

TERMS OF REFERENCE

1 PROJECT INFORMATION

Title:	Global Climate Change Alliance Plus (GCCA+) <i>“Support to the Implementation of Trinidad and Tobago’s Nationally Determined Contribution”</i>
Contract For:	Installation of Solar Photovoltaic Systems for Twelve (12) Sites in Trinidad and Tobago
Duty Station:	Port of Spain, Trinidad and Tobago
Duration:	Six (6) months
Type of Contract:	Contract for Goods and/or Services

2 PROJECT DESCRIPTION

The United Nations Development Programme (UNDP), the Government of the Republic of Trinidad and Tobago (GoRTT) and the European Union (EU) Delegation to Trinidad and Tobago, are partnering under the Global Climate Change Alliance Plus (GCCA+) Initiative to implement a project entitled “Support to the Implementation of Trinidad and Tobago’s Nationally Determined Contribution (NDC)”. Overall, this project aims to strengthen the country’s capacity to produce and maintain electric energy through solar systems, develop operational systems for the effective implementation of the new renewable energy (RE)/energy efficiency (EE)-conducive legislative framework, and raise public awareness on EE, appropriate pricing of energy, and on the benefits of using RE.

This EU-funded project is being implemented by the UNDP with a dedicated Project Team comprising a Project Manager, Project Assistant, Consultant Engineer, and Communications Specialist. In addition to providing policy and legislative technical assistance and building awareness on RE/EE, one of the primary components of the GCCA+ Project involves the installation of small-scale solar photovoltaic (PV) systems at twelve (12) sites across Trinidad and Tobago.

3 REQUIREMENTS AND TECHNICAL SPECIFICATIONS

The GCCA+ Project Team and Consultant Engineer conducted a rigorous Call for Site Selection process that resulted in the identification and selection of twelve (12) organizations to receive small-scale roof-mounted solar PV Systems through the Project. Following the site selection, an Invitation to Bid (ITB) was issued for the procurement and supply of solar PV system kits for the twelve (12) sites, recommended necessary spares, and virtual training and support in installation and operations and maintenance of the systems. The ITB process is currently underway and the order for equipment is expected to be placed in June-July 2021.

The UNDP is therefore seeking suitable Contractors to install the solar PV system kits at the twelve (12) identified sites, which will be grouped into lots. This process has been initiated in order to pre-qualify skilled, competent, and capable Contractors who will be shortlisted to bid on the installation works following the selection of the solar PV system equipment supplier.

4 QUALIFICATIONS AND EXPERIENCE

Contractors specialized in the installation of solar PV and/or electrical systems are invited to pre-qualify for the supply of this service. The profile of pre-qualified entities should meet the following requirements:

- A minimum of three (3) solar PV installations of 3 kW or more within the last five (5) years in Trinidad and Tobago, and/or
- A minimum of one (1) solar PV installation of 3 kW or more and three (3) commercial electrical installation projects within the last two (2) years in Trinidad and Tobago.
- Minimum average annual turnover of TTD340,000.00 for the last 3 years (2017, 2018 and 2019)..

In addition, the Contractor should have highly motivated staff (a team of at least 2 members – one team leader and additional staff) with the following range of skills and expertise to accomplish the required tasks:

Team Lead

- An electrical engineering bachelor level qualification from an accredited university or a technician or craft level qualification in electrical installation with ten (10) years' experience.
- Certification from a recognized solar PV installation body would be an asset. Examples of acceptable certification include the North American Board of Certified Energy Practitioners (NABCEP) Certification and the Renewable Energy Engineering Technology (REET) Programme at UTT.
- Experience in the installation of at least three (3) solar PV systems of 3 kW or more in Trinidad and Tobago.
- Project or Team lead in at least three (3) electrical installation-based projects.

Team Member – Licensed Electrician

- A technician or craft level qualification in electrical installation. This may include, but is not limited to, qualification from the University of Trinidad and Tobago (UTT), MIC Institute of Technology (MIC), National Energy Skills Center (NESC) or the National Examinations Council (NEC).
- Certification from a recognized solar PV installation body would be an asset. Examples of acceptable certification include the North American Board of Certified Energy Practitioners (NABCEP) Certification, the Renewable Energy Engineering Technology (REET) Programme at UTT.
- A holder of a valid wireman license.
- At least five (5) years' experience in commercial electrical installations in Trinidad and Tobago.

5 PRE-QUALIFICATION SUBMISSION REQUIREMENTS

Interested Contractors must submit the following documents/information to demonstrate their suitability for the assignment based on the evaluation criteria:

Company Information

- A brief company profile that includes organizational structure, location, areas of expertise, years in business, knowledge of local regulations and NEC NFPA 70 Article 690, and product/services range that proves the capacity and experience to install the solar PV system kits and spares.
- Three (3) references including contact information from previous clients on electrical installations, at least one (1) of which should be for solar PV systems with a minimum array size of 3 kW. References should include supporting photos, timelines, technical specifications, and costs.
- CVs of key personnel (Team Lead, Licensed Electrician, others) who will be involved in implementing the installations.
- Copies of certifications and licenses for the Team Lead and Licensed Electrician.
- Any other documentation or information on the company's activities that could aid in the pre-qualification exercise.

Administrative Requirements

- Valid Company Registration Certificate (Incorporation/ Business Registration).
- Company policies or statements on Occupational Health and Safety, quality assurance, risk management, and environmental management.
- Litigation History (All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded)
- Copy of Workman's Compensation Insurance.
- Bank letter indicating access to Cash and Credit Facilities of no less than TTD six (6) figures in the mid to high range (letters should not be dated before 1st April 2021).
- Latest Audited Financial Statement (Income statement and Balance Sheet) for the last three years (2017, 2018 and 2019).

