

Request for Proposal (RFP) for Services/Goods

Design and installation of photovoltaic
systems for IDPs and host communities
in the Kurdistan Region of Iraq (KR-I)

RFP No. 14-IQOH-RFP-0067

Date: 4 November 2014

Request for Proposal

Design and installation of photovoltaic systems for IDPs and host communities in the Kurdistan Region of Iraq (KR-I)

RFP No. 14-IQOH-RFP-0067

Section 1: Proposal data

RFP number: 14-IQOH-RFP-0067
Project: Increasing Access to Electricity for IDPs and Host Communities
Procurement official's name: Mazen Kaloti
Email: mazenk@unops.org
Telephone number: +964 751 014 9244
Issue date: 4 November 2014

Pre-proposal conference (non-mandatory)

Date: 11 November 2014
Time: 10:00AM Erbil, Iraq time (UTC +3)
Mode: In person and via Skype
Place: UNOPS Conference Room, UNAMI Compound, 100 Metre Road, Erbil, IRAQ

Requests for clarifications due

Date: 12 November 2014
Time: 11:30AM Erbil, Iraq time (UTC +3)

UNOPS clarifications to offerors due

Date: 13 November 2014
Time: 06:00PM Erbil, Iraq time (UTC +3)

Proposal due

OFFERORS ARE RESPONSIBLE FOR THE TIMELY SUBMISSION OF THEIR PROPOSAL.

Proposal Due Date: 19 November 2014
Time: 10:00AM Erbil, Iraq time (UTC +3)

Planned award date

Date: 9 December 2014

Planned contract delivery date (on or before)

Date: 9 March 2015

Request for Proposal

Design and installation of photovoltaic systems for IDPs and host communities in the Kurdistan Region of Iraq (KR-I)

RFP No. 14-IQOH-RFP-0067

Section 2: RFP letter

UNOPS plans to procure **the design and installation of photovoltaic systems** as defined in accordance with these documents. UNOPS now invites sealed proposals from qualified offerors for providing the requirements as defined in the UNOPS Terms of Reference / Statement of Work attached hereto. Proposals must be received by UNOPS at the address specified not later than 10:00AM on 19 November 2014 Erbil, Iraq time (UTC +3).

This RFP is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives, issuances, and can be accessed by following the link below. For clarification on specific issues or to learn more details about procurement at UNOPS, offerors are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this RFP and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS RFP consists of six sections and a series of annexes that will be completed by offerors and returned with their proposal:

RFP section 1:	Proposal data sheet
RFP section 2:	RFP letter (this document)
RFP section 3:	Instructions to offerors
RFP section 4:	UNOPS terms of reference/statement of work
RFP section 5:	UNOPS general conditions for contracts for professional services
RFP section 6:	UNOPS sample contract for services template

Returnable RFP forms:

Annex A:	Proposal/no proposal confirmation form
Annex B:	Mandatory requirements/pre-qualification criteria
Annex C:	Technical proposal submission form
Annex D:	Financial proposal submission form
Annex E:	UNGM vendor registration form
Annex F:	Resume format

Interested offerors may obtain further information by contacting this email address: mazenk@unops.org.

Pre-cleared by:


Mazen Kaloti
Chief Engineer and Project Officer
UNOPS Erbil Office

4 November 2014

Date

Approved by:


Bana Kaloti
Sub-Regional Hub Director and Representative
UNOPS Hub in Amman

4 Nov. 2014

Date

Request for Proposal

Design and installation of photovoltaic systems for IDPs and host communities in the Kurdistan Region of Iraq (KR-I)

RFP No. 14-IQOH-RFP-0067

Section 3: Instructions to offerors

1 Introduction

- 1.1. UNOPS invites qualified firms to submit technical and Financial Proposals to provide photovoltaic systems associated with the UNOPS requirement for design and installation of photovoltaic systems for internally-displaced persons (IDPs) and host communities in the Kurdistan Region of Iraq (KR-I) at various locations in the KR-I as described below.
- 1.2. A description of the services required is provided in RFP Section 4 (Terms of Reference/Statement of Work).
- 1.3. UNOPS may, at its discretion, cancel the requirement in part or in whole.
- 1.4. Offerors may withdraw the proposal after submission provided that written notice of withdrawal is received by UNOPS prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNOPS may solicit the offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this solicitation, all communications must be directed only to UNOPS Project Officer Mazen Kaloti by email at mazenk@unops.org. Offerors must not communicate with any other personnel of UNOPS regarding this RFP.

