**Annex E. II. Bidder Capacity Questionnaire**

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## INSTRUCTIONS

The information requested in the BCQ should be submitted in English and where copies of original documents are provided in languages other than English, a certified English translation should be provided or the documents will not be considered further in the process. Each section of the BCQ must be completed.

Where project specific information cannot be provided for reasons arising from contract confidentiality provisions, then this should be stated clearly. Do not leave any answers blank; if any of the questions or items in the BCQ are not considered relevant to a particular Bidder then this should be stated clearly in the Bidder’s Submission at the relevant question or item. **The non-provision of any response may be considered grounds for exclusion from further consideration**.

Bidders are required to provide all documents requested in the BCQ and shall provide a sufficient response to each question or item set out in the BCQ. **The non-provision of any such documents/response may be considered grounds for exclusion from further consideration**.

Bidders may add additional lines to tables and/or boxes in the BCQ and, where further documents are provided these shall be collated and assembled in the same order as that of the BCQ.

# Bidder information

**Bidder Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If bidding as a consortium, please indicate:

**Lead Member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Members and roles:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Confirmation of submission of Mandatory Documents:

1. Company/consortium profile (yes, no, NA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. 3 years Audited financial statements (yes, no, NA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Vendor Registration (yes, no, NA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Letter of Association (yes, no, NA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Track Record and supporting documentation (yes, no, NA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Additional requested information:

## Technical Capacity

### Range of Professional Capacity

With respect to the specific solutions proposed, which of the following services are undertaken in-house by the company itself and are not undertaken by a 3rd party.

Solution Design Yes £ No £

Solution Manufacture Yes £ No £

After Sales Servicing & Repair Yes £ No £

After Sales Technical Support (Phone) Yes £ No £

After Sales Technical Support (On-site) Yes £ No £

### Applicable codes and standards

As per Annex B, section 1.4, please indicate the standards that are utilised:

**EQUIPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference** | **Title** |  |  |
| **IEC standards** | | **Used (Y/N/NA)** | **If No, indicate what is used as an alternative** |
| IEC 60068 | Environmental testing - Part 2-68: Tests -Test L: Dust and sand and Part 2-78: Tests - Test Cab: Damp heat, steady state |  |  |
| IEC 60364 | Electrical Installations for Buildings |  |  |
| IEC 60539 | IP ratings |  |  |
| IEC 60664-1 | Insulation coordination for equipment within low-voltage supply systems - Part 1: Principles, requirements and tests |  |  |
| IEC 60904-3:2016 | Photovoltaic devices - Part 3: Measurement principles for terrestrial photovoltaic (PV) solar devices with reference spectral irradiance data |  |  |
| IEC 60950 | Battery cell safety |  |  |
| IEC 61000-6-2 | Electromagnetic compatibility (EMC) - Part 6-2: Generic standards - Immunity for industrial environments |  |  |
| IEC 61000-6-4 | Electromagnetic compatibility (EMC) - Part 6-4: Generic standards - Emission standard for industrial environments |  |  |
| IEC 61140:2016 | Protection against electric shock - Common aspects for installation and equipment |  |  |
| IEC/EN 61215 | Terrestrial photovoltaic (PV) modules - Design qualification and type approval |  |  |
| IEC 61427 | Secondary cells and batteries for renewable energy storage |  |  |
| IEC 61508 | Functional safety of electrical/electronic/programmable electronic safety-related systems |  |  |
| IEC 61643-12:2020 | Low-voltage surge protective devices - Part 12: Surge protective devices connected to low-voltage power systems - Selection and application principles |  |  |
| IEC 61701 | Salt mist corrosion test |  |  |
| IEC/EN 61730 | Photovoltaic (PV) module safety qualification |  |  |
| IEC 62109-1:2010 Part 1 & 2 | Safety of power converters for use in photovoltaic power systems |  |  |
| IEC 62116:2014 | Utility-interconnected photovoltaic inverters - Test procedure of islanding prevention measures |  |  |
| IEC TS 62257 | Recommendations for renewable energy and hybrid systems for rural electrification |  |  |
| IEC 62305 | Protection against lightning |  |  |
| IEC 62446-2 | Photovoltaic *(PV) systems - Requirements for testing*, documentation and maintenance - Part 2: Grid connected systems - Maintenance of PV system. |  |  |
| IEC 62548 | Photovoltaic (PV) arrays - Design requirements |  |  |
| IEC 62619 | Specifies requirements and tests for the safe operation of batteries used in industrial applications including stationary applications |  |  |
| IEC 62716 | Photovoltaic (PV) modules - Ammonia corrosion testing |  |  |
| IEC 62721 | Environment: dust, chemical/biological pollution, wind, precipitation, fire exposure |  |  |
| IEC 62804 | Photovoltaic (PV) modules - Test methods for the detection of potential-induced degradation (PID) protection |  |  |
| **Other standards** | |  |  |
| BS 7671:2018 | Design, erection and verification of electrical installations |  |  |
| ASCE 7-10 | Wind load provisions |  |  |
| EN 1999-1-1: Eurocode 9 | Design of aluminium structures |  |  |
| EN 45554 | General methods for the assessment of the ability to repair, reuse and upgrade energy-related products. |  |  |
| EU 206/2012 | Eco-design and energy labelling regulation |  |  |
| CE marking | European standards - technical specifications defining requirements for products, production process, services or test-methods. |  |  |
| DIN VDE V 0126 | Automatic disconnection device between a generator and the public low-voltage grid |  |  |
| ETL UL 2703 | Grounding and Bonding Equipment |  |  |
| IBC (International Building Code) 1607 | International Building Code Roof structures that provide support for photovoltaic panel systems |  |  |
| IBC (International Building Code) 2018 | General criteria for minimum requirements for buildings systems |  |  |
| UL 50E/CSA 22.2 | Standard for Safety Enclosures for Electrical Equipment |  |  |
| Environmental Considerations |  |  |
| UL 790 | Fire Tests of Roof Coverings |  |  |
| UL 1642 | Standard for Lithium batteries |  |  |
| ULC/ORD STD C1703 | Flat-plate photovoltaic modules and panels |  |  |
|  |  |
|  |  |  |  |

