



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**INVITATION TO BID: NO. ITB/COK/027/2019**

**PROCUREMENT OF SOLAR PANELS AND ACCESSORIES INCLUDING  
DELIVERY TO UNHCR/PARTNERS' WAREHOUSES IN AFGHANISTAN UNDER  
A TWO- PLUS ONE-YEAR FRAME AGREEMENT**

**CLOSING DATE/TIME: 10 NOVEMBER 2019, 13:00 HRS (LOCAL TIME)**

**DATE: 09 OCTOBER 2019**

**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 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 15,000 people in more than 128 countries continues to help about 34 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>.

**1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Kabul invites qualified suppliers duly registered with the Government of Afghanistan to make a firm offer for the establishment of Frame Agreement(s) for the supply of **solar system packages with the specifications detailed in the attached Annex A**

**IMPORTANT:**

Exact technical specifications of the items are detailed in Annex A of this document.

UNHCR may award Frame Agreement(s) with an initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year for the supply and delivery to the locations indicated in Annex B.. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The number of packages listed under Annex B are indicative and do not necessarily represent the actual quantities to be procured. The number of packages required for each region will be ordered through approved Purchase Orders (POs) issued on the basis of the Frame Agreement signed with prospective supplier (s) as a result of this tendering.

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 the quantities stated in Annex B.

J.C.

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

**IMPORTANT:**

When a Frame Agreement is awarded, either party can terminate the agreement only upon 90 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 shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

**QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:**

UNHCR will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading , unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex D).

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

**2. BIDDING INFORMATION:**

**2.1. ITB DOCUMENTS**

The following annexes form integral part of this Invitation to Bid:

- Annex A: Technical Specifications
- Annex B: Financial Offer Form
- Annex C: Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for the Provision of Goods – 2010

**2.2. ACKNOWLEDGMENT**

We would appreciate you informing us of the following on this ITB by return e-mail to the Supply Chain Unit at [afgkascu@unhcr.org](mailto:afgkascu@unhcr.org).

- Your confirmation of receipt of this ITB
- Whether or not you will be submitting an offer

**2.3. REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to the following address:

- [afgkascu@unhcr.org](mailto:afgkascu@unhcr.org)

J.C.

**The deadline for receipt of questions is Wednesday, 23 October 2019.**

**IMPORTANT:**

**Do not send bids to the above email addresses. Only Queries and questions on this ITB can be sent to the above address.**

UNHCR may compile or respond individually to queries and questions raised by suppliers. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

**2.4. 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.

**IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

**2.4.1. Content of the 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 **Annex A**.

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

Please include the following as part in your technical offer:

- Valid business license
- Duly completed vendor registration form – only if you are not already registered with UNHCR.
- Confirmation letter that the goods you are offering meet technical specification stated in Annex A.

Please clearly state and disclose any discrepancies with the specifications given.

**2.4.2. Content of the Financial Offer**

The separate financial Offer is to be submitted as per the **financial Offer Form (Annex B)** in **USD**. Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

**Unit Costs** including delivery to UNHCR/Partners' warehouses in Kabul, Kandahar, Jalalabad, Herat, Bamyan and Mazar-i-Sharif: To be clearly listed in the Financial Offer.

**Total Costs:** To be clearly listed in the Financial Offer.

**Delivery Capacity:** To be clearly identified in the financial Offer

*J.C.*

The fixed price/package offered by your Company must remain unchanged for the duration of the Frame Agreement (2 + 1 years).

UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT. Any types of tax that may be imposed by the government on the services, should be dealt with by the company.

You are requested to hold your offer valid for 90 days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

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.

## **2.5. Bid Evaluation:**

The offers from all bidders will be evaluated on the basis of a Pass/Fail criteria on the basis of the Technical Specifications & Confirmation Sheet (Annex A).

**Selection Criteria:** Technically compliant offer from qualified and competent supplier at the lowest cost to UNHCR meeting UNHCR specifications, quality and time.

**All bidders are requested to provide a sample of the package you are offering to UNHCR. Samples can be delivered to the UNHCR warehouses located in Kabul, Kandahar, Herat, Mazar-i- sharif and Jalalabad.**

The winning bidder (s) will be requested to supply and deliver the required packages of the solar system in the locations stated in the Financial Offer form throughout the Frame Agreement duration.

### **2.5.1. Supplier Registration:**

The qualified suppliers will be added to the Vendor Database after verification of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

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

### **2.5.2 Technical and Financial evaluation:**

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

**UN Global Compact and other factors:** UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human

J.C.

rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

### 3. **SUBMISSION OF BID:**

The offers must bear your official letter head, clearly identifying your company.

