



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-045-PHL-2021	Date: 30 April 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: \_\_\_\_\_

Name: Robert Quilala

Title: Procurement Associate

Date: April 30, 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p>Click or tap here to enter text.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering only</p> <p>Bid submission address: RFQ-045-PHL-2021</p> <ul style="list-style-type: none"> <li>▪ File Format: Click or tap here to enter text.</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: Click or tap here to enter text.</li> <li>▪ Mandatory subject of email: Click or tap here to enter text.</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>● Insert BU Code : <b>PHL 10</b> and Event ID number : <b>0000009138</b></li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not 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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at</p>

	<a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a>
<b>Gifts and Hospitality</b>	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in PHP or USD Equivalent
<b>Joint Venture, Consortium or Association</b>	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and

	<p>between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, <b>is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties</b>, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</li> <li><input checked="" type="checkbox"/> Company Profile.</li> <li><input checked="" type="checkbox"/> Registration certificate;</li> <li><input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts;</li> <li><input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</li> <li><input checked="" type="checkbox"/></li> <li><input checked="" type="checkbox"/> Other -warranty certificates for the goods as required in the ToR or BOM. --</li> </ul> <p>Brochures containing the technical specifications of the materials proposed to be supplied based on the BOM. Note that the review shall be evaluated based on the compliance to the technical specifications and not on the brand of the materials to be supplied</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Partial Quotes</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Not permitted</li> <li><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</li> </ul>

<b>Alternative Quotes</b>	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
<b>Payment Terms</b>	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other Refer to Terms of References
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input checked="" type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated through e-Tendering portal the latest by 12 May 2021
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	14 June 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.

<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Supply and Delivery of Smart Grid Solar Energy Solution at Polillo Island, Quezon Province

#### Technical Specifications for Goods:

	Category	Description	Specifications and tech requirements	Qty	UOM	Service Warranty	Product Warranty
1	Major components	Smart charge controller	MPPT Charge controller with 20A output, including GSM cheap, allowing power sharing	250	piece	2 years	2 years
2	Major components	Solar Panel 150W (MONO Crystalline)	50Voc max, Imp = 20A max . Poly,10 year warranty. Manufacturer has ISO9001:2008 & ISO14001:2004 ; With IEC61215 & IEC61730 certification.	210	piece	2 years	2 years
3	Major components	Solar Panel 320W/VOC=<50volts (Mono Crystalline)	50Voc max, Imp = 20A max . Poly,10 year warranty. Manufacturer has ISO9001:2008 & ISO14001:2004 ; With IEC61215 & IEC61730 certification.	80	piece	2 years	2 years
4	Major components	Battery 55 Ah	12V 55Ah Lead Acid Gel battery	60	piece	2 years	2 years
5	Major components	Battery 150 Ah	12V 150Ah Lead Acid Gel battery	150	piece	2 years	2 years
6	Major components	Battery 200 Ah	12V 200Ah Lead Acid Gel battery	40	piece	2 years	2 years
7	Household and consumables	Cigarette Car Charger w/USB x3 outlets	fused and rated for 5A minimum, wire 15-20cm	250	piece	NA	1 month
8	Household and consumables	Cigarette Plugs (for appliances)	fused and rated for 5A minimum, wire 15-20cm	510	piece	NA	1 month

	Category	Description	Specifications and tech requirements	Qty	UOM	Service Warranty	Performance Warranty
9	Distribution & mounting	1C 4sqmm earth cable	Yellow Green PVC single core 4sqmm Copper	24	m	NA	NA
10	Distribution & mounting	1.8m earth rod + clamp	As per photo - 5/8" dia	12	piece	NA	NA
11	Distribution and mounting	2C 10sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 60A min current carrying	350	m	NA	NA
12	Distribution and mounting	2C 6sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 44A min current carrying	475	m	NA	NA
13	Distribution and mounting	2C 2,5sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 25A min current carrying	2,115	m	NA	NA
14	Distribution and mounting	2C 2,5sqmm UV rated PVC cable - overhead	2C Copper UV Rated PVC/PVC or equivalent - 25A min current carrying	6,250	m	NA	NA
15	Distribution and mounting	2C 1sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 14A min current carrying	7,500	m	NA	NA
16	Distribution & mounting	MC4 Y-connector pair	see photo or equivalent	40	piece	NA	1 month
17	Distribution & mounting	MC4 connector pair	see photo or equivalent	250	pair	NA	1 month
18	Distribution & mounting	LED Bulb Light	5W LED bulbs	1,000	piece	NA	1 year

