



UNHCR

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

DATE: **02/11/2023**

INVITATION TO BID: No. PAKIS/ITB/23/042

INSTALLATION OF SOLAR EQUIPMENT IN PAKISTAN

CLOSING DATE AND TIME: **16/11/2023** – 1000 hrs Pak Standard Time

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 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 six decades, the agency has helped tens of millions of people restart their lives. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

UNHCR Pakistan is providing clean energy access to public and community facilities in the Refugee Villages (RVs) and the hosting Pakistani Communities as part of its energy interventions. For this purpose, UNHCR has already selected supplier for procuring the major solar equipment, which includes solar panels, inverters, and batteries.

UNHCR invites qualified and registered contractors/companies to make firm offers for the Solarization of facilities, detailed in the attached Annex B1, B2 (referred to hereinafter as Services). The facilities are divided into nine (09) different lots due to the higher number of facilities to be solarized. Bidders will be awarded a maximum of two lots. However, UNHCR may award more than two lots to a single bidder, if required. Therefore, bidders are encouraged to apply for more than two lots. For this purpose, please clearly mention lots in the financial offer form i.e. Annex C2.

Please note that selected bidders will provide training of suppliers (no fees) by the selected UNHCR supplier for solar equipment. This training will be held in Islamabad and/or Peshawar and/or Quetta. Attending this training for the selected bidders (staff) is mandatory to ensure smooth installation and sustainability of the installed systems. UNHCR will not be responsible for providing any TA/DA or DSA to the bidders. All such costs shall be included in the financial bid. There will be no fee for attending this training.

IMPORTANT:

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

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

IMPORTANT:

The requirement for solarization works is divided/bundled into **nine (09) different lots**. A bidder will be awarded a maximum of two lots. However, UNHCR may award more than two lots to a single bidder, if operational conditions necessitates.

Please note that figures have been stated in order 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 funds available regulated by issuance of individual Purchase Orders against the Contract. It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process. UNHCR may appoint an additional contractor to monitor, quality control and confirmation of completion of work. By submitting the bid, bidder shall agree to cooperate and provide samples of materials and any other information that may be required to complete his task.

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

IMPORTANT:

When a Contract is awarded, either Party may terminate the Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other Party. The initiation of conciliation or arbitral proceedings in accordance with **Article 18** "Settlement of Disputes," below, shall not be deemed to be a "cause" for or otherwise to be a termination of the contract.

2. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

- Annex A: Calendar of Activities
- Annex B1: BOQs – Lot wise
- Annex B2: Technical Specifications for Solarization Projects
- Annex C1: Technical Offer Form/Bid Data Sheet *(to be completed and submitted in the technical offer)*
- Annex C2: Financial Offer Form *(to be completed and submitted in a separate financial offer)*
- Annex D: Vendor Registration Form *(to be signed/stamped and submitted in the technical offer)*
- Annex E: UNHCR General Conditions of Contracts for the Provision of Services *(to be signed/stamped and submitted in the technical offer)*
- Annex F: UNHCR Suppliers Code of Conduct – 2018 *(to be signed/stamped and submitted in the technical offer)*
- Annex G: eTenderBox Supplier User Manual
- Annex H: eTenderBox Registration Guide

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to pakissc@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid;
- Whether or not you will be submitting a bid;

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above. Failure to comply with this provision may result in disqualification.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to pakissc@unhcr.org **The deadline for receipt of questions is 10:00 hrs PKT on 6th November 2023.** 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 UNGM OR by email to all bidders before **8th November 2023.**

PRE-BID MEETING:

A virtual Pre-bid virtual Teams meeting may be conducted on **Tuesday November 8, at 12:00 pm PKT, if required.** Bidders wishing to participate must send their email address to PAKISSC@unhcr.org for the link to join via MS Team. All timings are in Pak Standard Time (PST)

2.4 **YOUR OFFER**

Your offer shall be prepared in English. 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 documents:

- Technical offer
- Financial offer

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission method provided in the "Submission of Bid" section 2.6) of this ITB, will result in disqualification of the offer. Bids should be submitted by file and uploaded to e-TenderBox, the online bid registration tool of UNHCR.