2 Cost of Proposal

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the offerors, regardless of the conduct or outcome of the solicitation process. Proposals must offer the services/goods for the total requirement; proposals offering only part of the services/goods will be rejected unless the option of submitting a proposal for any or all lot/s of the requirement has been expressly stated in the TOR/SOW.

3 Eligibility

Offerors must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which has been engaged by UNOPS to provide consulting services for the preparation of the design, terms of references, and other documents used for the procurement of the services/goods under this Request for Proposal.

All suppliers are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

Offerors must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Offerors must meet the eligibility criteria as published on the [UNOPS website](#).

4 Clarification of solicitation documents and pre-proposal conference

- a. A prospective offeror requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing or email address indicated in the RFP by the specified date and time. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published on section 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective offerors that have received the solicitation documents.

The results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the UNOPS and on the UNGM websites.

- b. A pre-proposal conference will be held at the UNOPS Erbil office on 11 November 2014 starting at 10:00AM Erbil, Iraq time (UTC +3) at the UNAMI Compound, 100 Metre Road, Erbil, Iraq. Attendance to the pre-proposal conference will be limited to two (2) representatives from each offeror, or as deemed fit, who must notify Tariq Yousif, Administrative and Logistics Officer, at tariqy@unops.org of their intent to attend the conference. Attendance at the pre-proposal conference is strongly recommended. Participants may also join the conference via Skype. Minutes of the pre-proposal conference/site visit, listing questions and the related clarifications of the solicitation documents will be sent to all offerors who attended the pre-proposal conference/site visit.

5 Amendments to Solicitation Documents

At any time prior to the deadline for submission of proposals, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective offeror, modify the solicitation documents by amendment. All prospective offerors that have received the solicitation documents will be notified in writing of all amendments to the Solicitation documents. For open competitions, all amendments will also be posted on the UNOPS website and UNGM in the business opportunities section.

In order to afford prospective offerors reasonable time in which to take the amendment into account in preparing their proposals, UNOPS may, at its sole discretion, extend the deadline for the submission of proposal.

6 Language of Proposals

The proposals prepared by the offeror and all correspondence and documents relating to the proposal exchanged by the offeror and UNOPS, shall be written in English. Supporting documents and printed literature furnished by the offeror may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall be the responsibility of the offeror.

7 Submission of Proposal

- 7.1. Offerors may choose to submit their proposal either in hard copy or via email. Choosing either method, **technical and financial proposals must be submitted simultaneously but in separate sealed envelopes or separate emails** with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document, Section 1.
- 7.2. Proposals must be sent ONLY to the address and email address detailed below. Proposals sent to other addresses or to individuals put offers proposal at risk of being rejected.

7.2.1 Submission in hard copy by post, courier or hand delivered

When submission is in hard copy, both inner envelopes should indicate the name and address of the offeror. The first inner envelope should contain the offeror's technical proposal with copies duly marked "original" and "copy". The second inner envelope should include the financial proposal duly identified as such. If the envelopes are not sealed and marked as instructed, UNOPS assumes no responsibility for the misplacement or premature opening of the proposals submitted.

Technical proposals shall be submitted in one (1) original envelope accompanied by the forms prescribed in this RFP, clearly marked as technical proposal with two (2) additional copies and an electronic copy on a

CD or a USB stick in MS Word for Windows 2003 or higher format. Technical proposals (both original and copies) must be sealed in a specially marked envelope/package labelled:

RFP No 14-IQOH-RFP-0067 – Photovoltaic Systems – TECHNICAL PROPOSAL – (name and address of offeror)

Financial proposals should be submitted in one (1) original envelope on the form prescribed herein and an electronic copy on a CD or USB stick in MS Excel for Windows 2003 or higher format. Financial proposals should be sealed separately in a specially marked envelope labelled:

DO NOT OPEN! – RFP No 14-IQOH-RFP-0067 – Photovoltaic Systems – FINANCIAL PROPOSAL- (name and address of offeror)

Offerors should use recycled paper for all printed and photocopied documents related to the submission of this proposal and fulfilment of this contract and shall, whenever practicable, use both sides of the paper. Offerors are encouraged to use green alternatives to bind their proposals instead of binders.

