



REQUEST FOR PROPOSAL

FOR THE PROVISION OF PHOTOVOLTAIC (PV) RENEWABLE ENERGY SYSTEMS FOR UNHCR OPERATIONS IN KENYA

Section 1: Letter of Invitation

United Nations High Commissioner for Refugees, hereinafter referred to as "UNHCR" hereby invites prospective bidders to submit a proposal in accordance with the General Conditions of Contracts and the Schedule of Requirements as set out in this Request for Proposal (RFP).

To enable you to submit a bid, please read the RFP document including the following annexes carefully.

RFP documents:

- Annex A. Terms of Reference (TOR)
- Annex B. Site Specific Information and Requirements (two documents)
- Annex C. Technical Returnable (two documents: one excel summary document (C, I), and one Technical Design Report (C, II))
- Annex D. Site Visit Protocol – to be returned in order to participate in the site visit
- Annex E. Vendor Registration Form
- Annex F. UNHCR Environmental Management Requirements for Contractors and Occupational Health and Safety Requirements for Contractors (two documents)
- Annex G..UNHCR General Conditions of Contract (two documents)
- Annex H. UNHCR Supplier Code of Conduct
- Annex I. Financial Returnable – to be submitted separately to the Technical Component

Section 2. Tentative Timeline

UNHCR may issue additional information regarding the RFP on an ad hoc basis. Bidders shall be obliged to accept any amendments to the RFP documents. All amendments shall be deemed to be part of the RFP. A Bidder must ensure that its Proposal is prepared considering all amendments issued to the RFP.

Proposed Timeline:

RFP Issue Date	As specified in the Cloud ERP
Deadline for confirmation of intention to attend the site visit and associated required information indicated in Section 3 below.	17 May 2024
Site Visit	27-31 May 2024
Deadline for submission of questions to be raised at Bidder Conference	7 June 2024
Bidder Conference	Week of 10 June 2024
RFP Submission Deadline	As specified in the Cloud ERP

Section 3. Mandatory Site Visit

With reference to Annex A section 3.4.1.2, all bidders who acknowledge interest in submitting a proposal are invited to attend a **mandatory site visit** during the week(s) indicated in the table above. Please note that attendance at this site visit is mandatory to facilitate the drafting of a valuable technical proposal. Proposals from companies/consortium who have not attend the visit will be rejected. Bidders who attended the site visit conducted in March 2023 in response to RFP reference number 2023/RFP/002 are informed that their participation in subsequent proceedings is optional, and they are not subject to mandatory site visits. Please note that verification of the suppliers who attended the site visit will be conducted using the information from the attendance list.

To participate in the site visit, bidders must submit **Annex D - Site Visit Protocol via the messaging tool ERP**. If you experience issues accessing the Cloud ERP, please contact please contact to Flora Hajdini (hajdinif@unhcr.org) and Mariana Anaya Villafana (anayavil@unhcr.org). The bidder is responsible for covering the cost, responsibility and risk associated with the site visit. Additionally, please indicate the following information:

- Full Name
- Nationality
- Copy of Passport and or Identification document
- Contact details

UNHCR will provide the bidder's personnel the security passes and access to UNHCR areas necessary for the site visit.

Further details on the site visit will be shared at a later stage by way of a direct email communication when the names and the number of the participants has been confirmed.

UNHCR will share with all the bidders that participated in the site visit any minutes of the visit and any other documents related to the visit that are deemed relevant for the preparation of the bidder's proposal.

Section 4. Note to Bidders

If you are interested in submitting a bid in response to this RFP, please prepare your bid in accordance with the requirements and procedures as set out in this RFP and submit it by the deadline for submission of proposals set out in this document and in the supplier portal.

Please indicate whether you intend to submit a bid and your interest to attend a mandatory site visit by creating a draft response without submitting directly in the system. This will enable the system to send notification in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. If you experience issues accessing the Cloud ERP, contact please contact to Flora Hajdini (hajdinif@unhcr.org) and Mariana Anaya Villafana (anayavil@unhcr.org).