6 PRE-QUALIFICATION EVALUATION CRITERIA

The pre-qualification submission package will be assessed in two stages and Contractors are advised to ensure that the criteria outlined in the tables are addressed in the documents submitted for the pre-qualification:

- **STAGE 1:** Preliminary evaluation of the submitted documentation will be based on Pass/Fail response (Submitted = Pass, Not submitted = Fail). If the response is 'Fail' for any of the criteria, the Contractor will be disqualified from further evaluation.

• Criteria – Submitted Documentation	• Weight
<ul style="list-style-type: none"> • A brief company profile that includes organizational structure, location, areas of expertise, years in business, knowledge of local regulations and NEC NFPA 70 Article 690, and product/services range that proves the capacity and experience to install the solar PV system kits and spares. 	<ul style="list-style-type: none"> • Pass/Fail
<ul style="list-style-type: none"> • Three (3) references including contact information from previous clients on electrical installations, at least one (1) of which should be for solar PV systems with a minimum array size of 3 kW. Please indicate the different sizes used by each client. References should include supporting photos, timelines, technical specifications, and costs. 	<ul style="list-style-type: none"> • Pass/Fail
<ul style="list-style-type: none"> • Valid Company Registration Certificate (Incorporation/ Business Registration). 	<ul style="list-style-type: none"> • Pass/Fail
<ul style="list-style-type: none"> • Company policies or statements on Occupational Health and Safety, quality assurance, risk management, and environmental management. 	<ul style="list-style-type: none"> • Pass/Fail
<ul style="list-style-type: none"> • Bank letter indicating access to Cash and Credit Facilities of no less than TTD six (6) figures in the mid to high range (letters should not be dated before 1st April 2021). 	<ul style="list-style-type: none"> • Pass/Fail

<ul style="list-style-type: none"> • Latest Audited Financial Statement (Income statement and Balance Sheet) for the last three years (2017, 2018 and 2019). 	<ul style="list-style-type: none"> • Pass/Fail
<ul style="list-style-type: none"> • Copy of Workman's Compensation Insurance. 	<ul style="list-style-type: none"> • Pass/Fail
<ul style="list-style-type: none"> • Litigation History (All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded). 	<ul style="list-style-type: none"> • Pass/Fail
<ul style="list-style-type: none"> • CVs of key personnel (Team Lead, Licensed Electrician, others) who will be involved in implementing the installations. • Copies of certifications and licenses for the Team Lead and Licensed Electrician. 	<ul style="list-style-type: none"> • Pass/Fail

- **STAGE 2:** Technical capability of the Contractor to deliver the required services will be evaluated on a scale of 0-100 points. Only Contractors/Firms that achieve 70 points will be shortlisted to bid on the installation works following this pre-qualification exercise.

	Criteria	Obtainable Score
1	<i>General Experience</i>	50
1.1	Is the Contractor's knowledge, experience, and size relevant to the project?	5
1.2	A minimum of three (3) solar PV installations of 3 kW or more within the last five (5) years in Trinidad and Tobago, or A minimum of one (1) solar PV installation of 3 kW or more and three (3) commercial	30

	Criteria	Obtainable Score
	electrical installation projects within the last two (2) years in Trinidad and Tobago.	
1.3	<p>Minimum of five (5) years of experience of relevant operation in the solar PV and electrical field</p> <p>Minimum of 5 years as per TOR = 5 points</p> <p>-More than 5 years = 10 points</p>	10
1.4	Is the supplier knowledgeable about local regulations and NEC NFPA 70 Article 690?	5
2	<i>Financial Position</i>	30
2.1	Bank letter indicating access to Cash and Credit Facilities of no less than TTD six (6) figures in the mid to high range (letters should not be dated before 1st April 2021).	10
2.2	Minimum average annual turnover of TTD340,000.00 for the last 3 years (2017, 2018 and 2019).	15
2.3	Current ratio of not less than 1.0 (will be obtained from the Audit financial statement for the last three years (2017, 2018 and 2019))	10
3	<i>Personnel Capability</i>	20
3.1	<p>Team Lead</p> <p>An electrical engineering bachelor level qualification from an accredited university or a technician or craft level qualification in electrical installation with ten (10) years' experience.</p> <p>Certification from a recognized solar PV installation body would be an asset. Examples of acceptable certification include the North American Board of Certified Energy Practitioners (NABCEP) Certification and the Renewable Energy Engineering Technology (REET) Programme at UTT.</p> <p>Experience in the installation of at least three (3) solar PV systems of 3 kW or more in Trinidad and Tobago.</p> <p>Project or Team lead in at least three (3) electrical installation-based projects.</p>	10
3.2	<p>Team Member – Licensed Electrician</p> <p>A technician or craft level qualification in electrical installation. This may include, but is not limited to, qualification from the University of Trinidad and Tobago (UTT), MIC Institute of Technology (MIC), National Energy Skills Center (NESC) or the National</p>	10

	Criteria	Obtainable Score
	<p>Examinations Council (NEC).</p> <p>Certification from a recognized solar PV installation body would be an asset. Examples of acceptable certification include the North American Board of Certified Energy Practitioners (NABCEP) Certification and the Renewable Energy Engineering Technology (REET) Programme at UTT.</p> <p>A holder of a valid wireman license.</p> <p>At least five (5) years' experience in commercial electrical installations in Trinidad and Tobago</p>	
	TOTAL	100