

REQUEST FOR QUOTATION (RFQ)

Supply and installation of Solar PV Systems (2.28 kWp each) at 15 identified sites in Oriental Mindoro

RFQ Reference: RFQ-041-PHL-2022	Date: 04 May 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

Thank you and we look forward to receiving your quotations. 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.

Issued by:

Signature: _____

Name: Edwine Carrie

Title: Deputy Resident Representative

Date: 4 May 2022

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>May 18, 2022 4am Eastern 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: https://etendering.partneragencies.org</p> <p>Insert BU Code : PHL 10 Event ID number : 0000012305</p> <ul style="list-style-type: none"> ▪ File Format: pdf ▪ 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. <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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p>

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>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<input checked="" type="checkbox"/> Possible Cancellation of PO/Contract if the delivery/completion is delayed by 15 days
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> <ul style="list-style-type: none"> Minimum of 3 years of continuous experience in project integration or Engineering, Procurement and Construction (EPC) of residential and commercial solar PV systems (2 kW to 100 kW systems). Bidders to list at least 3 such projects (completed or ongoing) in their proposal. Minimum average of Php 5 Million gross sales in the last 2 years (2019-2020) based on Audited Financial Statements
Currency of Quotation	Quotations shall be quoted in PHP for local firms or USD for international firms

Joint Venture, Consortium or Association	<p>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.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<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"> 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	<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, 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:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable direct taxes</p>
Language of quotation	<p>English</p> <p>Including documentation such as catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <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 <input checked="" type="checkbox"/> CV of 3 Solar technicians to be assigned to this project <input checked="" type="checkbox"/> Portfolio of all past Solar PV projects completed in the last three years based on the table in Annex B (optional to attach actual pictures; max of 2 photos per project) <input checked="" type="checkbox"/> Audited Financial Statements for 2019-2020 <input checked="" type="checkbox"/> Business Registration <input checked="" type="checkbox"/> Tax Payment Clearance/Certification
Quotation validity period	<p>Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.</p>
Price variation	<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>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>

Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Other Refer to ToR
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Passing all Testing <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.ph@undp.org Subject of email: RFQ-041-PHL-2022: Supply and installation of Solar PV systems in Oriental Mindoro 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.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest priced substantially compliant offer.
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 checked="" type="checkbox"/> Comprehensiveness of after-sales services
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.)
Expected date for contract award.	31 May 2022
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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE

- A. **Project Title:** To Supply and Install Solar PV systems (2.28 kWp each) at 15 identified sites in Oriental Mindoro.

B. **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 has a Support Fund for RE (SF4RE) that can be accessed by LGUs, ECs, NPC-SPUG, QTPs, NPPs, BAPAs, and RE developers to leverage investments for their RE projects that will lead towards an increase in RE based installed capacity. The DREAMS project provides technical assistance to LGUs and smaller RE proponents for them to be able to access the SF4RE and other financing instruments.

C. **Stakeholders of the Project**

The project will be implemented by WeGen Laudato Si (WeGen) in collaboration with the Provincial Government of Oriental Mindoro (PGOM), selected Municipal Local Government Units (MLGU), and the Diocesan Social Action Center (DSAC). The Oriental Mindoro Electric Cooperative (ORMECO) will also provide technical and permitting assistance in connecting the Solar PV Systems to the grid.

The WeGen, as a private sector led Project Implementor, will handle the training of the involved Local Government Units (LGU) and the staff and partners of the Social Action Center (SACs) during and even after the installation of the facilities.

After successful commissioning, the ownership and maintenance of the Solar PV assets will be transferred to the LGU and the SAC.

After the transfer, the WeGen shall continue to offer to provide the service maintenance for the systems and continue to assist the LGUs and SACs in the development of its proposal related to the installation of additional energy capacities related to solar pv systems in their respective areas.

The DREAMS Project Management Unit (PMU) shall maintain overall project coordination and technical supervision with the support of the Solar Wind Energy Management Division of REMB. The Provincial Government, the SAC and the LGUs will provide assist the PMU in monitoring the work program, quality of work and confirming the outputs of the Contractor.