Offers must be submitted through the ERP portal. In case you have never registered before, you can register a profile using this registration link [Supplier Registration \(oraclecloud.com\)](https://supplier-registration.oraclecloud.com) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](#) . Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember your password or username from previous registration.

Fabrizio Bertora

Chief of Section, HQ Procurement

Division of Emergency, Security and Supply

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1 Overview

1.1 General Information

Title	RFP FOR THE PROVISION OF PVC SYSTEMS FOR UNHCR OPERATION IN KENYA		
Buyer	Mariana ANAYA VILLAFANA	Outcome	One Off Contracts
E-Mail	ANAYAVIL@unhcr.org	Two Stage Evaluation	Yes
Introduction	1. INTRODUCTION TO UNHCR		

The Office of the United Nations High Commissioner for Refugees was established on 14 December 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than seven decades, the agency has helped tens of millions of people restart their lives. UNHCR is today one of the world's principal humanitarian agencies, its staff of more than 18,800 personnel helping more than 89 million people in more than 137 countries. Staff members work in a diversity of locations and conditions including 3 Headquarters (HQ), in Geneva, Budapest, and Copenhagen. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

2. PROJECT BACKGROUND

UNHCR is committed to improve its environmental performance, climate compatibility and resource efficiency by reducing its use of fossil fuels, purchasing green energy from reliable suppliers and undertaking other sustainability initiatives. However, the upfront investment needed to support such a transition to clean energy and sustainable infrastructure can be significant and for UNHCR to provide this, it would compete for limited resources with humanitarian priorities.

UNHCR's compounds, premises, and offices generate greenhouse gas emissions amounting to an estimated 97,136 tons of CO₂ annually. One major source of emissions is linked to the fact that UNHCR runs diesel generators in a lot of its operations. Converting these operations to solar energy could have both a positive carbon impact and a positive financial impact, since solar energy is expected to be cheaper than existing diesel/fossil fuel generation in many geographies.

The compound considered for solarisation under this tender comprises offices hosting UNHCR's administrative, support and management services, and accommodation hosting UNHCR staff. Although adjacent to or located near the operational sites managed by UNHCR, compounds are distinct from the actual sites hosting refugee communities.

3. BIDDING INFORMATION:

3.1 Composition of Bidders and Association

3.1.1 Consortia

In this document,

"Consortia" (plural for consortium) are associations or groups of companies that engage in common activities to achieve joint objectives whose rights and obligations are set out in the Consortium's agreement.

Bidders intending to submit a proposal as a consortium shall submit with their proposal a copy of their Consortium's agreement or a letter of association confirming the establishment of the consortium. If a consortium has not been established yet, bidders shall submit a letter of intent.

Interested companies that intend to form or have formed a consortium for the purpose of this RFP shall, at the time of submission, confirm in their joint submission that they have designated one party to act as lead company. For this purpose, the consortium's agreement, or the letter of association or the letter of intent shall indicate the "Lead company" which is a member of a consortium duly authorised by other consortium members to legally represent them and act on their behalf.

The document submitted whether consortium's agreement, or the letter of association or the letter of intent shall acknowledge that if the consortium is awarded the Contract(s), the designated party acting as lead company will be duly vested with authority to legally bind the members and the lead company will enter the Contract(s) with UNHCR, acting for and on behalf of all consortium members. The document shall also include the respective share of liability among all the members.

The lead company will sign the Contract(s) for and on behalf of all other consortium members.

After the submission of the bids, and until a contract award is made, the composition of the consortium, including the designated lead company identified to represent the consortium cannot be modified. Any change in this regard will lead to the disqualification of the consortium. After the contract award, changes to the composition of the consortium requires prior approval by UNHCR. Failing to comply with this requirement may lead to the early contract termination.

3.1.2 Sub-Contracting

In case of subcontracting, bidders are required to carefully adhere to the terms outlined in the UNHCR General Conditions of Contract for the Provision of Goods and Services, July 2018 version (Annex H).

3.1.3 Conflict of Interest

Bidders have an obligation to disclose any situation of actual or potential conflict of interest that impacts on their capacity to serve the best interest of UNHCR, or that may reasonably be perceived as having this effect. Failure to disclose such situations may lead to the disqualification of the Bidder or the termination of its contract.

