scheme Program for Residents in Petaling Jaya, in a format approved by Majlis Perbandaran Petaling Jaya (MBPJ).
- The Consultant shall assist in the technical and financial evaluation of the proposals and act as the advisor to MBPJ and the Client.
- The Consultant shall share one (1) knowledge product by documenting lessons learnt and best practices from the program and how it can be replicated by other residential areas in other Cities.

#### **b) Multi Storey Carpark Precint 4 and associated works for connection to the KPKT Building and Klang Valley MRT Sungei Buloh – Kajang (SBK) Line approved site**

- The Consultant shall prepare and submit the design and tender documentations for the appointment of a Solar PV Contractors to carry out the installation of Solar PV and associated works.
- The designs shall comply with all statutory requirements, codes and standards enforced in Malaysia or internationally accepted codes and guidelines. Jointly prepare and develop in conjunction with a licensed Quantity Surveyor, the necessary tender documents inclusive of tender drawings, specifications, Bills of Quantities, etc. sufficient for calling of tender in a format approved by KPKT and MRT Corp for the procurement and appointment of works.
- Consultant shall liaise with relevant local authorities to ensure compliance to their requirements and prepare all the necessary submissions inclusive of reports, drawings and design calculations to authorities for approvals as required and obtain necessary approvals to carry out the POC from relevant authorities. This includes necessary documents for the handing over purposes to the relevant authorities and other regulatory bodies.
- The Consultant shall assist in the technical and financial evaluation of the bids and act as the advisor for KPKT, Perbadanan Putrajaya, MRT Corp and the Client.
- The Consultant shall provide supervision of works and ensure the works are carried out by the Contractor is in accordance to the detailed drawings.
- The Consultant shall share two (2) knowledge products by documenting lessons learnt and best practices from the projects and how it can be replicated by other Cities, buildings, transportation hubs and public spaces.

- The Consultant shall prepare and submit one (1) guideline report on “General Technical Guidelines for Government Offices in Evaluation and Selection of Solar PV Schemes”, based on the pilot exercise carried out.

#### **Deliverables**

- i. Request for Proposal (RFP) Document
- ii. Detailed Design Drawings and Tender Documents
- iii. All Approvals by Local Authority
- iv. Reports, drawings, and all documents necessary for satisfactory handing over of completed works
- v. Three (3) knowledge products by documenting lessons learnt and best practices from the installation and how it can be replicated in public spaces in other Cities and other residential areas
- vi. A guideline report on General Technical Guidelines for Government Offices in Evaluation and Selection of Solar PV Schemes

#### **4.0 DELIVERABLES AND TIMELINE**

The Consultant shall perform the Services and timeline as described in Terms of Reference.

All outputs will be technically cleared by the GTALCC project team, verified and accepted by the National Project Director and the UNDP Assistant Resident Representative (Programme) before payment for each deliverable will be effected. Each deliverables shall be approved by the GTALCC National Project Manager before proceeding to the next stage of services. Commencement of detailed design shall be carried out upon acceptance of recommended option by Local Authority.

#### **5.0 TERMS OF PAYMENT**

The fee is payable upon satisfactory completion and acceptance of the deliverables by SEDA/MESTECC and UNDP Malaysia. Please refer the below schedule of payments. Prices should be in Malaysian Ringgit Per day rate inclusive of all expenses (insurance, local travels and communications) related to the assignment. The consultant is responsible for payment of all relevant taxes. Breakdown and schedule of payments is in **Annex 2**.

#### **6.0 DURATION**

The project is expected to be completed in the course of **seven (7) months** after signing of work contract by successful consultant. The deliverables and timeline are as per the Financial Proposal form.

#### **7.0 PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONSULTANT AND ITS KEY PERSONNEL**

The team shall have a **minimum number of 3 key personnels** covering the below roles and shall include a professional certified individual for submission of drawings for authority approvals, where relevant:

1. Project Team Leader
  - A degree in engineering or other similar/related fields
  - Certified by SEDA Malaysia in Grid-connected PV (GCPV) Systems Design
  - At least ten (10) years of working experience including five (5) years of experience in planning, design, and the implementation of solar PV Panels
  - Relevant experience in design, authority submissions, installation, commissioning and maintenance of PV Panels
  - Language proficiency in English and Malay
  
2. Project Team Member I (Installation and Commissioning Stage)
  - Experienced Wireman PW2 (single phase) or PW4 (3-Phase) and holds SEDA GCPV for wireman or charginan training certificate with at least five (5) years of working experience including three (3) years of experience in Solar PV installation and commissioning
  
3. Quantity Surveyor (Detailed Design Stage)
  - Licensed Quantity Surveyor
  - Minimum of 5 years of experience in related design and construction projects
  - Language proficiency in English and Malay

## 8.0 Price and Schedule of Payments

The contract price is based on professional fee, travel, vehicles and other relevant costs such as allowances, taxes to deliver the outputs. The service provider shall be paid upon satisfactory submission and acceptance of deliverables by GTALCC team and UNDP according to the following schedule.