The DOE, the PGI and the WeGen shall enter into an appropriate Memorandum of Understanding to define the undertakings and specific roles and responsibilities of all Stakeholders.

D. **Objectives**

Oriental Mindoro is an off-grid island. Power outages and prolonged power disruptions have beset the supply and distribution of energy during typhoon months. Some communities remain without electricity due to the lack of grid infrastructure and physical inaccessibility of the communities.

The goal is to encourage the Provincial Government of Oriental Mindoro, its MLGUs, private commercial organizations, and Civil Society Organizations to advocate for and invest in RE applications and include RE policies and projects in their development plans, business, and community development undertakings.

This will be done by installing a roof-mounted solar PV system with battery storage in strategic areas such as town halls, barangay health centers/offices, and buildings like the churches that serve as areas of gatherings or refuge during times of cultural events and natural calamities, respectively.

E. Scope of Work and Methodology of the Required Services

A local solar Engineering Procurement Construction (EPC) firm is needed to supply and install Solar PV systems at 15 identified sites in Oriental Mindoro. These systems shall be equipped with battery storage. The total capacity to be installed is 34.2 kWp (2.28 kWp x 15 sites) with AC coupled battery storage of 43.5 KWH (2.9 KWH x 15 sites).

After completion, the WeGen will provide maintenance support on the installed system. The EPC must provide five years of product warranty.

The specific scope of work is detailed below:

1. Inception Plan/Preparation of Work Plan

The Firm shall submit a detailed work breakdown in consultation with the WeGen, MLGUs, SAC, and the DREAMS PMU. At the minimum, the plan should contain an estimated timeline of activities, the exact scope of work ranging from delivery schedules, final site inspection and selection, social/community preparation, engineering works, permitting activities, and commissioning and turn-over of facilities to the UNDP and WeGen and their local partners.

2. Installation

The Firm shall deploy at least 3 Work Teams to complete all installations in 120 calendar days. Each Work Team must at least have 1 Solar PV Technician with at least three years of work experience in installing Solar PV systems. WeGen shall also provide Technical Staff to provide technical supervision and quality control on the installation.

The Firm will be responsible for installing the system, which includes installation of the mounting system, installation of the Solar PV panels, inverters, cables, batteries, electrical protection devices, electrical wiring, and connection to the grid is required. The Firm must comply with prevailing Philippines' building codes and regulations, and labor standards.

The local partners such as the provincial and municipal government and the WeGen will provide counterpart labor and local materials as may be needed and agreed upon. Thus, all additional work required by the Firm during the installation such as tree trimming, re-positioning of junction boxes and existing switches must be identified during the work planning. Any additional work not indicated or missed in the work plan will be for the Firm's cost.

The Firm must provide the staff with all equipment and tools necessary to complete the installation. The Firm is encouraged to hire qualified or semi-skilled local workers. A report on the number of local workers employed will be requested. Women's participation is encouraged in forming the work teams and hiring of project staff.

3. Skills Training

The Firm is responsible on the conduct of two specific hands-on training to Clients namely a) orientation on the include Basics of Solar PV technologies, system design, line diagrams, basic installation, and technical features of the parts and equipment being delivered and b) final training during the period of commissioning to include maintenance checks and procedures and system troubleshooting. At the minimum, these training should be equivalent to a cumulative total of five (5) full days for all the target clients. The Firm shall provide simple printed training materials on these topics.

The selection of training participants and schedules will be arranged by WeGen. Gender balance shall be observed in the selection of training participants.

After successful commissioning the continuing training will be handled by WeGen. As part of its assistance in encouraging the integration of RE projects in local plans, the WeGen will provide training on energy supply and demand planning and and budgeting such as preparation of Bill of Materials and costing for Solar PV Projects.