As a general rule, bidders (including any of their affiliates/associates), in deference to the requirements shall provide professional and objective advice, and at all times, hold UNHCR's interests' paramount, strictly avoiding conflicts with other assignments. In case a situation of conflict of interest is detected, UNHCR at its sole discretion may decide to disqualify the bidder concerned or terminate the relating contract.

3.1.4 Parent Company Guarantee

Bidders that submit proposals as a subsidiary entity may be required to provide a parent company guarantee from each shareholder if selected as Preferred Bidder.

3.1.5 Performance Guarantee

The successful Bidder will be required to provide a performance guarantee in the O&M period of ten percent (10%) of the contract value in a form that is acceptable to UNHCR.

4. ELIGIBLE BIDDERS

- The Bidder holds the permits and licenses required to undertake the scope of works to operate in Kenya
- Proof that the Company/Consortium has:
 1. **completed** at least **3 project** integrating solar PV, Battery storage and generator:
 2. **completed** a project with at least **minimum 500kWh** of storage; and
 3. **installed** an cumulative capacity of **at least 1MW solar** PV project (s)
- The Company /Consortium has minimum cumulative turn-over of US\$ 300,000 for the last two (2) years prior to the closing date of this request for proposal
- The Company/Consortium has legal capacity to enter into the Contract(s)
- The Company/Consortium is not insolvent, in receivership, bankrupt or being wound up, their business activities have not been suspended, and he is not the subject of legal proceedings for any of the foregoing.
- The Company/Consortium has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws and regulations.
- Companies/ Consortiums must disclose any situation of actual or potential conflict of interest that may impact on their capacity to serve the best interest of UNHCR, or that may reasonably be perceived as having this effect. Failure to disclose such situations may lead to the disqualification of the Company or Consortium or the termination of its Contract(s).
- UNHCR officials and employees may not be hired to work as a member of a team of Bidders.
- Companies participating as a consortium must provide evidence of a valid Consortium's agreement or a letter of association or the letter of intent to form a consortium, confirming their collaboration, designating a lead company, and demonstrating a clear understanding of the joint obligations and responsibilities outlined in the agreement.

5. RFP SUBMISSION

We would appreciate receiving your submission on or before the deadline as indicated in ERP system. Please note that bidding must be submitted directly in the system and shall be prepared in English, responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your full responsibility to ensure that your submission is submitted before the deadline. Bidding received after the submission deadline, outside the online portal, for any reason, will not be considered for evaluation.

IMPORTANT: Inclusion of copies of your proposal with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff will result in disqualification of the proposal. Please send your bid using the **Cloud ERP tool**.

Be aware that the system requirements employed by UNHCR limit the size of attachments to a maximum of 24 Mb in each required field, as specified in the

Requirements Section.

Ensure that your bidding remains valid for at least **90 days**. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance by UNHCR.

6. INTENTION TO BID - Create a response draft in ERP

To confirm your intention to participate in this tender, bidder is requested to create a draft in the ERP system, which will validate your interest to bid.

7. BIDDERS CONFERENCE

A virtual bidder's conference **may be held** after the site visit if deemed necessary to address any additional questions not addressed during the site visit. Meeting access details will be provided to all shortlisted bidders prior to the scheduled date once confirmed by UNHCR if taking place. All questions to be discussed are to be submitted by the deadline indicated in the timeline table.

8. REQUEST FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP at any time prior to the clarification deadline via messaging tool in Cloud ERP. In case of issues with access, please contact by e-mail to Flora Hajdini (hajdinif@unhcr.org) and Mariana Anaya Villafana (anayavil@unhcr.org). The deadline for receipt of last clarification questions is **23:59 hrs. CET on Thursday 27th of June 2024**.

Bidders are requested to keep all questions concise. UNHCR will compile the questions received and any reply **via Cloud ERP messaging tool**. Answering the queries or resolving the technical issue would take time and UNHCR will not be held liable for any delays. UNHCR will respond during official business hours.

