**Clarification Note (Q&A - Round 1)**

**RFPS-NYH-2021- 503380**

**Long-Term Arrangement for Solar PV Systems at UNICEF Facilities**

Following questions were received from bidders which were responded by UNICEF technical and/or Supply Division team accordingly:

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| **S/N** | **Questions from Bidders** | **Answers from UNICEF** |
| 1. | Prices of components after awarded with LTA contract (2nd round)  Annex B page 7: “(…) the agreed rate/fee stated in the LTA will be used to calculate the proposed cost for the specific task.”  Can you kindly clarify if after being awarded for the LTA the prices of components, installation, etc. can be adjusted accordingly with the market and on a project base? | The Unit Prices requested and proposed under Appendix 5 - Price Schedules (Fixed-Rate Cost for the LTA) should be affixed for the initial 3 years period of the LTA as proposed by the service provider during the RFPS stage where subsequent extension would be reviewed by UNICEF and subject to UNICEF approval. In case of reduction in the market price, the discounts shall be passed on to UNICEF. The Price Schedules includes a table where bidders can provide the % of increase (if required) for Year 2 and Year 3.  Although during the LTA implementation, when the appointed LTA vendors are invited for a specific requirements through a mini or secondary competition, they may use a lower Unit Prices than the one agreed in the LTA but they cannot provide a higher Unit Price than the agreed Unit Prices in the LTA. |
| 2. | Deadline extension  We believe it is not enough time as the clarifications incl. lots of technical details which need to be re-evaluate/re-calculate and we also need time to get feedback from our suppliers. In order to make competitive proposal, we kindly ask you to give us another 2 weeks of deadline extension until 30th September 2021. | UNICEF has set strict deadlines for the RFP, we can only extend the RFP deadline until **27th September 2021**. |
| 3. | 2.1.6. Annex B, TOR: LICENCE: The service providers must be licensed for the supply, installation and maintenance of PV Systems in their country of origin. Accordingly supporting documents should be provided.  Can you pls. clarify if this kind of licence specifically for “supply, installation and maintenance of PV Systems “ is MANDATORY for submission ?  In our country such licence does not exist and is not applicable. We are already LTA holder of various Solar projects with UNDP. Instead we can provide Business Registration and TAX / VAT registration and Acceptance of certificate for the completed solar projects as references. Pls. clarify | **The paragraph 2.1.6 (page 11 of the TOR, Annex B) has been amended from:**  2.1.6. Annex B, TOR: LICENCE: The service providers must be licensed for the supply, installation and maintenance of PV Systems in their country of origin. Accordingly supporting documents should be provided.  **to:**  2.1.6. Annex B, TOR: LICENCE: The service providers must be licensed for the supply, installation and maintenance of PV Systems in their country of origin.  Otherwise, appropriate business registration, including TAX/VAT, in addition to Certificates of Acceptance of previously completed project references should be provided.  **The Appendix 4 - Evaluation Criteria has been amended as well to reflect the above changes. Moving forward, please use the attached Revised Appendix 4 - Evaluation Criteria (Dated 7 September 2021) as a reference to the Appendix 4.** |
| 4. | Proposal for each LOT must be submitted separately as the evaluation for each LOT would be completed separately against the requirements as indicated in this Terms of Reference Sub-Chapter 1.2.  If a sole bidder submits 6 lots separately, do you still request the same administrative / supporting (such as, Financial reports, company documents, references, bank statements etc.) documents in 6 full copies or is it acceptable to submit only 1 copy of the required administrative / supporting documents for all 6 lots ? pls. clarify. | Yes, proposal for each LOT must be submitted separately, including the administrative/ supporting (such as, Financial reports, company documents, references, bank statements etc.), as the evaluation for each LOT would be completed separately. The bid opening and evaluation of each LOT may not be done simultaneously and the evaluation team for each LOT might also be different. Hence, it is important that each LOT submission contains all of the required information. |