F. Expected Outputs and Deliverables

The Solar PV Systems shall be located in the following areas:

MUNICIPALITY/CITY	INSTALLATION SITE
1. Baco	Municipal Hall or alternate government building*
2. Bulalacao	Municipal Hall or alternate government building
3. Mansalay	Municipal Hall or alternative government building
4. Pola	Municipal Hall or alternative government building
5. Puerto Galera	Municipal Hall or alternative government building
6. Socorro	Municipal Hall or alternative government building
7. Calapan	City Hall or alternative government building
8. Bansud	Divine Savior Catholic Parish Church
9. Bongabong	St. Joseph Catholic Parish Church
10. Gloria	Sacred Heart Catholic Parish Church
11. Pinamalayan	St. Augustine Catholic Parish Church
12. Roxas	Sto. Nino Catholic Parish Church
13. San Teodoro	Immaculate Conception Catholic Parish Church
14. Victoria	Good Shepherd Catholic Parish Church
15. Naujan	Tugdaan Mangyan Center for Learning and Development

*if not Municipal halls, alternate government buildings will be suggested by the project. The permission to work on these sites will also be arranged by the UNDP Project and its local partners. In the case of MLGUs, the preferred offices or buildings are those that provide basic social facilities such as health centers, fire stations, evacuation areas, and areas needing light for security.

1. System location and lay-out

Upon selection and issuance of UNDP notice to proceed, the selected firm must submit a detailed electrical (single line diagram), program of works, and mounting and battery location for each site. These plans will be approved by the designated staff of MLGU, SAC, and WeGen, and submitted to UNDP for final endorsement.

2. Equipment delivery and Warehousing

The Firm will be responsible for procuring all equipment needed for the installation and should ensure the safe delivery of the items to the storage area of the warehouse of the client. The client shall assist in securing the materials but will not be responsible for losses during the installation period. The equipment and supplies shall be delivered at the Provincial Capitol Site located in the City of Calapan Oriental Mindoro. The Provincial Government shall offer a warehouse for the delivery but the cost or rental for the warehouse and the security as may be required for the equipment shall be the responsibility of the supplier.

The delivery and warehousing at each specific site shall be the responsibility of the concerned local partner LGUs and Social Action Centers. They too shall be responsible for warehouse space and security.

Specific tests on crucial components will be conducted upon arrival (see table below). In case of damage, the replacement must be provided in 5 calendar days.

Component	Type of Test	Rating/Efficiency to Pass
Solar panels	Visual; open circuit voltage test	No physical damage; panel voltage is within the acceptable range
Microinverters	Visual	No physical damage; packaging includes product protection
Battery module with built-in inverter	Visual	No physical damage; complete packaging, manual, and components
Mounting system	Visual	Completeness of components; certification that material used is anodized aluminum

3. Installation

The Firm will be in-charge of installing the Solar PV system (mounting system, solar PV panels, inverters, cables, and other balance of system) on the identified sites according to the approved final system specification. The electrical connections to the grid and installation of safety protection devices are also the installer's responsibility and have to be coordinated with the local electric cooperative.

4. System Commissioning and Testing

The Firm will be responsible for system commissioning and testing. the commissioning protocols will be agreed upon during the work planning Fifteen (15) days of continuous satisfactory performance is required for commissioning purposes. The LGU and WeGen will submit a confirmation report to the UNDP Project with an endorsement for final payment.

5. Maintenance Period

The WeGen will handle the maintenance and services such as repairs and trouble shooting after successful commissioning. WeGen shall provide continuing training to the local partners.

Deliverables/ Outputs	Estimated days to Complete	Target Due Dates	Approvals Required (review the output and confirm acceptance)	Review and Approvals Required (review the output and confirm acceptance)
Formation of Work Team, completed site inspection for the 15 sites, Work Plan with the definite location of where the Solar PV will be installed or mounted and single line diagrams for all sites. The exact location of installation will be approved by the owner of buildings.	10	NLT than 30 days after signing of Contract	National Project Director	DREAMS Project Manager with technical assistance from the REMB Technical Staff and UNDP Programme Analyst
100% Delivery of equipment	45	within 45 days signing of contract		
Complete installation and successful commissioning at all 15 sites	60	within 60 days upon 100% delivery		
Submission of all as-built plans (Solar PV system and electrical wiring), warranty certificates and confirmation of the PMU that the contract has been completed as per TOR.	5			
	120			

G. Institutional Arrangement/ Governance and Accountability

A Local Project Team composed of representatives from WeGen, PMU, SAC, PLGU and the selected firm shall be formed during the Inception Planning. Members of the team must be the duly authorized representatives. The DREAMS Project Manager will supervise the work of the Firm in coordination with the focal person from WeGen.