Hard copies must be delivered to:

Mazen Kaloti, Project Officer
UNOPS Hub in Amman
Al Shakereen Street, Building #2
Deir Ghbar, Amman, JORDAN

The outer envelope must be marked “NOT TO BE OPENED BY REGISTRY”

7.2.2 Submission in soft copy (by email/electronic transmission/fax)

If submission is by email, electronic transmission or a secured fax address, the technical and financial proposals must be sent as two separate emails/transmissions/faxes to the secured email or secured fax address below. Both text bodies should indicate the name and address of the offeror and the description of the proposal (technical or financial). The technical email/electronic transmission/fax should not contain any pricing information; nor should the financial email/electronic transmission/fax contain any components of the technical proposal.

The email/electronic transmission/fax subject line for the technical part should read:

RFP No 14-IQOH-RFP-0067 – (name of offeror) - TECHNICAL PROPOSAL

The email/electronic transmission/fax subject line for the financial part should read:

RFP No 14-IQOH-RFP-0067 – (name of offeror) - FINANCIAL PROPOSAL

All proposals by email shall be sent to: IQOCProcurementSecureMail@unops.org

Proposals should be received by the date time and means of submission (hard copy and/or email) stipulated in this RFP. Offerors are responsible for ensuring that UNOPS receives their proposal by the due date and time. Proposals received by UNOPS after the proposed due date and time may be rejected.

In case of submission by email/electronic transmission/fax to UNOPS, the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNOPS inbox/fax number. UNOPS shall not be responsible for any delays caused by network problems etc. It is the sole responsibility of offerors to ensure that their proposal is received by UNOPS in the dedicated inbox/fax number on or before the prescribed tender deadline.

- 7.3. The “Certificate of Offeror’s Eligibility and Authority to Sign Proposal” contained in this RFP must be executed by a representative of offeror who is duly authorized to execute contracts and bind the offeror. Signature on the certificate represents that the offeror has read this RFP, understands it and agrees to be bound by its terms and conditions. The offeror’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

8 Late Proposals

Any proposals received by UNOPS after the deadline for submission of proposals prescribed in this document, may be rejected.

9 Clarification of Proposals

To assist in the examination, evaluation and comparison of proposals, UNOPS may, at its sole discretion, ask the offeror for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the [UNOPS Procurement Manual 8.9 Discussions with vendors](#).

10 Proposal Currencies

All prices shall be quoted in US Dollars (USD).

UNOPS reserves the right not to reject any proposals submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept proposals submitted in another currency than stated above if the offeror confirms during clarification of proposals (8) in writing that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of RFP deadline as stated in the RFP letter shall apply.

Regardless of the currency of proposals received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

11 Mandatory/Pre-qualification Criteria

- 11.1. The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the RFP procurement process, only those offerors with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident ability to satisfy UNOPS requirements and superior customer references for supplying the services envisioned in this RFP will qualify for further consideration. UNOPS reserves the right to verify any information contained in offeror's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 11.2. Offerors will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, offerors must meet all the mandatory requirements/pre-qualification criteria described in this RFP.
- 11.3. The UNOPS General Conditions of Contract for services/goods and the UNOPS contract, as part of this RFP, contain mandatory terms and conditions for offerors' review and acceptance. UNOPS will not entertain any proposed changes to the Non-Negotiable Articles. Offerors are expected to confirm in writing their acceptance of these conditions by completing the mandatory requirements/pre-qualification criteria as provided in Annex B. There will be no negotiation of terms and conditions and contract terms at contract award.

12 Evaluation of Technical and Financial Proposal

12.1. PHASE I - TECHNICAL PROPOSAL (140 points)

- 12.1.1. Only offerors meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 140 points may be determined. An evaluation committee appointed by UNOPS will carry out the technical evaluation applying the evaluation criteria and point's ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative average score of 98 points.

