

RFQ Reference: 52/09/PPIC/2023-ISA

Date: 05 September 2023

**Subject: RFQ for Assessment of identified areas of Somalia for development of Solar Mini Grids
Project and preparation of Bankable DPRs of the potential sites**

SECTION 1: REQUEST FOR QUOTATION (RFQ)

ISA kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This Request Letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

The ISA recognizes the importance of valuing diversity and promoting inclusion in all our work programs and partnerships. The ISA highly values engaging with organizations and/or teams that reflect its geographical and diverse nature.

Thank you and we look forward to receiving your quotations.

Issued by: Vishal Pratap

Signature: _____

Name: Procurement Unit

Date: 05/09/2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by ISA. This RFQ is conducted in accordance with the ISA Financial Regulations and Procedures and ISA Procurement Manual</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by ISA. ISA is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>ISA reserves the right to cancel the procurement process at any stage without any liability of any kind for ISA, upon notice to the bidders or publication of cancellation notice on ISA website</p>
Deadline for the Submission of Quotation	<p>September 26, 2023 by 1900 HRS IST</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: procurement@isolaralliance.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 10 MB ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. <p>Mandatory subject of email: : RFQ for Assessment of identified areas of Somalia for development of Solar Mini Grids Project and preparation of Bankable DPRs of the potential sites</p>
Cost of preparation of quotation	<p>ISA shall not be responsible for any costs associated with a Bidder’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the ISA Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the ISA. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://isolaralliance.org/images/ISA%20Supplier%20Code%20of%20Conduct_14.4.2023.final%20version.pdf</p> <p>Moreover, ISA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of ISA vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to ISA staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, ISA: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a ISA contract.</p>

Conflict of Interest	<p>ISA requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to ISA 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 an undisclosed conflict of interest shall be disqualified.</p> <p>The ISA shall have the discretion to disqualify or proceed with a bidder who has disclosed a probable conflict of interest subject to further evaluation and review of various factors such as access to sensitive information which may confer unfair advantage as against other bidders. The decision on a probable conflict of interest shall be made in the best interest of the work of the ISA.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of ISA staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to ISA's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p><input type="checkbox"/> https://www.isolaralliance.org/images/ISA_GTB.pdf</p>
Special Conditions of Contract	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Pre-bid Conference	<p>Not Applicable</p>
Eligibility	<p>A vendor who will be engaged by ISA 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 ISA 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 ISA.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by ISA.</p> <p>Bidders must have the legal capacity to enter a binding contract with ISA and to deliver in the country, or through an authorized representative.</p> <p>A vendor who will be engaged by ISA 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 ISA 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 ISA.</p> <p>Minimum Average annual turnover of USD Fifty Thousand over past 3 years</p> <p>Latest 3 years Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.</p>

Currency of Quotation	Quotations shall be quoted in USD or INR
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between ISA and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 22 – 27 under Solicitation Process in the Procurement Manual (will be provided on request) for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
Duties and taxes	<p>The United Nations (privileges and immunities) Act, 1947 is applicable to ISA pursuant to a notification by the host country. Therefore, ISA 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 in India. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input checked="" type="checkbox"/> Company Profile.</p>
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Within 30 days upon ISA's acceptance and receipt of invoice.

Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods & Services, based on full compliance with RFQ requirements. <input checked="" type="checkbox"/> 10% Development of a strategy for delivering the Scope of Work. <input checked="" type="checkbox"/> 20% Delivering of set case studies <input checked="" type="checkbox"/> 80% Submission of final work up to the satisfaction of ISA
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement@isolaralliance.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in ISA's response shall be not used as a reason for extending the deadline for submission, unless ISA determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated thru email.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Terms of Reference <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	ISA is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, ISA reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	16 October 2023
Publication of Contract Award	ISA will publish the contract awards valued at USD 100,000 and more on the ISA website.
Policies and procedures	This RFQ is conducted in accordance with ISA Financial Regulation and Procedures and ISA procurement manual
Other Provisions	<p>The ISA is striving to achieve gender parity in all its activities. In this regard, female-owned organizations and/or teams with significant gender diversity are strongly encouraged to submit a proposal.</p> <p>The ISA recognizes the importance of valuing diversity and promoting inclusion in all our work programs and partnerships. The ISA strives to engage with organizations and/or teams that reflect its geographical representation and diversity.</p>

ANNEXURE-1

1.0 Background

Somalia is located in eastern Africa, specifically in the Horn of Africa region. It extends from south of the Equator to the Gulf of Aden, covering an area of 637,657 sq. km with estimated population of 17.6 million.

Due to the absence of a national electric grid, Somalia has relied on the dynamic Somali private sector for electricity services over the past three decades. The delivery of electrical energy to users in the country is carried out through a network of isolated distribution grids, each with its own isolated generation provider. These networks are primarily centered around specific urban areas and are operated by dedicated Electricity Supply Providers (ESP). As of 2022, Somalia's total installed capacity is 156.6 MW, all of which comes from off-grid sources. Out of this capacity, 106 MW (68%) is generated through oil-based electricity generators, while 50.6 MW (32%) comes from renewable energy sources, namely wind and solar energy.

