



Supply and Installations of Solar PV Systems and Appliances for Four Selected Demonstration Sites in Ethiopia (ETH2941R)

INVITATION TO BID

SECTION 1: LETTER OF INVITATION

The United Nations Development Programme, Ethiopian Country Office, hereinafter referred to as UNDP hereby invites prospective bidders to submit a bid for the supply and installations of Solar PV system in four project sites, in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

To enable you to submit a bid, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instructions to Bidders

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements

Section 6: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

- Form A: Bid Confirmation
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Technical Bid



- Form H: Price Schedule

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If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedure as set out in this ITB and submit it by the deadline for submission of bids set out in this document and in the supplier portal. .

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, follow the [Supplier Portal Registration Link](#) to register a profile in the system. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

We look forward to receiving your bid.

UNDP Ethiopia,

Procurement Unit



Tender Overview

UNDP Ethiopia is inviting you to submit a Bid to this Invitation to Bid (ITB) for the supply and Installations of Solar PV system in Four Selected project Sites: The project Sites are:

- 1) Newase Primary and Junior Secondary School in Wolaita Sodo town, SNNPR region;
- 2) Harari Education Bureau (Kara Primary School) in Harari Region;
- 3) Harai Education Bureau (Semire Primary School) in Harari region;
- 4) Amhara Water Irrigation and Energy Development Bureau is located in Ambassel worda (Tisabalima), Amhara National Regional State North Wollo zone of Ethiopia



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1 Overview

1.1 General Information

| | |
|---------------------|--|
| Title | Supply and Install Solar PV Systems and Appliances for Selected Demonstration Si |
| Contact Point | EW |
| Outcome | |
| E-Mail | info.procurementet@undp.org |
| Reference Number | ETH2941R |
| Beneficiary Country | Ethiopia |
| Introduction | Introduction |

Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, follow the https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afrLoop=6329722925931702&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1042&_afrMFH=575&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=0 to register a profile in the system. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration. Follow the instructions in the guide to search the tender, subscribe, and submit bid response.

1.2 Tender Timeline

| | |
|--------------|----------------------------|
| Preview Date | |
| Open Date | 06/10/22 09:05 AM |
| Close Date | 03/11/22 12:21 PM |
| Time Zone | Coordinated Universal Time |

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

| | Rule |
|-------------------------------------|--|
| <input type="checkbox"/> | Suppliers are allowed to provide multiple responses |
| <input checked="" type="checkbox"/> | Suppliers are allowed to revise their submitted response |



1.4 Terms

Negotiation Currency USD

Eligible Response Currencies

Check the one currency in which you will enter your response.

| | Response Currency | Description | Price Precision |
|--------------------------|----------------------|--|-----------------|
| <input type="checkbox"/> | USD | Section 2_General Instructions to Bidders | 2 |



2 Requirements

**Response is required*

Requirements: Instructions

Dear Sir/ Madam,

The requirement section of this document includes general instructions and information for suppliers as well as requirements and sections that suppliers need to respond. Please review this section carefully and provide responses in the manner and format required by uploading required forms and when required also keying in the information directly in the system.

2.1 Section 1. General Provisions

1. General Instructions to Bidders

This solicitation process is governed by the General Instructions to Suppliers attached herewith and Bid Data Sheet and other information listed herewith. By submitting a bid response to this tender supplier confirms to have read, understood, and accepted such provisions.

Attachments:

| File Name or URL | Type | Description |
|--------------------------------|------|---|
| Section 2_General instructions | File | Section 2_General Instructions to Bidders |

2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. By submitting a bid you confirm to have read, understood, and accepted the provisions herewith attached.

Attachments:

| File Name or URL | Type | Description |
|-------------------------------|------|----------------|
| Section 3_Bid Data Sheet Temp | File | Bid Data Sheet |

2.2 Section 2. Evaluation Criteria - Preliminary Examination

*1. General Conditions of Contract

Do you accept the General Conditions of Contract (GTCs) as specified herewith.