2.4.1 **Content of the TECHNICAL OFFER**

IMPORTANT:

No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The requirement for solarization (installation) works is divided/bundled into **nine (09) different lots.** Technical details of the solarization works requested by UNHCR can be found in **Annex B1 – BOQs and Annex B2 - Technical Specifications for Solar Based Systems.**

UNHCR has already procured solar panels, inverters, and batteries and these will be provided to the selected bidders for installation. Selected bidders will collect this equipment from UNHCR warehouses in Azakhel Nowshera KP and Quetta Balochistan. Collection of equipment is the responsibility of selected bidders, and this cost shall be included in the financial bids.

The technical offer shall include the information requested in the Technical Offer Form / Bid Data Sheet. Please fill out Annex C1 with complete information regarding your offer. Failure to provide filled/complete Annex C1 in your technical offer may lead to "technical disqualification".

The following details shall be provided in the **Technical Offer.**

- a. **Company Registration:** The bidder shall have legal status enabling the organization to perform the required services, and shall provide complete company profile, containing copies of registration documents with government authorities like NTN, STRN, Form H, Certificate of Incorporation Company profile, and registration certificate.
- b. **Registration with Pakistan Engineering Council (PEC):** The bidder must have PEC registration with code(s) for solarization or renewable energy systems in the relevant category; if the PEC registration is expired, bank deposit for renewal slips will only be accepted if the date of issuance of the deposit slip is before the closing date of this tender. Please note that the PEC category must meet limits on cost of the project as advised the by the PEC.

- c. **AEDB Certification:** The bidder must be AEDB certified installer in the relevant category according to the sites (in the lots) applied for.
- d. **Compliance with UNHCR requirements:** Bidder to provide acceptance to offer Services as per this ITB and its annexes.
- e. **Work plan:** Bidders must prepare at least a 1-3 page narrative of their proposed workplan, approach/methodology to undertake the solarization works under the offered lot(s), including a Work Plan / implementation plan (schedule) **for each lot separately** and for all activities using GANTT Chart. This section should include a quality control system and management, security and reporting plans. Bidders are strongly advised to prepare an approach that shows:
 - i. The implementation schedule for each solarization project/site under the respective lot(s). Gantt chart preferable.
 - ii. Deployment plan of resources including staff supervisors, project managers and materials for each each solarization project/site.
- f. **Installation Capacity:** Bidders must submit their team details, implementation/work plan showing production/ordering of materials, transport and mobilization, installation, and testing. Bidders should note that the project must be completed within 100 calendar days of contract award and failure to deliver as per the implementation plan may lead to penalties and/or termination of the contract. Please note that it will be responsibility of the selected bidder to initiate work on the sites simultaneously and not in a series way. This is to ensure timely completion of the projects as per donors' requirements.
- g. **Company Financial Capacity:** Your offer should include bank statements or audited financial statements for last year showing an annual turnover amount of at least PKR 15 million in two of the last five years. Transactions to be considered in the bank statement must be before the issue date of this tender.
- h. **Company Experience:** The bidder shall show proof of experience in similar solarization works by submitting at least 5 contracts, work orders, POs of systems installed of at least 20kW, in the last three years by providing Reference Letters. All documents must be credible with letter heads and/or stamps of issuing organizations.

Provide the following information regarding your experience which are related or relevant to those required for the proposed solarization works contract;

S. No.	Name of Client	Project Description	Installed capacity of Solar PV System	Project Value	Project period
1					
2					
3					
4					
5					

For each project, bidders must provide the following:

- a) Authentic purchase order or contract either of which bears the letter head and/or official stamp of the client; and
- b) Reference letters.

Details of projects in hand should also be submitted on the above format and substantiated with POs/Contracts.

