

REQUEST FOR QUOTATION (RFQ)
SUPPLY, DELIVERY AND INSTALLATION OF THREE (3) SETS OF 12kWp GRID-TIED SOLAR PV
SYSTEMS TO POWER THREE (3) SETS OF ELECTRIC DISTILLERS

RFQ Reference: RFQ-063-PHL-2021	Date: 30 June 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: June 30, 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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>
Deadline for the Submission of Quotation	<p>14 July 2021, 4pm local time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering only</p> <p>Bid submission address: RFQ-063-PHL-2021</p> <ul style="list-style-type: none"> ▪ File Format: Click or tap here to enter text. ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: Click or tap here to enter text. ▪ Mandatory subject of email: Click or tap here to enter text. ▪ 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." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code : PHL 10 and Event ID number : 0000009367 <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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<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>
Supplier Code of Conduct, Fraud, Corruption,	<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 principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</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>

	http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
Gifts and Hospitality	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.
Conflict of Interest	<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>
General Conditions of Contract	<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"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<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>
Eligibility	<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.</p> <p>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>
Currency of Quotation	Quotations shall be quoted in PHP or USD Equivalent
Joint Venture, Consortium or Association	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 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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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 b) they have the same legal representative for purposes of this RFQ; or 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; 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 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.
Duties and taxes	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, 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 , unless otherwise specified below: All prices must: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <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 <input checked="" type="checkbox"/> Company Profile with 2018-2019 AFS, Registration Certificate and Tax Certificate <input checked="" type="checkbox"/> Implementation Schedule/Gantt Chart <input checked="" type="checkbox"/> Single Line Diagram <input checked="" type="checkbox"/> Organizational Chart and CV of Personnel who will implement the project <input checked="" type="checkbox"/> Other -warranty certificates for the goods as required in the ToR or BOM. - 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
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input 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, Click or tap here to enter text. 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”
Payment Terms	<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
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input checked="" type="checkbox"/> Passing all Testing [specify standard, if possible] <input checked="" 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]
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.ph@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	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 09 July 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<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 Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (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"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	05 August 2021
Publication of Contract Award	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.

Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	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 www.ungm.org . 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.

Section 3

TORs and SCHEDULE OF REQUIREMENTS

SUPPLY, DELIVERY AND INSTALLATION OF THREE (3) SETS OF 12kWp GRID-TIED SOLAR PV SYSTEMS TO POWER THREE (3) SETS OF ELECTRIC DISTILLERS

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 objective of the DREAMS Project is to reduce GHG emissions through the promotion and facilitation of the commercialization of renewable energy (RE) markets through the removal of barriers, which also leads to the increase in investments in RE-based power generation projects. This will be achieved through (1) enforcement of a supportive policy and regulatory environment for leveraging investment in RE development and applications at the local level; (2) strengthened institutional capacity that leads to increased RE investment at the local level; (3) capitalized RE market to increased share of RE-based power capacity; and (4) RE commercialization to increase confidence of local RE developers that leads to an enhanced uptake of RE projects and successful replication using proven and emerging RE technologies.

The DREAMS project offers a Support Facility for RE (SF4RE) to LGUs, ECs, NPC-SPUG, QTPs, NPPs, BAPAs and RE developers to leverage investments for their RE projects to increase RE-based installed capacity. Furthermore, it will provide technical assistance to LGUs and smaller RE proponents in accessing SF4RE and other financing instruments.

The DREAMS project approved the proposal of Mariano Marcos State University (MMSU) entitled "Deployment of Solar Powered Distillers for Bioethanol Production used as a Main Agent for Bio-based Products in Response to Covid19 Emerging Needs" in the Municipality of Aparri, Cagayan Province.

This Terms of Reference is for the procurement for the supply, delivery and installation of 3 sets of 12kWp grid-tied solar PV systems to power three (3) sets of electric distillers to be operated and managed by three (3) different communities/areas in Aparri Cagayan (Brgy. Bisagu, Brgy. Linao and Brgy. Navagan). Each distiller will be powered by a 12 kWp Grid-tie Solar Power System. The distillers will be fabricated, delivered and to be installed by a different contractor. The supply, delivery and installation of the solar PV systems need not coincide with the delivery and installation of the distillers.

