

TENDER REF. No.: PAKIS/RFP/23/023

TERMS OF REFERENCE

FRAME AGREEMENT FOR SUPPLY & DELIVERY OF SOLAR POWER EQUIPMENT

• BACKGROUND

Established in 1950 by the United Nations General Assembly, the United Nations High Commissioner for Refugees (UNHCR) is the agency mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. In more than six decades since its establishment, UNHCR has helped tens of millions of people regain their lives. The Islamic Republic of Pakistan is neither a signatory to the 1951 Convention Relating to the Status of Refugees nor its 1967 Protocol, and it does not have its own specific national legal framework for the refugees. Despite the lack of legal framework, Pakistan continues to be one of the world's largest and protracted refugee hosting countries providing safety to some 1.3M people forced to flee their homes. The majority live among the host communities with some 30% still living in 54 Refugee Villages (RVs). Refugee Villages in Pakistan have limited, if any, access to electricity from the national grid. With the current energy crisis, hosting communities and refugees living in rural areas face power outages of up to 16 hours a day.

UNHCR has initiated many energy interventions for providing clean, sustainable, and affordable energy access to the refugees and their hosting communities. This project is also a part of these interventions where community/ public facilities will be solarized for improving quality of their services. This will not only provide energy access to the people with and for whom UNHCR's [Global Strategy for Sustainable Energy](#) but will also reduce their carbon footprints, resulting in environmental benefits.

• OBJECTIVE

- Use energy as a catalyst for protection, betterment, and socio-economic benefits of the people with and for whom UNHCR works.
- Provide energy access to the people with and for whom UNHCR works as per the guidelines in UNHCR Global Strategy for Sustainable Energy
- Expanding sustainable electrification of community/ public facilities as per UNHCR's [Global Strategy for Sustainable Energy](#)
- Reduce the carbon footprint of the people with and for whom UNHCR works

• SCOPE OF SERVICES

Under this PROJECT, the VENDOR shall provide solar power equipment in line with specifications provided in Annex-A2. VENDOR shall be responsible for manufacturing/ supply of solar power equipment (PV panels, inverters, batteries) and handling of all warranty claims and integration issues through local representative. VENDOR shall ensure that electrical characteristics of all offered equipment are compatible with each other. UNHCR will perform random tests of the solar equipment provided. All technical literature including but not limited to datasheets, catalogues, installation manuals will be provided in English language with all the equipment.

• **RESPONSIBILITIES OF THE SELECTED VENDOR & UNHCR**

Please refer to the following **shipping instructions** outlining the responsibilities of the selected VENDOR and UNHCR.

- VENDOR shall be responsible for manufacturing, packaging, and shipping of all materials from the origin.
- VENDOR shall be responsible for forwarding/ transportation of goods from the origin to the UNHCR's specified locations in Pakistan i.e., UNHCR warehouses in Quetta and Azakhel, District Nowshera.
- Proposed offer / Unit price should be DAP-Price (Delivered at Place) basis; therefore, the vendor will bear cost, risk and responsibility for goods until made available to UNHCR at the named place of destination.
- In case of imported shipment, the shipping documents reflect UNHCR as "Consignee". VENDOR shall submit draft shipping documents to UNHCR. UNHCR will review the documentation and submit the case to Ministry of Foreign Ministry, Government of Islamic Republic of Pakistan for import duty exemption until then HOLD it/do not dispatch otherwise demurrage will occur which will be borne by supplier.
- UNHCR will obtain the exemption certificate and will give green signal to the vendor for shipping of the consignment from the origin (at the same B/L# provided).
- UNHCR will be responsible for clearance of goods at port.
- Delivery after clearance of goods from Port to the destination/s will be managed by the selected vendor/local representative.
- Payment will be processed within 30 days in favor of the selected vendor after successful delivery completion at the delivery place.

• **PAYMENT SCHEDULE**

UNHCR standard payments terms are to pay in 30 days after successful inspection/acceptance of goods at designated places i.e., UNHCR warehouses in Quetta and Azakhel, District Nowshera. No advance payment will be made, and no letter of credit will be opened by UNHCR.

• **QUALIFICATION REQUIREMENTS**

International manufacturers / traders / authorized dealers with the proven experience in the supply of similar kind of solar equipment (PV panels, inverters and batteries) are encouraged to participate in the tendering process. Please refer to the RFP document # PAKIS/RFP/23/023 for detailed technical criteria in para 2.5.2.

• **PACKAGING**

The equipment will be properly packed in accordance with best industry practices to avoid damage and scratches during shipping. In particular, solar panels should be properly stacked with separators and extra protections should be added to the corners of module stacks. Uneven/high mechanical stresses should be avoided. **ASTM D3951-18** standard practices or equivalent shall be followed for packaging the solar

equipment. This standard practice covers the requirements for the commercial preservation, packaging, packing (exterior container), unitization, and marking for supplies and equipment.

UNHCR will not accept any items damaged – in case of solar panels, cracks/ scratches will constitute damage – during transportation and such items will be returned to the designated local (Pakistani) authorized dealer for replacement on VENDOR’s cost. UNHCR will not be responsible for paying or bearing any costs resulting from faulty packaging or faulty items.

• **WARRANTY AND AFTER SALE SERVICES**

Warranties for the solar equipment shall be provided as per the details in Annex-A2. The local Pakistani representative shall be responsible for managing warranties and after sale services and will support UNHCR as required. The bidder must provide details in the technical bid that how these aftersales services will be provided in major cities such as Peshawar, Quetta, Islamabad, Karachi, Lahore etc.

• **TRAINING OF THE INSTALLERS (TOI)**

- Selected vendor/local representative will provide TOI sessions (minimum 3) to UNHCR staff and selected installers practically demonstrating installation of the solar equipment. Venue will be arranged by UNHCR.
 - a. Three (3) Sessions: Each Session will be Half Day with Max. 8-Participants Per session
 - b. Contents of the Session: Practical Hand-on Training
 - c. Language: Urdu or Pashto
 - d. Venue: Venue arrangements will be made by UNHCR, selected vendor will be responsible for transportation, food, and accommodation
- Selected vendor will disseminate useful O&M information about the solar equipment.