

REQUEST FOR PROPOSAL

FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE PROVISION OF

MAINTENANCE, OPERATION, MONITORING AND CLEANING FOR SOLAR PLANTS

IN AZRAQ REFUGEE CAMP

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees 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 a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 60 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

RFP DOCUMENTS:

- Annex A: Terms of Reference & Bill of Quantities (TORs & BOQ)
- Annex B: Financial Offer Form
- Annex C: UN Supplier Code of Conduct
- Annex D: UNHCR General Conditions of Contracts for the Provision of Services – 2018
- Annex E: ERP Supplier Portal Guidelines

BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not

bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the requirements, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

Proposals should NOT be addressed to the email addresses in this email. Proposals should be submitted via UNHCR's Cloud ERP Supplier Portal.

Bidder MUST be registered and the Supplier Portal can be accessed via the following URL: <https://www.unhcr.org/get-involved/work-us/become-supplier/how-become-supplier>
Click 'Supplier registration portal' for suppliers new to doing business with UNHCR.
Click 'Supplier portal log-in' for suppliers previously registered with UNHCR.

Please read Annex E carefully for registration and submission via UNHCR's Supplier Portal.

CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

RFP KEY DATES:

RFP Launch Date	16/03/2025
Site Visit	16/04/2025
Questions submission deadline	23/04/2025
RFP Submission deadline	03/05/2025

Supply Unit

UNHCR Country Office Jordan

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1 Overview

1.1 General Information

Title **RFP/JOR/2025/1096 For Operational & Maintenance Service for Solar Plants-Azraq**
 Synopsis **The Office of the United Nations High Commissioner for Refugees (UNHCR), Jordan, invites qualified service providers to make a firm offer for the establishment of Frame Agreement for the provision of maintenance, operation, monitoring and cleaning for solar plants in Azraq Refugee Camp, as described in Annex A - the Terms of reference & Bill of Quantities (TORs & BOQ).**

Introduction

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Country Office Jordan, invites qualified suppliers, manufacturers and service providers to make a firm offer for the establishment of Frame Agreement for the provision of maintenance, operation, monitoring and cleaning for solar plants in Azraq Refugee Camp, as described in the Terms of Reference.

UNHCR may award a Frame Agreement with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year. The successful bidders will be requested to maintain their quoted price model for the duration of agreement.

The estimated annual requirement of UNHCR is specified in the attached Annexes.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of goods / services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance by UNHCR. Payment will be made in accordance to the General Conditions for the Provision of Goods and Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

UNHCR is an international organization that provides humanitarian assistance and whose funding may be reduced or canceled on short notice or without notice.

Currently, UNHCR faces sudden changes due to the suspension of certain contributions; accordingly, UNHCR has adopted temporary measures related to payment terms, including a superseding clause extending payment terms to 90 days as per the following:

"Notwithstanding the payment terms set forth in 30 of the General Conditions of Contract for the Provision of (GCC), which form part of the solicitation documents, UNHCR is implementing a 90-day payment term for the duration of the current measure, temporarily superseding any conflicting provisions in the GCC, specifically 30."

Please note that this is a temporary measure which applies until UNHCR sends notice of its discontinuation.

The successful bidder will be requested to maintain their quoted price for the duration of the Frame Agreement in addition to agreeing that UNHCR payment terms can extend to NET 90 if and when required by the operation.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party. The initiation of conciliation or arbitral proceedings in accordance with article 18 "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Request for Proposal (RFP) and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of **article 5** of the General Terms and Conditions attached under "Requirements-Preliminary examination"

Note: This document is not to be construed in any way as an offer to contract with your firm.

INTENTION TO BID:

Bidders intending to participate in this tender are requested to create a draft response to this RFP in the ERP system.

REQUEST FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP directly in this ERP portal using the messaging functionality. **The deadline for receipt of questions is 23:59 hrs CET on 23/04/2025.** Bidders are requested to keep all questions concise.

UNHCR will reply to the received questions as soon as possible using the messaging functionality in this ERP portal or by attaching the list of Questions and Answers to this RFP in this ERP portal.

IMPORTANT

Please note that proposals are **NOT** to be sent using the messaging functionality. Proposals sent using the messaging functionality will result in disqualification of the offer.

SITE VISIT

UNHCR is organizing a site visit and strongly recommends all interested bidders to participate. The site visit will be held on the 16th April 2025 at 11:00 am Amman Local Time. Venue: UNHCR Azraq Refugee Camp.

