



REQUEST FOR PROPOSAL

FOR THE PROVISION OF SOLARPHOTOVOLTAIC (PV) HYBRID SYSTEMS AND RELATED WATER INFRASTRUCTURE FOR WATER PUMPING IN BOKOLMAYO, BURAMINO, HELYWEN AND MELKADIDA, ETHIOPIA

Section 1: Letter of Invitation

The Office of the 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 carefully read the RFP document including the following annexes:

- Annex A: Terms of Reference (TOR)
- Annex B: Drawings set and DG and tank details
- Annex C: Financial Offer Form
- Annex D: Component Technical Specifications
- Annex E: BOQ without price schedule (for information purposes only)
- Annex F: Technical Design Report Template
- Annex G: Construction and Implementation Plan Template
- Annex H: Site Visit and Access Protocol
- Annex I: Site Visit Data Verification Sheet
- Annex J: General Conditions of Contract for the provision of Goods and Services (July 2018)
- Annex K: General Conditions of Contract for Civil Works
- Annex L: UN Supplier Code of Conduct (September 2024)
- Annex M: Technical Evaluation Criteria

Section 2. Tentative Timelines

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 attending the mandatory site visit and submitting Annex H and creating a draft in the ERP system (confirmation of intention to bid).	22 October 2025
Site Visit (4 days during the given tentative timeframe)	24 to 28 November 2025
Deadline for submission of clarification questions	5 December 2025
Response to clarification questions	12 December 2025
RFP Submission Deadline	As specified in the Cloud ERP

Section 3. Mandatory Site Visit (Pre-Bid)

All bidders who acknowledge interest in submitting a proposal are invited to attend mandatory site visits during the week indicated in the table above. The site visit will last 4 days (travel not included), and the exact date will be communicated later with the participating bidders. **Please note that attendance at this site visit is mandatory. The local partner(s)/service provider(s) of the Bidder (Lead Company) can conduct the site visit on behalf of the Bidder (Lead Company).** The bidder will need to themselves apply and obtain visas if required.

Offers from companies not attending the visits will be rejected.

In order to participate in the site visits, **bidders shall submit the Annex H - Site Visit and Site Access Protocol** to Demissew Eshete at: ESHETED@unhcr.org, Yinebeb Kebede at: seyoumke@unhcr.org, Yonas Buni at: buni@unhcr.org, Fahir Kaan Ertaman at: ERTAMAN@unhcr.org, Duffera Ambissa at: ambissa@unhcr.org, also copying Andriana Kokkini at: kokkinia@unhcr.org by **22 October 2025** the latest. The bidder will cover the cost, responsibility, and risk of the site visit, and must indicate the following information for the representative attending site visit:

- Full Name

- Identification document
- Name of the company (and name of the Bidder (Lead Company) if presented by a local partner/service provider)
- Contact details
- Passport copy.

UNHCR can facilitate booking of UNHAS flights for the participants (**Addis Abeba-Melkadida-Addis Abeba**, cost estimate ~USD 400 to be covered by the bidder and paid in advance) as well as facilitate accommodation booking in the Melkadida Guesthouse (~USD 30 / night to be covered by the bidder). Both flights and accommodation are subject to availability and bidders may need to spend additional night(s) in the guesthouse in case limitations with seat availability in the flights. The Bidders shall clearly communicate to UNHCR Focal Points (Demissew Eshete at: ESHETED@unhcr.org, Yinebeb Kebede at: seyoumke@unhcr.org, Yonas Buni at: buni@unhcr.org, Fahir Kaan Ertaman at: ERTAMAN@unhcr.org, Duffera Ambissa at: ambissa@unhcr.org) if they intend to utilize the UNHAS flight and UNHCR guesthouse when submitting the Annex H.

UNHCR will provide the bidder's personnel the security passes and access to the sites premises and UNHCR Office 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 have been confirmed.

UNHCR will share with all the bidders that participated in the site visit the minutes of the visit, including questions raised and answers, and any other documents related to the visit which is deemed relevant for the preparation of the bidders' proposal.

During the site visit it is expected that the bidders conduct a brief assessment of the existing conditions at the sites at which the relevant assets are located; this is to include but not be limited to the following:

- Existing security measures.
- Existing land, soil and area conditions.
- Existing structures.
- Existing water pumping network assets (ref to Annex A - TOR);
 - o Information required to design the required hybrid solar PV system. The minimum requirements are specified in Annex A (TOR). Any amendments to the data, specified in the Annex A (TOR) should be clearly indicated in the Proposal. However, the specified minimum requirements for the hybrid solar PV systems' capacity (e.g., in terms of capacities and energy output) are to be respected.
 - o Verification of information specified in Annex I: Site Visit Data Verification Sheet.
- Existing diesel gensets, their shelters, potential/proposed locations for the PV system's inverters and other components (Technical Room), and storage facilities.
- Where relevant: structural assessments and condition assessments.

As a proof of the pre-bid site visit, the bidders will receive signed copy of a Site Visit Attestation. Based on the pre-bid site visit, the bidders are requested to submit Annex I: Site Visit Data Verification Sheet, as a part of the bid deliverables.

Section 4. Note to Bidders

If you are interested in submitting a response to this RFP, please prepare your proposal 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 UNHCR's Cloud ERP Portal.

Note: United Nations Global Marketplace (UNGM) Platform is used for tender advertisement purposes only. Bidders **cannot** express their interest with regards to this RFP on UNGM Platform. As all actions are to be conducted in UNHCR's Cloud ERP Portal (including access to

RFP Annexes), it is imperative that Bidders have proper access therefore UNHCR advises all Bidders that they check their access to UNHCR's Cloud ERP as soon as possible.

Should you require further clarifications, kindly communicate using the messaging functionality in the system.

Please indicate whether you intend to submit a proposal 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.

Offers must be submitted through UNHCR's Cloud ERP Portal.

In case you have never registered before, you can register a profile using this [Supplier Registration Link](#).

Following registration or should you already be registered, please proceed to Supplier Portal - <https://supplier-portal.unhcr.org/> and follow the instructions in guidelines available in the UNHCR website: How to become a supplier | UNHCR - <https://www.unhcr.org/get-involved/work-us/become-supplier/how-become-supplier>. Do not create a new profile if you already have one. Use the "Forgot Password?" feature in case you do not remember your password or username from previous registration.

Levon Hovsepyan

Head, Sourcing and Global Markets Unit

Procurement Section

Supply Management Service