After the Mandatory Site visit period, clarifications received will be shared exclusively with the bidders who attended the site visit as part of mandatory requirements. UNHCR **may** organize an online Bidder pre-bid conference via **Microsoft Teams** (the "Bidder Conference"). Details will be provided upon confirmation from UNHCR. All questions to be raised in the pre-bid conference are to be submitted by the above indicated Deadline for submission of questions to be raised at Bidder Conference.

IMPORTANT: Please note that Bid Submissions should be sent via Cloud ERP and are **NOT** to be sent to the e-mail addresses above. Bid Submissions sent directly to the e-mail address above will result in disqualification of the proposal.

9. YOUR PROPOSAL

Your proposal shall be prepared in English. Please submit your offer using the Annexes provided and in PDF form where required. Proposals not conforming to the requested formats may not be taken into consideration.

Please note that submitting a proposal is deemed as full acceptance of UNHCR's General Conditions for Contract (Annex G, I and G,II) including UNHCR Supplier Code of Conduct Annex H and acknowledgement and acceptance of the provisions on Privileges and Immunities, as well as Arbitration.

IMPORTANT: Inclusion of copies of your proposal with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff may result in disqualification of the proposal. Please send your bid using the Cloud ERP tool

Your Proposal shall comprise the following two pack documents:

- Technical component
- Financial component

9.1 Content of TECHNICAL COMPONENT

IMPORTANT: No pricing information should be included in the Technical Component. Failure to comply will result with disqualification.

The Terms of Reference (TOR) of the services requested and the form of documentation required by UNHCR can be found in Annex A. Clearly state and disclose any discrepancies with the specifications given.

Your Technical proposal should be concisely presented and structured in the format detailed in Annex A and ensure that the content will enable the performance of the system in line with the Technical Specifications indicated in Annex B.

Your technical proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information.

1. Dully Completed Annex C, I and Annex C, II
2. Proof that Bidder is registered to legally operate in Kenya and holds the permits and licenses required to undertake the scope of works.
3. Company or Consortium profile including (if any):
 - Brief History of the Company or Consortium members:
 - Structure of ownership/ shareholding and details of Company or Consortium
 - Company or Consortium responsibility diagram; and
 - Letter of Association (if bidding as a Consortium) or the letter of intent to form a consortium
4. Proof that you Company/Consortium has:
 - **completed** at least 3 projects integrating solar PV, battery storage and generator;
 - **completed** a project with at least minimum 500 kWh of storage; and
 - **installed** an accumulative capacity of at least 1 MW solar PV project (s).

Examples of acceptable supporting documents include letters of award and completion documents including a Certificate of Compliance. Due diligence may be carried out to confirm proof of completion. Projects for which appropriate supporting documents are not provided will not be taken into consideration to determine the company/consortium's evaluation score.

5. Financial statements of the Company or Consortium for the last two (2) years prior to the closing date of this request for proposal showing a minimum cumulative turn-over of US\$ 300,000.

6. Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor

Registration Form (Annex E). If selected, the vendor(s) will be requested to formally register through UNHCR Supplier Portal.

9.2 Content of FINANCIAL COMPONENT

The Financial Component is to be submitted as per the Financial Offer Form (Annex I). Bids that have a different price structure may not be accepted.

Your **separate Financial Component** must contain an overall proposal in a single currency, in US Dollars.

The Financial Component must cover all the services to be provided (price "all inclusive").

UNHCR is exempt from all direct taxes and customs duties, thus, price must be given without VAT. VAT, if applicable, will be paid to the company by UNHCR which it claims for refund with the Government later.

You are requested to hold your proposal valid for **90 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period.

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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of the contractor's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

9.3 BID EVALUATION

Former submissions, references to previous or on-going proposals related to UNHCR projects will not be considered. Award of a previous contract with UNHCR will not be considered in itself a preference or guarantee for the award of future solicitations on the same subject.

IMPORTANT: A bid submitted by a consortium will be evaluated by considering the technical and financial capacity of all Consortium members.