The assembly time at the main gate will be at 10:30 am. UNHCR will be responsible for the transportation of the visitors inside the camp, no entry allowed after 10:45 am.

Please use the messaging functionality through the system to submit the below documents 48 hours prior to the site visit to get the entry permission to the camp:

1- Valid Vehicle insurance

2- National ID

YOUR OFFER

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

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

IMPORTANT

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff will result in disqualification of the offer.

SUBMISSION OF PROPOSAL

Proposals should be submitted directly in the portal and all attachments should be uploaded in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). The Technical and Financial offers shall be submitted in the specified sections. Failure to do so may result in disqualification.

The proposal submission deadline is specified in the Overview section. Any proposal received after this deadline or outside of the online portal will be rejected. UNHCR may at its discretion, extend the proposal submission deadline and the notifications will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

It is your responsibility to verify that your offer has been submitted properly in the portal before the deadline. Please be aware that the system requirements employed by UNHCR limit the size of attachments to a maximum of 24 Mb in each required field, as specified in the Requirements Section.

UNHCR will not be responsible for locating or securing any information that is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the proposal, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

ACCEPTANCE OF PROPOSAL

UNHCR reserves the right to accept the whole or part of your proposal, or allow split or partial awards on this project.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

Please note that UNHCR is not bound to select any of the firms submitting proposals and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the proposal considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested. Failure to send the above requested information may result in disqualification of your offer from further evaluation.

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Schedule

Preview Date		Open Date	16/03/25 12:00 AM
Close Date	03/05/25 11:59 PM	Award Date	
Time Zone	Eastern European Time		

1.3 Negotiation Controls

Response Visibility **Sealed**
Lines Settings
 Rank Indicator **1,2,3...**
 Ranking Method **Multiattribute scoring**

1.4 Terms

Agreement Start Date **01/12/25** Agreement End Date **30/11/28**
 Agreement Amount Minimum Release
 (JOD) Amount (JOD)
 Payment Terms **HCR Net 30** Freight Terms
 Shipping Method FOB
 Negotiation Currency **JOD (Jordanian Dinar)** ☐ **Buyer managed transportation**
 Price Precision **3**

1.5 Attachments

File Name or URL	Type	Description
Annex B - Financial Offer Form	File	Annex B - Financial Offer Form
Annex A - Terms of Reference	File	Annex A - ToR and BoQ
Annex E - ERP Supplier Portal	File	Annex E - Supplier Portal Guidelines
Annex D - UNHCR General Condit	File	Annex D - UNHCR General Conditions
Annex C - UN Supplier Code of	File	Annex C - Supplier CoC

2 Requirements

**Response is required*

2.1 Section 1. Preliminary Information (Technical)

1.

General Evaluation Information:

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so, Failure to send the above requested information may result in disqualification of your offer from further evaluation.

Full acceptance of the UNHCR General Conditions of Contracts.

This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the General Conditions of Contract may be grounds for the rejection of the Proposal.

Bid Evaluation:

Each proposal from a bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or ongoing proposals will be not considered. Award of obvious contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

the technical offer will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score.

The technical offer score will be calculated according to the Percentage distribution for the technical and financial offers.

The cut-off point for submissions to be considered technically compliant will be **49** out of the maximum **70** points.

Clarification of Proposals:

To assist in the examination, evaluation and comparison of proposals UNHCR may at its discretion ask the bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, Offered or accepted.

The financial offer will be used the following percentage distribution: 30 percentage from the total score.

The financial component will be analyzed only for those Suppliers that pass the technical evaluation.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price how far will be received points in inverse proportion to the lowest price; e.g. $\frac{[total\ Price\ Component]}{[US\$ lowest]} / [US\$ other] = points\ for\ other\ supplier's\ price\ component.$

For evaluation their purposes only, the offers submitted in currency other than JOD will be converted into JOD using the United Nations rate of exchange in effect on the date the submissions are due.

Important: kindly upload financial proposal documents in financial section (financial evaluation – commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

2.

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Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested. Failure to send the above requested information may result in disqualification of your offer from further evaluation.