| 5. | 2.1.2. FINANCIAL SOUNDNESS:  2.1.2.1. Description of their preferred insurance product providers  2.1.2.2. Contractual references with their preferred insurance product providers  2.1.2.3. Show their relationship with financial service providers including bank references.  a) What kind of description of the insurance product providers do you mean? Normally bidders confirm the insurance of the goods in the offer and don’t need to specify the insurance for all goods as this could be a very long list. Pls. clarify  b) What kind of contractual references do you need? pls. clarify. Pls. notice that this reference could be confidential.  c) What do you mean by “show relationship to the bank”? Is a bank Statement saying bidder is doing business with the bank acceptable? Pls. clarify | a) UNICEF wants to know who are your insurance providers (names); and with what kind of products the bidder is familiar.  This point is relevant for the case study, as the bidder is requested to provide a price for “lot leasing” and “lot other financial options”  b) If the bidder claims to have previous experience in delivering the above-mentioned financial lots, the UNICEF request to see the substance of those reference contracts (of course respecting confidentiality of the client).  Details should include:  1) technical terms of reference of the contract, including type of products used, technical details of the PV system, services provided, insurance packages included (damages, theft, O&M, product safety, etc.) included.  2) same method shall be used for developing Annex 9  c) UNICEF to proof the financial capacity of the bidder will like to receive reference(s) from the its bank, indicating available cash capacity, credit line, default situation, among others. |
| 6. | 2.2.1 DELIVERY SCHEDULE: The service providers must propose the shortest possible period for supply and installation as well as having the required authorized network in the country/ies that the service providers are proposing to supply the service  Pls. clarify if you only need to know approx. production time for the materials. As for shipment it depends on the complexity and routes of each country (it varies from 30-70 days depends on where to send the goods to). For installation it also depends on the complexity and size of the systems and geographically where the sites are (island, jungle, etc). Pls. clarify or provide a template for the Delivery schedule to be filled out. | This item shall be applied for parts and pieces up to port f dispatch (FOB).  For Appendix 9 (Scenario Based Requirements), up to the project site. |
| 7. | Tier 1 Inverters (page 27 of Appendix 7)  Q: We are not aware of inverters with Tier 1 classification. Can you kindly clarify this point? | The “Tier 1” product classification is a subjective denomination in the solar industry to indicate that the product is bankable and has been manufactured by the top industrial players. Preferred solar PV modules and inverters requested by UNICEF are expected to belong to this “top 10” selected group of manufacturers. However, to allow a better and transparent competition, UNICEF will also accept products from specialized niche suppliers, that are able to show an outstanding quality record, based on their project references, and availed quality and standard certifications. |
| 8. | Operation & Maintenance  Q: For LOT “Other Solar PV Alternative Financial Options”, can you kindly clarify to which degree the Operation & Maintenance should be? Can the monitoring be done remotely, and a licensed local partner activated in case of anomalies and/or malfunctions? | The degree of O&M can be either remote or on site.  The bidder should propose their own strategy and plan. |
| 9. | Operation & Maintenance  Q: Is it the Vendor’s responsibility for the full operation of the Solar System? Or can the vendor train the end-user for operations? | The vendor has the freedom to offer both modalities. |
| 10. | Appendix 6 & Appendix 7 specifications for designing the scenario-based proposal  Q: The specifications and requirements in Appendix 6 and Appendix 7 are different. For example, in Appendix 6 the required European Standard efficiency for the inverters should be higher than 96% (page 22) and in Appendix 7 states it needs to be higher than 98% (page 27).  Kindly clarify which one should be followed for the scenario-based design. | **Amendment valid for the whole Tender Dossier:**  “European inverter efficiency shall be higher than ninety-six percent (96%)” |