Target: Confirm acceptance of GTCs

*2. Proposal Validity

Do you accept that your bid is valid as required in General Instructions and Bid Data Sheet? i.e. 90 days

Target: Confirm Bid Validity as required

3. Form A: Bid Confirmation



Please acknowledge interest to participate in this Tender by creating a draft bid response in the system. This will allow you to receive notifications from the system in case of amendments.

If you do not submit a bid, UNDP would appreciate your feedback on the reasons. You can provide your feedback by completed the form A herewith attached and sending it via email to contact details specified for this tender in Bid Data Sheet.

4. Form B: Checklist

Please complete the returnable bidding forms in accordance with instructions and attach them as part of your bid response in the system. No alteration to the format of the forms shall be permitted and no substitution shall be accepted.

*5. Form C: Bid Submission

Have you attached Bid Submission form as per template provided and duly signed by a legal representative of your company?

Attachments:

| File Name or URL | Type | Description |
|-------------------------------|------|--------------------------|
| Returnable Bidding Forms.docx | File | Returnable Bidding Forms |

Target: Bid Submission form provided

*6. Form D: Bidder Information

Have you attached form D with information on the bidder using template herewith attached?

Attachments:

| File Name or URL | Type | Description |
|-------------------------------|------|---------------------|
| Returnable Bidding Forms.docx | File | Bidders information |

Target: Bidder Information provided

*7. Form E: Joint Venture/Consortium/Association Information

Have you provided information on Joint Venture/Consortium/Association Information using the template and instructions attached?

Choose the applicable answer from options below.

Attachments:

| File Name or URL | Type | Description |
|-------------------------------|------|--------------------------------|
| Returnable Bidding Forms.docx | File | Joint Venture (If Applicable) |

*8. Form F: Eligibility and Qualifications Form

Have you provided the informtion required to establish eligibility and qualifications as per form F herewith attached?

Attach also supporting documentation as applicable.

Attachments:

| File Name or URL | Type | Description |
|-------------------------------|------|--------------------------------|
| Returnable Bidding Forms.docx | File | Eligibility and Qualifications |



***9. Form G: Technical Bid**

Have you provided your technical offer using the template herewith attached.
Please provide also additional supporting documents such as technical specifications, brochures, etc.
Attachments:

| File Name or URL | Type | Description |
|--------------------------------|------|---------------|
| Annex 1- Technical Requirement | File | Technical Bid |

Target: Technical Bid offered

***10. Form H: Price Schedule**

Have you provided Price Schedule as instructed?

Prices must be submitted directly in the system line items section, and the detail cost breakdown for each project sites needs to be provided as per the attached Price schedule form attached there.

Please make sure that the figures are consistent.

Attachments:

| File Name or URL | Type | Description |
|------------------------------|------|----------------|
| Annex 2- Price Schedule.xlsx | File | Price Schedule |

2.3 Section 3. Evaluation Criteria - Minimum eligibility

***1. Legal Registration**

Bidder is a legally registered entity and all relevant information is provided.
Upload scanned copies of legal registration documents according to options listed below and any other relevant document.

***2. Sanctions List**

Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.
Target: Not suspended or ineligible

***3. Bankruptcy**

Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the foreseeable future.

***4. Certificates and Licences**

Have you provided required certificate and licences.
Select any of the options below as applicable and supporting documents.
• Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer.



- Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country.
- Export/Import Licenses, if applicable.

2.4 Section 4. Evaluation Criteria - Qualifications

***1. History of non-performing contracts**

Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.

Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism.

***2. Litigations**

No consistent history of court/arbitral award decisions against the bidder for the last 3 years.

***3. Relevant Experience**

The company must have at least Three (3) YEARS years of relevant experience.

Response attachments are optional.

***4. Scope of Training on Operation and Maintenance, and After sales Service Requirements**

1) Provide training material (manual and video clips in English) and in-person training for the targeted group (no less than 2 persons in each demonstration sites) on how to operate the system and do regular checks or maintenance.

