



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Terms of Reference (TOR)

Shipment of five (5) pieces of Viso LightSpion Portable photometric equipment from Kampala to Nairobi, Dar Es Salam, Kigali, Bujumbura and Juba

And

Shipment of fourteen (14) pieces of Viso LightSpion Portable photometric equipment from Windhoek to Kinshasa, Luanda, Lusaka, Lilongwe, Maputo, Victoria, Moroni, Antananarivo, Port Louis, Gaborone, Harare, Pretoria, Maseru, and Mbabane

1. General Background

UNIDO is implementing a project entitled “**Energy Efficient Lighting and Appliances in East and Southern Africa**” (EELA). The EELA project is funded by the Government of Sweden and supported by the Swedish International Development Cooperation Agency (Sida). The EELA project seeks to create market and institutional conditions to transform the market environment to stimulate increased diffusion of efficient lighting products and appliances across all sectors in Southern Africa Development Community (SADC) and East African Community (EAC) regions.

In the context of the EELA project, UNIDO requires safe and efficient customs clearance and freight forwarding [inland transportation] services for the shipment of equipment.

2. Scope of Services

The Terms of Reference (TOR) seek to identify a Contractor to carry out the following services:

- **Service 1 – Work Package 1: Ship five (5) Viso LightSpion Portable photometric equipment (hereinafter referred to as “the Equipment”) to the five (5) destination institutions** in the EAC region identified in the table below¹. The specification and value of the equipment is provided in section 3.

Source city / address	Destination city	Destination institution name	Destination physical address	Item to be shipped
Kampala, Uganda UNIDO Field Office	Nairobi, Kenya	Ministry of Energy, Kenya	Ministry of Energy, Nyayo House, Kenyatta Avenue. P. O. Box 30582 – 00100 Nairobi Kenya	One (1) Equipment

¹ Scope of services may be expanded to include additional delivery services. The contact person at the destination institution will be provided at a later stage.



United Nations Office 11 Yusuf Lule Road, Nakasero P.O Box 7184	Dar es Salam, Tanzania	UNIDO Field Office, Tanzania	UN House, Plot 182 Mzinga Way Off Msasani Road, Oysterbay P.O. Box 9182 Dar es Salaam UNITED REPUBLIC OF TANZANIA	One (1) Equipment
	Kigali, Rwanda	Ministry of Infrastructure, Rwanda	Kimihurura, KG 1 Roundabout, Kigali	One (1) Equipment
	Bujumbura, Burundi	Ministry of Energy and Mines, Burundi	Rohero I, Avenue de la Revolution No 7, BP 745, Bujumbura, Burundi	One (1) Equipment
	Juba, South Sudan	Ministry of Electricity, Dams, Irrigation, and Water Resources, South Sudan	Juba (exact address of Ministry to be confirmed later)	One (1) Equipment

- **Service 1 – Work Package 2: Ship fourteen (14) Viso LightSpion Portable photometric equipment (hereinafter referred to as “the Equipment”) to the (14) destination institutions** identified in the table below². The specification and value of the equipment is provided in section 3.

Source city / address	Destination city	Destination institution name	Destination physical address	Item to be shipped
Windhoek, Namibia	Kinshasa, Democratic Republic of Congo	Ministry of Energy Democratic Republic of Congo	Ministry of Energy and Hydraulic Resources Congo, 1022, Avenue des Forces Armées de la RDC Kinshasa	One (1) Equipment
SADC Centre for Renewable Energy and Energy Efficiency (SACREEE) 11 Dr Agostinho Neta Road	Luanda, Angola	Ministry of Energy and Water Angola	Ministry of Energy and Water, Conego Manuel das Neves Street	One (1) Equipment
	Gaborone, Botswana	Ministry of Mineral Resources, Green Technology and Energy Security	BP 139, Moroni, Union des Comores	One (1) Equipment

² Scope of services may be expanded to include additional delivery services. The contact person at the destination institution will be provided at a later stage.



	(MMGE) Botswana		
Maputo, Mozambique	UNIDO Field Office, Mozambique	Rua Kibiriti Diwane, 322, Maputo, P.O. Box 4595, Maputo, Mozambique	One (1) Equipment
Mbabane, Eswatini	Ministry of Natural Resources & Energy	Income Tax Building, Fourth Floor, P.O. Box 57, Mbabane Swaziland	One (1) Equipment
Maseru, Lesotho	Ministry of Energy and Meteorology, Lesotho	P.O. Box 772 Maseru 100	One (1) Equipment
Antananarivo, Madagascar	Ministry of Energy, Water and Hydrocarbons, Madagascar	Rue Farafaty - AMPANDRIANOMBY B.P. 896 ANTANANARIVO 101 MADAGASCAR	One (1) Equipment
Lilongwe, Malawi	Ministry of Natural Resources, Energy and Environment, Malawi	Lilongwe, City Center, Capital House, 2nd floor Ministry of Energy, Private Bag 309, Lilongwe 3, Malawi	One (1) Equipment
Port Louis, Mauritius	Ministry of Energy and Public Utilities, Mauritius	20b Dr Eugène Laurent St, Port Louis, Mauritius	One (1) Equipment
Harare, Zimbabwe	UNIDO Field Office, Zimbabwe	1st Floor, Block 9, Arundel Office Park, Norfolk Road, Mt. Pleasant P.O.BOX 4775, Harare, Zimbabwe	One (1) Equipment
Victoria, Seychelles	Ministry of Environment, Energy and Climate Change, Seychelles	Botanical Garden, Mont Fleuri Mahé, Republic of Seychelles	One (1) Equipment
Pretoria, South Africa	Ministry of Mineral Resources and Energy, South Africa	Trevenna Campus, Building 2C, Cnr Meintjes & Francis Baard Streets, Sunnyside, Pretoria	One (1) Equipment