The NDC includes plans for the expansion of electric power supply over a ten-year period. This plan aims to install nearly 200 MW of renewable energy generation capacity, primarily focused on serving unserved rural populations. The expansion program will utilize solar home systems, solar mini-grids, and wind power, resulting in avoided emissions.

ISA Programme No. 03 “Scaling Solar Mini Grids” was launched with an objective to cater to the energy needs of ISA member states in identified areas with unreliable or no grid(s), and in island member states having abundant potential to tap solar energy including replacing existing DG sets with solar technology.

In this context, ISA is looking for a competent firm / company to support Somalia move forward towards its stated objectives of universal countrywide electrification by 2030, by way of conducting survey & investigation of potential areas of Somalia for Solar Mini-grids and subsequently preparing bankable DPRs. The list of identified sites is attached as **Annexure-2**.

2.0 Desired competencies of the bidder

2.1 Specific Requirements

- 2.1.1 Should have completed survey of different sizes of villages in various countries of the African region and produced the feasibility reports and / or Detailed Project Reports. Such reports should have been endorsed by Funding Agencies/Governments.
- 2.1.2 Should have a pool of skilled technical manpower competent to conceive, design and formulate SMG projects customized to requirements of various categories of users (viz. domestic, commercial, Productive & anchor loads), operating in the actual geographical and environmental conditions of the actual sites. The project leader should have the minimum experience of 5 years in renewable energy sector.

2.2 General Requirements

Wherever survey & investigation has been carried out by the firm/company, the following should have been included by the firm/company:

- 2.2.1 Should have experience of conducting grassroot level surveys, including energy demand, consumption pattern and demographic details of the remote rural habitats for the purpose of conceiving and formulating solar mini grid Projects.

- 2.2.2 Should have been involved/familiar with the solar mini grids policies, renewable energy policies, electrification plans, electricity and renewable power regulations, technical standards for solar mini grids, grid regulations, grid codes, grid connectivity standards etc.
- 2.2.3 Should possess experience/ knowledge in commercial documentation (in the appropriate official languages) like Power Purchase Agreement, Concession agreements, payment security instruments, bidding documents for selection of IPPs and the relevant licencing procedures of Somalia etc.
- 2.2.4 Should have experience / knowledge in current business models, financing mechanisms for solar mini grids, existing power purchase transaction models etc.
- 2.2.5 Should have experience/capability in coordination with various stakeholders like policy makers, regulators, Power generation & transmission utilities, power distribution companies etc.
- 2.2.6 The firm/company should engage local experts or partner with local company with deeper understanding energy sector local context, facilitate effective strategy on data collection, site visits, interaction with local stakeholder, community leaders, government official and other potential consumers.
- 2.2.7 Should be capable of tariff fixation in accordance with the solar mini grid directive of Somalia and suggesting suitable mechanism of smooth operation of the mini grids in the prevailing conditions.

3.0 Key Deliverables

The key deliverables shall be one or more of the following to enable the readiness of the Somalia for scaling of Solar Mini Grid projects in the country. The selected bidder is required to carry out the following activities as per the requirement of ISA while doing the assessment in Somalia:

- 3.1** Prepare country primary energy (supply & consumption) profile and power sector overview including generation portfolio, transmission & distribution capacity (at different voltage level), number of consumers under different categories (residential/domestic, commercial, industrial, agriculture, government and others), power demand and supply gap, power import/export scenario, electricity tariff for different category of consumers, electricity access, power and electricity consumption profile month-wise for an year etc.
- 3.2** Execute solar mini grid assessment for the identified sites (Annexure-1) to obtain the socio-demographic characteristics of the followings:
 - 3.2.1 Number of households & total beneficiaries, their energy demand and consumption pattern, details of electrical equipment's/appliances being used by them.
 - 3.2.2 Economic and productive activities practiced by the people residing in that particular area.
 - 3.2.3 Current electrification status along with average hours of supply.
 - 3.2.4 Willingness and ability to pay by end users.
 - 3.2.5 Existing governance structures in the community or area (such as community associations or rural community committees).
 - 3.2.6 Households, businesses, and institutions demand assessment.
- 3.3** Assess capacity and compatibility of available energy sources at the site and indicate the most cost-effective source or combination of sources.