2) Technical support must be available for a minimum period of one (1) year. The bidders need to have service centers or authorized partnering agents in Ethiopia for providing in-country or on-site support and provide detailed information and agreement for the services.

The cost for in-country or on-site support after the warranty period will be on a case-by-case basis.

***5. Warranty Period**

1) The supplier needs to provide a warranty period of: a) 15 years Warranty for the Solar Module; b) 3years for the storage battery and c) 2 Years for Off-grid inverter. However, the bidder needs to provide warrants for a minimum period of two (2) years after the sale of other equipment (except for Solar Module, Storage Battery and Off grid Inverter) and It is the Seller's sole obligation under this warranty to repair or replace the defective parts at no charge to Purchaser.

2) Spare parts should include installation and debugging spare parts and equipment operation spare parts. Spare parts should be new products with the same model and process as the products. The bidder(s) shall provide spare parts free of charge, including wearing parts for a minimum period of one year (1) after the qualified operation.



The potential Bidder need to confirm that it will comply with the above required warranty requirement.

***6. Recent Experience**

Indicate the number of contracts of similar nature and complexity implemented over the last Five YEARS years. Provide information on such contracts as per the template/form provided.

For JV/Consortium/Association, all parties cumulatively should meet requirement.

Bidder must provide at least Two CONTRACTS of similar and related nature implemented over the last 5 (Five) years.

Response attachments are required.

***7. Financial standings - Liquidity**

The ratio average current assets/Current liabilities over the last years must be equal of greater than 1. Bidders must include audited balance sheets covering the last 3 years.

Attach Audited Financial statements for the last three years: 2021,2020 and 2019. Alternatively, provide authentic financial statements for the past 3 years.)

Response attachments are required.

***8. Financial Standing - Turnover**

Bidder should have annual sales turnover of minimum USD 500,000 for the last 3 years.

Provide average turnover amount for the last 3 years in USD.

Response attachments are optional.

2.5 Section 5. Technical Evaluation Criteria

***1. Technical offer and specifications**

Goods/works/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements.

The bidder needs to attach the filled technical compliant sheet as per the attachment. All other relevant documents which support the technical dat sheet needs to be also uploaded .

Attachments:

| File Name or URL | Type | Description |
|--------------------------------|------|------------------------|
| Annex 1- Technical Requirement | File | Technical Requirements |

Response attachments are required.

***2. Delivery Requirements**

The bid is substantially compliant with the minimum Delivery Requirements included in Section 5: Schedule



of Requirements and do not contain any material deviation(s).
Response attachments are optional.



3 Lines

Instructions **Instruction**

Dear Sir/ Madam,

Please fill the total price offer for each Project/ Demonstration sites, as required below. All the the costs which are indicated on your separate Price Schedule for each demonstration sites needs to be filled in the below price schedule.

3.1 Line Information

| Line | Category Name | Item | UOM | Estimated Quantity | Unit Price | Total Price | Additional Attributes |
|---|---------------|------|-----|--------------------|------------|-------------|-----------------------|
| 1-Total Cost (all Inclusive) for 1. PV System for Newase Primary and Junior Secondary School in Wolaita Sodo town, SNNPR region | 26131507 | | Ea | 1 | | | |
| 2-Total Cost (All inclusive) for 2. PV System for Harari Education Bureau (Kara Primary School) in Harari Region | 26131507 | | Ea | 1 | | | |
| 3-Total Cost (All Inclsuive) for 3. PV System for Harai Education Bureau (Semire Primary School) in Harari region | 26131507 | | Ea | 1 | | | |



| Line | Category Name | Item | UOM | Estimated Quantity | Unit Price | Total Price | Additional Attributes |
|---|---------------|------|-----|--------------------|------------|-------------|-----------------------|
| 4-Total Cost (All Inclusive) for 4. PV System for Amhara Water Irrigation and Energy Development Bureau in Amhara Region | 26131507 | | Ea | 1 | | | |