



# UNHCR

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

## INVITATION TO BID: NO. ITB/COK/036/2019

### PROCUREMENT OF 30KW SOLAR ENERGY SUPPLY WITH 8 HOURS BATTERY BACKUP PACKAGE INCLUDING DELIVERY AND INSTALLATION AT THE MINISTRY OF REFUGEES & REPATRIATION IN KABUL, AFGHANISTAN

**CLOSING DATE/TIME: 11 DECEMBER 2019, 13:00 HRS (LOCAL TIME)**

**DATE: 21 November 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 supply of **30KW Solar Energy Supply with 8 hours battery backup package, inclusive of delivery and installation as specified / detailed in the attached Annex A.**

**The mentioned solar package is being procured / funded by UNHCR and will be delivered and installed at the Ministry of Refugees & Repatriation office in Kabul.**

#### **IMPORTANT:**

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

The number of components and accessories listed under Annex A are indicative and do not necessarily represent the actual quantities to be procured. The number of components and accessories required will be ordered through an approved Purchase Order (PO) signed with prospective supplier 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 A.

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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.

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 & Financial Offer Form
- Annex B: Vendor Registration Form
- Annex C: UNHCR General Conditions of Contracts for the Provision of Goods – 2018

### **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)

**The deadline for receipt of questions is Thursday 28 November 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

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#### 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.

**The bidders are also Required to submit pictures of all items of the package and a summary sheet detailing the specifications of every single item within the package including their brand names and country of manufacture. Please note that submission of the pictures and the summary sheet is MANDATORY. Failure to submit the above requested documents will result into disqualification of your offer.**

**Following a technical & financial evaluation of all the bids, UNHCR will request only the first and second technically compliant lowest bidders to provide physical samples for a sample inspection by the designated technical team.**

#### 2.4.2. Content of the Financial Offer

The separate financial Offer is to be submitted as per the **financial Offer Form (Annex A)** 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, mentioned under Annex A.

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

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

**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. 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.

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## **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 delivery time.

The winning bidder will be requested to supply and deliver the required package of the 30 KW solar system as specified in the Financial Offer form.

### **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 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: UNHCR Tender Box at the ICON Compound, Supreme Road, District # 9, Jalalabad Road, Kabul, Afghanistan
- Bid Reference: ITB/COK/036/2019
- Closing date: **11 December 2019**
- Closing time: **13:00hrs (Local Time)**

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**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.

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

Please note that the General Conditions of Contracts (**Annex C**) 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.





## ITB/COK/036/2019

### Financial Offer Form

Please fill in the below table with your unit cost/package, transport and installation charges at the Ministry of Refugees & Repatriation (MoRR) Office in Kabul:

S.N.	Description	UoM	Quantity	Unit Cost (USD)	Total Cost (USD)
1	Inverter MPPT (25kw (3X8KW) solar hybrid pure sinewave,400v, 50Hz 25Kw,576-1200v dc input, 48v dc output power factor 99% supply of materials, installation and with all associated works. Short circuit and over voltage protection.	PCS	3		
2	Solar panel, Pv modules: 335 mono/ poly crystalline silicon number of cells:60, wattage 335W, Vmax IS 43.4 ,VOC IS 51.9 ,Imax 8.18A,Isc8.68 frame is anodized aluminum front glass tempered 3.2 mm, junction box ip65 number of diode 3, , application class A, supply of materials installation and with all associated work.	PCS	100		
3	Battery 12V,200A,1200 cycles in 50% depth of discharge, dry fit LiFePo4 supply of material installation and with all associated work.	PCS	100		
4	Ground conductor 10mm2 stranded bare copper cable type with suitable conduit or PVC pipe supply of materials installation and with all associated work.	meter	60		
5	DC disconnected GIB complete with all material	PCS	6		
6	String combiner BHS 4/4 complete set/with all required materials.	PCS	4		
7	Mine String combiner BHS 4/1 complete with all required materials.	PCS	1		
8	MC4 Connector male and female 1000v DC supply of material installation, with all associated work.	PCS	100		
9	PV Ground Earth clamp copper with screws, including required materials, installation and with all associated work.	PCS	1		
10	1(1CX16mm2 cu) dc cable with suitable conduit or PVC pipe, supply of materials installation and with all associated work.	meter	240		
11	1(1CX6 mm2 cu) dc cable with suitable conduit or PVC pipe, supply of materials installation and with all associated work.	meter	150		

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12	1 (1CX25mm2 cu) dc cable with suitable conduit or PVC pipe, supply of materials installation and with all associated work.	meter	20			
13	1 (1CX50mm2 cu) dc cable with suitable conduit or PVC pipe, supply of materials installation and with all associated work.	meter	30			
14	16A relay SPD T supply of materials installation and with all associated work.	PCS	1			
15	16Amp Automatic CB -DC 2 pole circuit breaker typeb-C supply materials installation and with all associated work	PCS	4			
16	100Amp Automatic CB -DC 2-2POLE circuit breaker typeb-C supply materials installation and with all associated work.	PCS	1			
17	135Amp Automatic CB -DC 2-2POLE circuit breaker typeb-C supply materials installation and with all associated work.	PCS	1			
18	Panel board 110cmx100cmx30cm with main circuit breakers signal light for each phase volt and Ampere meter and with loke 1 mm steel sheet one coat anticorrosive two coats of oven paint supply of materials.	PCS	1			
19	Electrical conduit UPVC schedule 40 pipe 50mm (installing underground) supply of material installation and with all associated works.	meter	20			
20	Metal frame for pvs with stand and clamps tighten pvs to roof with installation, with all associated works.	PCS	98			
21	Battery shelf with 4floor for 100 pcs	PCS	1			
22	PCC concrete for leveling and installation of PV stands with 5-10 CM thickness	m3	10			
23	Isogam of the roof	m2	720			
24	Installation of Electrical wiring of 2 light, a switch and a socket with all related works.	PCS	1			
25	Exhaust fan Installation and all related works.	PCS	2			
Total (USD)						

Manufacturers standard warranty of the goods, if any: \_\_\_\_\_

Warranty/guaranty of the services, if any: \_\_\_\_\_

Delivery and Installation Time: \_\_\_\_\_

JE  
21 Nov 2019

Please provide the following information:

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

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21 Nov 2019