H. Duration of the Work

The contract period will be from 15 May 2022 to 15 October 2022.

I. Facilities to be provided by the Project

The Provincial LGU (PLGU) may offer a secure warehouse or enclosed area to store the equipment to be used for the installation. The LGU will also, subject to availability of space, provide a working area to the Firm during its staff's consultations with concerned units of the PLGU. However, the PLGU shall not be responsible for any losses or damages during the installation period.

The materials and equipment to be used for the testing of the batteries, panels and inverters shall be the responsibility of the firm

At the Municipal level, the MLGU shall provide a space for storage and assign a security for the equipment. They will also handle the delivery of the equipment from the Provincial Capitol to the Municipality.

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 partners.

J. Professional Qualifications of the Successful Firm Contractor and its key personnel

The Bidder must, however meet the following minimum conditions to qualify:

- Minimum of 3 years of continuous experience in project integration or Engineering, Procurement and Construction EPC) of residential and commercial solar PV systems (2 kW to 100 kW systems). Bidders to list at least 3 such projects (completed or ongoing) in their proposal.
- Minimum Php 5 Million (worth gross sales) of completed the engineering, procurement, and construction in the last 2 years (2019-2020) based on Audited Financial Statements

K. Scope of Price Proposal and Schedule of Payments

This will be a lump-sum contract and the proposed amount must be "all inclusive" of expenses, e.g. supplies, reproduction, meals, lodging, and other local travel fares. The contract price will be fixed regardless of changes in cost components.

Payments will be released as below:

Deliverables	Payment
Formation of Work Team, completed site inspection for the 15 sites, Work Plan with the definite location of where the Solar PV will be installed or mounted (approved by the owner of buildings) and single line diagrams for all sites and commissioning plan	10%
100% Delivery of equipment	40%
Complete installation and successful commissioning at all 15 sites	30%

Submission of all as-built plans (Solar PV system and electrical wiring), warranty certificates, and confirmation of the PMU that the contract has been completed as per TOR.	20%
Total	100%

L. Key Performance Indicators and Service Level

Key Services Required	Frequency	Minimum Standard/Requirement
Project Meeting to discuss the status of work plan and acceptance of outputs and billing as per TOR	Monthly	Minutes of the meeting endorsed by the WeGen Focal person LGU representative (as needed).
Completion Report	End of the Project	Clearance from the WEGen and LGU that the Firm has no further commitment or pending issues Field Inspection Report from REMB as the basis for final payment and validated by the PMU

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

M. Criteria for Selection of the Best Offer

The Offers will be based on a Pass/Fail criteria. However, the Bidder must meet the minimum criteria in Section I conditions to qualify. The Compliant Bidder with the lowest offer will be considered as the winning bidder

N. Documents required to be submitted:

1. CV of 3 Solar technicians to be assigned to this project
2. Portfolio of all past Solar PV projects completed in the last three years based on the table in Annex B (optional to attach actual pictures; max of 2 photos per project)
3. Audited Financial Statements are being used in the reference years regarding gross sales.