***3. Terms of Reference and Bill of Quantity (Tors & BoQ) - Annex A**

Please download and study the attached ToR and BoQ (Annex A) for the details of the required services

Attachments:

File Name or URL	Type	Description
Annex A - Terms of Reference	File	Annex A - ToR and BoQ

Select one of the following:-

☐ a. ToR and BoQ downloaded and studied

2.2 Section 2. Administrative Requirements (Technical)

***1. General Conditions of Contracts**

Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract.

Do you accept the UNHCR General Conditions of Contracts for the provision of Goods and Services?

Attachments:

File Name or URL	Type	Description
General Conditions of Contract	File	

Hint: If you reply by yes, Please download the attached UNHCR General Conditions of Contracts for the provision of Goods and Services and upload a signed and stamped copy.

Select one of the following:-

- ☐ a. Upload signed and stamped UNHCR General Conditions of Contracts for the provision of Goods and Services
(Response attachments are required)

Comments:

***2. Acknowledgment of UN Supplier Code of Conduct:**

Do you Accept All terms of UN Supplier Code of Conduct attached under this requirement?

Attachments:

File Name or URL	Type	Description
UN Supplier Code of Conduct.PD	File	

Hint: If you reply by yes, please upload a signed and stamped copy of the document

Select one of the following:-

- ☐ a. Upload signed and stamped UN Supplier Code of Conduct (Response attachments are required)

Comments:

***3. Eligibility and Commercial/ Supplier Registration Check:** As a prerequisite for a supplier to be deemed eligible for an award of contract, the company should not, or should not be associated with a company or individual, under procurement prohibition by the United Nations, such as prohibitions derived from the consolidated United Nations Security Council Sanctions List (available at: www.un.org/securitycouncil/sanctions/information), UN Secretariat Procurement Division list of suspended or removed vendors, UNGM/World Bank list of suspended or debarred vendors.

Hint: Kindly Ensure your company is not listed in any Ineligibility list.

Select one of the following:-

- ☐ a. This is to confirm that our company is not included in the ineligibility list (Response attachments are optional)

Comments:

***4. Financial Capacity:**

Please provide the financial statements and the audit reports of your company for the last three (3) years prior to the closing date of this negotiation.

Hint: Please upload the requested statements and reports here.

Select one of the following:-

- ☐ a. Upload the financial statements and the audit reports for the last three (3) years. (Response attachments are required)

Comments:

***5. Please provide valid company registration certificate from Companies Control Department with company**

purposes including design, supply, installation, operation and maintenance and testing of renewable energy systems

Hint: Please upload the certificate here

Select one of the following:-

- ☐ a. Upload the valid company registration certificate from Companies Control Department(*Response attachments are required*)

Comments:

- *6. Please provide a signed and stamped letter from your bank showing a valid bank account with name of account holder matches the name of institution (i.e., not personal account).

Hint: Please submit the requested letter here

Select one of the following:-

- ☐ a. Upload a signed and stamped letter from the bank showing a valid bank account as requested(*Response attachments are required*)

Comments:

- *7. Please provide valid registration certificate with VAT

Hint: Please submit the certificate here

Select one of the following:-

- ☐ a. Upload a valid registration certificate with VAT(*Response attachments are required*)

Comments:

- *8. Please provide valid License Class "A" from Energy and Minerals Regulatory Commission

Hint: Please upload the License here

Select one of the following:-

- ☐ a. Upload a valid License Class "A" from Energy and Minerals Regulatory Commission(*Response attachments are required*)

Comments:

- *9. Please provide General strategy/methodology and approach to address TOR including but not limited to schedules, plans, tests, materials, equipment, machinery, response time, resolution time for events, faults, emergency or call-out request

Hint: Please upload the related documents here

Select one of the following:-

- ☐ a. Upload the General strategy/methodology and approach as requested(*Response attachments are required*)

Comments:

- *10. Please submit Proof/s that the company has been working in solar PV similar project design, installation and O&M for a minimum period of three (5) years prior to the closing date of this invitation to bid is provided

Hint: Please upload the proof/s here

Select one of the following:-

- ☐ a. Upload the requested proofs(*Response attachments are required*)

Comments:

2.3 Section 3. Technical Proposal (Technical)

*1.

Kindly provide the Project manager's CV, proof of current full-time employment from Social Security or an equivalent authority, copies of relevant Bachelor degree, and a detailed background of his/her qualifications. Additionally, include with proofs the total years of experience as a dedicated Project Manager, specifying the number of years specifically managing solar PV construction, commissioning, or operations and maintenance (O&M).