**NOTE: Please refer to attached Terms of References (ToR) for additional information and requirement**



## Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods within 90 days after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DPU delivery at place including unloading
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input checked="" type="checkbox"/> Name of organisation UNDP <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Sitio Maybuho, Burdeos, Polillo Island, Quezon Province
<b>Distribution of shipping documents (if using freight forwarder)</b>	Supplier/bidder
<b>Packing Requirements</b>	supplier/bidder
<b>Training on Operations and Maintenance</b>	required
<b>Warranty Period</b>	Refer to Terms of References (ToR)
<b>After-sales service and local service support requirements</b>	Refer to Terms of References (ToR)_
<b>Preferred Mode of Transport</b>	Other [please specify] Land and Sea

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER – Supply and Delivery of Smart Grid Solar Energy Solution at Polillo Island, Quezon Province

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

<b>Currency of the Quotation:</b> Click or tap here to enter text.
<b>INCOTERMS:</b> Click or tap here to enter text.

Item #	Category	Description	Specifications and tech requirements	Qty	UOM	Total Amount
1	Major components	Smart charge controller	MPPT Charge controller with 20A output, including GSM cheap, allowing power sharing	250	piece	
2	Major components	Solar Panel 150W (MONO Crystalline)	50Voc max, Imp = 20A max . Poly,10 year warranty. Manufacturer has ISO9001:2008 & ISO14001:2004 ; With IEC61215 & IEC61730 certification.	210	piece	
3	Major components	Solar Panel 320W/VOC=<50volts (Mono Crystalline)	50Voc max, Imp = 20A max . Poly,10 year warranty. Manufacturer has ISO9001:2008 & ISO14001:2004 ; With IEC61215 & IEC61730 certification.	80	piece	
4	Major components	Battery 55 Ah	12V 55Ah Lead Acid Gel battery	60	piece	
5	Major components	Battery 150 Ah	12V 150Ah Lead Acid Gel battery	150	piece	
6	Major components	Battery 200 Ah	12V 200Ah Lead Acid Gel battery	40	piece	
7	Household and consumables	Cigarette Car Charger w/USB x3 outlets	fused and rated for 5A minimum, wire 15-20cm	250	piece	
8	Household and consumables	Cigarette Plugs (for appliances)	fused and rated for 5A minimum, wire 15-20cm	510	piece	
9	Distribution & mounting	1C 4sqmm earth cable	Yellow Green PVC single core 4sqmm Copper	24	m	

10	Distribution & mounting	1.8m earth rod + clamp	As per photo - 5/8" dia	12	piece	
11	Distribution and mounting	2C 10sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 60A min current carrying	350	m	
12	Distribution and mounting	2C 6sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 44A min current carrying	475	m	
13	Distribution and mounting	2C 2,5sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 25A min current carrying	2,115	m	
14	Distribution and mounting	2C 2,5sqmm UV rated PVC cable - overhead	2C Copper UV Rated PVC/PVC or equivalent - 25A min current carrying	6,250	m	
15	Distribution and mounting	2C 1sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 14A min current carrying	7,500	m	
16	Distribution & mounting	MC4 Y-connector pair	see photo or equivalent	40	piece	
17	Distribution & mounting	MC4 connector pair	see photo or equivalent	250	pair	
18	Distribution & mounting	LED Bulb Light	5W LED bulbs	1,000	piece	
Total Price						
Transportation Price						
Insurance Price						
Installation Price						
Training Price						
Other Charges (specify)						
Total Final and All-inclusive Price						

#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

**Other Information:**

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<b>Exact name and address of company</b> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	<b>Authorized Signature:</b> Date: Click or tap here to enter text. Name: Click or tap here to enter text. <b>Functional Title of Authorised Signatory:</b> Click or tap here to enter text. Email Address: Click or tap here to enter text.





**Terms of Reference (TOR)**  
**Smart Grid Solar Energy Solution Polillo Island, Quezon Province**

**A. Background**

The Development for Renewable Energy Applications Mainstreaming and Market Sustainability (DREAMS) Project is a five-year project being implemented by the Department of Energy (DOE) through its Renewable Energy Management Bureau (REMB) in partnership with the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP).

