



## REQUEST FOR QUOTATION RFQ 155/20

NAME & ADDRESS OF FIRM	DATE: November 30, 2020
	REFERENCE: <b>Supply, delivery and installation of solar panels</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Supply and installation of solar panels** 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 **16:00** (local time, GMT+4), **December 7, 2020** and via  **e- mail only**:

**Tenders.armenia@undp.org**  
**No hard copies are accepted**

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 3 transmissions (it is advised to merge set of documents). They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> <b>By UNDP</b>
Exact Address of Delivery Locations:	Stepanavan, Odzun, Vanadzor communities of Lori marz; Tavshut, Garnarich, Voghji, Akhuryan communities of Shirak marz; Tavush and Gadzakar communities of Tavush marz.
Latest Expected Delivery	<input checked="" type="checkbox"/> Feb 28, 2021
Delivery Schedule	<input checked="" type="checkbox"/> Required

<sup>1</sup> Must be linked to INCO Terms chosen.

Mode of Transport	<input checked="" type="checkbox"/> LAND (preferred)	<input checked="" type="checkbox"/> SEA	<input checked="" type="checkbox"/> AIR
Preferred Currency of Quotation <sup>2</sup>	<input checked="" type="checkbox"/> United States Dollars or <input checked="" type="checkbox"/> Local Currency: Armenian drams		
Value Added Tax on Price Quotation <sup>3</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes		
After-sales services required	<input checked="" type="checkbox"/> Warranty as per Annex 1		
Deadline for the Submission of Quotation	<i>Monday, December 07, 2020, 16:00 local time</i>		
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Armenian		
Documents to be submitted <sup>4</sup>	<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"/> Company's profile; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <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; <input checked="" type="checkbox"/> Information on local warranty and post-warranty service; <input checked="" type="checkbox"/> Warranty (as per Annex 1 requirements); <input checked="" type="checkbox"/> Detailed technical parameters as per requested specifications and the model of the offered equipment. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;		
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.		
Partial Quotes	<input checked="" type="checkbox"/> Not permitted		
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery and acceptance of goods		
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.25% Max. no. of days of delay: 6 weeks Next course of action: contract termination		

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> First 2 items in this list are mandatory for the supply of imported goods

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>5</sup> <input checked="" type="checkbox"/> Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of required goods. <input checked="" type="checkbox"/> Availability of local warranty and post-warranty service in Armenia <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements.
Annexes to this RFQ <sup>6</sup>	<input checked="" type="checkbox"/> Specifications of the Goods Required (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). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<a href="mailto:Procurement.armenia@undp.org">Procurement.armenia@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

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

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

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.

<sup>5</sup> 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.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

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:

<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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**  
*Procurement Unit*

Within the scope of “EU Green Agriculture Initiative in Armenia” project to supply, deliver and install in total 10 solar stations in 9 communities of Lori, Shirak and Tavush marzes, according to the below table:

#	Community name, marz:	Quantity of installation sites per community	Requested nominal power (acceptable deviation)	Power lines
1.	Stepanavan, Lori	1 site	3 kWt ( $\pm 150$ Wt)	Single-phase
2.	Odzun, Lori	1 site		
3.	Vanadzor, Lori	2 sites		
4.	Tavshut, Shirak	1 site		
5.	Garnarich, Shirak	1 site		
6.	Tavush, Tavush	1 site	5 kWt ( $\pm 200$ Wt)	
7.	Gadzakar, Tavush	1 site		
8.	Voghji, Shirak	1 site		
9.	Akhuryan, Shirak	1 site	15 kWt ( $\pm 250$ Wt)	Three-phase
<b>Total</b>		<b>10 sites</b>	<b>48 kWt</b>	

	Description	Specifications:
1.	Type of Solar panel:	Mono Crystalline Module
2.	Total quantity, kWt	- 48
<b>Electrical characteristics:</b>		
3.	Peak power (Pmax):	380 Wt and higher
4.	Power Tolerance	$\pm 3\%$
5.	Max. Power Voltage (Vmp)	41V and higher
6.	Max. power Current (Imp)	9.2A and higher
7.	Open Circuit Voltage (Voc)	47.5V and higher
8.	Short Circuit Current (Isc)	9.7A and higher
9.	Operating Conditions	-40 ~+80°C
10.	Maximum system voltage	1500VDC (IEC)
11.	Maximum series fuse rating	20A
12.	Power tolerance	0~+3%
13.	Nominal operating cell temperature (NOCT*)	45 $\pm 2$ °C
14.	Module efficiency (STC**):	19.5% or higher
<b>Mechanical characteristics:</b>		
15.	Mechanical Support:	To be certified to withstand: a) wind load: 2400 Pascal b) snow load: 5400 Pascal
16.	Size of a panel (W/L) mm	1000 / 2000 ( $\pm 10\%$ )
17.	Output Cable Wire Type	PV Wire
18.	Output Cables	4.0mm <sup>2</sup>
19.	Junction Box	IP67 or better (with surge protection device)
20.	Lighting-conductor	Yes
<b>Installation and Warranty</b>		
21.	Product Warranty (90% efficiency)	At least 10 years
22.	Linear Power Warranty (80% efficiency)	At least 25 years
23.	Supplier and Installation Warranty	10 years

24.	Installation	On roof or rack-mounted
25.	Electrical grounding/earthing:	Yes
26.	Other provisions	Installation and mounting in all locations with connection to the main grid and system pilot testing
	<b>Inverter</b> - should be compatible to the supplied panels	
27.	Invert output	Not less than the pick power of the installed panels in each installation place
28.	European efficiency	97% and higher
29.	Operating Temperature Range (°C)	-25 ~+50°C
30.	Operating Altitude (m)	≤4000
31.	Relative Humidity	0~100%
32.	User Interface	LCD or LED
33.	Communication	WiFi or LAN
34.	Online monitoring system	Yes
35.	Protection Degree	IP65 or higher
36.	Safety Regulation	IEC62109-1&-2

Acronyms:

\*NOCT - Nominal Operating Cell Temperature

\*\*STC - Standard Test Conditions

## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>7</sup>**  
**(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>8</sup>)**

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in **155/20**:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

Item No.	Description/Specification of Goods	Quantity, sites	Latest Delivery Date	Unit Price currency	Total Price per Item, currency
1	Supply, delivery and installation of solar panels 3kWt	6	Feb 28,2020		
2	Supply, delivery and installation of solar panels 5 kWt	3	Feb 28,2020		
3	Supply, delivery and installation of solar panels 15 kWt	1	Feb 28,2020		
4	Cost of installation	10	Feb 28,2020		
	<b>Total:</b>				
	<b>Total Prices of Goods<sup>9</sup></b>				
	Add : Cost of Transportation to Stepanavan, Odzun, Vanadzor communities of Lori marz; Tavshut, Garnarich, Voghji, Akhuryan communities of Shirak marz; Tavush and Gadzakar communities of Tavush marz.				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**Additional Requirements**

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements	
2	Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of required goods or similar products.	
3	Warranty and post-warranty local service on required equipment as per Annex 1.	
4	Full acceptance of the PO/Contract General Terms and Conditions	
5	Detailed technical specifications	
6	Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List	

<sup>7</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>9</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

7	Delivery in 45 days	
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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]*



## **Annex 3**

### **General Terms and Conditions**

Attached separately.