

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 31/10/2024****REQUEST FOR QUOTATION -****RFQ/YEMSA/SUP/2024/54****For Supply and Installation of Solar Power Systems for Registration Centers in Kharaz Camp, Lahj and Basateen Neighborhood, Aden - Yemen****QUOTATION TO BE RECEIVED BY****Sunday – 10 November 2024, at 23:59 hrs – Yemen local time.****INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people.

**1- REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Country Office, invites qualified vendors to provide their best quotations for Supply and Installation of Solar Power Systems for Registration Centers in Kharaz Camp, Lahj and Basateen Neighborhood, Aden - Yemen. Referred to hereinafter as “goods and services”)

- **Description:** Supply and installation of solar power system as per specification in **Annex A** “Scope of Work”
- **Quantities:** As per mentioned in **Annex B1** BOQs for “Solar system for Registration Center Kharaz Camp” and **Annex B2** BOQs for Supplying and Installation Solar Power System for Registration Center - Basateen, Aden.
- **Incoterms:** The DDP International Chamber of Commerce Incoterms 2010 shall apply for this RFQ and for any resulting purchase orders(s).

Figures have been stated to enable bidders to have an indication of the projected requirements. This does not represent a commitment that UNHCR will purchase the above quantities. Quantities may vary and will depend on the actual requirements and funds available, regulated by the issuance of individual Purchase Orders/Contracts.

This RFQ process will result in the primary winner being issued a one-off contract/PO for Supply and Installation of Solar Power Systems for Registration Centers in Kharaz Camp, Lahj and Basateen Neighborhood, Aden – Yemen.

**2- ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this RFQ by return e-mail to [yemsasu@unhcr.org](mailto:yemsasu@unhcr.org) as to; Email Subject: REQUEST FOR QUOTATION - RFQ/YEMSA/SUP/2024/54 - For Supply and Installation of Solar Power Systems for Registration Centers in Kharaz Camp, Lahj and Basateen Neighborhood, Aden - Yemen – ( xxx Your company Name xxx ) as to:

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, Chamber of Commerce, UNGM website, printed media etc.)

**IMPORTANT:**

**Please note that Bid Submissions are NOT to be sent to the e-mail address above. Bid Submissions sent directly to the e-mail address above will result in disqualification of the offer. Offers to be submitted to Etender box.**

### 3. BIDDING INFORMATION:

#### 3.1 RFQ DOCUMENTS

Annex Reference	Description
Annex A	Annex - A (SCOPE OF WORK)
Annex B1	BOQ of Supplying and Installation Complementary Solar Power System for Registration Center Kharaz Camp
Annex B2	BOQ of Supplying and Installation Solar Power System for Registration Center - Basateen, Aden
Annex C1	Technical Offer Form – Eligibility & Technical criteria
Annex C2-1	Technical Offer Form - Meet Specification - Solar Power System for Registration Center Kharaz Camp
Annex C2-2	Technical Offer Form - Meet Specification - Solar Power System for Registration Center - Basateen, Aden
Annex D1	Financial form for Solar Power System for Registration Center Kharaz Camp
Annex D2	Financial form for Solar Power System for Registration Center - Basateen, Aden
Annex E	Vendor Registration Form
Annex F	General Conditions of Contracts OF Goods & Services
Annex G	UN Supplier Code of Conduct
Annex H	E-TenderBox Supplier User Manual

#### 3.2 YOUR OFFER

Your offer shall be prepared in **English**.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

Your offer shall comprise the following two sets of documents:

- Technical offer (**Scan copy of bid security should be a part of the technical offer**)
- Financial offer

##### 3.2.1 Technical OFFER

**IMPORTANT:**

No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The technical details of the products requested by UNHCR can be found in the following annexes:

Annex Reference	Description
Annex A	Annex - A (SCOPE OF WORK)
Annex B1	BOQ of Supplying and Installation Complementary Solar Power System for Registration Center Kharaz Camp
Annex B2	BOQ of Supplying and Installation Solar Power System for Registration Center - Basateen, Aden
Annex C1	Technical Offer Form – Eligibility & Technical criteria
Annex C2-1	Technical Offer Form - Meet Specification - Solar Power System for Registration Center Kharaz Camp
Annex C2-2	Technical Offer Form - Meet Specification - Solar Power System for Registration Center - Basateen, Aden

Your technical offer should clearly state whether or not the “goods and services” you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies or deviations with the specifications given.