The DREAMS Project seeks to reduce GHG emissions through the promotion and facilitation of the commercialization of renewable energy (RE) markets through the removal of barriers to increase investments in RE-based power generation projects. Among others, this objective will be achieved by supporting local RE developers that leads to an enhanced uptake of RE projects and successful replication using proven and emerging RE technologies.

The DREAMS project has a Support Fund for RE (SF4RE) to leverage investments for RE projects that will lead towards an increase in RE based installed capacity. SF4RE provides support in the form of goods and technical assistance to LGUs and smaller RE proponents for them to be able to implement local RE projects in off-grid areas or far-flung communities with economic potentials.

The support for the “Solar Energy Solution Polillo Island in Quezon Province” under SF4RE was approved by the DREAMS Project Steering Committee on 10th November 2020.

**B. Stakeholders of the Project**

The DREAMS project is being implemented by the Renewable Energy Management Bureau (REMB) of the Department of Energy. A Project Management Unit (PMU), headed by the REMB Director as DREAMS National Project Director, is based at the REMB. The PMU supervises and coordinates with local partners and technical experts in the implementation of the project activities. A Local Recipient has been identified as the beneficiary of under this TOR.

**C. Objective**

This TOR is designed to provide safe, reliable, cost-effective solar energy solutions to at least 250 vulnerable households in off-grid island communities in Quezon Province.

Each house connected will access an energy output that can reach up to 600W (1kW in the next version, planned launch early 2021) at 24A, allowing multiple appliances to be connected: rice cookers, water boilers, water pumps, freezers etc. The forecasts four different consumption schemes, depending on the income of the households and usage of productive appliances: from 200Wh (light + fan) to 1 600 Wh (light, fan, TV, fridge and rice cooker for instance).

The project will attain these objectives by installing a smart grid system that will benefit 250 un-electrified households in the Northern Barangays of Polillo Island (north of Burdeos) in Quezon Province.

**D. Scope of Work and Methodology of the Required Services**

The work involves the supply and delivery of goods as specified in Annex A. The materials will be delivered at Sitio Maybuho, Burdeos, Quezon Province.

The Contractor shall not be required to install and commission the facility. Based on Annex A, the Contractor will be required to provide performance and service warranties on specific items to be delivered.

#### E. Expected Outputs and Deliverables

<b>Deliverables/ Outputs</b>	<b>Estimated man-days to Complete</b>	<b>Target Due Dates</b>	<b>Approvals Required (review output and confirm acceptance)</b>	<b>Review and Approvals Required (review output and endorse acceptance)</b>
Agreement on Work Program detailing the activities on the arrangement and schedule of delivery	3	7 working days upon signing of contract	National Project Director	DREAMS Project Manager and/or Programme Analyst CAPT
Delivery of materials (on-site)	40	within 40 calendar days from signing of the Work Program.		
Submission of Delivery Documents (Delivery receipt/acceptance from designated receiving group or association, pictures, copies of performance warranty and others as may be agreed upon)	15	within 25 calendar days from receipt of final acceptance report from the beneficiary		

First, in light of the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work of the Firm shall be done within the guidelines and protocols set by the Philippine Government and local Government Units that will or may be involved.

Second, for the delivery of materials, the following must be considered.

- i. The Bidder is encouraged to check different routes and modes of transportation for the delivery of the materials. The location is the island community with low and high tide conditions that need to be considered. Sitio Maybuho is part of Barangay Palasan, which is under the Burdeos group of islands. Below are some options:

##### A. From Real Port to Polillio Port (LONG ROUTE: usual travel route for passengers and cargos for travel to different barangay islands):

- Real Port to Polillio Port: Sea travel = 2 hours maximum thru midsize motorized boat
- Polillio Port to Burdeos Port: Land travel = 1 hour to 1.5 hour thru truck or any 4-wheel or 6-wheel vehicle
- Burdeos Port to Sitio Maybuho, Barangay Palasan: Sea travel = 30 minutes to 1 hour (depending on the sea wave condition using midsize to a large motorized banca)
- Total = 4.5 hours maximum

B. From Infanta mini-port, Barangay Silangan (SHORT ROUTE: travel route for passengers and cargos direct to Sitio Maybuho)