B. Stakeholders of the Project

The project will be implemented together with Mariano Marcos State University (MMSU) and the Local Government Unit (LGU) of Aparri, Cagayan Province. The DREAMS Project Management Unit (PMU) shall maintain overall project coordination.

C. Objective

The Firm (Contractor) shall be responsible for the supply, delivery, installation, testing and commissioning of the 3 sets of 12kWp grid-tied solar PV systems to the identified 3 communities in Aparri, Cagayan (Brgy. Bisagu, Brgy. Linao and Brgy. Navagan). The Firm (Contractor) will also train

the LGU and communities on the operation and maintenance of the solar PV systems and will also provide repairs and maintenance support, and after-sales services for a specified period of time (1 year from the date of commissioning).

D. Scope of Work and Methodology of the Required Services

1. **Preparation of inception plan** - once the contract is awarded, the Firm (Contractor) is required to create an inception plan/work breakdown in consultation with MMSU, LGU of Aparri and the DREAMS PMU. At the minimum, the inception plan should contain the timeline of activities (program of works), final system design and training design.

The Firm (Contractor) is required to submit a draft system design (minimum of single line diagram and method statement for the installation of the solar panels) to support its bid proposal based on the estimated bill of materials (see Item N).

2. **Supply, delivery, installation, testing and commissioning** – the Firm (Contractor) will supply, deliver, install, test and commission the 3 sets of 12kWp grid-tied solar PV systems in 3 different communities in Aparri Cagayan (Brgy. Bisagu, Brgy. Linao and Brgy. Navagan). See Annex A for the estimated bill of materials (BOM).

The Firm (Contractor) will provide the materials, manpower, all equipment, and tools necessary to complete the installation. The Firm is encouraged to hire qualified local workers. A report on the number of local workers hired will be requested and will be an integral part of the manpower utilization schedule to be provided by the Firm.

The supply, delivery, installation, testing and commissioning of the solar PV systems need not coincide with the delivery and installation of the distillers. The PMU will however determine the alignment of the schedules of the delivery of the distiller and the commissioning of the Solar PV Systems.

The Contractor must coordinate with the local distribution utility or electric cooperative and LGU in securing permits compliant with the provisions of the RE Law including the net-metering system as may be necessary. The Contractor will also pay any permitting cost if needed.

3. **Training** – the Firm (Contractor) will conduct hands-on training for the LGU and community operators on operation and maintenance of the solar PV systems as part of commissioning, and operations and maintenance support. At the minimum, the training should be equivalent to a cumulative total of five full days. The topic may range from solar and system design, basic installation skills, and system troubleshooting and basic maintenance. The Firm (Contractor) must provide printed training handouts to training participants and should provide hard copies and e-copy of the operating and maintenance manual of the system installed including the as-build system plans/designs.

The Firm (Contractor) is required to submit a draft training design to support its bid proposal.

4. **Warranty** – see Item N (BOM) for the required minimum warranties for the major parts of the systems. For the warranty of works (workmanship), minimum of one (1) year is required. Within

the warranty period, the defective major parts or works should be repaired or be replaced by if beyond repair. The cost of the inspections, testing, repairs, and replacements including the logistics will be at the expense of the Firm (Contractor). The Firm (Contractor) must inspect the reported defect/s within 10 working days from the date the Firm (Contractor) received a formal communication (by letter or email) from the LGU or the owner or the community operating the solar PV systems. The repair must be completed within 15 working days and if replacement is required it must be completed within 20 working days from the receipt of formal communication.

The Firm (Contractor) shall submit the detailed terms and conditions for the warranty as part of its bid proposal.