Hint: Please provide the CV and the proofs here

Select one of the following:-

- ☐ a. Upload the requested CV and the Proofs(*Response attachments are required*)

- ☐ b. The requested CV and Proofs are not available

Comments:

- *2. Kindly provide the the site electrical engineer's CV, proof of current full-time employment from Social Security or an equivalent authority, copies of relevant Bachelor degree, and a detailed background of his/her qualifications. Additionally, include the total years of experience as a dedicated site engineer, specifying the number of years specifically in solar PV operation and maintenance.

Select one of the following:-

- ☐ a. Upload the requested CV and the requested Proofs (*Response attachments are required*)

- ☐ b. The requested CV and Proofs are not available

- *3. Kindly provide the O&M engineer's CV, proof of current full-time employment from Social Security or an equivalent authority, copies of relevant Bachelor or diploma degree, and a detailed background of his/her qualifications. Additionally, include with proofs the total years of experience as a dedicated technicians, specifying the number of years specifically in solar PV operation and maintenance.

Hint: Please submit the requested documents and proofs here

Select one of the following:-

- ☐ a. Upload the requested CV and the proofs(*Response attachments are required*)

- ☐ b. The requested CV and proofs are not available

Comments:

- *4. Please provide the reporting structure and the methodology of the preventive maintenance: Regularly inspect and service all equipment, including photovoltaic (PV) modules, inverters, transformer units, combiner boxes, AC boxes, cables, and mounting structures. Calibration and functional testing of protective devices. Maintenance of auxiliary systems such as weather monitoring stations and communication systems. plan and procedure, methodology, activities, devices (as per NREL TP-7A40-73822 or equivalent or higher quality plan, reference be made)

Hint: Please submit the reporting structure and the methodology of the preventive maintenance with all supporting documents here

Select one of the following:-

- ☐ a. Upload the reporting structure and the methodology of the preventive maintenance with all supporting documents as requested(*Response attachments are required*)
- ☐ b. The reporting structure and the methodology of the preventive maintenance is not available
- Comments:
-
-

- *5. Please provide the reporting structure and the methodologies related to corrective maintenance: -Diagnosis and rectification of system malfunctions to restore optimal performance.
 -Replacement or repair of defective components using OEM-approved parts.
 -Coordination with manufacturers for warranty claims and technical support when applicable.
 -Test and verify repaired or replaced components to ensure proper functionality.
 - Documentation and reporting of faults, corrective actions, and recommendations for system reliability improvement.
 plan and procedure, methodology, actions, activities (as per NREL TP-7A40-73822 or equivalent or higher quality plan, reference be made)

Hint: Please submit the requested documents here

Select one of the following:-

- ☐ a. Upload the reporting structure and the methodologies related to corrective maintenance as requested(*Response attachments are required*)
- ☐ b. The reporting structure and the methodologies related to corrective maintenance are not available

Comments:

- *6. Please provide the reporting structure and the methodologies related to the cleaning (Dry and Wet cleaning) including the schedule, methodology, tools, materials, and brush type datasheets and/or certificates, quantities,...etc

Hint: Please submit the requested documents here

Select one of the following:-

- ☐ a. Upload the reporting structure and the methodologies related to the cleaning as requested (*Response attachments are required*)
- ☐ b. The reporting structure and the methodologies related to the cleaning are not available

Comments:

- *7. Please provide the reporting structure and the methodologies related for Tests for the following:
 * Main Transformer: Tan Delta, Winding resistance, and Short Circuit Impedance (Capacity Test)
 * MV cable: Very Low-Frequency test,
 * Polarity Test, Voltage Tests, All PV String Tests, MCCB tests, Insulation resistance tests, Continuity tests, and Earthing tests.

Provide documents for test equipment, forms, standards, optimum readings, methodology, and intended activity

Hint: Please submit the requested documents here

Select one of the following:-

- ☐ a. Upload the reporting structure and the methodologies related for Tests(*Response attachments are required*)
- ☐ b. The reporting structure and the methodologies related for Tests are not available

Comments:

- *8. Please provide forms for PV Performance, incident report, daily, monthly, and annual reports,

Hint: Please submit the requested documents here

Select one of the following:-

- ☐ a. Upload the forms and reports as requested(*Response attachments are required*)
☐ b. The requested forms and reports are not available

Comments:

- *9. Please provide a monthly security plan for each phase as required in Annex A (2.6).