O. Annexes to the TOR

1. Annex A: Bill of Materials
2. Annex B: Portfolio of Projects

ANNEX A: BILL OF MATERIALS (FOR 15 SITES)

Item #	COMPONENTS/PARTICULARS	Qty	Unit	Performance warranty (yrs)
1	SOLAR PANELS/SOLAR PV MODULES <ul style="list-style-type: none"> - At least 380 watts PR rating but not more than 400 watts - Tier 1 brand in the last three years (2019 – 2021) - Monocrystalline 	90	pcs	-Warranties: 10 years manufacturing defect; 25 years performance warranty (90% power output on the 12th year; 80% power output on the 25th year (see notes below)
2	MICROINVERTERS - The microinverters must meet these minimum specifications: <ul style="list-style-type: none"> - Compliance -- CA Rule 21 (UL 1741-SA), UL 62109-1, UL1741/IEEE1547, FCC Part 15 Class B, ICES-0003 Class B, CAN/CSA-C22.2 NO. 107.1-01; UL Listed as PV Rapid Shut Down Equipment and conforms with NEC 2014, NEC 2017, and NEC 2020 section 690.12 and C22.1-2015 Rule 64-218 Rapid Shutdown of PV Systems, for AC and DC conductors, when installed according manufacturer's instructions. - Pairs with 380 watts to 440 watts solar PV modules - Module compatibility -- 60-cell/120 half-cell and 72-cell/144 half-cell PV modules - Nominal AC output frequency -- 60 Hz - Cooling -- Natural convection - No fans - Approved for wet locations -- YES - Pollution degree -- PD3 - Enclosure -- Class II double-insulated, corrosion resistant polymeric enclosure - Environmental category / UV exposure rating -- NEMA Type 6 /outdoor - Communication -- Power Line Communication (PLC) - Online monitoring, trouble shooting and updating capability at the panel level (provided the site installation has internet connection or with mobile data connection) -- YES - Disconnecting means -- AC and DC connectors have been evaluated and approved by UL for use as the load-break disconnect required by NEC 690. 	90	sets	10 years manufacturing warranty; with additional 15 years distributor guaranty in the Philippines; (see notes below)

3	MOUNTING STRUCTURE <ul style="list-style-type: none"> - railings 4200 mm (anodized aluminum; at least 6005 T5 with surface protection anodic oxidation 12-15 micron (μ)); 4 sets per installation site 	15	lots	Warranty: At least 10 years
4	AC-COUPLING BATTERY MODULE WITH BUILT-IN INVERTER – 2.9 KWH USING LIFEPO4 BATTERY System specifications: <ul style="list-style-type: none"> - capable of plug and play AC coupling with microinverter - built-in battery and inverter in a combined module - modular design - 2.9 kWh modular and expandable to 17.2 kWh - LiFePo4 battery - Cobalt free - 24/7 monitoring capability - Maximum AC input and output power – 3000W - IP protection -- IP65 (Outdoor) / IP21 (Indoor) - Battery warranty -- 5 Years Product Warranty, 10 Years Battery Warranty Inverter Technical Specifications: <ul style="list-style-type: none"> - Nominal AC Input Voltage – 230V - Battery Voltage Range -- 40 ~ 58 V - Phase -- Single-Phase - Nominal AC Output Voltage -- 230 V - Grid Voltage Range -- 180 ~ 270 V - Rated Frequency – 60 Hz - Safety -- IEC 62040-1, IEC 62477-1 Battery Technical Specifications: <ul style="list-style-type: none"> - Module Capacity -- 2.9 kWh - Usable Capacity -- 2.8 kWh - Depth of Discharge (DoD) -- 96% - Module Nominal Voltage -- 51.2 V - Max. Short-circuit Current -- 200 A - Cycle Life -- 10 000 (under specific test conditions) - Max. Charging/Discharging Current -- 56 A (1C) - External Battery Expansion -- 1 ~ 5 in parallel - Certification -- UN38.3, IEC 62619 (Cell), IEC 62619 (Pack) 	15	sets	See specifics per component

5	AC ACCESSORIES AND CONNECTORS TO MATCH MICROINVERTER AND THE REST OF THE SOLAR PV SYSTEM			
	- matching microinverter connector cable	150	pcs	
	- matching microinverter clip	330	pcs	
	- matching microinverter seal	30	pcs	
	- matching microinverter terminal	45	pcs	
	- matching microinverter disconnect tool	15	pcs	
	- matching microinverter split tool	15	pcs	
6	REC METER	15	sets	
7	WEATHER PROOF JUNCTION BOX	15	pcs	
8	BOLTS AND NUTS (stainless steel, 10 sets per site)	150	sets	
9	MONITORING SYSTEM must match with microinverter and system; microinverter communications gateway and with integrated PV and consumption metering. Includes two CTs (200A limit). Production and consumption meter: +/-2% accuracy.	15	sets	Warranty: At least 10 years the same warranty period of the item/material #2 (see notes below)
10	LOGISTICS AND FREIGHT (from port to final destination)	15	sites	
	Balance of systems	1	lot	
	Labor and Management Cost	1	lot	