- 3.4** Assessment of financial ecosystem of the country with regard to financing of solar mini grid projects (Macroeconomic environment, business models, financing instruments, incentives schemes, portfolio of regional/national banks etc.)
- 3.5** Assessment of the most suitable solar mini grid location(s) based on the physical site survey. This will serve as basis for the technical design of the solar mini grid project and to prioritize the location(s).
- 3.6** Based on the above aspects, estimating the most optimum size of the solar mini grids projects along with optimum energy storage solutions for the identified location(s).
- 3.7** Selected bidder shall collect all the relevant data for each site (geological, technical, commercial & financial) and findings shall be recorded in a suitable data collection format and substantiated with site photographs duly approved by concerned administrative ministry and associated departments/agencies of the country.
- 3.8** Review the existing policies and regulations with respect to solar energy adoption in the country and identify the gaps & challenges and provide the recommendations accordingly to scale up the solar mini grid projects in consultation with concerned administrative ministry and associated departments/agencies of the country.
- 3.9** Review the existing solar mini grid projects and capture learnings, best practices and reasons for successes or failures of previously implemented solar mini grid projects including generation capacity, method of implementation, timeframe, business model adopted, performance trajectory, power evacuation scenario, techno-commercial aspects and socio-economic impact of project.
- 3.10** The selected bidder shall also assist ISA in arranging training programme & workshops during country missions in country.
- 3.11** Based on the above-mentioned assessment, preparation of bankable detailed project report for each of the finalized solar mini grid site(s) in the country. The bankable details project report shall consist of following:
- 3.11.1 Identification of suitable space/area, site survey details, analysis of installed electrical equipment's/appliances & connected loads, maximum demand, energy consumption profile.
- 3.11.2 Basic engineering of proposed solar mini grid plant including layout, shadow analysis, technology selection, technical description & specification of all the components and auxiliary power requirements. The project shall be designed in such a way that it can withstand the environmental disasters and natural calamities like storms, flood, cyclone or any others prevailing in the country.
- 3.11.3 Techno-commercial study including design simulation & estimation of generated energy, total project cost, prospective business models with its benefits, financial analysis covering financial viability, cost-benefit analysis, RoE, profitability and cash flow at levelized tariff etc.
- 3.11.4 Preparation of detailed engineering drawings for the projects including but not limited to the following:
- Solar array layout (to be located in completely shadow free space identified during site survey).
 - Single line diagram (clearly showing and differentiating existing energy flow diagram and proposed solar power generation, distribution and integration with the existing power evacuation network).

- Details of cable routing and termination (including complete specifications).
 - Control room equipment layout and complete equipment interconnection.
 - A set of documents including complete specifications, warranty terms and details of traceability of all the equipment's to be supplied with the power plant.
- 3.11.5 Data regarding reduction in CO₂ emissions and fossil fuel import due to the proposed solar mini grid project(s).
- 3.11.6 Compliance of all type of statutory approvals required for the implementation of identified solar mini grid project in the country
- 3.11.7 Implementation schedule of proposed solar mini grid project(s) in the country
- 3.11.8 Manpower planning, operation & maintenance activities, risk analysis of proposed solar mini grid project(s) in the country
- 3.11.9 Conclusion & Recommendations.
- 3.12** Preparation of standard project documents like model bidding document, Power Purchase Agreement, Concession Agreement etc. (wherever required) as per the country requirement.
- 3.13** Stakeholder consultation meeting and presentation of the findings of Mini-grid DPRs.

Note:

- A. For the execution of the above-mentioned tasks, the selected bidder shall closely interact and liaison with ISA and the key stakeholders like policy makers, regulators, power generation, transmission, distribution Utilities, concerned ministries and government departments/agencies etc. of the country.
- B. The selected bidder shall submit the soft copy and appropriate number of translated hard copies of DPRs and other relevant documents as per the requirement of the country.

Annexure-2

S No	Region	Zone	Utility	Village Name	Latitude (EPSG:4326) [°]	Longitude (EPSG:4326) [°]	Distance to grid [km]	Distance to substation [km]	Distance to transformer [km]	Village area [km ²]
1	Bakool	Huddur		Huddur	4° 7.368'N	43° 53.329'E				
2	Bakool	Waajid		Waajid	3° 48.557'N	43° 14.766'E				
3	Bay	Diinsoor		Diinsoor	2° 24.447'N	42° 58.253'E				
4	Gedo Region	Elwak		Elwak	2° 47.577'N	41° 0.906'E				
5	Gedo Region	Burdhubo		Burdhobo	3° 10.078'N	42° 29.651'E				
6	Gedo Region	Dhobley		Dhobley	0° 24.605'N	41° 0.592'E				
7	Galgaduud	Guricel		Guriceel	5° 18.534'N	45° 52.772'E				
8	Galgaduud	Caabudwaaq		Caabudwaaq	6° 14.776'N	46° 13.421'E				
9	Galgaduud	Cadaado		Cadaado	6° 8.221'N	46° 37.552'E				
10	Hiraan	Jalalaqsi		Jalalaqsi	3° 23.189'N	45° 35.747'E				
11	Shabellada Dhexe	Balcad		Balcad	2° 21.586'N	45° 23.085'E				
12	Hiraan	Matabaan		Matabaan	5° 12.055'N	45° 31.580'E				
13	Sanaag	Badhan								
14	Bari	Bari-Cadhmo								
15	Baargaal	Bari								

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall complete the delivery and installation within 90 days from the issuance of Contract.
Delivery Terms (INCOTERMS 2020)	Delivered at Place
Customs clearance	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Rwanda
Distribution of shipping documents (if using freight forwarder)	Bidder responsibility
Packing Requirements	Safe delivery of supplies, handling will be bidders responsibility

Training on Operations and Maintenance	NA
Warranty Period	NA
After-sales service and local service support requirements	NA
Preferred Mode of Transport	NA

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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 <i>(If yes, provide a Copy)</i>				
Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: USD

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	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.

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