

RFQ Reference: RFQ/2022/12 Date: 29 November 2022

## **SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP kindly requests your quotation for the **Supply and Installation of Solar Power System and Stabilizer** 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: Pinyada Janthana

Signature: Jintarah Sitalayan

Name: Jintarah Sitalayan

Title: Officer-in-Charge for Operations Support Team

Date: 29-Nov-2022

# **SECTION 2: RFQ INSTRUCTIONS AND DATA**

Indua di cati a a	Didden shall adhers to all the graning state of this DEO including any area of grant state.
Introduction	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 <u>UNDP Programme and Operations Policies</u> and <u>Procedures (POPP) on Contracts and Procurement</u>
	and trocedures (1 of 1 ) on contracts and trocurement
	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.
	UNDP reserves the right to cancel the procurement process at any stage without any liability of any
- W (	kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.
Deadline for	Monday, 12 December 2022, 5:00 PM Bangkok Time
the Submission	
of Quotation	
Method of	Quotations must be submitted as follows:
Submission	□ E-tendering
	☑ Dedicated Email Address
	☐ Courier / Hand delivery
	☐ Other Click or tap here to enter text.
	Bid submission address: procurement.th@undp.org
	■ File Format: <b>PDF file</b>
	<ul> <li>File names must be maximum 60 characters long and must not contain any letter or special</li> </ul>
	character other than from Latin alphabet/keyboard.
	<ul> <li>All files must be free of viruses and not corrupted.</li> </ul>
	<ul> <li>Max. File Size per transmission: 30 MB</li> </ul>
	<ul> <li>Mandatory subject of email: RFQ/2022/12: Supply and Installation of Solar Power System</li> </ul>
	and Stabilizer
	<ul> <li>Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y",</li> </ul>
	and the final "email no. Y of Y.
	<ul> <li>It is recommended that the entire Quotation be consolidated into as few attachments as</li> </ul>
	possible.
	<ul> <li>The bidder should receive an email acknowledging email receipt.</li> </ul>
Cost of	
Cost of preparation	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.
of quotation	of a quotation, regardless of the outcome of the mainler of conducting the selection process.
Supplier	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge
Code of	that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct,
Conduct,	which includes principles on labour, human rights, environment and ethical conduct may be found
Fraud,	at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct
Corruption,	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 an
	dinvestigation.html#anti
Gifts and	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including
Hospitality	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
	produces in competing for the contract in question, (b) shall declare a vehicle intelligible, 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	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.
	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.
	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.
General	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the
Conditions of	General Conditions of Contract
Contract	Select the applicable GTC:
	☑ General Terms and Conditions / Special Conditions for Contract.
	☐ General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
	☐ General Terms and Conditions for Works
	Applicable Terms and Conditions and other provisions are available at <a href="https://www.we-buy"><u>UNDP/How-we-buy</u></a>
Special	☑ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions of	☐ Others [pls. specify]
Contract	
Eligibility	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.
	It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established
	by UNDP.  Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative [amend in case of other eligibility requirements].
Currency of Quotation	Quotations shall be quoted in 🛛 Local Currency: Thai Baht
Joint	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium
Venture,	or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to
Consortium	act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or
or	Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the
Association	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
Only one Bid	Ventures, Consortium or Association.  The Ridder (including the Lead Entity on healf of the individual members of any leight Venture).
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.
<b>Duties and</b>	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the
taxes	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:
	☐ be inclusive of VAT and other applicable indirect taxes
	<b>I</b> be exclusive of VAT and other applicable indirect taxes  ■ be exclusive of VAT and other applicable indirect taxes
language of	1.
Language of	⊠ English
quotation	Including documentation including catalogues, instructions and operating manuals.
Documents	Bidders shall include the following documents in their quotation:
to be	☑ Annex 2: Quotation Submission Form duly completed and signed
submitted	☑ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the
	Schedule of Requirements in Annex 1
	☑ Latest Tax (VAT) Registration Certificate
	1
	☑ Latest Business Registration Certificate
	1
Quotation	<ul> <li>☑ Latest Business Registration Certificate</li> <li>☑ List of similar projects performed for the last 3 years plus client's contact details who may be</li> </ul>
Quotation validity	<ul> <li>☑ Latest Business Registration Certificate</li> <li>☑ List of similar projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts;</li> </ul>
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Contact	E-mail address: pinyada.janthana@undp.org
Person for	Attention: Quotations shall not be submitted to this address but to the address for quotation
corresponde	submission above. Otherwise, offer shall be disqualified.
nce,	Any delay in UNDP's response shall be not used as a reason for extending the deadline for
notifications	submission, unless UNDP determines that such an extension is necessary and communicates a new
and	deadline to the Proposers.
clarifications	
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the
	submission deadline. Responses to request for clarification will be communicated via email
	by <b>7 December 2022</b>
Evaluation	☑ The Contract or Purchase Order will be awarded to the lowest price substantially compliant
method	offer
Evaluation	☑ Full compliance with all requirements as specified in Annex 1
criteria	☑ Full acceptance of the General Conditions of Contract
	☑ Full acceptance of Warranty Conditions
Right not to	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
accept any	and is not sound to accept any quotation, not award a contract of furchase of def
quotation	
Right to vary	At the time of award of Contract or Purchase Order, <b>UNDP</b> reserves the right to vary (increase or
requirement	decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of
at time of	the total offer, without any change in the unit price or other terms and conditions.
award	the total offer, without any change in the anti-price of other terms and containons.
Type of	☑ Purchase Order
Contract to	☐ Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term
be awarded	Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO,
	etc.)
	Contract for Works
Fymants d	☐ Other Type/s of Contract [pls. specify]  26 December 2022
Expected	20 December 2022
date for contract	
award.	
Publication	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO
of Contract	and the corporate UNDP Web site.
Award	and the corporate onder web site.
Policies and	This RFQ is conducted in accordance with <u>UNDP Programme</u> and <u>Operations Policies and Procedures</u>
procedures	mis m & is conducted in accordance with other programme and operations rollices and procedures
UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the
registration	appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="https://www.ungm.org">www.ungm.org</a> .
. cbisti ation	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.
	Signature.