**Please note that the Technical and Financial offers shall be placed in two separate envelopes, clearly marked as Technical Proposal & Financial Proposal. Both envelopes must then be put in a third outer envelope marked clearly with the ITB number and closing date.**

- Attention: The Secretary of the local committee on contracts
- Delivery place: ICON Compound, Supreme Road, District # 9, Jalalabad Road, Kabul, Afghanistan
- Bid Reference: ITB/COK/027/2019
- Closing date: **10 November 2019**
- Closing time: **13:00hrs (Local Time)**

#### **IMPORTANT:**

Any Offer received after this date, not conforming to the requested formats, or sent to a Recipient other than stated above, will not be considered.

UNHCR may, at its discretion, extend the deadline for the submission of offers, by notifying all prospective bidders simultaneously.

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

#### **IMPORTANT:**

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

### 4. **BID ACCEPTANCE:**

UNHCR reserves the right to accept or reject the whole or part of your offer without having to assign a reason whatsoever and will not be obliged to accept the lowest offer.

UNHCR may, at its discretion, increase or decrease the proposed quantity when awarding the contract and would not expect a significant variation of the rate submitted.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the specifications from UNHCR, at its own initiative, or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the 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 offering the lowest price and meeting UNHCR's specifications requirement, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

### 5. **CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this ITB will be made in USD. Payment will be made in accordance to the General Conditions for the Purchase of Goods in the currency of the PO. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

*J.C.*

6. UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

Please note that the General Conditions of Contracts (**Annex D**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

John C. Melkenbeck  
Senior Supply Officer  
UNHCR Country Office, Kabul, Afghanistan

The logo is circular with a blue border. The outer ring contains the text "REPRESENTATION IN AFGHANISTAN" at the top and "KABUL" at the bottom. The center features the UNHCR emblem, which consists of a stylized figure of a person with arms raised, set against a background of olive branches. Below the emblem, the text "UNHCR" is written in large, bold letters, with "The UN Refugee Agency" in smaller text underneath.

## ITB/COK/027/2019

### Specification for 12V Solar Home System

#### Lights:

- IP rating (I = dust resistance, P = moisture resistance) of product - IP rate min. IP65
- Certificate of Origin and ISO Manufacture Quality Certificate or equivalent (e.g. EN13032-1, EN13032-2, EN60598-1 and EN62471) for the lights and other key components.
- 5 x 300 lm LED Technology (Multichip technology and minimum efficiency at 160 lm/W) and corresponding fitting accessories or better alternative
- Color Temperature between 3700K and 6500K
- CRI  $\geq$  70

#### PV technology and supporting structure:

- Product and supporting structure matching climatic, environmental and meteorological conditions - year average and seasonally, particularly solar radiance – availability of sun light, Relative humidity up to 95%, Wind speeds up to 120 km/h, Ambient temperature from -20°C to 65°C, high presence of dust, ultra violet radiation, insects, etc.
- All structures shall be made of corrosion resistant materials with anti-theft provision. The same applies to all poles, bolts, nuts, and fasteners.
- PV Data sheet – name, monogram or manufacturer's symbol, module reference number, Serial number, Dimensions, Life span, weight, Maximum power, Open Circuit Voltage for STC (standard test conditions), Short Circuit Current for STC (standard test conditions), Maximum Power Voltage, Maximum Power Current, Maximum System Voltage.
- Detailed and clear Installation, Operations & Maintenance manual
- 2 x 300Wp PV Monocrystalline technology or better alternative - compliant with IEC 61215 edition 2, and shall be qualified to and be classified by Class according to IEC 61730.
- Frameless PV structure for auto cleaning mechanism
- Safety, security and theft provision (especially for solar panel and mounting brackets)
- Module efficiency -  $\geq$ 30%.
- Hours of autonomous operation – At least 6h/day
- IP rating (I = dust resistance, P = moisture resistance) of product - IP rate min. IP65
- Wind Load resistance report, Vibration test report, User Manual, Certificate of Origin and ISO Manufacture Quality Certificate or equivalent for the PV technology and other key components should be provided.
- Warranty - The system performance warranty should ensure that the modules/panels will produce at least 90% of their nominal power after 10 years, 80% of the nominal power after 25 years and 10 years on material and manufacturing faults.