- From Barangay Silangan mini-port, Infanta to Siito Maybuho: Sea travel = 6 - 8 hours maximum
  - No more stopover from one barangay or municipality to another, as compared above
  - Total = 8.0 hours maximum
- ii. All materials will be delivered in one (1) batch or shipment only. The Bidder is responsible to get the necessary insurance and travel documents in the light of the health protocols, both for the goods to be shipped and the personnel that will travel.
- iii. There will be material testing prior to acceptance or preferably before leaving the warehouse of the supplier. At the minimum, the materials needing testing prior to acceptance are the smart charge controllers, solar panels, batteries and LED light bulbs. Standard test and inspection will be based on the BOM. The materials should be well functioning within 1 - 2 minutes upon start testing. Battery power capacity should be at least 20%.
- iv. During delivery, packing of all the items must be well secured, wrapped, labelled properly and documents in place, especially for the smart charge controllers, solar panels, batteries and LED bulb lights.
- v. The Recipient shall be given a minimum of 15 calendar days upon receipt to fully test the materials prior to their final acceptance.

**F. Institutional Arrangement/ Governance and Accountability**

The work of the Firm will be supervised by the DREAMS Project Manager in close collaboration with the local partners or Recipient Organization.

A Project Management Group (PMG) will be formed upon the awarding of the Contract. The PMG will be headed by the DREAMS Project Manager. The Contractor must assign a Senior Representative Member (non-contractual; permanent staff with Executive/Officer of the Firm) to be part of the PMG. An alternate may be included but the Senior Member shall be present during at least during the 1st and last or closing meeting. The Recipient will be a member of the PMG.

**G. Duration of the Work**

The contract period will be from May 25-July 30, 2021.

**H. Facilities to be provided by the Project**

The Recipient will only provide for the warehousing of the materials to be delivered on site.

**I. Professional Qualifications of the Successful Firm Contractor**

Only the proposals of qualified Bidders will be subjected to a full evaluation (technical and financial). The minimum qualifications are shown below:

<b>Bidder's Qualification, Capacity, and Experience</b>
<b>Track Record:</b> Minimum of 3 years of continuous experience in supply and delivery and/or project integration or Engineering, Procurement and Construction (EPC) of residential and/or commercial solar PV systems (2 kW to 100 kW systems) preferably in off-grid communities
<b>Track Record (value):</b> Minimum average annual revenue of Php 10Million (worth gross sales or contract price) of similar completed contracts on supply, engineering, procurement, and construction in the last 3 year).

## J. Scope of Price Proposal and Schedule of Payments

This is a lump-sum approach. The lump sum amount must be “all inclusive” of expenses, e.g. supplies, reproduction, meals, lodging, and other local travel fares that will be involved in performance of the TOR. The contract price is fixed regardless of changes in cost components. Payments will be based on the completion and/or submission of the documents mentioned below:

<b>Deliverables</b>	<b>Payment (%)</b>
Work Plan approved by PMU and local partners	10
Submission of Initial acceptance report signed by the Recipient and validated by PMU by itself or its designated representative.	60
Submission of Clearance from the Recipient of their Complete Acceptance of the delivery and absence of any liability of the Contractor to any of the members of the PMG	30
<b>Total</b>	100%

Please review carefully the UNDP Financial Guidelines as described in the bid documents.

## K. Key Performance Indicators and Service Level

The PMG will be guided by these performance indicators

<b>Key Services Required</b>	<b>Frequency</b>	<b>Minimum Standard/Requirement</b>
Meeting on the preparation of and Updating on Work Program	At least thrice (upon signing of contract, upon delivery, and final closing meeting upon completion of delivery or acceptance of the recipient)	Work Plan approved by PMU and local partners

Status report on delivery	Based on Work program	Initial acceptance report signed by the Recipient and validated by PMU by itself or its designated representative. The Recipient will conduct additional tests after the delivery is made.
Completion Report	End of the Project	Clearance from the Recipient of their Complete Acceptance of the delivery and absence of any liability of the Contractor to any of the members of the PMG and .

#### **L. Criteria for Selection of the Best Offer**

Once qualified as defined in Section I , Bidders will be rated on a “Pass” or “Fail” Basis.

This means that the goods/equipment to be delivered must be 100% compliant with the technical specifications in the Bill of Materials and delivery must be within the number of days specified in the TOR (Section III of the TOR).