### Quality Control

Indicate with which recognised Quality Control Systems Standards the Bidder is registered: -

ISO9001 £

Other Standard £

None £

If “Other Standard”, please state which standard and give full details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the Bidder have quality control procedures in place for manufacture/shipping of components? Please describe.

|  |
| --- |
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|  |
|  |

If not indicated above, please provide details of the design standards and practices used by your company for the design and testing of your products if you are the manufacturer or assembler.

|  |
| --- |
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|  |

### UNHCR Standards and Requirements

Does the supplier confirm and acknowledge the review and agreement to the conditions set out in Annex C:

ENVIRONMENTAL MANAGEMENT REQUIREMENTS FOR CONTRACTORS

Yes £ No £

OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTORS

Yes £ No £

### Shipping and Storage

Does the Supplier have any legal restrictions for shipping predesigned solutions in any countries globally?

Yes £ No £

Please confirm any loose items not in a shipping container or unit will come palletized and protected from damage by rough treatment during transport

Yes £ No £

Are there any chemicals, materials or other parts of the kit which may perish or have a finite shelf life if the unit is in storage for a year?

Yes £ No £

If yes, can the supplier provide equipment needed to avoid longer term storage damage?

Yes £ No £

Does the Supplier hold a premise (factory) where predesigned solutions are stocked or manufactured and/or integrated and assembled?

Yes £ No £

### Installation and Supervision

Does the Supplier have any restrictions for delegating experts for the installation and/or supervision of ongoing installations in any countries globally?

Yes £ No £

If yes please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the Supplier have local partners that it regularly uses and trusts within Africa, Asia and the Middle East?

Yes, all £

MENA £

Africa £

Asia £

Will all electricians used have an electrical license for the country of installation and have they received training from Supplier on their systems?

Yes £ No £

Please state if local partners could be made available through the Supplier for the installation of predesigned solutions with equipment supplied by UNHCR

Yes £ No £

### Commissioning Certificate

Can the Supplier deliver a commissioning certificate, upon completion of the installation, and after the pre-designed solution has been tested and commissioned?

Yes £ No £

### Maintenance and Repair Network:

Please provide information on any global maintenance and service arrangements which the Company may have with local or international companies to provide maintenance and services internationally. Please state in which geographical region those arrangements are valid.

|  |
| --- |
|  |
|  |
|  |

Does the Supplier have local partners that it regularly uses for maintenance contracts that it trusts within Africa, Asia and MENA region?

Yes, all £

Middle East only £

Africa Only £

Asia Only £

Can the Supplier provide onsite training for UNHCR staff?

Yes £ No £

Can the supplier provide the training on operation and maintenance aspects?

Yes £ No £

### Warranty

After procurement and installation of any predesigned solutions can the Supplier provide warranty services as described under section 6 of the technical specifications (Annex B)

Yes £ No £

Are Supplier basic warranty terms attached in this submission?

Yes £ No £

Can the Supplier ensure UNHCR will benefit from individual equipment warranty as guaranteed by the manufacturers?

Yes £ No £

### Geographical coverage:

Please confirm by way of yes (Y) or no (N) whether you’re able to provide solutions and services in the following countries. Please also indicate if you have existing relationships (existing) or if there will be a need to develop the relationships prior to responding to the secondary bidding process (develop).

|  | **System delivery** | **Service provision** | **Existing relationship in place or need to develop agreements?** |
| --- | --- | --- | --- |
| Afghanistan |  |  |  |
| Bangladesh |  |  |  |
| Cameroon |  |  |  |
| Chad |  |  |  |
| Colombia |  |  |  |
| Congo, Democratic Republic |  |  |  |
| Ethiopia |  |  |  |
| Iran |  |  |  |
| Iraq |  |  |  |
| Jordan |  |  |  |
| Kenya |  |  |  |
| Lebanon |  |  |  |
| Mauritania |  |  |  |
| Niger |  |  |  |
| Nigeria |  |  |  |
| Pakistan |  |  |  |
| Rwanda |  |  |  |
| South Sudan |  |  |  |
| Sudan |  |  |  |
| Syria |  |  |  |
| Tanzania |  |  |  |
| Uganda |  |  |  |
| Yemen |  |  |  |

# Confirmation and Acknowledgements

When you have completed the Questionnaire, please ensure that:

1. You have completed all applicable questions.
2. You have attached all documents requested.
3. Where additional sheets are used, they clearly identify the section and questions being answered.
4. You have read and signed the section below.

I certify that the information supplied is accurate to the best of my knowledge and I accept the conditions and undertakings requested in the Questionnaire. I understand and accept that false information will result in exclusion from the process.

THIS UNDERTAKING IS TO BE SIGNED BY AN AUTHORISED REPRESENTATIVE ON BEHALF OF THE BIDDER

|  |
| --- |
| Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signed on behalf of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position/Status in Bidder Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |