**ANNEX A**

**TERMS OF REFERENCE (TOR)**

**FOR INSTALLATION AND COMMISSIONING OF 30KW SOLAR SYSTEM IN UNHCR MAKURDI FIELD OFFICE**

**(RFQ/HCR/NIGOG/2024/040)**

# **Purpose**

The United Nations High Commissioner for Refugees (UNHCR) in Ogoja invites qualified firms to make a firm offer for installation and commissioning of 30KW solar system in UNHCR Field Unit Makurdi, Benue State.

1. **Required Services/ Scope of Works**

**Solar System Component and Accessories (to be provided by UNHCR)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Description** | **Capacity** | **Dimension (mm)** | **Weight (Kg)** | **Number of Units** |
| Glowatt 5Kw Hybrid inverter | 5000W/48V | 485x330x135 | 12 | 6 |
| Solar Panel (Monocrystalline) | 335W | 1660x1002x35 | 18 | 96 |
| Battery | 200AH/12V |  |  | 48 |
| WiFi/GPRS communication module |  |  |  | 6 |
| ATS |  |  |  | 1 |
| Rail joiners | Rail joiners |  |  | 60 |
| Rails | Rails |  |  | 76 |
| Screw belt | Screw belt |  |  | 163 |
| Head foot | Head foot |  |  | 161 |
| Panel lock | Panel lock |  |  | 164 |
| DC breaker | 250A DC breaker |  |  | 1 |
| DC surge protector SPD | 600Vdc/40KA |  |  | 6 |
| DC breaker | 2 pole 550v 800V |  |  | 6 |
| MCB AC breaker | MCB 400v/100A AC breaker |  |  | 6 |
| Battery | 12v, 200AH batteries |  |  | 48 |
| Battery rack | Battery rack (24 batteries each) |  |  | 2 |

*Site visits to inspect the solar system installation site at (UNHCR Makurdi Office) may be required and will be arranged upon request.*

**Scope:**

The vendor shall be responsible for carrying out the following work as deliverables:

**Installation**

The vendor shall be responsible for the installation of the entire solar system (the solar panels, inverters, batteries, ATS, breakers and all related accessories) as listed in the table above.

The vendor shall be responsible for the configuration of the six (6) inverters to produce an output capacity of 30KW.

**Solar Panel Installation:**

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**Figure 1**: Roof top solar panel layout.

The vendor is expected to install the solar panels on a felted roof of the building following the guidance as shown in figure 1 (roof top solar panel layout)

During the site visit/site inspection, the vendor is expected to conduct a feasibility assessment and express any possible concerns should they have any in view of the felted roof top.

**Obligations of UNHCR**

* The UNHCR authorized focal point will liaise directly with the contractor.
* The UNHCR authorized focal point will provide the location of need and location of installation.
* The UNHCR authorized focal point will ensure that supervision of each installation scope is done.

**Personnel**

The Contractor shall be responsible for the professional and technical competence of the personnel it assigns to perform work under the Contract and will select reliable and competent individuals who will be able to effectively perform the obligations under the Contract.

**Safety Precaution**

The vendor shall be fully responsible for the safety in the workplace of his employee including ADHOC support workers, adherence to safety cautionary measures such as the use of PPE's personal protective equipment, and the use of required tools for the execution of the project.

**Duration of services**

This service contract is for a duration of not more than two (2) weeks.

**Evaluation of Job Completed and Payment**

* The UNHCR focal point to is evaluate the job completed based on qualitative factors in adherence to the work plan.
* The payment shall be in accordance with the job satisfaction certificate and submitted invoice.
* 10% Defect liability fee shall be withheld – payable after a period of 6 months.

1. **Minimum Legal and Administrative Requirements**

* Valid Business/Commercial Registration Certificate (CAC)
* Audited Account statement of the last two fiscal years - 2022 & 2023
* Tax clearance certificate (with a validity date of 2024 or 2025)

1. **Minimum Experience Requirements of the Supplier**

* Supplier should have minimum of 3 years of experience in providing similar service.
* Supplier must have been registered to do business in Nigeria for at least 3 years. To be assessed through provision of Certificate of Incorporation (CAC)
* Evidence of experience to be provided in the form of 2 purchase documents (Purchase Orders, Contracts, etc) for similar services in the last 18 months.
* Minimum list of 2 client references with jobs completed and email address.

1. **Other requirements**

* **Delivery lead time:** maximum of 2 weeks after contract award.
* **Defect Liability Period:** 6 Months

|  |  |  |
| --- | --- | --- |
| **ELIGIBILITY CHECKS** | | |
| Valid Business Registration Certificate (CAC) submitted, and Status is active on CAC Website | Pass/Fail | ***Tick (***✔) ***if attached*** |
| Current Tax Clearance Certificate (certificate must have validity date of 2024 or 2025) | Pass/Fail |  |
| Company’s audited statement of account for the last two years (2022/2023) | Pass/Fail |  |
| Signed acknowledgement of UNHCR General Conditions of Contract for Civil Works (October 2000 version) | Pass/Fail |  |
| Signed Acknowledgment of UNHCR Supplier Code of Conduct | Pass/Fail |  |
| **TECHNICAL EVALUATION CRITERIA** | | |
| Company Profile (company history, list of products and services offered etc.). Evidence that Company is in the energy sector including pictures of previous installation. | Pass/Fail |  |
| Detailed delivery timeline showing work plan from project inception to completion. | Pass/Fail |  |
| Evidence of at least two (2) Purchase Orders, Contracts etc. completed within the last 18 months for same service. | Pass/Fail |  |
| Minimum of 2 list of client references with jobs completed and email addresses. | Pass/Fail |  |

*Kindly, note that only suppliers who passed the eligibility checks will proceed to be evaluated technically*.

**CONTRACTOR**

Name……………………………………

Signature……………………………….

Date…………………………………….