

TENDER REF. No.: PAKIS/RFP/23/014

TERMS OF REFERENCE

FRAME AGREEMENT FOR PROCUREMENT OF PORTABLE SOLAR KITS (DC)

BACKGROUND

Established in 1950 by the United Nations General Assembly, the United Nations High Commissioner for Refugees (UNHCR) is the agency mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. In more than six decades since its establishment, UNHCR has helped tens of millions of people regain their lives. The Islamic Republic of Pakistan is neither a signatory to the 1951 Convention Relating to the Status of Refugees nor its 1967 Protocol, and it does not have its own specific national legal framework for the refugees. Despite the lack of legal framework, Pakistan continues to be one of the world's largest and protracted refugee hosting countries providing safety to some 1.3M people forced to flee their homes. The majority live among the host communities with some 30% still living in 54 Refugee Villages (RVs). Refugee Villages (RVs) in Pakistan have limited, if any, access to electricity from the national grid. With the current energy crisis, hosting communities and refugees living in rural areas face power outages of up to 16 hours a day. UNHCR has initiated many energy interventions for providing clean, sustainable, and affordable energy access to the refugees and their hosting communities. This project is also a part of these interventions where portable solar kits will be provided to the people we serve. This will not only provide energy access to the people we serve as per the UNHCR's [Global Strategy for Sustainable Energy](#) but will also reduce their carbon footprints, resulting in environmental benefits.

OBJECTIVE

- Use energy as a catalyst for protection, betterment, and socio-economic benefits of the people we serve.
- Provide energy access to the people we serve as per the guidelines in UNHCR Global Strategy for Sustainable Energy using portable solar kits
- Provide access to lighting to the people we serve as per UNHCR's [Global Strategy for Sustainable Energy](#)
- Reduce the carbon footprint of the people we serve

ELIGIBILITY CRITERIA

International manufacturers / traders / local authorized dealers with the proven experience in the supply of similar kind of kits are encouraged to participate in the tendering process. Please refer to the RFP document # PAKIS/RFP/23/014 for detailed technical criteria.

SCOPE OF SERVICES

Under this PROJECT, the VENDOR shall provide solar portable kits in line with specifications provided in Annex-A1. A solar portable kit will comprise of a solar panel, a fan, three (03) lights, mobile charger, battery and a main distribution unit with wiring and installation accessories required for installation of the kit. A detailed instruction manual shall be provided in each kit to provide a step-by-step guide for the

installer. The language of the instruction manual shall be Urdu, Pashto, and Dari and this shall also have a pictorial information. In addition, the VENDOR/representative(s) in Pakistan will conduct training-of-trainers sessions to a selected lot among the beneficiaries, practically demonstrating the installation of plug-and-play solar kit and other useful Operation and Maintenance (O&M) information. UNHCR will perform random testing of the solar kits provided.

• **RESPONSIBILITIES OF THE SELECTED VENDOR & UNHCR**

Please refer to the following **shipping instructions** outlining the responsibilities of the selected vendor and UNHCR.

- VENDOR shall be responsible for manufacturing, packaging, and shipping of all materials from the origin.
- VENDOR shall be responsible for forwarding/ transportation of goods from the origin to the UNHCR’s specified locations in Pakistan.
- Proposed offer / Unit price should be DAP-Price (Delivered at Place) basis; therefore, the vendor will bear cost, risk and responsibility for goods until made available to UNHCR at the named place of destination.
- In case of imported shipment, the shipping documents reflect UNHCR as “Consignee”. VENDOR shall submit draft shipping documents to UNHCR for review. UNHCR will review the documentation and submit the case to respective Ministry for duty exemption.
- UNHCR will obtain the exemption certificate and will give green signal to the vendor for shipping of the consignment from the origin (at the same B/L# provided).
- UNHCR will be responsible for clearance of goods at port.
- Delivery after clearance of goods from Port to the destination/s will be managed by the selected vendor.
- Payment will be processed within 30 days in favor of Manufacturer/Principal/vendor after successful delivery completion at the delivery place.

• **PACKAGING**

A single solar portable kit shall be packaged in maximum two pieces – one for the pedestal fan and one for the other equipment i.e., solar panel, main distribution/battery box, lights etc., (refer to Annex-B). **ASTM D3951-18** standard practices or equivalent shall be followed for packaging the portable kits and/or accessories. This standard practice covers the requirements for the commercial preservation, packaging, packing (exterior container), unitization, and marking for supplies and equipment.

The kits and accessories shall be packed in such a way that top-to-bottom and weight stress is minimized. The packaging shall be extra secured with protection inside and no space left inside. Good buffer material shall be used for packaging to avoid any potential damages. The package(s) shall preferably have a secure handle for easy movement by the beneficiaries. UNHCR will not accept any items with damaged or sub-standard packaging and such items will be returned to the designated local (Pakistani) authorized dealer. UNHCR will not be responsible for paying or bearing any costs resulting from faulty packaging or faulty items.

• **WARRANTY AND AFTER SALE SERVICES**

Warranties for the solar kits and its accessories shall be provided as per the details in Annex-A2. The local Pakistani representative shall be responsible for managing warranties and after sale services and will

support UNHCR as required. The bidder must provide details in the technical bid that how these aftersales services will be provided in major cities such as Peshawar, Quetta, Islamabad, Karachi, Lahore etc.

- **TRAINING OF TRAINERS (TOT)**

- Selected vendor will provide ToT sessions (minimum 3) to UNHCR staff and selected beneficiaries practically demonstrating installation of the plug-and-play solar kits.
- Selected vendor will disseminate useful O&M information about the portable solar kits