9.3.1 Eligibility and Commercial/ Supplier Registration Check:

As a prerequisite for a supplier to be deemed eligible for an award of contract, the company should not, or should not be associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the consolidated United Nations Security Council Sanctions List (available at: www.un.org/securitycouncil/sanctions/information), UN Secretariat Procurement Division list of suspended or removed vendors, UNGM/World Bank list of suspended or debarred vendors and EU sanctioned vendors on its website www.sanctionsmap.eu

The qualified Bidder(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial Standing
- Core business
- Track record
- Contract Capacity

9.3.2 Due Diligence:

If the vendors are found to be technically compliant following completion of the evaluation of their technical proposals, UNHCR may conduct a due diligence/supplier verification exercise if the vendors are not known to UNHCR or have not already worked satisfactorily for UNHCR in the past.

Should the findings of the due diligence/ supplier verification contradict the desk evaluation of technical proposals, the finding of the due diligence/ supplier verification report will prevail. UNHCR will not conduct such exercises for those unknown vendors who are not found to be technically compliant. It may also not carry out such exercises for those vendors whom UNHCR knows well.

9.3.3 Contract Award Criteria:

The supplier securing the highest combined score from technical and financial proposal will be awarded the Contract(s).

9.3.4 Bid Acceptance:

UNHCR reserves the right to cancel the RFP, accept the whole or part of your bid, or allow split or partial awards without having to assign any reason whatsoever and is not obliged to select the lowest offer.

UNHCR may at its discretion increase or decrease the proposed content when awarding the Contract(s) and would not expect a significant variation of the rate submitted. Any such increase or decrease in the Contract(s) duration would be negotiated with the successful Bidder as part of the finalization of the Purchase Orders.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the companies submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the Contract(s) 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.

9.3.5 Currency and payment terms for Purchase Order (PO) :

Any PO issued as a result of this RFP will be made in USD. Payment will be made in accordance to the General Conditions of Contracts. Payments shall only be initiated after confirmation of successful completion of the ordered services by UNHCR business owner.

The Bidder shall bear all costs associated with the preparation and submission of its Bid. 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. UNHCR shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding Process.

9.3.6 UNHCR General Conditions of Contracts:

Please note that the General Conditions of Contract (GCC) (Annex H) will be strictly adhered to for the purpose of any future Contract(s) and submitting a proposal is deemed as full acceptance of UNHCR's General Conditions for Contract. The order of precedence for the procurement of goods and services shall be governed by the GCC specified in Annex H I. All activities related to civil works will be governed by the GCC under the Annex H II.

10. Liquidated Damages:

Please note that – during the implementation of the Contract or PO- should the Contractor be in delay, without prejudice to UNHCR's other rights and remedies, UNHCR may, at its sole option, demand liquidated damages for such delay, in an amount equal to 0.1% to 0.3% of the value of the contract for each day of delay beyond the date upon which the Works were due to be delivered up to a maximum deduction of 10%.

11. Privileges and Immunities:

Nothing in or relating to the Contract(s) shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs or of UNHCR (as a subsidiary organ of the United Nations).

12. Arbitration:

Any dispute, controversy, or claim between the Parties arising out of the Contract (s) or the breach, termination, or invalidity thereof, will be subject to binding arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

13. ZERO TOLERANCE POLICY

Note that UNHCR strictly adhered to a zero-tolerance policy, advising its Suppliers not to offer any gifts, favors, hospitality, commission, etc. to any UNHCR Staff. Any Supplier found engaging in such activities may face sanctions from UNHCR and other UN agencies.

14. The UN Global Compact:

The UN Global Compact is a call to companies to align strategies and operations with universal principles on human rights, labour, environment and anti-corruption, and take actions that advance societal goals. UNHCR encourages bidders to sign up to this initiative at: www.unglobalcompact.org/

15. ENVIRONMENTAL POLICY

UNHCR's policy is to purchase products and services with the least negative impact on the environment. Environmental considerations, including manufacture, transport, packaging, use, and disposal of goods, are integral to UNHCR's evaluation and selection process.

This is a two stage negotiation and all responses will be evaluated in two stages.