5. **Operation and maintenance support** – the Firm (Contractor) will provide at least 4 months of operation and maintenance support. The operation support is in the form of technical assistance on operating the solar PV systems wherein the operator/s is needing clarification or additional guidance on operating the system and may be done on-site or through telephone/cellphone, teleconferencing, email other communication platforms. The maintenance support is in the form of supervising the operator/s in conducting their maintenance activities as stated in the operation and maintenance manual provided.

The Firm (Contractor) shall submit the detailed terms and conditions for the operation and maintenance support as part of its bid proposal.

6. **After sales service** – the Firm (Contractor) will provide at least one (1) year of after sales services such as supply of parts, repairs and replacements under the expense of the LGU or owner or the community operating the solar PV system including the cost of inspection and logistics if not covered by the warranty. The Firm (Contractor) must supply/deliver the parts within 10 working days from the receipt of order and payment. In case of repairs and replacements the Firm (Contractor) must do the repair or replacement within 20 working days from the receipt of order and payment of the parts/materials, the balance will be paid once the repair or replacement is completed.

The Firm (Contractor) shall submit the detailed terms and conditions for the after sales services as part of its bid proposal.

E. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated man-days to Complete	Target Due Dates
Inception meeting with the DREAMS Project, MMSU & LGU of Aparri. Approved inception plan.	5	Not later than 10 days after the Contract was issued/signed. NLT 05 Aug 2021.

Deliverables/ Outputs	Estimated man-days to Complete	Target Due Dates
<p>Supply, delivery, installation, testing and commissioning of the 3 sets of 12kWp solar PV systems. The solar PV systems should be working for 15 straight days.</p> <p>Complete Hands-on training for the LGU and communities operating the system.</p> <p>Submit Operating and maintenance manual which includes the as-build plans/designs.</p> <p>Submit Signed warranty agreement, operation and maintenance support, and after-sales service agreement.</p>	40	Not later than 70 days after the Contract was issued/signed. NLT 30 October 2021.
Final acceptance based on the Operations and Maintenance support.	120	Not later than 120 days from the date of commissioning or NLT 30 th March 2022
Total		

Review and Approvals of above deliverables (*review output and confirm acceptance*) shall be under the DREAMS Project Manager with the guidance of the DREAMS Project National Project Director and validation of the MMSU, LGU of Aparri.

F. Institutional Arrangement/ Governance and Accountability

A Local Project Team shall be formed during the Inception Planning. At the minimum, it shall be composed of the Firm's Project Manager, focal person from MMSU, focal person from LGU Aparri, representative from CAGELCO 2, and focal persons from the DOE and DREAMS Project.

The work of the Firm will be supervised by the UNDP DREAMS Project Manager in coordination with the focal person to be assigned by MMSU & LGU Aparri.

G. Duration of the Work

The contract period will be from 15th August 2021 to 15th April 2022.

H. Facilities to be provided by the Project

The LGU through each Barangay recipients will provide a secure area for the temporary storage of the materials and equipment for the installations of the solar powered distiller.

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 LGU.

I. Scope of Price Proposal and Schedule of Payments

The lump sum amount must be “all inclusive” of expenses, e.g. materials, supplies, manpower, logistics, meals, lodging, and other costs. The contract price is fixed regardless of changes in cost components.

Deliverable	Payment
Approved inception plan with the final system design and training design	20%
Supply, delivery, installation, testing and commissioning of the 3 sets of 12kWp solar PV systems. <ul style="list-style-type: none"> The solar PV systems should be working for 30 straight days. Completed and accepted. Hands-on training for the LGU and communities operating the system. Training report with signed attendance sheet. Operating and maintenance manual which includes the as-build plans/designs. Reviewed/approved by LGU, MMSU and DOE/DREAMS PMU. Signed warranty agreement, operation and maintenance support, and after-sales service agreement. Reviewed/ approved by LGU, MMSU and DOE/DREAMS PMU. 	60%
Completion of operations and maintenance support. Final report and final acceptance.	20%
Total	100%