Notes on the Warranty

The 25-year performance warranty is a standard warranty of solar PV modules. It means that on the 25th year, the performance output of the solar module is still at least 80% of its installed capacity. Therefore, if the panel rating is 400 watts, it is expected that on the 25th year, the power output of this panel would still be at least 80% of 400 watts or 320 watts. The difference is due to the degradation of the panel. Therefore, the panel is still producing electricity but at a lesser degree (at least 80% on the 25th year) compared to when it was newly installed.

In contrast, the 10-year manufacturing defect warranty refers to any failure on the solar module including lower than expected performance under normal conditions. This may be attributed to a defect in the manufacturing of the solar module. The warranty is only good for 10 years. This is standard for most Tier 1 solar modules.

Note on the Specification of the Monitoring system

Inverters/microinverters come with their own matching monitoring system. What is required is that the monitoring system to be used is the one which matches with the inverter/microinverter. So the monitoring system should be of the same technical specifications and matching model as the supplied microinverter.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Refer to Terms of Reference (ToR)
Delivery Terms (INCOTERMS 2020)	<p>DPU- Delivery at Place Unloaded</p> <p>This Incoterm requires that the seller delivers the goods, unloaded, at the named place. <u>The Seller covers all the costs of transport (insurance, export fees, carriage, unloading from main carrier at destination port and destination port charges) and assumes all risk until arrival at the destination place. Contractor also responsible for inland trucking and personnel and equipment for unloading at the final delivery location.</u></p>
Customs clearance (must be linked to INCOTERM)	<p><u>Shall be done by UNDP (where applicable). If the items are imported, the supplier/bidder should facilitate all importation processes required. UNDP will only provide approval from the Department of Foreign Affairs (DFA) for duty free entry of goods and endorse the same to the Department of Finance (DOF). The Trace number will then be shared with the supplier's broker for follow-up with Department of Finance's approval. Once DOF approves, supplier's broker shall pull out the imported items. UNDP will provide the supplier's broker with a Certificate of Guarantee and Authorization letter addressed to Bureau of Customs (BOC) prior to broker's pull out of goods and delivery and unloading at the final</u></p> <p><u>Vendor will forward to UNDP one set of digital copies in advance (7 days prior to shipment):</u></p> <ul style="list-style-type: none"> <u>a) Commercial invoice</u> <u>b) Packing list</u> <u>c) Airway Bill (signed draft AWB 3-5 days prior to shipment, and confirmed AWB to be submitted on the day of shipment) or Waybill (if sea)</u> <p><u>Bidder is also responsible for engaging the services of a broker to facilitate National Telecommunications Commission (NTC) and Optical Media Board (OMB) Clearances. (if applicable)</u></p>
Exact Address(es) of Delivery Location(s)	Refer to ToR

Distribution of shipping documents (if using freight forwarder)	<p>c/o Contractor</p> <p>Required supporting documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Airway Bill/ Bill of Lading <input type="checkbox"/> Copy of official Packing List <input type="checkbox"/> Copy of Commercial Invoice <input type="checkbox"/> Details of nominated broker that will process release of the items at BOC <p>✓ Consignee should be United Nations Development Programme</p> <p>✓ Address: 15th Floor North Tower, Rockwell Business Center Sheridan, Sheridan Street corner United Street, Highway Hills, Mandaluyong City 1550, Philippines</p> <p>✓ All requirements must have signature and date</p> <p>✓ Invoice date must be earlier than AWB date</p> <p>✓ Please send required documents 7working days before shipping the items to avoid shipment abandonment that will entail another process, documentations, approval and penalties.</p>
Packing Requirements	Supplier/bidder
Additional requirements	Warranty Certificates per product as specified in Annex A Bill of Materials
Training on Operations and Maintenance	Required per TOR
Warranty Period	As per ToR
After-sales service and local service support requirements	As per ToR
Preferred Mode of Transport	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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
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.