1,2 Schedule

Preview Date		Open Date	2024.05.02. 17:18
Close Date	2024.07.19. 11:06	Award Date	
Time Zone	Central European Time		

1,3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **1,2,3...**
Ranking Method **Price only**

1,4 Terms

Agreement Start Date		Agreement End Date	
Agreement Amount (USD)		Minimum Release Amount (USD)	
Payment Terms	HCR Net 30	Freight Terms	DELIVERED AT PLACE
Shipping Method		FOB	<input type="checkbox"/> Buyer managed transportation
Negotiation Currency	USD (US Dollar)	Price Precision	2

2 Requirements

**Response is required*

The Office of the United Nations High Commissioner for Refugees (UNHCR) invites proposals from capable and qualified companies/ firms, duly registered, to submit a proposal for the provision of a Photovoltaic (PV) Renewable Energy System for a UNHCR Deep Field Compounds in Kenya.

UNHCR intends on awarding contract for the Engineering, Procurement and Construction ("EPC") for the Photovoltaic (PV) Renewable Energy Systems and related contract for the Operations and Maintenance ("O&M") over an indicative term of five (5) years, hereafter referred to as "Contract(s)". The successful Bidder will be required to maintain their quoted price model for the duration of the Contract(s). Please note that any quantities in the RFP, including annexes, have been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of services. Quantities may vary and will depend on the actual requirements and availability of funds.

Other United Nations Agencies, Funds and Programs shall be entitled to the same prices and terms as those contained in the proposals of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

It is strongly recommended that this Request for Proposal (RFP) and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Note: This document is not to be construed in any way as an offer to contract with your firm.

MANDATORY CRITERIA

For the award of this agreement, UNHCR has established evaluation criteria that govern the selection of proposals received. Evaluation is made on a technical and financial basis provided the mandatory returnable documents of all bid forms and evidence of consortium formation (if relevant) are provided.

IMPORTANT: All mandatory criteria must be met, otherwise bidder's submission will not be considered for further evaluation. The mandatory criteria are evaluated with using the PASS/FAIL.

Technical Evaluation (60%)

If your company passes the above verification of the mandatory pass/ fail criteria, it will be recommended for further evaluation using the weighted criteria applied under the list of requirements of the technical proposal:

Technical score = Total of average of each category (max 60) The minimum score to be considered technically compliant will be 42 points out of 60 points.

Proposals that score below the threshold will not be considered in the financial evaluation nor for the award of the contract.

IMPORTANT: No pricing information should be included in the Technical Component. Failure to comply with this requirement will result with disqualification.

Financial Evaluation (40%)

The Financial component will count for 40% of the total score. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited companies/firms. All other price proposals will receive points in inverse proportion to the lowest price, e.g.,

$$[\text{total Price Component}] \times [\text{US\$ lowest}] \div [\text{US\$ other}] = \text{points for other Bidder's Price Component.}$$

IMPORTANT: The Financial offer will only be open for evaluation if the bidder's technical part of the offer has been accepted by UNHCR as meeting technical specifications. In case of conflicting information between the price submitted in the Cloud ERP and Annex I (Financial Form) the information in the Annex I Financial form will supersede.

Clarification of Proposals

To assist in the examination, evaluation, and comparison of proposals, UNHCR may at its discretion ask the Bidder's for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

2.1 Section 1. Annex G,I and G,II General Terms and Conditions (Technical)***1. Acceptance of UNHCR General Terms and Conditions for Contracts**

Please confirm our full acceptance of UNHCR's General Conditions for Contract (Annex G, I and G, II)

Weight: 0,00

Select one of the following:-

a. Yes, I confirm full acceptance of UNHR GCC (Score: 1)

***2. Acceptance of UNHCR Supplier Code of Conduct**

Please confirm acceptance of the Supplier Code of Conduct.

Weight: 0,00

Select one of the following:-

a. Yes, I confirm

***3. Acknowledgement and acceptance of the provisions on Privileges and Immunities**

Acknowledgement and acceptance of the provisions on Privileges and Immunities, as well as Arbitration as stated under this RFP document.