J. Key Performance Indicators and Service Level.

Key services required	Frequency	Minimum standard/requirement
Regular Project Meeting of Local Project Team	Bi-monthly	Minutes of meeting signed by MMSU & LGU Focal person
Status report based on Inception plan or work breakdown structure	Monthly or as may be required from time to time	Based on agreed upon format during the inception planning Copy furnished MMSU & LGU Focal person

Project Management Report	Minimum of 3 as may be agreed upon.	Approved by the focal person of MMSU and of the LGU for this project Signed Minutes of Meeting (if any) that happened during the period being covered by the report
Completion Report	end of the project	Clearance from MMSU that the Firm has no further commitment or pending issues with the MMSU/LGU Checklist of all soft copies of documents and reports submitted to DREAMS PMU and MMSU and the LGU duly validated by both agencies.

Non-submission of these documents (either in hard or soft copies) will lead to deferment of payments due to the Firm. For purposes of documentation, soft copies of the reports are acceptable but duly signed hard copies of the reports must be submitted as part of the final requirement for final payment.

K. Qualifications of the Successful Firm Contractor and its Key Personnel

The bidder should have at least 2 years of experience as solar PV systems supplier, installer, system integrator or contractor with at least P2.5M annual gross revenues for the last 2 years from its solar PV systems contracts.

The bidders are requested to submit a gannt chart/timelines or detailed program of work.

The Project Manager or Head installer to be hired to supervise the project must be a certified electrician or licensed electrical engineer, with at least 2 years experience on installation of solar PV systems.

The Contractor is encouraged to use local unskilled labor and shall include in its final report the number of jobs created. The participation of women in the technical installation process is highly encouraged by UNDP.

L. Criteria for Selection of the Best Offer

Full submission and compliance of all required documents (See Item M). The technical evaluation, on the other hand, will be pass or fail basis and the lowest financial bid from “technically compliant and responsive” bidder will be considered for award.

M. Documents required to be submitted:

1. Audited Financial Statements in the last two years.
2. Proposed methodology, approach and implementation plan which include gannt chart/timelines and construction schedule.
3. Organigram (project management structure).
4. CV of key personnel as defined above.
5. Technical design and specifications (single line diagram) based on the bill of materials (BOM) included in the bid. Method Statement for installing the solar panels. Bar graph and s-curve.
6. Brochures and Detailed Specification sheets of the components.
7. Proposed terms and conditions for the warranty, operation and maintenance support and after sales service. Warranty Statements for the components.
8. Draft training design for the LGU and community operators.
9. Single Line Diagram
10. Technical and financial proposal with detailed BOM, manpower requirements, logistics and other associated costs.

N. Bill of Materials (BOM), Technical Specifications and other requirements

I. Three (3) sets of 12kWp grid-tied solar PV system

All quantities are for three sets. One set = 12kWp minimum. Counter-offers are allowed but should comply with the minimum requirements of 12kWp and 12 kW AC per set.

