

---

**DATE: 06/12/2024**

**REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/039**

**FOR SOLARIZATION OF DHQ ALPURI, SHANGLA, KHYBER PAKHTUNKHWA**

**QUOTATION TO BE RECEIVED BY: 16 DECEMBER 2024, 11:00 AM PST**

---

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14<sup>th</sup> December 1950 by the United Nations General Assembly<sup>1</sup>, UNHCR Office in Islamabad invites qualified suppliers to provide quotation for solarization of District Headquarter Hospital Alpuri, District Shangla in Khyber Pakhtunkhwa (KP) as 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
- Annex B2: Equipment Datasheets
- Annex B3: Design Report
- Annex C: Financial Offer Form
- Annex D: UNHCR General Conditions for Civil works
- Annex E: UN Supplier Code of conduct
- Annex F: Vendor Registration form

## **1. REQUIREMENTS**

- **Scope:** Collection of Solar Equipment from UNHCR Warehouse in Azakhel – KP, and provision of installation services as per attached BOQs (Annex C)
- **Specifications and Quantity:** Please refer to Annex-B1, B2 and C for details.
- **Collection point for panels, invertors, and batteries:** UNHCR Warehouse Azakhel, District Nowshera
- **Project Completion time:** maximum 120 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

---

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

- Additional charge: If any please specify
- Total Cost for goods and services: All-inclusive DAP

**IMPORTANT:**

UNHCR has already procured solar panels, inverters, and batteries, which will be provided to the selected bidder 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 bidder will collect this equipment from UNHCR warehouse in Azakhel (Nowshera) KP.

**Collection of equipment is responsibility of the selected bidder, 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](mailto:pakissc@unhcr.org) **The deadline for receipt of questions is 17:00 hrs PKT on Tuesday, 10 December 2024 5.00 PM.** UNHCR will compile all questions / queries received and reply to the questions received as soon as possible by means of posting Q & A sheet on its website <https://unhcrpk.org> **OR** by email to all bidders that expressed interest in the present RFQ by 11 December 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.	<b>Technical Offer Form / Bid Data Sheet</b> <i>Has the bidder provided filled/completed Annex A – Technical Offer Form/Bid Data Sheet, and have attached the required documentation duly signed and stamped?</i>	Yes / No
2.	<b>Company / Business Registration</b> <i>Is the Bidder registered with Government Authorities (NTN &amp; 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.	<b>UNHCR General Conditions for Civil Works</b> <i>Has the bidder submitted acknowledged/signed and stamped copy of UNHCR General Conditions for Civil works?</i>	Yes / No
4.	<b>UN Supplier Code of Conduct</b> <i>Has the bidder submitted acknowledged/signed and stamped copy of UN Supplier Code of Conduct?</i>	Yes / No

***Bidders must 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.	<b>Registration with Pakistan Engineering Council (PEC)</b> <i>Bidder to provide copy of valid PEC certificate in the relevant discipline (Electrical(solar)), valid at the time of RFQ closing date or PEC renewal slip in lieu of valid certificate. Bidder shall have a valid PEC certificate at the time of the contract award.</i>	Pass / Fail
2.	<b>AEDB Certification</b> <i>Bidder to provide copy of valid AEDB certificate</i>	Pass / Fail

Sr.	TECHNICAL CRITERIA	Pass / Fail
3.	<p><b>Compliance with UNHCR requirements stated in Annex-B</b></p> <p><i>Bidder to provide acceptance to offer Services as per the BOQs / Technical Specifications / Additional Requirements stated in Annex-B1, B2 and Annex-C.</i></p> <p><i>In addition to this, please provide 1-3 pages narrative of your proposed approach/methodology to undertake the solarization works.</i></p>	Pass / Fail
4.	<p><b>Work Plan</b></p> <p><i>In addition to the above, please provide a Work Plan / implementation plan (schedule) for all activities using GANTT Chart.</i></p>	Pass / Fail
5.	<p><b>Company Experience</b></p> <p><i>Bidder to submit proof of experience; Minimum no. of 3 similar successfully delivered contracts (solarization), each of 50 kW at least, undertaken in past three years.</i></p> <p><i>Proof of experience: contracts/ work orders accompanied with completion certificate/ satisfactory reference letters shall be provided.</i></p>	Pass / Fail
6.	<p><b>Key Technical Staff</b></p> <p><i>Bidder to provide a project-specific organogram and profiles/CVs of key staff to be assigned to the contract</i></p> <p><i>Bidder to share profiles of individuals who will directly be working on this project, with the project manager clearly identified.</i></p> <p><i>Key staff shall include the following as minimum:</i></p> <ul style="list-style-type: none"> <li>- <i><u>Project Manager</u>: PEC registered engineer in electrical, mechanical, renewable energy or relevant field; min. five years of experience in solar energy projects</i></li> <li>- <i><u>Lead Engineer</u>: PEC registered engineer in electrical, mechanical, renewable energy or relevant fields, min. three years of experience in solar energy projects.</i></li> <li>- <i><u>Site Supervisor</u>: Min. five years of experience of supervising solar projects</i></li> </ul>	Pass / Fail
7.	<p><b>Company Financial Capacity</b></p> <p><i>Bidder to submit proof of financial capacity (Any two audit reports from 2020 to 2024), showing annual turnover of at least PKR 20 million</i></p>	Pass/Fail
8.	<p><b>Delivery / Completion Time</b></p> <p><i>Bidder to propose the estimated number of days/months for completion of installation work. UNHCR's expected completion time is 120 calendar days for the installation works and expects bidders to have enough capacity to undertake and complete the work within this time. Bidders proposing longer completion period will not be considered.</i></p>	Pass / Fail
9.	<p><b>Warranty:</b> <i>The bidder shall mention and include in their technical offer the expected life and warranty - minimum one (1) year - of the equipment to be provided under the scope of this RFQ.</i></p> <p><i>[Please note that the solar 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).]</i></p>	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.
- 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 only be accepted for all items listed in Annex-C. Partial and incomplete bids will not be accepted. In case of any discrepancy like calculation errors, unit rates will prevail.*

## **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**

The work should be completed within 120 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, **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 **16 December 2024 11:00 AM Pakistan Standard Time (PST)** by e-mail in PDF format to [PAKISSC@unhcr.org](mailto: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.

A milestone based payment schedule may be discussed with the awarded bidder at the time of the contract finalisation.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Consortia or joint venture (JV) etc. applications will be considered: subcontracting, joint venture, consortium is possible, and will be accepted in a bidder's proposal. Subcontracting is envisaged by UNHCR General Conditions of Contract for Civil works (Annex D).

Joint Venture, Consortium or Association: If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind

the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNHCR and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. After the Proposal has been submitted to UNHCR, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNHCR. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFQ, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNHCR. Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFQ, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFQ. As the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. If a joint venture's Proposal is determined by UNHCR as the most responsive Proposal that offers the best value for money, UNHCR shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities. Composition of joint venture Consortium or Association shall not be modified without the prior consent of UNHCR.

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/24/039**
- 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