The technical component, which has a total possible value of 140 points, will be evaluated according to the following criteria:

Evaluation Criteria	Maximum Points
1. Company profile demonstrating general reliability, experience, and capacity in the specific field of the assignment. The minimum requirements shall include:	30
1.1 Experience and past performance on product offered and on those of similar nature within the past five years. The offeror must provide photos and a list of at least three (3) customer references for which similar service provided. Name, company and contact information for the references must be provided.	10
1.2 Social and environmental performance according to international standards such as certificates in renewable energy professionals, etc.	10
1.3 Experience and past performance on product offered and on those of similar nature with UN and international agencies if available (not mandatory but points will be given for this criteria).	5
1.4 Experience and past performance on product offered and on those of similar nature in countries of the Middle East.	5
2. Proposed methodology and technical approach. The minimum requirements shall include:	35
2.1 Demonstration that the proposed PV system is capable of operation in the climatic conditions that prevail at the site locations where systems are to be installed and operated, taking into consideration the system sustainability.	5
2.2 Description of realistic challenges/risks (minimum of three) given the context of the project, along with suggested approaches to overcome and/or mitigate risks that are clear and logical.	5
2.3 Clear description and sequence of the main activities to be implemented.	5
2.4 Detailed time frame for the PV system design, delivery, installation, testing, and commissioning, taking into consideration that UNOPS must complete this project within twelve weeks from signing the contract (i.e. no later than 9 March 2014).	20
3. Expertise of the personnel proposed for design and implementation of the proposed PV systems. The minimum requirements shall include:	25
3.1 Clear demonstration through personnel CVs that they have the experience to design and implement PV systems of this nature, given the scope, value, and complexity. Key competences, language qualifications, and experience in design and implementation of renewable energy projects should be evident.	15
3.2 Demonstrate willingness to utilize local IDPs and/or host communities in implementation of project activities.	10
4. Technical data. The minimum requirements shall include:	50
4.1 Adequate design calculation for each system (see Annex C for an example sheet), and summaries for site, load and annual load, system performance / ALR and normalized load/ Array / load ratio analysis, insolation analysis, battery state of charge analysis, loss of load probability analysis, and all other relevant details.	20
4.2 The offered PV system component specifications and drawings/shop drawings where necessary, including the number of each component.	10
4.3 Proposed location and required areas for installing the panels and the other components for each PV system. UNOPS preference is to install the PV panels on the top of the prefabricated caravans if possible.	10
4.4 Sustainable and easy to follow maintenance and operation plan.	10

12.2. PHASE II - FINANCIAL PROPOSAL (60 points)

12.2.1. Financial proposals will be evaluated following the completion of the technical evaluation. The offeror with the lowest evaluated cost will be awarded 60 points. Financial proposals from other offerors will receive pro-rated points based on the relationship of the offeror's prices to that of the lowest evaluated cost.

12.2.1.1. Formula for computing points:

$$\text{Points} = (A/B) \text{ Financial Points}$$

Example: Offeror A's price is the lowest at \$10.00. Offeror A receives 30 points
Offeror B's price is \$20.00. Offeror B receives $(\$10.00/\$20.00) \times 30$ points = 15 points

13 Preparation of Proposal

- 13.1. The offeror is expected to examine all terms and instructions included in the solicitation documents. Failure to provide all requested information will be at the offeror's own risk, and may result in rejection of the offeror's proposal.
- 13.2. The offeror's proposal must be organized to follow the format of this RFP. Each offeror must respond to every stated request or requirement, and indicate that the offeror understands and confirms acceptance of UNOPS stated requirements. The offeror should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the offeror's proposal will be deemed as accepted by the offeror. The terms "offeror" and "contractor" refer to those companies that submit a proposal pursuant to this RFP.
- 13.3. Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 13.4. The terms of reference/statement of work in this document provides a general overview of the current operation. If the offeror wishes to propose alternatives or equivalents, the offeror must demonstrate that any such proposed change is equivalent or superior to UNOPS established requirements. Acceptance of such changes is at the sole discretion of UNOPS.
- 13.5. Proposals must offer services/goods for the total requirement, unless otherwise permitted in the solicitation document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the solicitation document.
- 13.6. The offeror's proposal shall include all of the following labelled annexes:

RFP Submission (on or before proposal due date):

As a minimum, offerors shall complete and return the below listed documents (Annexes to this RFP) as an integral part of their proposal. Offerors may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

Part of proposal	Mandatory requirements/pre-qualification criteria (Annex B hereto)
Part of proposal	Technical proposal submission form (Annex C hereto)
Part of proposal	Financial proposal submission form (Annex D hereto) Sealed in a separate envelope/sent in a separate email!
Part of proposal	UNGM vendor registration form (Annex E hereto)
Part of proposal	Resume format (Annex F hereto)

Pre-submission:

Offerors shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline, indicating whether they do or do not intend to submit a proposal. If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate if you could return this form indicating your reasons for non-participation.

Stand-alone document	Proposal/no proposal confirmation form (Annex A hereto)
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14 Format and Signing of Proposal

The proposal shall be typed and signed in indelible ink by the offeror or a person or persons duly authorized to bind the offeror to the contract.

A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the offeror, in which case such corrections shall be initialed by the person or persons signing the proposal.

15 Award

- 15.1. The Award will be made to the responsible and responsive offeror with the highest evaluated proposal following negotiation of an acceptable contract. UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. The award will be in effect only after acceptance by the selected offeror of the terms and conditions and the terms of reference/statement of work. **The contract will reflect the name of the firm whose financials were provided in response to this RFP.** Upon execution of the contract, UNOPS will promptly notify the unsuccessful offerors.
- 15.2. The selected contractor is expected to commence providing services / delivering goods as of the date and time stipulated in this RFP, or as agreed with UNOPS at the time of Award.
- 15.3. At the time the Contract is awarded, UNOPS reserves the right to increase or decrease the quantity of goods and related services specified in Section 4 of this RFP without any change to the unit prices offered on the Price Schedule Form (Annex D) submitted by offerors and without changes to other terms and conditions of the bid and the Bidding Documents.

Request for Proposal

Design and installation of photovoltaic systems for IDPs and host communities in the Kurdistan Region of Iraq (KR-I)

RFP No. 14-IQOH-RFP-0067

Section 4: UNOPS terms of reference/statement of work

A. Background

Introduction:

“UNOPS plays a critical role in providing management services for our life-saving, peace building, humanitarian and development operations.” - *Ban Ki-moon, United Nations Secretary-General*

UNOPS mission is to expand the capacity of the UN system and its partners to implement peace building, humanitarian and development operations that matter for people in need.

Working in some of the world's most challenging environments, our vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness.

UNOPS provides services in sustainable infrastructure, sustainable procurement and sustainable project management, with projects ranging from building schools, roads, bridges and hospitals to procuring goods and services and training local personnel.

By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

Requirement overview:

Since the fall of Mosul on 9 June, armed opposition groups have taken control of large parts of Iraq, leading to massive internal displacement. Although the situation is changing rapidly, the humanitarian community currently estimates that more than 1.8 million Iraqis have been displaced since the beginning of the year as a result of the violence, with the vast majority fleeing toward the Kurdistan Region of Iraq (KR-I).

Access to electricity in Iraq has long been a concern for all citizens due to ongoing blackouts and brownouts across the country. IDPs and their host communities are especially impacted, because the influx of individuals in various locations across Iraq is putting extra strain on an already overtaxed system, increasing the likelihood of power outages. Nearby conflicts are also straining access to electricity and fuel. For IDPs in temporary settlements, camps, and remote areas, there may be no electrical grid and no available electricity of any type.

UNOPS is responding to this situation in a variety of ways through our project “Increasing Access to Electricity for IDPs and Host Communities.” In this RFP, UNOPS seeks to procure and deliver photovoltaic (PV) systems in selected public buildings in the KR-I.