#	Item / Description	Qty (for 3 sets)	UM	Comments
1	Solar Modules, 445Wp, Tier 1, monocrystalline	81	pcs	1 inverter = 9 solar modules x 3 inverters = 27 pcs/per set x 3 sets = 81 pcs
2	Grid Tie Inverter, 4kW, 220V, 60Hz, 1phase	9	Units	<i>See TOR for specification</i>
3	6sq.mm PV Cable	600	Meters	200 m per set x 3 sets
4	MC6 connector	32	pcs	2 x 3 x 3 = 18 + 14 spares
5	6sq.mm Ferrule	32	pcs	3 x 3 x 3 = 18 + 14 spares
6	Mounting rails (roof mount)	36	kWp	12kWp per set
7	20mm diameter conduit, 3m length	15	pcs	5 x 3m length each set
8	20mm diameter connector	15	pcs	5 pcs per set
9	20mm diameter long elbow connector	12	pcs	4 pcs per set
10	20mm diameter short elbow connector	12	pcs	4 pcs per set
11	Power Panel box, for 2 pcs Miniature CB, DC and AC	6	pcs	2 pcs per set (1 for AC, 1 for DC)
12	NEMA 3R Box (L500mm x W600mm x H200mm)	3	pcs	1 pc per set
13	DC Circuit Breaker, 2pole, 600V, 32A,	11	pcs	3 pcs per set x 3 sets + 2 spares
14	DC Surge Protector	9	pcs	3 pcs per set x 3 sets
15	AC Circuit Breaker, 30AT/30AF, 2P,220V, ACB	9	pcs	3 pcs per set x 3 sets
16	Lightning Arrester with lug / clamp	3	pcs	1 pc per set (<i>any type is acceptable as long as it does not cast a shadow on the solar module</i>)
17	Rapid Shutdown Devise (string level installation)	9	pcs	3 pcs per set x 3 sets
18	No. 12 THHN cable, 600V	150	m	50m per set x 3 sets
19	Main Circuit Breaker, 75AT/100AF, 220V, 1phase	3	set	1 per set x 3 sets (single or double poles are allowed, subject to design of bidder)
20	Main CB AC Cable to Load Main CB, No.4 THW, 220V, 1phase	150	m	No. 4 THW. 50 m per set x 3 sets
21	Grounding Cable, no. 6 THW	150	m	No. 6 THW. 50m per set x 3 sets
22	Grounding conductor with lugh, 5/8 inch diameter	3	pcs	1 per set x 3 sets

#	Item / Description	Qty (for 3 sets)	UM	Comments
23	Other materials/consumables	1	lot	any materials / spare materials that has not been identified in the BOM based on the estimate of the bidder

* Brochures with specific technical descriptions are required for all items. Non submission is a ground for disqualification. UNDP does not discriminate on any brands.

** Single Line Diagram shall be provided. Non submission is a ground for disqualification.

II. Solar module specifications

NO.	Particulars/ minimum requirements Tier 1 Solar Modules	Supplier Input Data
1	Brand/Manufacturer	To be supplied by Bidder
2	Manufacture/ Country of origin	To be supplied by Bidder
3	PV Modules Product Warranty	min. 10 years
4	PV Modules Linear Performance	min. 25 years, > 80%
5	Degradation	max. 0.8% per annum
6	Delivery Program or Strategy	To be supplied by Bidder
7	Packaging per pallet	27 pcs or similar depending on module
8	Packaging per 40' container	To be supplied by Bidder
	Electrical Parameters	
9	Related Maximum Power (Pmax), Watts	445Wp
10	Open Circuit Voltage (Voc), Volts	To be supplied by Bidder
11	Maximum Power Voltage (Vmp), Volts	To be supplied by Bidder
12	Short Circuit Current (Isc), Amp	To be supplied by Bidder
13	Maximum Power Current (Imp), Amp	To be supplied by Bidder
14	Module Efficiency (%) percent	To be supplied by Bidder
15	Power Tolerance, (\pm Watts)	To be supplied by Bidder
16	Power Tolerance, (+ ___ % / °C)	To be supplied by Bidder
17	Temperature Coefficient of Isc (α Isc)	To be supplied by Bidder
18	Temperature Coefficient of Voc (β Voc)	To be supplied by Bidder
19	Temperature Coefficient of Pmax (γ Pmp)	To be supplied by Bidder
	Mechanical Data	
20	Cell Type	Mono-crystalline
21	Technology	Monofacial and Bifacial
22	Dimension	No preference
23	Weight	No preference
24	Front Cover	Supplier to provide
25	Frame Material	Anodized aluminium alloy preferable
26	J-Box	IP68, 3 diodes, or equal
27	Cable	4.0 mm ² (IEC), 12 AWG (UL)
28	Connector	MC4 preferable, or T4 series or H4 UTX

