

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 24/03/2024****REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2024/11****Supply, Delivery, Installation, Commissioning and Startup of Solar Power
System 6-7 KVA for NACRA in Sana'a - Yemen****QUOTATION TO BE RECEIVED BY:****Saturday 06/04/2024 @ 23:59 hrs (11:59 PM), Yemen Local Time**

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly, requests your price quotation for Supply, Delivery, Installation, Commissioning and Startup of Solar Power System 6-7 KVA for NACRA in Sana'a - Yemen.

1. REQUIREMENTS

- Type services and deliverables: Supply, Delivery, Installation, Commissioning and Startup of Solar Power System 6-7 KVA for NACRA office based on Sana'a – Yemen as per the following BoQ and specification.

#	Description	UoM	Quantity
1	Inverter Hybrid 6KW 48v High Voltage, Inverter, with Built in MPPT Solar charger min 120A, High PV Input Min 500v, Pure Sine Wave, Grid Interactive, PV Array support min 6KW, 220-240v single phase output, 50Hz, Parallel connection Capable	Ea.	1
2	Solar Panels: 560w, Min Efficiency 21%, Half Cell, Bifacial, PERC	Ea.	6
3	Solar Base: Steel, suitable for 560w panel, anti-rust paint	Ea.	6
4	Batteries: 2v, min 400Ah, OPzV Batteries, min Manufacturing date 2023	Ea.	24
5	Battiries Rack: to Support min 400Ah, 2v	Ea.	2
6	Combiner Box: Support two String, non-diode	Ea.	1
7	Cable Solar DC 2*10mm	Mtr	30
8	Cable Solar DC 1*35mm	Mtr	4
9	Cable AC 4*4mm	Mtr	5
10	Circuit Breaker 100A DC	Ea.	1
11	Circuit Breaker 63A DC	Ea.	1
12	Circuit Breaker 32A AC	Ea.	1
13	Circuit Breaker 6A AC	Ea.	1
14	ATS AC 63A	Ea.	1
15	Accessories, connectors, circuit breaker box, trunk, pipes, conduits, isolation tapes, etc	Set	1
16	Labour, Installation, and Transportation Cost	Srv.	1

- Duration/Frequency of Services: Preferable not to be more than One (1) months; the services will be ordered on needs basis, as per UNHCR's request and following the contract for work and issuance of Purchase Order(s).
- Warranty: Two (2) years

Your overall quotation shall consist of:

- Technical Offer; (as per **Annex-A1 & Annex-A2** “Technical Offer Form”).and
- Financial Offer (as per **Annex-B** “Price Offer Form”).

2. FINANCIAL OFFER

Please include the following price information in your quote (without VAT):

- *Currency: USD*
- *Your financial offer under this RFQ shall be detailed in the Price Offer Form attached hereto as **Annex-B**.*

UNHCR is exempted from all direct taxes and customs duties. Quoted price shall be provided without VAT but the VAT amount shall be clearly separately indicated.

3. BIDDING INFORMATION:

• RFQ DOCUMENTS

The following annexes form integral part of this Request for Quotation (RFQ):

Annex A1:	Technical Offer Form
Annex A2:	Technical Offer Form
Annex B:	Financial Offer Form
Annex C:	Vendor Registration Form
Annex D:	UNHCR GCC General Conditions of Contract
Annex E:	UN Supplier Code of Conduct (English)
Annex F1:	E-TenderBox Supplier guidelines (English)
Annex F2:	E-TenderBox Supplier guidelines (Arabic)

IMPORTANT:

Please carefully read the e-TenderBox user manual attached as Annex-F & F1 for submission of your technical and financial proposals – Offers submitted in any other manner will be disqualified.

4. Site visit, and Request for Clarification

Pre-Bid meeting & Site Visit:

- i. UNHCR will organize a site visit to NACRA office on Sunday **31/03/2024 at 01:00 pm to 02:00 pm**. Interested firms can send their attendance confirmation via email to yemsasu@unhcr.org

REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this RFQ by sending an e-mail to yemsasu@unhcr.org . **The deadline for receipt of questions is 23:59 hrs. local time on 01/04/2024.**

Within a 3 days after the deadline for receipt of questions, all questions asked by bidders and their answers will be sent to all those email IDs from where questions will be received as well as these will be uploaded on the same UNGM link and other websites or media where the tender documents are made available.

5. Technical and Financial evaluation:

Technical evaluation.

All valid Technical Offers from the Bidders received in response to this RFQ will be evaluated using PASS/FAIL system based on the following Eligibility and Technical Evaluation Criteria:

I. Eligibility CRITERIA	Merit "PASS / FAIL"
1. Business registration: presented a valid business registration certificate, and/or licenses (issued by the pertinent Yemeni authorities) in general trading, engineering, Electrical Supplies, supply and installation of solar equipment. and related areas	Non-discretionary "PASS/FAIL"

II. TECHNICAL EVALUATION CRITERIA	Merit "PASS / FAIL"
1. Company's past experience in the field of supply and installation of solar equipment. and related areas during the past two (2) or more years: verifiable through documented evidence by making available minimum two (2) or more contracts or work orders or POs.	Non-discretionary "PASS/FAIL"
2. Specification: Offered equipment and solution offered in Annex A2 Technical Offer Form meet the specifications and quantities outlined in Annex A1	Non-discretionary "PASS/FAIL"

Financial evaluation:

The financial component will be analysed only for those suppliers whose technical offers fully met the UNHCR requirements set forth in this tender. Financial bids from the technically qualified suppliers will be evaluated based on:

- Competitiveness of the quoted prices;
- Total overall cost

6. RFQ SUBMISSION

The proposals must bear your official letterhead, clearly identifying your company name.

Bids should be submitted by file and uploaded to e-TenderBox, the online bid registration tool of UNHCR. The e-TenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

In order to use e-TenderBox, registration on the website is required. This registration is exclusively for e-TenderBox and does not replace any other registration with UNHCR.

A supplier should have only one registered email account in the system. The supplier must use only that e-TenderBox account for managing its offers to UNHCR.

In case the password is forgotten, that account cannot be used anymore, and new registration is required. The e-TenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this RFQ.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It

is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

TENDER CLOSING DEADLINE:
Saturday 06/04/2024 @ 23:59 hrs (11:59 PM), Yemen Local Time

Your quotation must be valid at least for [90] days.

5. INFORMATION FOR BIDDERS:

- Inspection may be applicable and will be advised at time of purchase and arranged by UNHCR. Inspection will be executed at the point of arrival.
- UNHCR reserves the right to cancel the PO if the supplier failed to deliver the right item.

6. TERMS OF PAYMENT

Payment will be made in accordance with the UNHCR General Conditions of Contract. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods/service and acceptance thereof by UNHCR, presentation of original invoice and acceptance by UNHCR of the goods delivered in accordance with the description of requirements as per the samples provided.

7. UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS

Please find attached as **Annex-E** the UNHCR's General Conditions of Contract for the Provision of Goods, July 2018 version, which must be accepted and acknowledged by submitting a signed copy together with your offer *or* by clearly indicating in your quotation that you accept them. However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contract for the Provision of Goods.

8. VENDOR REGISTRATION FORM

If your company is not yet registered with UNHCR, you must fill in, sign and return with your offer the UNHCR Vendor Registration Form attached as **Annex-D**.

If your company is already registered with UNHCR, please submit Annex-D as blank, stipulating your UNHCR vendor ID on the form.

UNHCR reserves the right to accept the whole or part of your bid or to allow split or partial awards.



Martha Kiryewala,
Supply Officer
UNHCR Yemen