Weight: 0,00

Select one of the following:-

a. Yes, I accept the provision on privileges and immunities

***4. Intention to Bid**

To confirm your intention to participate in this tender, please create a draft in the ERP system, which will validate your interest.

Attached you can find a document with further instructions.

Weight: 0,00

Select one of the following:-

a. Yes, I confirm

Comments:

2.2 Section 2. RFP Documents (Technical)

***1. Annex A Terms of Reference**

Bidder is required to read carefully the TOR

Attachments:

File Name or URL	Type	Description
A Terms of Reference_Dadaab EP	File	

Select one of the following:-

- a. I have read and understood the RFP Terms of Reference *(Response attachments are optional)*

***2. Annex B Site Info and Technical Specification**

B,I. a) UNHCR Sub-Office Dadaab

Attachments:

File Name or URL	Type	Description
B II. Technical Specifications	File	
B I. Information Memo.pdf	File	

Select one of the following:-

- a. I have read and understand the site Info Memo and Specifications *(Response attachments are optional)*

Comments:

***3. Annex D Site Visit and Site Visit Protocol**

Bidder is requested provide written notice to UNHCR of the intention to attend the site visit. Bidder is requested to complete and sign the Site Visit protocol prior to attending to the site visit.

Attachments:

File Name or URL	Type	Description
D Site Visit and Site Access P	File	

Select one of the following:-

- a. I have read and understood the site visit protocol*(Response attachments are required)*

Comments:

***4. Annex F. UNHCR Environmental Management Requirements for Contractors and Occupational Health and Safety Requirements for Contractors (two documents).**

Attachments:

File Name or URL	Type	Description
F II. OCCUPATIONAL HEALTH AND	File	
F I. ENVIRONMENTAL MANAGEMENT	File	

Select one of the following:-

- a. I have read and understood both documents for this requirement *(Response attachments are optional)*

Comments:

5. Checklist for Bid Submission

The checklist supports the bidders to ensure they submit all returnable /mandatory documents.

Attachments:

File Name or URL	Type	Description
CHECKLIST FOR PROPOSAL SUBMISS	File	

Select one of the following:-

- a. Yes, I have used the checklist to prepare my proposal

2.3 Section 3. Mandatory Criteria (Technical)

*1. Annex C, I Returnable Bid Form

Bidder must submit Returnable Bid Form Annex C, I (Technical Returnable Summary)

Weight: 0,00

Attachments:

File Name or URL	Type	Description
C II. Technical Design Report	File	
C I. Technical Returnable Summ	File	

Select one of the following:-

- a. Yes, attached is Returnable Annex C,I(*Response attachments are required*)

Comments:

*2. Compliant Proposal with the Key Parameters of Minimum Requirements

The submitted proposal complies with the Key Parameters of the minimum requirements required for the new photovoltaic renewable energy systems as specified in Table 1 of the Technical Specifications for the site.

Weight: 0,00

Select one of the following:-

- a. Yes, it is compliant with Key Parameters(*Response attachments are optional*)

*3. Company Registration Documents

Please attach the Company registration documents with the Government of the country of origin.

Weight: 0,00

Select one of the following:-

- a. Yes, the document is attached(*Response attachments are required*)

*4.

Company or Consortium profile

Bidders intending to submit a proposal as a consortium shall submit with their proposal a copy of their Consortium's agreement or a letter of association confirming the establishment of the consortium. If a consortium has not been established yet, bidders shall submit a letter of intent.

Please submit all the below documents depending on your Company Composition:

- Brief history of the Company or Consortium members
- Structure of ownership/ shareholding and details of Company or Consortium;
- Company or Consortium responsibility diagram; and
- Letter of Association (if bidding as a Consortium) or the letter of intent to form a consortium

Weight: 0,00

Select all that apply:-

- a. Company (*Response attachments are required*)
- b. Consortium(*Response attachments are required*)

***5. Proof of Similar Projects Company/Consortium**

Submit a proof for **completed** at least 3 projects integrating solar PV, battery storage and generator

Examples of acceptable supporting documents include letters of award and completion documents including a Certificate of Compliance. Due diligence may be carried out to confirm proof of completion. Projects for which appropriate supporting documents are not provided will not be taken into consideration to determine the company/consortium's evaluation score