| 11. | Requirements to be followed for the Appendix 9 Scenario-Based.  Q: The Technical Requirements presented in Appendix B and Appendix 7 seem to be conflicting in some components.  For example, the wind load for the mounting structures have the following requirements:  • 140km/h in Appendix B, page 24  • 150km/h in Appendix B, page 28, table A.6.7  • 180km/h in Appendix 7, page 26, Schedule 3  • And 200km/h in Appendix 9, table A9.2  Kindly clarify which technical requirements should be followed. | **Amendment valid for the whole Tender Dossier:**  The wind load to be considered is “one-hundred-and-fifty kilometers per hour” (150km/h)” |
| 12. | Battery Energy Storage System  Q: Kindly clarify provide extra details about the condition on table A.6.6 on page 28 of Annex B for EUROBAT Norm. | UNICEF recommends the bidders not familiar with storage systems to purchase the EUROBAT norm for more details. |
| 13. | PV modules maximum system voltage  Q: In Appendix 6 (page 21), the maximum voltage for the PV module should not exceed 1000V.  With the increasing development of the technology, panels can now have up to 1500V. Is it possible to offer panels with up to 1500V maximum voltage considering that we assure a maximum voltage of the system of 1000V? Kindly clarify this point. | **Amendment valid for the whole Tender Dossier:**  “The maximum voltage of the solar PV module can be up to 1,500 V” |
| 14. | Appendix 9 - Energy consumption and/or loads information  Q: Kindly provide more detail information about the load for the Scenario-based (Appendix 9), i.e. the daily consumption of the office or the hourly consumption. | The daily power consumption is 464 kWh, which is rounded up to 500 kWh, therefore 15,000 kWh per month. Please find attached load profile of the office. |
| 15. | PV Panels’ efficiency  Q: In Appendix 7 it states that the efficiency for the panels should be ≥22% (page23). This is a very high efficiency and there are not many options in the market for panels with this efficiency. On the other hand, in Appendix 6 it states that the efficiency should be >20% (pages 21 and 25) which is still a high efficiency and a more common value for PV panels.  Kindly clarify if efficiency >20% is acceptable. | **Amendment valid for the whole Tender Dossier:**  “The nominal efficiency of the solar PV module shall be equal or greater than twenty percent (20%)” |
| 16. | “Solar PV Leasing Services”: The service provider submits the leasing agreement, after the Solar system completed, the service provider will get the payment by month during the leasing period. At the end of leasing, the ownership of the solar system will transfer to UNICEF, and UNICEF will pay the rest value of the solar system to service provider.  Please confirm above understanding of the Leasing Service, which is solar system leasing model. | The leasing service milestones are in line with common solar PV leasing practices. |
| 17. | “Other Solar PV Financial Options”: Ownership of the solar system transform to UNICEF after system completed, UNICEF would continue the ownership and benefit without monthly costs. At the end of contract, UNICEF commits to redeem the residual value for the remaining contractual period.  Please clarify how should the service provider get the payment? Is it via selling the solar PV electricity? Please kindly clarify the details. | Each bidder shall propose their own commercial conditions |
| 18. | Please kindly clarify the detail requirement of "Other Options" - Captial expense (CAPEX) and "Extended letter of credit". | This is up to each bidder, according to their individual experiences. |
| 19. | Please clarify if there any requirement for the service contract period? | The outcome of the RFPS process is to issue a Long Term Arrangements with multiple service providers for an initial period of three (3) years with possibility of extensions for two (2) additional periods of two (2) years each (“3+2+2 years”), at the discretion of UNICEF and subject to satisfactory performance by the service providers to deliver the required solar PV systems and services.  An LTA is a contractual framework in which UNICEF and the selected service providers agree on a list of services, the conditions of their delivery, and their prices for a defined period. |
| 20. | Can our offer/bid be applicable only to specific cities within the same country? Or shall we cover the whole country? | Bidders are expected to be able to cover the areas/cities where UNICEF has programme (current and future) within that Country. |
| 21. | URGENT request for Appendix 6 document (Guidelines on Technical Compliance) which is being referenced to in Annex B - TOR (Terms of Reference) page 7 of 35 | Appendix 6 can be found in the TOR (Annex B) page 20. |