# **ANNEX 1: SCHEDULE OF REQUIREMENTS**

# **Technical Specifications for Goods:**

Item no.	Items	Items and specification	UOM	Quantity
1	Solar Power	<ul> <li>Gold Package 5K-3P (Equivalent to Longi)</li> <li>System On-Grid Inverter 10,000 W. 380 V./ 3P # Sun2000-5KTL-M1 (Equivalent to Huawei)</li> <li>PV Modules Mono Half-Cell 550 W. 9 Panel (Equivalent to Longi)</li> <li>Mounting Equipment for PV Panel</li> <li>Electric Equipment System</li> <li>Warranty:         <ul> <li>Inverter On-Grid: Warranty 10 Years</li> <li>Solar Module: Warranty 12 Years, Power Warranty: 25 Years</li> <li>Solar Panel Cleaning: 2 Years' Service Warranty</li> </ul> </li> </ul>	Set	1
1a	Installation/Labor	Installation Cost (including equipment and wires)	Job	1
2	Stabilizer	<ul> <li>Stabilizer 60KVA (Equivalent to Mexga SBW-6033)</li> <li>50-SX0078XXXX</li> <li>Input 380VAC 3P 50Hz</li> <li>I=72A</li> <li>Warranty: Fully Guaranteed 2 Years</li> </ul>	Set	1
2a	Installation/Labor	Installation Cost (including equipment and wires)	Job	1

# **Delivery Requirements**

	Delivery Requirements
Delivery date and time	Bidder shall deliver the goods within 45-60 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP, UNDP Bangkok, Thailand
Customs clearance (must be linked to INCOTERM	Supplier/bidder
Exact Address(es) of	Department of National Parks, Wildlife and Plant Conservation
Delivery Location(s)	61 Phaholyothin Rd, Lad-Yao, Chatuchak, Bangkok 10900, Thailand
Warranty Period	SOLAR POWER - Inverter On-Grid Warranty 10 Years - Solar Module Warranty 12 Years, Power Warranty 25 Years - Solar Panel Cleaning 2 Years' Service Warranty STABILIZER - Fully Guaranteed 2 Years
After-sales service and local service support requirements	Supplier can provide after-sales service and local service support throughout the product lifetime use.
Preferred Mode of Transport	Land

## **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:	RFQ/2022/12	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?	☐ Yes ☐ 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):	☐ Yes ☐ 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):	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ 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)	☐ Yes ☐ No

Is your company a member of the UN Global Compact		□ Yes □ No				
Bank Information		Bank Name: Cl	ick or tap here	to enter text.		
		Bank Address:	Bank Address: Click or tap here to enter text.			
		IBAN: Click or t	tap here to ente	er text.		
		SWIFT/BIC: Clic	ck or tap here to	o enter text.		
		Account Currency: Click or tap here to enter text.				
		Bank Account Number: Click or tap here to enter text.				
		Previous rele	vant experience	e: 3 contracts		
Name of previous	Client	& Reference	Contract	Period of activity	Types of activities	
contracts		act Details ding e-mail	Value		undertaken	

## **Bidder's Declaration**

Yes	No	
		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.
		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.
		<b>Ethics</b> : In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
		I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
		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.
		<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
		<b>Bankruptcy</b> : I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
		Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance
		for the Offer Validity.
		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.
		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 - GOODS**

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.	r tap here to enter text.		
RFQ reference:	RFQ/2022/12	Date: Click or tap to enter a date.		

Item No	Description	иом	Qty	Unit price	Total price
1	Solar Power	Set	1		
1a	1a Installation Cost (including equipment and wires)		1		
2	Stabilizer	Set	1		
2b	Installation Cost (including equipment and wires)	Job	1		

## **Compliance with Requirements**

	You Responses			
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer	
Minimum Technical Specifications: See Annex 1			Click or tap here to enter text.	
Delivery Lead Time including Installation and completion of works: 45-60 days			Click or tap here to enter text.	
Warranty Requirements:  SOLAR POWER  - Inverter On-Grid Warranty 10 Years  - Solar Module Warranty 12 Years, Power Warranty 25 Years  - Solar Panel Cleaning 2 Years' Service Warranty  STABILIZER  - Fully Guaranteed 2 Years			Click or tap here to enter text.	
Validity of Quotation: 60 days			Click or tap here to enter text.	
All Provisions of the UNDP General Terms and Conditions			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.

Exact name and address of company

Company NameClick 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.