	Lusaka, Zambia	Ministry of Energy, Zambia	Ministry of Energy, 14th Floor Government Complex, Lusaka, PO Box 36079, Lusaka, Zambia	One (1) Equipment
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Bidders shall provide one complete proposal for each work package. UNIDO reserves the right to split the award as deemed necessary and may request bidders to collaborate on the execution of the work.

- **Service 2: Provide protective packaging and marking to the equipment shipped according to Annex A**

Bills of Lading/Way Bills or Air Way Bill evidencing the shipment of the Equipment shall quote the shipping markings, designation of contents and dimensions in metric units, itemized net weight of the contents and total gross weight of each package and shall show the consignee as informed by UNIDO.

- **Service 3: Handle the transportation, insurance and customs clearance**

The contractor shall be capable of transporting the Equipment to UNIDO designated locations and manage customs clearance services for UNIDO. The contractor shall manage the entire transport chain and logistics functions from the EACREEE/SACREEE to the point of destination, including all elements of the modes of transport up to and including the delivery to the pre-defined final destination.

This will include all equipment, facilities, qualified personnel, expertise and other means needed to perform the transport, freight forwarding and related services in accordance with best commercial practices and safety requirements.

The contractor shall insure the Equipment during their shipment and transit to the destinations until the packing crates are opened in the presence of the contractor's representative(s) against all risks of loss or damage from any cause. Such insurance shall be with a reputable insurance company acceptable to UNIDO and shall be in the names of the contractor and UNIDO in their respective rights and interests. The insurance policy shall cover the full price of the Equipment Delivered at Place Unloaded (DPU) at the destination (INCOTERMS 2020) plus ten percent (10%) and shall be in the currency of the contract (EUR).

In the event of loss of or damage to any of the Equipment during shipment or during transit or storage or in the event of the Equipment being found, upon the opening of the packing crates at the destination in the presence of the Contractor's representative(s), to be otherwise defective, unusable or ineffective for the purpose for which it (they) was (were) supplied, the contractor shall promptly replace or repair such Equipment, by whatever means of transport or personnel services



are most suitable and reasonable in the circumstances. To this end, UNIDO shall provide the contact details of the original supplier of the Equipment in case it has to be replaced or repaired.

The contractor shall submit to UNIDO a certificate of insurance as evidence of insurance coverage, including UNIDO as the "Certificate Holder" or "Client Covered". The minimum cover must be for loss or damage whilst in storage or being loaded to transportation, mis-delivery liability, consequential loss and accidental delay, and physical loss or damage to the cargo, occurring during any insured Service within the geographical limits of the policy during the period of insurance.

- **Service 4: Manage custom clearance (through customs clearing agents)**

The contractor will provide advisory services to UNIDO on shipping related rules and notifications. With regard customs clearance of the Equipment at the port of entry in respective countries, liaise with the Representative of UNIDO and/or his/her designated representative(s).

The contractor will be responsible for costs, fees and charges in respect of the export and transit of the Equipment. UNIDO will be responsible for customs clearance, duties, taxes or license fees in the respective countries. The contractor will also obtain, at its own risk and expense, any export license or other governmental authorization(s) necessary for the export of the Equipment and UNIDO will also obtain, at its own risk and expense, any import license or other governmental authorization(s) necessary for the import of the Equipment.

In accordance with Section 7 of the Convention on the Privileges and Immunities of the United Nations and Section 9 of the Convention on the Privileges and Immunities of Specialized Agencies which are applicable to UNIDO by virtue of Article 21 of its Constitution, UNIDO is exempt from all direct taxes, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use.

UNIDO will issue to the contractor in advance of the shipment, an authorization letter for the duty/tax exemption, together with the required shipping documents (Bill of Lading, Airway Bill, Invoice and Packing List).

The contractor will be required to clear all shipments promptly and in good condition within the specific demurrage free time allowed by the port/airport authorities and deliver the consignments to the designated consignee(s).

Upon delivery of shipments, the contractor will obtain confirmation of proof of delivery (POD) from the consignee(s) and will submit the POD along with their original/scanned invoices for payment. The POD receipt must bear a legible signature, printed name of authorized signatories and valid date and time stamp of actual delivery.