NO.	Particulars/ minimum requirements Tier 1 Solar Modules	Supplier Input Data
	Compliance Requirements	
18	Qualifications and Certifications	IEC 61215/IS14286 Crystalline silicon terrestrial photovoltaic (PV) modules
19		IEC 61730 Part-1 Photovoltaic (PV) module safety qualification
20		IEC 61730 Part 2 Photovoltaic (PV) module safety qualification
21		IEC 61701 Salt mist corrosion testing of photovoltaic (PV) modules
40	Spare	0.5% of the total quantity
	Procedures (Method of Statement)	
41	Unloading and Handling	To be supplied by Bidder
42	Installation	To be supplied by Bidder
43	Operation & Maintenance	To be supplied by Bidder
	Operations & Maintenance	
44	After Sales Support Commitment	To be supplied by Bidder
45	No. of cleaning per year	To be supplied by Bidder


III. Inverter specifications

NO.	PARTICULARS	Supplier Input Data
1	Brand/Manufacturer	To be supplied by Bidder
2	Power, per inverter, 4kWac or more combination to make 12kWac, 220Vac output, 1phase, 60hz	To be supplied by Bidder
3	Manufacture/ Country of origin	To be supplied by Bidder
4	Warranty, 5 years	To be supplied by Bidder
5	Delivery Program or Strategy	To be supplied by Bidder
	Input (DC)	
6	Max. PV input voltage	600VDC
7	Min PV input voltage / Start up input voltage	To be supplied by Bidder
8	MPPT voltage range for nominal power	To be supplied by Bidder
9	Maximum input string	To be supplied by Bidder
10	No. of DC input	To be supplied by Bidder
11	Max PV input current	To be supplied by Bidder
12	Max DC short-circuit current	To be supplied by Bidder
13	PV array configuration	To be supplied by Bidder
	Output (AC)	
14	Rated output power, 4000W per inverter minimum	To be supplied by Bidder
15	Max output current	To be supplied by Bidder
16	Nominal AC voltage	220V / 230V
19	Nominal grid frequency/Grid frequency range	60Hz
20	THD	< 3 % (at nominal power)
21	Power factor at nominal power/adjustable power factor	> 0.99 (0.8 leading – 0.8 lagging)
22	Feed-in phases / connection phases	1-PHASE
	Efficiency	
23	Max. efficiency/CEC efficiency	98.00%
	Protection	
24	DC input protection	To be supplied by Bidder
25	Integrated DC Switch	To be supplied by Bidder

NO.	PARTICULARS	Supplier Input Data
26	Overvoltage protection Reverse Polarity Protection	To be supplied by Bidder
27	Output overcurrent protection	To be supplied by Bidder
28	Surge Protection	To be supplied by Bidder
29	Grid Monitoring	To be supplied by Bidder
30	Anti-Islanding Protection	To be supplied by Bidder
31	Temperature Protection	To be supplied by Bidder
32	PV String monitoring, Optional	To be supplied by Bidder
	General Data	
34	Dimension	W x H x D, mm
35	Weight	To be supplied by Bidder
36	Topology	Transformerless
37	Self consumption	< 1W (night)
38	Operating ambient temperature range	-25 to 60 deg. C
39	Relative Humidity	0 to 100%
40	Ingress Protection	IP65
41	Cooling	intelligent redundant fan cooling
	Qualifications and Certifications:	
41	Qualifications and Certifications:	IEC 61683 Photovoltaic systems
42		EN 50524 Data Sheet & Name Plate for Photovoltaic Inverters
43		EN 50530 Overall efficiency of grid connected photovoltaic inverters
44		IEC 62109-1 Safety of power converters for use in photovoltaic power systems
45		IEC 62109-2 Safety of power converters for use in photovoltaic power systems
46		UL 1741 Standard for inverters, converters, controllers, and interconnection system equipment for use with distributed energy resources
	SPARE	
47	Recommended Spare Parts	To be supplied by Bidder
48	Procedures (Method of Statement)	
49	Unloading and Handling	To be supplied by Bidder
50	Installation	To be supplied by Bidder
51	Operation & Maintenance	To be supplied by Bidder
52	After Sales Support	To be supplied by Bidder
53	Operations & Maintenance	
54	Maintenance program	To be supplied by Bidder