- i. **Key Technical Staff:** Details of Technical Staff including personnel proposed for the assignment and their anticipated roles and responsibilities and time inputs. The offer should articulate clearly what role different staff members will play in relation to quality assurance (supervision, oversight, coordination, formulation of quality assurance processes etc.). Bidder to submit an Organogram and profiles/CVs of key staff to be assigned to the contract. Please only profile individuals that will directly be working on this project.

- j. **Bid Security:** During the bid evaluation process UNHCR may separately request bidder(s) to provide bid security of PKR 500,000 in the form of a Demand Draft/Pay Order/Call Deposit from a bank with a minimum credit rating of “A”. Bidders are therefore **not required** to submit bid security with their offers. However, bidders must clearly state in “Annex C1 – Technical Offer Form/Data Sheet” their **acceptance** to provide bid security if requested by UNHCR separately at any later stage of the project.
- k. **Performance Security:** UNHCR may require performance security amounting to 5 percent of the contract value from the successful bidder/s. UNHCR will advise the successful bidder after selection.
- l. **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. The bidder shall add the transportation/storage costs for collecting equipment from UNHCR warehouse(s).
- m. **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 D).
- n. **UNHCR General Conditions for Provision of Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing Annex E.
- o. **UN Supplier’s Code of Conduct:** Your technical offer should contain your acknowledgement for adherence of the UN Supplier’s code of conduct by signing Annex F.

2.4.2 Content of the FINANCIAL OFFER

Please note that your **separate** Financial Offer is to be submitted as per the Financial Offer Form (Annex C2) and must contain prices quoted in PKR for each site given in Financial Offer Form. Bids that have a different price structure may not be accepted. Please provide separate offer for net-metering (wherever applicable) as per the Financial Offer Form.

Your **separate** Financial Offer is to be submitted as per the Financial Offer Form (Annex C2) and must contain an overall offer in PKR.

The following details shall be provided for each project/site:

Unit costs: Your quote shall have:

- i. The unit price for each site and must be inclusive of all charges including transportation up to the delivery addresses.
- ii. Cost of net metering shall be provided separately (wherever applicable) as per the financial offer form.
- iii. If the sum of total prices of all sites differs from the overall total price stated by the bidder, the site price shall prevail.

UNHCR is exempted from all direct taxes and customs duties. In this regard, price must be given without all applicable taxes. You are requested to hold your offer valid for 90 calendar days from the deadline for submission. UNHCR will make its best effort to select a company within this period. In exceptional circumstances, prior to the expiration of the Bid validity period, UNHCR may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

UNHCR’s standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order. 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.

2.5 BID EVALUATION

2.5.1 Supplier Registration

The qualified supplier(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:

- Company Registration;
- Core business;
- Financial standing
- Relevant experience
- Capacity to deliver timely
- Profiles/CVs of key staff.

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

Sr.	ADMINISTRATIVE CRITERA	Yes / No
1.	Technical Offer Form / Bid Data Sheet <i>Has the bidder provided filled/completed Annex C1 – Technical Offer Form/Bid Data Sheet, and have attached the required documentation?</i>	Yes / No
2.	Bid Security <i>Has the Bidder accepted to provide Bid Security if requested by UNHCR separately at any later stage of the procurement process?</i>	Yes / No
3.	UNHCR General Conditions for Provision of Services <i>Has the bidder submitted acknowledged/signed copy of UNHCR General Conditions for Provision of Services?</i>	Yes / No
4.	UN Supplier Code of Conduct <i>Has the bidder submitted acknowledged/signed copy of UN Supplier Code of Conduct?</i>	Yes / No
5.	Vendor Registration Form <i>Has the bidder provided signed/stamped Vendor Registration Form?</i>	Yes / No

2.5.2 Technical evaluation

The technical component of the submission will be evaluated using the criteria **PASS or FAIL** by using the below criteria and based on the requirements from Annex **B1 and B2**.