3. Request for quotations

Bidders are requested to submit the quotations in consideration of the above requirements to UNIDO Procurement at RFQ1100159188@unido.org



Work Package 1:

Bidders are requested to provide a breakdown of the cost as per the table below in EUR.

Destination city	Freight cost (EUR)	Packaging cost (EUR)	Insurance cost (EUR)	Other costs (EUR)	Total (EUR)
Nairobi, Kenya					
Dar es Salam, Tanzania					
Kigali, Rwanda					
Bujumbura, Burundi					
Juba, South Sudan					
Total					

Estimated delivery date:

Destination city	Delivery Date
Nairobi, Kenya	
Dar es Salam, Tanzania	
Kigali, Rwanda	
Bujumbura, Burundi	
Juba, South Sudan	

Work Package 2:

Destination city	Freight cost (EUR)	Packaging cost (EUR)	Insurance cost (EUR)	Other costs (EUR)	Total (EUR)
Kinshasa, Democratic Republic of Congo					
Luanda, Angola					
Gaborone, Botswana					
Maputo, Mozambique					
Mbabane, Eswatini					



Maseru, Lesotho					
Antananarivo, Madagascar					
Lilongwe, Malawi					
Port Louis, Mauritius					
Harare, Zimbabwe					
Victoria, Seychelles					
Pretoria, South Africa					
Lusaka, Zambia					
Total					

Estimated delivery date:

Destination city	Delivery Date
Kinshasa, Democratic Republic of Congo	
Luanda, Angola	
Gaborone, Botswana	
Maputo, Mozambique	
Mbabane, Eswatini	
Maseru, Lesotho	
Antananarivo, Madagascar	
Lilongwe, Malawi	
Port Louis, Mauritius	
Harare, Zimbabwe	
Victoria, Seychelles	
Pretoria, South Africa	
Lusaka, Zambia	

4. Reporting

The contractor will provide a single point of contact for management and liaison with UNIDO and EACREEE/SACREEE representatives. The point of contact will be required to be fluent in English.



Subsequent communications will be made via email, telephone or teleconference. The contractor will be required to maintain a working phone number and an e-mail address for daily contact with UNIDO and EACREEE/SACREEE representatives. The contractor will be required to be available for communication at the listed phone number and e-mail address for the whole duration of the assignment.

5. Payments

Payments shall be made in EURO and for each shipment against submission of the contractor's original invoice and proof of delivery (POD) evidence to consignee, within 30 days from submission and acceptance of documents to the UNIDO representative.

6. Qualification Requirements and Evaluation Criteria

Qualification requirements:

- Certificate of Incorporation/ registration
- Previous experience of executing similar shipments: at least 5 previous cases should be provided
- License to provide various freight forwarding services including customs clearances in the respective delivery points either directly or through agents (copies of licenses, agent agreements to be provided)
- Evidence of customs support (email, contact person, office addresses etc.)

Evaluation Criteria:

- Capacity to ship the Equipment to all destinations;
- Delivery schedule;
- Insurance policy; and,
- Proven track-record of international shipment.

7. Specifications of the Equipment

Value of each piece of equipment: 6,715.00 EUR.



Shipping packages

	Shipping Dimensions	Shipping Volume	Weight
1. LightSpion	450 x 350 x 160 mm	0.025 m ³	(net 6 kg) 7 kg



Detailed specifications

Measurement method	Far Field, Type C
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Physical Dimensions

Shipping dimensions (L x W x H)	(L x W x H) 46 x 17.5 x 37.5 cm
Shipping weight	6 kg
Dimensions (L x W x H)	43 x 11.5 x 33.5 cm
Weight	5 kg
Sensor distance	66 cm
Lamp diameter range	0 – 80 mm
Lamp maximum weight (tower in upright position)	4 kg

Electrical

Power supply input	90 - 260 VAC, 50/60 Hz
Power consumption	15 W
USB current consumption	200 mA
Power analyzer voltage range	30 VAC - 400 VAC <+/- 0.2V
Power analyzer current range	0 – 3 A (Avg: +/- 0.1 mA)
Power analyzer power range	0 – 300 W (Avg: +/- 0.001 W)
Power analyzer sample rate	70,000 samples/sec

Photometric

Flux, lumen @ 0.66 m	10 - 50,000 +/- 7.8% (see *Lumen Accuracy)
Intensity, candela	0.05 – 50,000 <+/- 2.5%
Color temperature	1,000 K-10,000 K <+/- 35 K
Color rendering index	0-100 <+/- 0.7
Angular resolution BASIC MODE	5-degree step (About 20 sec measurement time per C-plane)
Angular resolution HIGH MODE	1-degree step (About 1 min measurement time per C-plane)
Angular resolution - highest resolution	0.1-degree step (About 5 min measurement time per C-plane)
Spectrometer type	STS Ocean Optics
Calibration	Fully calibrated with certificate
Re-calibration	Every 1 year (Maximum 2 years)

Control and interface

Control interface	USB 2.0
Control connector	USB-B