Yes	No	
<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.
<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 and installation of Solar PV Systems in Oriental Mindoro

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.

TECHNICAL/COMPLIANCE SHEET

Item #	DESCRIPTION/SPECIFICATIONS	Qty	Unit	Compliance Sheet (pls indicate 'will comply' or 'cant comply' and indicate any deviations)	Provide brand, model, specification
1	SOLAR PANELS/SOLAR PV MODULES - At least 380 watts PR rating but not more than 400 watts - Tier 1 brand in the last three years (2019 – 2021) - Monocrystalline Warranties: 10 years manufacturing defect; 25 years performance warranty (90% power output on the 12th year; 80% power output on the 25th year)	90	pcs		
2	MICROINVERTERS - The microinverters must meet these minimum specifications: - Compliance -- CA Rule 21 (UL 1741-SA), UL 62109-1, UL1741/IEEE1547, FCC Part 15 Class B, ICES-0003 Class B, CAN/CSA-C22.2 NO. 107.1-01; UL Listed as PV Rapid Shut Down Equipment and conforms with NEC 2014, NEC 2017, and NEC 2020 section 690.12 and C22.1-2015 Rule 64-218 Rapid Shutdown of PV Systems, for AC and DC conductors, when installed according manufacturer's instructions. - Pairs with 380 watts to 440 watts solar PV modules - Module compatibility -- 60-cell/120 half-cell and 72-cell/144 half-cell PV modules - Nominal AC output frequency -- 60 Hz - Cooling -- Natural convection - No fans - Approved for wet locations -- YES - Pollution degree -- PD3 - Enclosure -- Class II double-insulated, corrosion resistant polymeric enclosure	90	sets		

	<ul style="list-style-type: none"> - Environmental category / UV exposure rating -- NEMA Type 6 /outdoor - Communication -- Power Line Communication (PLC) - Online monitoring, trouble shooting and updating capability at the panel level (provided the site installation has internet connection or with mobile data connection) – YES - Disconnecting means -- AC and DC connectors have been evaluated and approved by UL for use as the load-break disconnect required by NEC 690. <p>10 years manufacturing warranty; with additional 15 years distributor guaranty in the Philippines;</p>				
3	<p>MOUNTING STRUCTURE</p> <ul style="list-style-type: none"> - railings 4200 mm (anodized aluminum; at least 6005 T5 with surface protection anodic oxidation 12-15 micron (μ)); 4 sets per installation site <p>Warranty : at least 10 years</p>	15	lots		
4	<p>AC-COUPLING BATTERY MODULE WITH BUILT-IN INVERTER – 2.9 KWH USING LIFEPO4 BATTERY</p> <p>System specifications:</p> <ul style="list-style-type: none"> - capable of plug and play AC coupling with microinverter - built-in battery and inverter in a combined module - modular design - 2.9 kWh modular and expandable to 17.2 kWh - LiFePo4 battery - Cobalt free - 24/7 monitoring capability - Maximum AC input and output power – 3000W - IP protection -- IP65 (Outdoor) / IP21 (Indoor) - Battery warranty -- 5 Years Product Warranty, 10 Years Battery Warranty 	15	sets		