IV. Aluminum mounting structure specifications

No.	Item / Description	Picture
1	Extruded anodized aluminum mounting rails, 4200mm in length	 A long, silver-colored aluminum mounting rail with a U-shaped cross-section and a series of longitudinal grooves on its top surface.
2	Extruded anodized connector	 A short, silver-colored aluminum connector with two threaded holes on its top surface, used to join mounting rails.
3	Extruded anodized End Clamp, 40mm, with aluminum nuts and bolts	 A silver-colored aluminum end clamp with a U-shaped cross-section, designed to secure the end of a mounting rail.
4	Extruded anodized Mid-Clamp, 40mm, with aluminum nuts and bolts	 A silver-colored aluminum mid-clamp with a U-shaped cross-section, designed to secure the middle of a mounting rail.
5	Extruded anodized aluminum L-feet, with Tex screw 6 inches, with EPDM spacer	 A silver-colored aluminum L-foot with dimensions 84mm (height), 40mm (width), and 40mm (flange width). It is shown with a Tex screw and an EPDM spacer.

No.	Item / Description	Picture
6	Extruded anodized aluminum rail	

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods within 90 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	DPU delivery at place including unloading
Customs clearance (must be linked to INCOTERM)	<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
Exact Address(es) of Delivery Location(s)	Barangay Linao, Bisagu and Navagan, Aparri, Cagayan Province
Distribution of shipping documents (if using freight forwarder)	Supplier/bidder
Packing Requirements	supplier/bidder
Training on Operations and Maintenance	required
Warranty Period	Refer to Terms of References (ToR)
After-sales service and local service support requirements	Refer to Terms of References (ToR)_
Preferred Mode of Transport	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"/>	Requirements and Terms and Conditions: 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"/>	Ethics: 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 : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: 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"/>	Prohibitions, Sanctions: 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"/>	Bankruptcy: 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"/>	Offer Validity Period: 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, DELIVERY AND INSTALLATION OF THREE (3) SETS OF 12kWp GRID-TIED SOLAR PV SYSTEMS TO POWER THREE (3) SETS OF ELECTRIC DISTILLERS

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.

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
No.	Item / Description	Qty (for 3 sets)	UM	Unit Cost	Amount
1	Solar Modules, 445Wp, Tier 1, monocrystalline	81	pcs		
2	Grid Tie Inverter, 4kW, 220V, 60Hz, 1phase	9	Unit		
3	6sq.mm PV Cable	600	m		
4	MC6 connector	32	pcs		
5	6sq.mm Ferrule	32	pcs		
6	Mounting rails (roof mount)	36	kWp		
7	20mm diameter conduit, 3m length	15	pcs		
8	20mm diameter connector	15	pcs		
9	20mm diameter long elbow connector	12	pcs		
10	20mm diameter short elbow connector	12	pcs		
11	Power Panel box, for 2 pcs Miniature CB, DC and AC	6	pcs		
12	NEMA 3R Box (L500mm x W600mm x H200mm)	3	pcs		
13	DC Circuit Breaker, 2pole, 600V, 32A,	11	pcs		
14	DC Surge Protector	9	pcs		
15	AC Circuit Breaker, 30AT/30AF, 2P,220V, ACB	9	pcs		
16	Lightning Arrester with lug / clamp	3	pcs		
17	Rapid Shutdown Devise (string level installation)	9	pcs		
18	No. 12 THHN cable, 600V	150	m		
19	Main Circuit Breaker, 75AT/100AF, 220V, 1phase	3	set		
20	Main CB AC Cable to Load Main CB, No.4 THW, 220V, 1phase	150	m		
21	Grounding Cable, no. 6 THW	150	m		
22	Grounding conductor with lugh, 5/8 inch diameter	3	pcs		
23	Other materials/consumables	To be supplied by the bidder			

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.	
<i>Exact name and address of company</i> 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.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.