



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 27/09/2024

REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/021

FOR INSTALLATION OF SOLAR EQUIPMENT AT FOUR (4) SITES LOCATED IN KP

QUOTATION TO BE RECEIVED BY: 10 OCT 2024, 10:00 Hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14th December 1950 by the United Nations General Assembly¹, UNHCR Office in Islamabad invites qualified suppliers to provide quotation for installation of solar equipment specified in this Request for Quotation (RFQ).

The following annexes are integral part of this request for quotation (RFQ)

- Annex A: Technical Offer form
- Annex B1: Technical Specifications and Criteria
- Annex B2: Equipment Datasheets
- Annex C: BOQs (Price Proposal Form)
- Annex D: UNHCR General Conditions for Civil works
- Annex E: UN Supplier Code of conduct
- Annex F: Vendor Registration form

1. REQUIREMENTS

- **Description:** Collection of Solar Equipment from UNHCR Warehouse in Azakhel – KP, and provision of installation services at 4 sites as per attached BOQs (Annex C)
- **Quantity:** Four (4) Bar Council sites located at Alpuri, Puran, Chota lahore and Dagar in KP
- **Collection point for panels, inverter and batteries:** UNHCR Warehouse Azakhel, District Nowshera
- **Project Completion time:** 100 days after Issuance of Purchase Order + 3 months defect liability period
- **Warranty:** Equipment and workmanship provided under attached BOQs should cover a warranty period of 1-Year.

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, price has to be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption only, upon provision of all required documents by bidder.

Please include the following price information in your quote (without GST):

- Currency: Pak Rupees
- Unit Cost: DAP (Delivered at Place all inclusive) as specified in Annex C
- Cost of all items/services: All inclusive
- Additional charge: If any please specify
- Total Cost for goods and services: All-inclusive DAP

¹ For further information on UNHCR, please see <http://www.unhcr.org>

IMPORTANT:

UNHCR has already procured solar panels, inverters, and batteries, which will be provided to the selected bidders for installation. Details are provided for information in the Annex B1 to B2 and C, and the **bidders must not add prices of these equipment in their financial bids.**

Selected bidders will collect this equipment from **UNHCR warehouse in Azakhel (Nowshera) KP.** **Collection of equipment is responsibility of the selected bidders, and the costs shall be included in the financial bids.**

2. REQUEST FOR CLARIFICATIONS

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to pakissc@unhcr.org **The deadline for receipt of questions is 17:00 hrs PST on 03 October 2024.** UNHCR will compile all questions / queries received and reply to the questions by means of posting Q & A sheet on its website <https://unhcrpk.org> **OR** by email to all bidders by or before **07 October 2024.**

3. TECHNICAL EVALUATION

Administrative component of the submission will be assessed using the below criteria. Therefore, the bidders shall include in their technical offer enough relevant documents to satisfy the below administrative and technical criteria.

Sr.	ADMINISTRATIVE CRITERA	Yes / No
1.	Technical Offer Form / Bid Data Sheet <i>Has the bidder provided filled/completed Annex C1 – Technical Offer Form/Bid Data Sheet, and have attached the required documentation?</i>	Yes / No
2.	Company / Business Registration <i>Is the Bidder registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)? Has the Bidder provided copies of company registration documents, along with a brief company profile?</i>	Yes / No
3.	UNHCR General Conditions for Civil Works <i>Has the bidder submitted acknowledged/signed copy of UNHCR General Conditions for Civil works?</i>	Yes / No
4.	UN Supplier Code of Conduct <i>Has the bidder submitted acknowledged/signed copy of UN Supplier Code of Conduct?</i>	Yes / No

Bidders must substantially fulfil the administrative criteria.

The technical component of the submission will be evaluated using the criteria **PASS or FAIL** by using the below criteria.

Sr.	TECHNICAL CRITERIA	Pass / Fail
1.	Registration with Pakistan Engineering Council (PEC) <i>Bidder to provide copy of valid certificate in the relevant category</i>	Pass / Fail
2.	AEDB Certification <i>Bidder to provide copy of valid certificate in the relevant category</i>	Pass / Fail
3.	Compliance with UNHCR requirements stated in Annex-B1 and B-2 and C <i>Bidder to provide acceptance to offer Services as per the BOQs / Technical Specifications / Additional Requirements stated in Annex-B1, B2 and Annex-C. In addition to this, please provide 1-3 pages narrative of your proposed approach/methodology to undertake the solarization works, including a Work Plan / implementation plan (schedule) for each site separately and for all activities using GANTT Chart.</i>	Pass / Fail