#### For Charge Controller:

- Charge Controller Data sheet – name, monogram or manufacturer's name & symbol, module reference number, Serial number, Rated capacity, Self-consumption, weight, Charge strategy, Warranty, Maximum Power Current, Maximum System Voltage.
- The minimum life span of the charge controller should be 10 years and the warranty period should be at least 5 years.
- 1 x 20A Charge Controller type (readily available and maintainable)
- 2 x Cellphone charging ports
- Clear indication of the connecting inlets and outlets
- Safety warning mechanism
- Product matching climatic, environmental and meteorological conditions - year average and seasonally, particularly solar radiance – availability of sun light, Relative humidity up to 95%, Ambient temperature from -20°C to 65°C (operating temperature), high presence of dust, ultra violet radiation, insects, fog etc.

J.C.

- User friendly and specifically adapted to the battery technology
- Totally configurable for the light level versus time and automated intelligence to cope with reduced sun harvest and state of charge.
- Protection functions (overcharge, over-discharge, overcurrent and overvoltage short circuit, polarity inversion and short circuit of the LED lamp). Risk of reverse polarity connection has to be also mechanically avoided by the choice of plug technology and size.
- Charge controller will be PWM or MPPT in line with site conditions.
- Independent local and/or remote (through Bluetooth, infrared, or other IOS or standard other Android applications or similar) monitoring and configuration systems shall be provided to cover, at least: energy generation and consumption and battery State of Charge.
- Detailed and clear Installation, Operations & Maintenance manual
- Certificate of Origin and ISO Manufacture Quality Certificate or equivalent (e.g. EN61000, EN61547, EN55015, EN62493, EN62479, EN300328, EN301489-1) for the Charge Controller and other key components should be provided.

#### **For Battery System:**

- 2 x 200 Ah Battery Technology NiMH or better alternative (readily available and maintainable) - IEC 60896-21/22, EN62133 certified or equivalent
- Battery life cycle at 50% discharge min. 10'000 cycles at 25°C and min. 4000 cycles at 40°C
- Battery Operating Temperature, charge /discharge (not storage Temp.) from -20°C to + 65°C
- Battery days of autonomy - At least 2 days without being recharged and considering a depth of discharge of 80% and an efficiency of 90%
- Battery data sheet – Manufacturer, Serial number, rated capacity (Ah @C10 and @C100), Performance Curves showing rated Ah capacity at several discharge rates, Cycle life versus depth of discharge graph, Self-discharge characteristics, Physical size and weight etc.
- Life span - ≥ 90,000 (seventy thousand) operating hours
- Detailed and clear Installation, Operations & Maintenance manual
- Battery meter (to show battery condition)

#### **For Accessories:**

- Appropriate connections wiring sockets based on local context and conditions (kind of plugs/sockets and weather conditions) – 5 x switches, 2 x sockets, 50m (0.75mm) wire
- Detailed and clear Installation, Operations & Maintenance manual in so as to ensure sustainability and safety
- The charge controller and the battery will be inside an appropriate practicable enclosure to ensure proper protection of the elements is provided.
- All bare wire/metal connections should be soldered, heat shrunk / taped
- Anti-theft screws and mounting tool for the lights to the pole should be provided
- All other items/materials required to install the complete Solar Home System.
- **Supply of One wooden box/container to keep the Battery**
- **Supply of metal frames for the solar panels- (please provide specifications)**

End

ITB/COK/027/2019

**Financial Offer Form**

Please fill in the below table with your unit prices as per the provided specification in Annex A, including expected delivery time to UNHCR/Partners' warehouses in the following locations:

S#	Receiving Locations	UoM	Estimated Number of Packages/Annum	Unit Price (USD)	Total Price (USD)	Delivery Capacity/Week
1	UNHCR/Partner Warehouse Kabul	Package	1800			
2	UNHCR/Partner Warehouse Kandahar	Package	750			
3	UNHCR/Partner Warehouse Jalalabad	Package	750			
4	UNHCR/Partner Warehouse Herat	Package	750			
5	UNHCR/Partner Warehouse Bamyan	Package	200			
6	UNHCR/Partner Warehouse Mazar	Package	750			

**Note:**

In addition to the price/package, please provide a separate cost breakdown for all individual items included in the package, in a separate sheet attached to this Financial Offer Form.

*T.C.*  
*9 Oct 2019*

Please provide the following information:

<b>Company's Name</b>		
<b>Company's Address</b>		
<b>Contact Name</b>		
<b>Contact Details (phone/e-mail)</b>		
<b>Sign/Stamp</b>		