	Inverter Technical Specifications: <ul style="list-style-type: none"> - Nominal AC Input Voltage – 230V - Battery Voltage Range -- 40 ~ 58 V - Phase -- Single-Phase - Nominal AC Output Voltage -- 230 V - Grid Voltage Range -- 180 ~ 270 V - Rated Frequency – 60 Hz - Safety -- IEC 62040-1, IEC 62477-1 Battery Technical Specifications: <ul style="list-style-type: none"> - Module Capacity -- 2.9 kWh - Usable Capacity -- 2.8 kWh - Depth of Discharge (DoD) -- 96% - Module Nominal Voltage -- 51.2 V - Max. Short-circuit Current -- 200 A - Cycle Life -- 10 000 (under specific test conditions) - Max. Charging/Discharging Current -- 56 A (1C) - External Battery Expansion -- 1 ~ 5 in parallel - Certification -- UN38.3, IEC 62619 (Cell), IEC 62619 (Pack) 				
5	AC ACCESSORIES AND CONNECTORS TO MATCH MICROINVERTER AND THE REST OF THE SOLAR PV SYSTEM				
	- matching microinverter connector cable	150	pcs		
	- matching microinverter clip	330	pcs		
	- matching microinverter seal	30	pcs		
	- matching microinverter terminal	45	pcs		
	- matching microinverter disconnect tool	15	pcs		
	- matching microinverter split tool	15	pcs		
6	REC METER	15	sets		
7	WEATHER PROOF JUNCTION BOX	15	pcs		
8	BOLTS AND NUTS (stainless steel, 10 sets per site)	150	sets		

9	MONITORING SYSTEM must match with microinverter and system; microinverter communications gateway and with integrated PV and consumption metering. Includes two CTs (200A limit). Production and consumption meter: +/-2% accuracy. Warranty: At least 10 years the same warranty period of the item/material #2 (see notes below)	15	sets		
10	LOGISTICS AND FREIGHT (from port to final destination)	15	sites		
	Balance of systems	1	lot		
	Labor and Management Cost	1	lot		

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) DPU	<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 requirements per Annex A Bill of Materials and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation 120 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Training Requirements	<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 Delivery requirements <i>specified</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: (if export licence required this must be submitted if awarded the contract)	Click or tap here to enter text.

FINANCIAL OFFER

Currency of the Quotation: Click or tap here to enter text.

INCOTERMS: Click or tap here to enter text.

	DESCRIPTION / SPECIFICATION	Unit	Qty	Unit Cost (VAT-Exempt)	Total Cost (VAT-exempt)
1	SOLAR PANELS/SOLAR PV MODULE	90	pcs		
2	MICROINVERTERS	90	sets		
3	MOUNTING STRUCTURE	15	lots		
4	AC-COUPLING BATTERY MODULE WITH BUILT-IN INVERTER – 2.9 KWH USING LIFEPO4 BATTERY	15	sets		
5	AC ACCESSORIES AND CONNECTORS TO MATCH MICROINVERTER AND THE REST OF THE SOLAR PV SYSTEM				
	- matching microinverter connector cable	150	pcs		
	- matching microinverter clip	330	pcs		
	- matching microinverter seal	30	pcs		
	- matching microinverter terminal	45	pcs		
	- matching microinverter disconnect tool	15	pcs		
	- matching microinverter split tool	15	pcs		
6	REC METER	15	sets		
7	WEATHER PROOF JUNCTION BOX	15	pcs		
8	BOLTS AND NUTS (stainless steel, 10 sets per site)	150	sets		

9	MONITORING SYSTEM	15	sets		
	Balance of systems	1	lot		
	Labor and Management Cost	1	lot		
Total Price (VAT-EXCLUSIVE)					
Transportation Price					
Insurance Price					
Other Charges (specify)					
Total Final and All-inclusive Price (VAT-EXCLUSIVE)					

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.	
<p><i>Exact name and address of company</i></p> <p>Company Name <small>Click or tap here to enter text.</small></p> <p>Address: <small>Click or tap here to enter text.</small></p> <p><small>Click or tap here to enter text.</small></p> <p>Phone No.: <small>Click or tap here to enter text.</small></p> <p>Email Address: <small>Click or tap here to enter text.</small></p>	<p>Authorized Signature: _____</p> <p>Date: <small>Click or tap here to enter text.</small></p> <p>Name: <small>Click or tap here to enter text.</small></p> <p>Functional Title of Authorised Signatory: <small>Click or tap here to enter text.</small></p> <p>Email Address: <small>Click or tap here to enter text.</small></p>