Sr.	TECHNICAL CRITERIA	Pass / Fail
1.	Registration with Pakistan Engineering Council (PEC) <i>Bidder to provide copy of valid certificate in the relevant category</i>	Pass / Fail
2.	AEDB Certification <i>Bidder to provide copy of valid certificate in the relevant category</i>	Pass / Fail
3.	Compliance with UNHCR requirements stated in Annex-B1, B-2 <i>Bidder to provide acceptance to offer Services as per the BOQs / Technical Specifications / Additional Requirements stated in Annex-B1, B2. Also, refer to section 2.4.1(d) in the ITB document, and provide 1-3 pages narrative of your proposed approach/methodology to undertake the solarization works under the offered lot(s), including a Work Plan / implementation plan (schedule) for each lot separately and for all activities using GANTT Chart.</i>	Pass / Fail

4.	Company Experience <i>Bidder to submit proof of experience; Minimum no. of 5 similar contracts (each of at least 20kW) undertaken in past three years</i>	Pass / Fail
5.	Company Financial Capacity <i>Bidder to submit proof of financial capacity (last financial year bank statement or audit report report), showing annual turnover of at least PKR 15 million in two of the last five years</i>	Pass/Fail
6.	Delivery / Completion Time <i>Bidder to propose the estimated number of days/months for completion of solarization works under the offered lot(s). UNHCR's expected completion time is 100 calendar days for the solarization works under each lot and expects bidders to have enough capacity to undertake works simultaneously on the sites.</i>	Pass / Fail
7.	Company / Business Registration <i>Is the Bidder registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)? Has the Bidder provided copies of company registration documents, along with a brief company profile?</i>	Pass / Fail
8.	Key Technical Staff <i>Has the bidder provided an Organogram and profiles/CVs of key staff to be assigned to the contract? Please only profile individuals that will directly be working on this project. Clearly identify the project manager.</i>	Pass / Fail

Only technically qualified bidders shall be financially evaluated. To be technically qualified and eligible for financial bids to be opened, bidders have to fulfil/pass all the technical criteria from point 1 – 8 above.

2.5.3 Financial evaluation:

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

- Compliance with the established UNHCR requirements/BOQs for solarization works.
- Lowest price offer of technically qualified/responsive Bid for respective lot(s)
- Delivery/Completion Time
- Delivery capacity

Important Note:

Bids will be accepted for either of the lots (at least one). However, partial and incomplete bids for any individual lot will not be accepted. In case of any discrepancy like calculation errors, unit rates will be considered.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor, and civil society to support ten principles in the areas of the human rights, labour, environment, and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6 SUBMISSION OF BID:

Bids should be submitted by file upload to eTenderBox, the online bid registration tool of UNHCR. The eTenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

In order to use eTenderBox, registration on the website is required as per Annex G. This registration is exclusively for eTenderBox and does not replace any other registration with UNHCR.

A supplier should have only one registered email account in the system. The supplier must use only that eTenderBox account for managing its offers to UNHCR.

In case the password is forgotten that account cannot be used anymore, and new registration is required. The eTenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this ITB.

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

Allowed extension for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .mbp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd, etc.) should not be uploaded. The maximum size limit per file is 10MB.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. To ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

Deadline: 16 Nov 2023, 1000 hrs. PST

IMPORTANT:

Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

It is supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.

UNHCR will not be responsible for locating or securing any information that is unidentified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

Should you have any technical queries/issues regarding eTenderBox, please check the FAQ section of the Supplier User Manual (also available in the application) as it may provide the answer/solution to your query. In case you did not find the answer, you were looking for, please send an email to the following helpdesk email address: rbapsupply@unhcr.org

Also, in order to minimize any issues at the submission of your offer in eTenderBox, please carefully read and adhere to the instructions on offer submission (allowed file extensions, size limit per file).

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

2.7 BID ACCEPTANCE:

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

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect any variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

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 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.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in PKR currency. Payment will be made in accordance to the General Conditions of Contracts for the Provision of Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contracts **(Annex E)** will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

Prosper Dunia Mumanya
Senior Supply Officer
UNHCR ISLAMABAD