#### **M. Documents required to be submitted:**

1. List of Clients for the related contracts completed in the last 3 years
2. Audited Financial Statements in the last two (2) years
3. Performance warranty certificates for the goods as required in the BOM.
4. Brochures containing the technical specifications of the materials proposed to be supplied based on the BOM. Note that the review shall be evaluated based on the compliance to the technical specifications and not on the brand of the materials to be supplied. Non-submission of brochures or technical specifications may be a ground to consider a failure of proposal and other documents, e.g. performance and warranty certificate.

**Annex A. Bill of Materials/Quantities (Polillo Quezon)****Please note the following:**

1. Brochures with detailed technical specifications of the major components, e.g. solar pv panels, inverters, controllers, batteries including the balance of components shall be submitted
2. Performance warranty refer to either the rated depreciation of the components or the lifespan of the material being supplied or installed. This also pertains to product warranty that the goods/materials would performed to its stated functions and if not satisfied would be replaced based on the conditions of the warranty agreement.
3. Service warranty refers to the maintenance service to be provided by the supplier/contractor. Thus, the Supplier/Contractor either guarantees that labor on maintenance or repair of the material based on agreed upon cost and conditions on the warranty document.

	Category	Description	Specifications and tech requirements	Qty	Unit of Measurement	Service Warranty	Product Warranty
1	Major components	Smart charge controller	MPPT Charge controller with 20A output, including GSM cheap, allowing power sharing	250	piece	2 years	2 years
2	Major components	Solar Panel 150W (MONO Crystalline)	50Voc max, Imp = 20A max . Poly,10 year warranty. Manufacturer has ISO9001:2008 & ISO14001:2004 ; With IEC61215 & IEC61730 certification.	210	piece	2 years	2 years
3	Major components	Solar Panel 320W/V OC= <50volts (MONO Crystalline)	50Voc max, Imp = 20A max . Poly,10 year warranty. Manufacturer has ISO9001:2008 & ISO14001:2004 ; With IEC61215 & IEC61730 certification.	80	piece	2 years	2 years
4	Major components	Battery 55 Ah	12V 55Ah Lead Acid Gel battery	60	piece	2 years	2 years
5	Major components	Battery 150 Ah	12V 150Ah Lead Acid Gel battery	150	piece	2 years	2 years
6	Major components	Battery 200 Ah	12V 200Ah Lead Acid Gel battery	40	piece	2 years	2 years
7	Household and consumables	Cigarette Car Charger w/USB x3 outlets	fused and rated for 5A minimum, wire 15-20cm	250	piece	NA	1 month
8	Household and consumables	Cigarette Plugs (for appliances)	fused and rated for 5A minimum, wire 15-20cm	510	piece	NA	1 month

		Category	Description	Specifica- tions and tech re- quirements	Qty	Unit of Meas- ure- ment	Service War- ranty	Perfor- mance war- ranty
9	Distribution and mounting	1C 4sqmm earth cable	Yellow Green PVC single core 4sqmm Copper	24	meters	NA	NA	NA
10	Distribution and mounting	1.8m earth rod + clamp	As per photo - 5/8" dia	12	piece	NA	NA	NA
11	Distribution and mounting	2C 10sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 60A min current carrying	350	meters	NA	NA	NA
12	Distribution and mounting	2C 6sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 44A min current carrying	475	meters	NA	NA	NA
13	Distribution and mounting	2C 2,5sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 25A min current carrying	2,115	meters	NA	NA	NA
14	Distribution and mounting	2C 2,5sqmm UV rated PVC cable - overhead	2C Copper UV Rated PVC/PVC or equivalent - 25A min current carrying	6,250	meters	NA	NA	NA
15	Distribution and mounting	2C 1sqmm TPS cable	2C Copper Thermoplastic Sheathe or equivalent - 14A min current carrying	7,500	meters	NA	NA	NA
16	Distribution and mounting	MC4 Y-con- nector pair	see photo or equivalent	40	piece	NA	1 month	1 month
17	Distribution and mounting	MC4 connector pair	see photo or equivalent	250	pair	NA	1 month	1 month
18	Distribution and mounting	LED Bulb Light	5W LED bulbs	1,000	piece	NA	1 year	1 year

Smart Controller



Solar Panel



Battery



Kabbol



Cigarette Car  
Charger w/USB x3  
outlets

1C 4sqmm earth cable



Cigarette Plugs (for ap-  
pliances)