Outputs	Percentage	Timing
Submission and satisfactory acceptance of inception report: <ul style="list-style-type: none"> <li>• Methodology, Work Plan, Site Report</li> </ul>	10%	By 11 March 2020
Submission and satisfactory acceptance of : <ul style="list-style-type: none"> <li>• Business Proposal &amp; Request for Proposal Document (RFP) for Solar PV Installation Bundle Scheme Program for Residents in Petaling Jaya</li> </ul>	10%	By 25 March 2020
Submission and satisfactory acceptance of Business Proposal for : <ul style="list-style-type: none"> <li>• Installation of Solar PV at Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities</li> <li>• Proof of Concept (POC) on Installation of Solar PV at Multi Storey Carpark (MSC) to supply power to KPKT Building, Precint 4, Putrajaya</li> </ul>	20%	By 10 April 2020
Submission and satisfactory acceptance of Design and Tender Documentation for: <ul style="list-style-type: none"> <li>• Installation of Solar PV at Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities</li> <li>• Proof of Concept (POC) on Installation of Solar PV at Multi Storey Carpark (MSC) to supply power to</li> </ul>	20%	By 15 May 2020

KPKT Building, Precint 4, Putrajaya		
Supervision and Commissioning of Installation Works for: <ul style="list-style-type: none"> <li>• Installation of Solar PV at Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities</li> <li>• Proof of Concept (POC) on Installation of Solar PV at Multi Storey Carpark (MSC) to supply power to KPKT Building, Precint 4, Putrajaya</li> </ul>	20%	By 30 September 2020
Submission of three (3) knowledge products by documenting lessons learnt and best practices from the installation and how it can be replicated in public spaces in other Cities and other residential areas	10%	By 30 September 2020
Submission of a guideline report on General Technical Guidelines for Government Offices in Evaluation and Selection of Solar PV Schemes to be Implemented	10%	By 30 September 2020
Total	100%	

Prices are in MYR and include shall expenses (including local travels) related to the assignment. The service provider is responsible for payment of all relevant taxes.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

*The Service Provider should detail out the implementation schedule indicating the breakdown and timing of activities/ sub-activities.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



**C. Qualifications of Key Personnel**

*The Service Provider must provide :*

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

<b>No.</b>	<b>Deliverables</b>	<b>Percentage of Total Price (Weight for Payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1.	Submission and satisfactory acceptance of inception report: Methodology, Work Plan, Site Report	10%	
2.	Submission and satisfactory acceptance of : Business Proposal & Request for Proposal Document (RFP) for Solar PV Installation Bundle Scheme Program for Residents in Petaling Jaya	10%	
3.	Submission and satisfactory acceptance of Business Proposal for : <ul style="list-style-type: none"> <li>• Installation of Solar PV at Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities</li> <li>• Proof of Concept (POC) on Installation of Solar PV at Multi Storey Carpark (MSC) to supply power to KPKT Building, Precint 4, Putrajaya</li> </ul>	20%	
4.	Submission and satisfactory acceptance of Design and Tender Documentation for: <ul style="list-style-type: none"> <li>• Installation of Solar PV at Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities</li> <li>• Proof of Concept (POC) on Installation of Solar PV at Multi Storey Carpark (MSC) to supply power to KPKT Building, Precint 4, Putrajaya</li> </ul>	20%	
5.	Supervision and Commissioning of Installation Works for: <ul style="list-style-type: none"> <li>• Installation of Solar PV at Klang Valley MRT Sungei Buloh – Kajang (SBK) Line Facilities</li> <li>• Proof of Concept (POC) on Installation of Solar PV at Multi Storey Carpark (MSC) to supply power to KPKT Building, Precint 4, Putrajaya</li> </ul>	20%	
6.	Submission of three (3) knowledge products by documenting lessons learnt and best practices from the installation and how it can be replicated in public spaces in other Cities and other residential areas	10%	

7.	Submission of a guideline report on General Technical Guidelines for Government Offices in Evaluation and Selection of Solar PV Schemes to be Implemented	10%	
	<b>Total</b>	<b>100%</b>	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement (days)	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Project Team Leader				
2. Project Team Member				
3. Quantity Surveyor				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Legal services				
7. Others				
<b>III. Other Related Costs</b>				
<b>TOTAL</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*