Hint: Please submit the requested plan here

Select one of the following:-

- ☐ a. Upload the Security plans (*Response attachments are required*)
☐ b. The security plans are not available

Comments:

- *10. Please provide the guarantees - the guarantees shall be done as per IEC61724 and NREL TP-7A40-73822 as applicable

Hint: Please submit the guarantees here

Select one of the following:-

- ☐ a. Upload the PV performance ratio guarantee (*Response attachments are required*)
☐ b. The PV performance guarantees are not available

Comments:

- *11. Please provide the corrections, calculation methods, and any condition exemption from required guarantees are in line with IEC 61724 and NREL TP-7A40-73822

Hint: Please submit the requested documents here

Select one of the following:-

- ☐ a. Upload the the corrections, calculation methods, and any condition exemption from required guarantees as requested(*Response attachments are required*)
☐ b. The corrections, calculation methods, and any condition exemption from required guarantees are not available

Comments:

- *12. Please provide evidence regarding executed relevant contracts signed with companies or organizations and their outcome within the last eight (8) years supported with copies of purchase orders/contracts or work completion certificates, and letters of reference, with a minimum size of 1 MW each. Please note that, companies that are not providing reference letters or work completion certificates will not be included. Bidder shall have minimum 5 years of experience including 5 solar PV projects with size of 1 MW each, completed in the past 8 years or underway.

Hint: Please submit the requested documents here

Select one of the following:-

- ☐ a. Upload evidences regarding executed relevant contracts as requested(*Response attachments are required*)
☐ b. The evidences regarding executed relevant contracts are not available

Comments:

- *13. Please provide current or former client contracts for reference checks; all relevant client contracts for different projects supported with copies of purchase orders/contracts and letters of reference or work completion certificates

Hint: Please submit the requested documents here

Select one of the following:-

- ☐ a. Upload the current or former client contracts as requested *(Response attachments are required)*
☐ b. The current or former client contracts are not available

Comments:

2.4 Section 4. Financial Proposal (Commercial)

*1. Financial Proposal

The Financial offer will use the following percentage distribution: 30% from the total score.

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price.

Important: Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. if your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

Please provide the cost breakdown of your financial proposal as per the template and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated under "lines" section.

Your Financial Offer must contain an overall offer in a single currency which is indicated in this Request for Proposal.

The financial offer must cover all the goods / services to be provided (price "all inclusive").

The breakdown of your Financial Offer is to be submitted as per the Financial Offer Form (attached here). Proposals that have a different price structure may not be accepted.

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

You are requested to hold your offer valid for [180] days from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

In case of any discrepancies, the information provided in the offer form (Annex B) supersedes the information mentioned under the tab Lines.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

UNHCR is an international organization that provides humanitarian assistance and whose funding may be reduced or canceled on short notice or without notice.

Currently, UNHCR faces sudden changes due to the suspension of certain contributions; accordingly, UNHCR has adopted temporary measures related to payment terms, including a superseding clause extending payment terms to 90 days as per the following:

"Notwithstanding the payment terms set forth in 30 of the General Conditions of Contract for the Provision of (GCC), which form part of the solicitation documents, UNHCR is implementing a 90-day payment term for the duration of the current measure, temporarily superseding any conflicting provisions in the GCC, specifically 30."

Please note that this is a temporary measure which applies until UNHCR sends notice of its discontinuation.

Attachments:

File Name or URL	Type	Description
Annex B - Financial Offer Form	File	Annex B - Financial Offer Form

Hint: Please download the attached financial offer form, fill in the required details and upload it under this requirement.

Select one of the following:-

- ☐ a. Financial Offer Form Submitted *(Response attachments are required)*
☐ b. Financial Offer Form not submitted

Comments:

3 Lines

Instructions	Below must include the total price offer for One year as a lump-sum.
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3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-Provision of Maintenance, Operation, Monitoring and Cleaning for Sola Plants In Azraq Camp				

3.2 Line Details

3.2.1 Line 1 Provision of Maintenance, Operation, Monitoring and Cleaning for Sola Plants In Azraq Camp

Category Name	ADM Building and facility maintenance and repair services	
Allow Alternate Lines	No	
Target Minimum Release Amount (JOD)	Estimated Total Amount (JOD)	
Start Price (JOD)		

DRAFT