Sr.	TECHNICAL CRITERIA	Pass / Fail
4.	Company Experience <i>Bidder to submit proof of experience; Minimum no. of 5 similar contracts (each of at least 20kW) undertaken in past three years</i>	Pass / Fail
5.	Key Technical Staff <i>Has the bidder provided an Organogram and profiles/CVs of key staff to be assigned to the contract? Please share profile of individuals who will directly be working on this project. Clearly identify the project manager. Key staff shall include the following as minimum:</i> <ul style="list-style-type: none"> - <i>Project Manager: PEC registered engineer in electrical, mechanical, renewable energy or relevant field; min. five years of experience in solar energy projects</i> - <i>Lead Engineer: PEC registered engineer in electrical, mechanical, renewable energy or relevant fields, min. three years of experience in solar energy projects.</i> - <i>Site Supervisor: Min. five years of experience of supervising solar projects</i> 	Yes / No
6.	Company Financial Capacity <i>Bidder to submit proof of financial capacity (Any two audit reports from 2020 to 2023), showing annual turnover of at least PKR 10 million</i>	Pass/Fail
7.	Delivery / Completion Time <i>Bidder to propose the estimated number of days/months for completion of solarization works for each site. UNHCR's expected completion time is 100 calendar days for the solarization works and expects bidders to have enough capacity to undertake works simultaneously on the sites. Bidders proposing longer completion period will not be considered.</i>	Pass / Fail

4. FINANCIAL EVALUATION

The financial component will be analysed only for those bidders that pass the technical evaluation. All bids from technically qualified bidders will be evaluated based on:

- Compliance with the established UNHCR requirements/BOQs for solarization works.
- Lowest price offer of technically qualified Bid

Please note that UNHCR is not bound to select any of the firms' submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

Important Note:

Bids will be accepted for all / partial sites listed in Annex-C. Partial and incomplete bids for any individual site will not be accepted. In case of any discrepancy like calculation errors, unit rates will prevail.

UNHCR may partially award contract/s to one or more bidders, therefore, this factor must be taken into consideration by bidders while quoting the prices. However, UNHCR will award a single Contractor for each site.

5. WARRANTY

The bidder shall mention and include in their technical offer the expected life and warranty of the proposed equipment. Please note that the panels, inverters, and battery banks shall be provided by UNHCR (to be collected by the selected bidders from UNHCR warehouse(s)). Prices of solar panels, inverters, and batteries shall not be added to the financial bid. However, the bidder shall add the transportation/storage costs for collecting equipment from UNHCR warehouse(s).

6. DEFECT AND LIABILITY PERIOD AND RETENTION PAYMENTS

Solarization should be completed within 100 calendar days of contract award with a **defect liability period of 90 days**. Failure to deliver as per the implementation plan may lead to penalties and/or termination of the contract. Please note that it will be the responsibility of the selected bidder to initiate works on the sites simultaneously and not in a sequential way. This is to ensure timely completion of the projects as per donors' requirements. **10%**

Retention payment will be retained from the total payment of the contractor which will be released after successful completion of the defect liability period of 90 days and upon submission of successful completion report from UNHCR focal point.

7. RFQ SUBMISSION

We would appreciate receiving your quotation on prescribed Annex C on or before **10 Oct 2024 10:00 AM Pakistan Standard Time (PST)** by e-mail in PDF format to PAKISSC@unhcr.org

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

Your offer shall comprise the following two sets of separate emails:

- Technical offer (First email)
- Financial Offer (Second Email) by submitting only the filled and signed Annex-C (Price proposal form / BOQs)

UNHCR reserves the right to accept the whole or part of your bid.

Any delay in UNHCR's response shall not be used or considered as a reason for extending the deadline for submission of bids, unless UNHCR determines that such an extension is necessary and communicates a new deadline to the bidders.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- **PAKIS/RFQ/24/021**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for **60 days**. The standard payment terms of UNHCR are Net Zero, Within 30 days upon satisfactory delivery of goods and / OR services and acceptance thereof by UNHCR.

Please find attached in **Annex-D** the UNHCR's General Conditions for Civil works. You must clearly indicate in your quotation if you accept them.

Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign, and submit the Vendor Registration Form (**Annex-F**) along with your technical proposal.

UNHCR implements a ZERO tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNHCR, as well as third parties involved in UNHCR. UNHCR expects its suppliers to adhere to UN Supplier Code of Conduct attached at **Annex-E**.

Thank you for your kind attention.

Kristof Benedek Horvath
Senior Supply Officer
UNHCR Country Office, Islamabad