**IMPORTANT:**

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

**Bid Security:**

In order to participate in this RFQ, you are required to submit bid security as part of your Bid Submission In the amount of Two thousand (2,000) USD or equivalent in local currency @ USD 1 = Yemeni Rial 542 (USD 2,000 = Yemeni Rial 1,084,000).

The Bid Security shall be issued by a reputable bank to the United Nations High Commissioner for Refugees (UNHCR) on behalf of the bidding vendor.

The document must be in one of the following forms:

- (i) Unconditional bank guarantee,
- (ii) Irrevocable letter of credit issued by first-class bank,
- (iii) Cashier's cheque or
- (iv) Certified cheque issued by an accredited bank, acceptable to UNHCR. The bid security must be valid **the duration of the project (180 days)** after the closing date of this RFQ.

Unsuccessful bidders' bid securities will be released as promptly as possible but no later than 180 days after the expiration of the period of offer validity.

The successful bidder(s)' bid security(ies) will be discharged/returned upon the bidder(s) signing the Contracts/ Pos.

The bid security may be forfeited by UNHCR and the bid rejected in the event of any or combination of the following conditions:

- a)** If the Bidder withdraws its offer during the period of the bid validity specified in this RFQ cover document; or
- b)** In the event the successful Bidder fails to sign the contract/ PO after UNHCR has issued an award.

Submission of Bid securities. Under this tender, the bids shall be submitted electronically to the designated e-TenderBox. **Bidders shall include a copy of the Bid Security in their respective Technical Offers.**

**3.2.2 FINANCIAL OFFER**

Your separate Financial Offer must contain an overall offer in a single currency of **US Dollars**.

The Financial offer must be submitted according to the Financial Offer Form (**Annex D1 & D2**). Bids with a different price offer form will not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

Payment Terms: UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of Invoice and supporting document documents in order.

**Important Note: Partial offer is not accepted; otherwise, the bid will be disqualified.**

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

**4 Technical and Financial 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 & Technical Evaluation Criteria:

#### 4.1 Technical evaluation:

The technical component of the submission will be evaluated using the criteria **PASS or FAIL**.

##### Technical Evaluation Criteria:

The following are the criteria based on which UNHCR decides if a company has the basic eligibility to be considered for a contract award:

##### Preliminary Evaluation:

<i>Category</i>	<i>Preliminary Evaluation Criteria</i>	<i>Criteria Description</i>	<i>Pass/Fail</i>
Mandatory	Company Registration & license and Tax ID	presented a valid business registration certificate and valid Tax ID, and/or licenses (issued by the pertinent Yemeni authorities) in the field of supply and installation of solar power system and related electrical equipment	Pass/Fail
Mandatory	Financial Capacity	Submitted any one or composition of the following financial instruments - a) certified financial statements/balance sheets, for the past three years, with minimum turn over ≥ USD 30,000. b) and/or audit reports, for past three years, with minimum turn over ≥ USD 30,000 c) and/or turnover records, for past three years with minimum turn over ≥USD 30,000	Pass/Fail
Mandatory	Bid Security	Submitted scan copy of the bid security must be valid for 180 days. In the amount of Two thousand (2,000) USD or equivalent in local currency @ USD 1 = Yemeni Rial 542 (USD 2,000 = Yemeni Rial 1,084,000).	Pass/Fail
Mandatory	Vendor Registration Form	If your company is not already registered with UNHCR, you must complete, sign and submit with your technical proposal the Vendor Registration Form (Annex E)	Pass/Fail
Mandatory	Acknowledgement of UNHCR General Conditions of Contract OF Goods & Services	Acknowledgement of UN GCC (by signing and stamp Annex-F)	Pass/Fail
Mandatory	UN Supplier Code of Conduct	Acknowledgement of UN Supplier Code of Conduct (by signing Annex G attached hereto)	Pass/Fail

- Only the Technical Proposals assigned “**PASS**” for all the above-listed eligibility criteria will be considered for further evaluation.