Weight: 0,00

Select one of the following:-

- a. Yes, 3 projects (*Response attachments are required*)

Comments:

***6. Proof of Similar Projects with at least minimum 500 kWh Company/Consortium**

Submit proof of a **completed** projects with at least minimum 500 kWh storage

Examples of acceptable supporting documents include letters of award and completion documents including a Certificate of Compliance. Due diligence may be carried out to confirm proof of completion. Projects for which appropriate supporting documents are not provided will not be taken into consideration to determine the company/consortium's evaluation score

Weight: 0,00

Select one of the following:-

- a. Yes, I have completed projects with at least minimum 500 kWh storage(*Response attachments are required*)

***7. Proof of Similar Projects of at least 1 MW solar PV Project Company/Consortium**

Submit proof of an **installed** accumulative capacity of at least 1 MW solar PV Project(s).

Examples of acceptable supporting documents include letters of award and completion documents including a Certificate of Compliance. Due diligence may be carried out to confirm proof of completion. Projects for which appropriate supporting documents are not provided will not be taken into consideration to determine the company/consortium's evaluation score

Weight: 0,00

Select one of the following:-

- a. Yes, I have installed at least 1 MW solar PV Project(*Response attachments are required*)

***8. Financial Capacity**

Please provide the financial statements of your Company or Consortium for the last two (2) years prior to the closing date of this proposal showing a minimum cumulative turn-over of US \$ 300,000

Weight: 0,00

Select one of the following:-

- a. Yes, I attach financial statements(*Response attachments are required*)

2.4 Section 4. Technical Requirements (Technical)***1. Detailed Work Plan including proposed time schedule**

Please submit detailed work plan including proposed time schedule.

Maximum scoring: 10 points

Weight: 0,00

Select one of the following:-

- a. I hereby attached a Detailed Work Plan (*Response attachments are required*)

*2.

Conformity of proposed components of the proposed system

The technical specifications in Annex A: Terms of Reference and Annex C: Technical Returnable

Detailed evaluation of the criteria

- Proposed solution meets all the specified minimum requirements (7 points)
- Proposed systems/components meet the required standards and quality (7 points)
- Submitted technical documentation shows a complete understanding of the scope of works (7 points)
- Proposed systems meet the design requirements (7 points)
- Technical proposal comes with a full set of datasheets and calculations justifications (PV annual yield, cable section calculation, protection devices) and a clear connection schematic (Single Line Diagram) (7 points)

Maximum scoring: 35 points

Weight: 0,00

Select one of the following:-

a. I hereby attach proposed components of the system(*Response attachments are required*)

Comments:

***3. Operations and Maintenance Plan**

Attach the proposed Operations and Maintenance Plan

Maximum scoring: 15 points

Weight: 0,00

Select one of the following:-

a. I hereby attach the O&M Plan (*Response attachments are required*)

Comments:

2.5 Section 5. Financial Offer (Commercial)

***1. Annex I Financial Proposal**

Please provide the cost breakdown of your financial proposal as per the template (Annex I) and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated line items. Please make sure that the completed file is attached to this requirement.

Attaching the file with the breakdown of the financial proposal under any other section will result with disqualifying

Weight: 0,00

Select one of the following:-

a. Yes, I attach the financial proposal(*Response attachments are required*)

3 Lines

Instructions Scope of Services:

1. Engineering, Construction, and Procurement (EPC) Contract.
2. Operations and Maintenance (O&M) Contract for five (5) years.

3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-EPC				
2-Operation and Maintenance for 5 years				

3.2 Line Details

3.2.1 Line 1 EPC

Category Name	CST Building and facility construction services	
Allow Alternate Lines	No	
Target Minimum Release Amount (USD)		Estimated Total Amount (USD)
Start Price (USD)		

3.2.2 Line 2 Operation and Maintenance for 5 years

Category Name	IST Installation and warranty services	
Allow Alternate Lines	No	
Target Minimum Release Amount (USD)		Estimated Total Amount (USD)
Start Price (USD)		