2C 2,5sqmm UV rated PVC ca-  
ble - overhead



1.8m earth rod +  
clamp



MC4 Y-connector pair



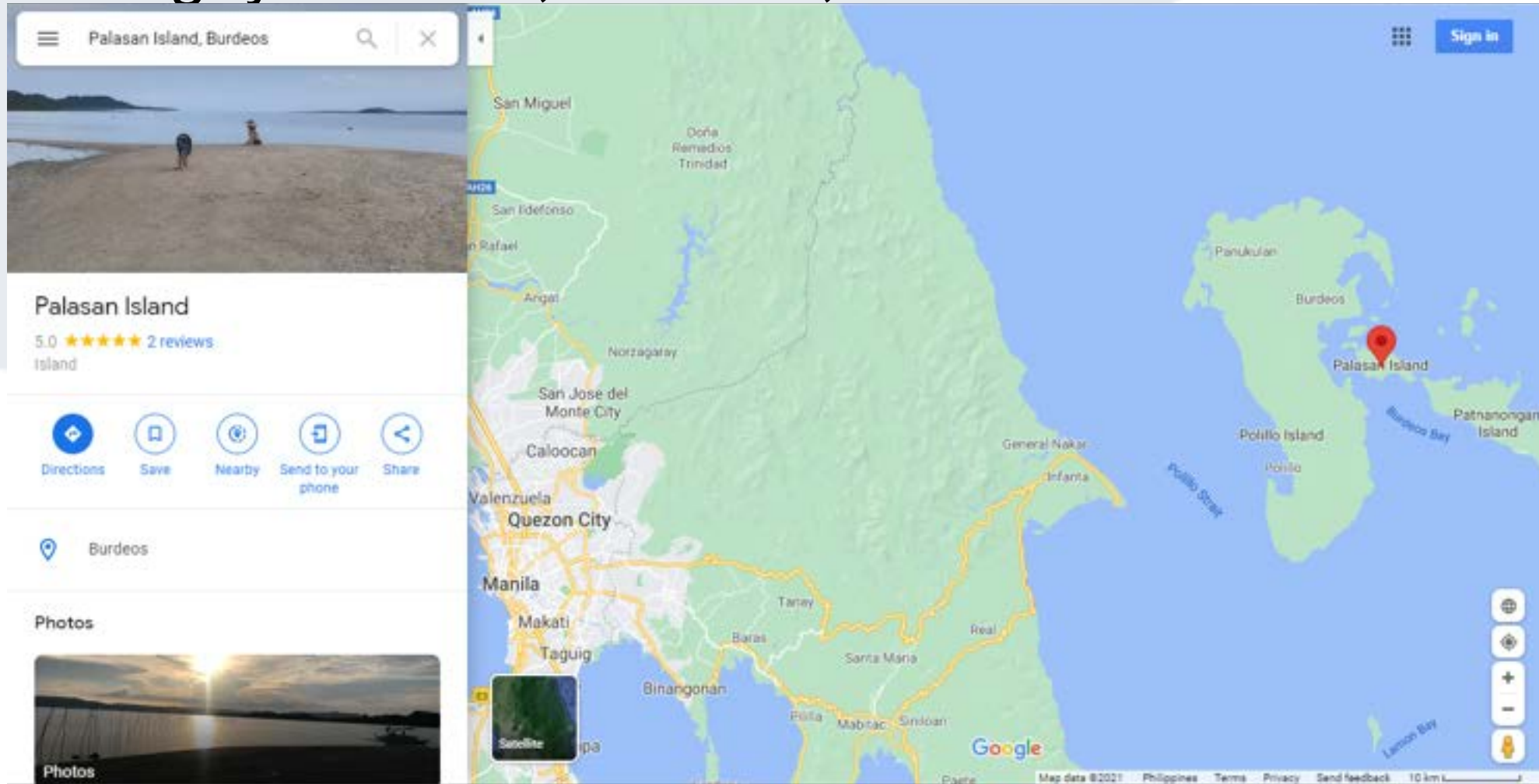
MC4 connector pair



LED Bulb Light



# Google Map of Sitio Siguinon, Barangay Palasan, Burdeos, Quezon



“Equal access to sustainable energy, lighting up all communities”

# Barangay Palasan, Burdeos, Quezon



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