##### Technical Evaluation:

<i>Category</i>	<i>Technical Qualification Criteria</i>	<i>Criteria Description</i>	<i>Pass/Fail</i>
Mandatory	Relevant Experience	Bidders have demonstrated experience. experience in supply and installation of solar power system and related electrical equipment in Yemen with international organization or UN Agencies.(Through presentation of copies of the contracts /purchase orders / work orders as documented evidence) during the past 2 years (Minimum 2 contracts)	Pass/Fail

Mandatory	Proposed project personnel	The qualifications and experience of key technical personnel proposed for administration and execution of the contract. Provide C.Vs of proposed staff ( one Project manager, minimum 1 Engineer in the field of electrical or mechanical engineering, minimum 1 Technicians and Foremen in key trades (steel welding, electricians, plant mechanics, etc.)	Pass/Fail
Mandatory	Company Implementation Capability and storage capacity	The vendor must submit prove (By providing license, pictures, and profiles of the company) that the company have existing show rooms or/ and warehouse storage facilities of electrical equipment in Aden so that the components of the systems can be inspected and for easy follow-up during the warranty period. (A site visit might conduct by UNHCR to check the shops/warehouse)	Pass/Fail
Mandatory	Workplan	Submit programme of work in the form of bar Chart or Critical Path, (the program shall include the order in which Contractor intends to carry out the Works, including the anticipated timing of each stage till handover.)	Pass/Fail
Mandatory	Warranty of the Items	Bidder offered the seller's warranty covering defects liability for the supplied equipment and installation during minimum period of two (2) years	Pass/Fail
Mandatory	Meets Technical Specifications	sign and stamp in each page of the annexes (Annex A "Scope of Work", Annex B1 & B2 "Bill of Quantity (BoQ) and meet specifications in technical evaluation form in Annex C1 & C2-1 and C2-2	Pass/Fail

- **All the above mandatory criteria must be met, otherwise, the bidder's submission will not be considered. For further evaluation.**

#### 4.2 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass the technical evaluation for all items in the offered. Financial bids from suppliers who are technically compliant will be evaluated based on:

- Competitiveness of the quoted prices by complete Lot(s).

Your separate **Financial Offer** must contain an overall offer in **US Dollars**. The financial offer must cover all the goods and services to be provided (price "all inclusive"). The service provider must take into account all expenses (travel, accommodation, equipment etc.) that would be required for the discharge of the goods and services required. Price has to be given to all goods and services listed and inclusive any taxes payable.

Your separate **Financial Offer** must contain an overall offer in a single currency of US Dollars, and the duration of the offers must be valid for 180 days.

- **The prices offered must remain unchanged for the duration of the contract implementation period.**
- **The Financial offer is to be submitted as per the Financial Offer Form (Annex D1 & D2). Bids that have a different price offer form will not be accepted. and to be provided in both **Excel and PDF****

#### 5. RFQ SUBMISSION

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

The deadline for Technical & Financial proposals submission through the e-tender Box will be **Sunday – 10 November 2024, at 23:59 hrs – Yemen local time.**

The Technical and Financial offers shall be clearly separated.

**IMPORTANT:**  
The technical offer and financial offer documents are to be separated in E-tender box. Failure to do so may result in disqualification.

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.

**Your quotation must be valid at least for [120] days.**

## **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 services and acceptance thereof by UNHCR, presentation of original invoice and acceptance by UNHCR of the services delivered in accordance with the technical description of requirements provided.

**Martha Stacey Kiryewala**  
**Supply Officer**

  
**UNHCR Country Office, Sana'a**