B. Terms of Reference/Statement of Work

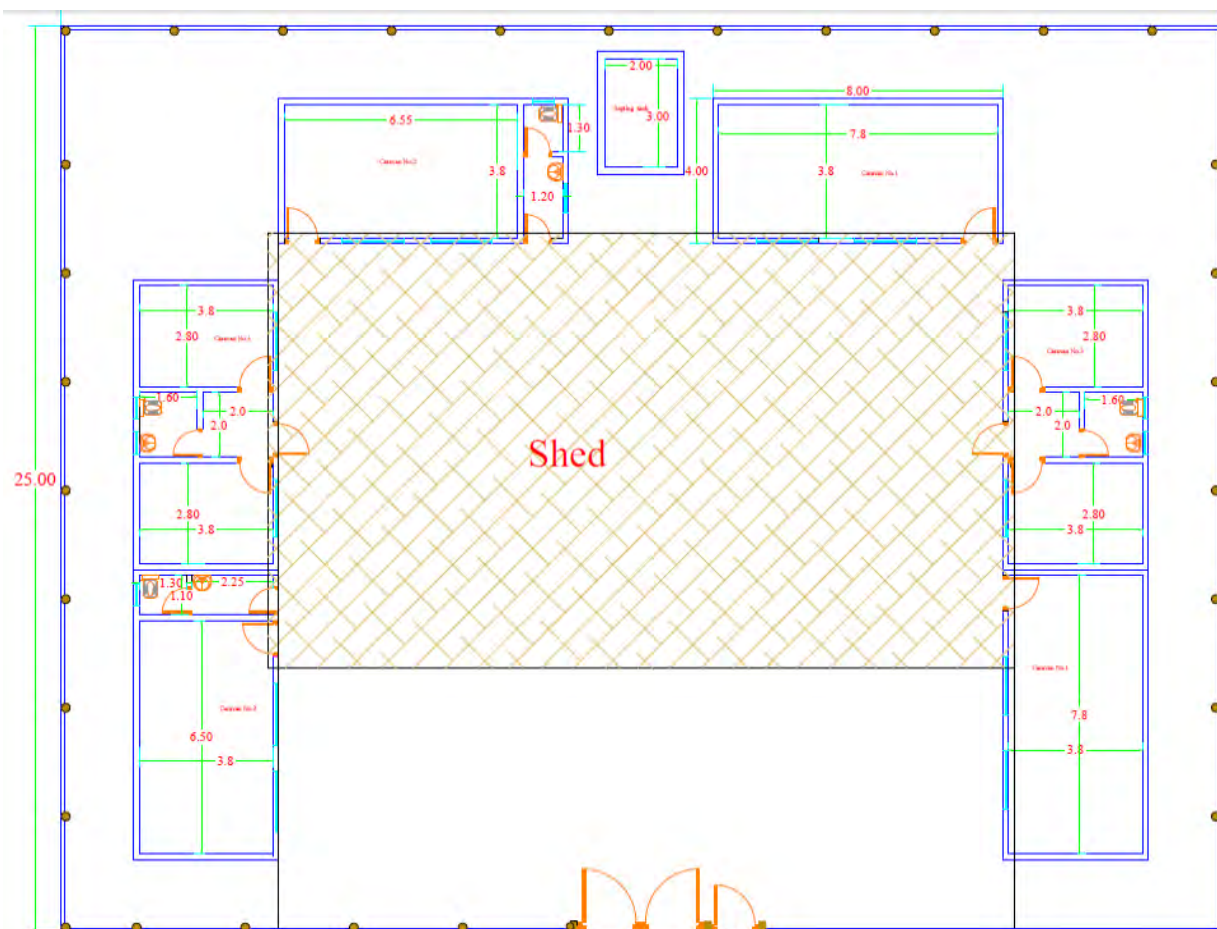
The services covered under this RFP consist of the design, supply, installation, testing, and commissioning of PV systems using solar modular panels to generate power for the below-mentioned general service facilities (or similar facilities). **The design and/or construction of any electrical equipment or furniture inside the facilities described below other than those which are required for operation of the PV systems should not be part of this proposal.**

PV Design One: Women's Space / Nursing Clinics

PV systems to power women's spaces and nursing clinics will be installed at two sites: (1) the Bajid Kandala IDP camp, and (2) the Khanke IDP camp, both in the Duhok governorate. A map of Bajid Kandala is available at <http://goo.gl/NrKTpr> and the camp profile is available at <http://goo.gl/CeyTaj>. A map of Khanke is available at <http://goo.gl/fmjMYm> and the camp profile is available at <http://goo.gl/uDQysw>.

The total number of PV installations under this design is **two**.

Each women's space / nursing clinic consists of six pre-fabricated caravans (approximately 8m x 4m) with two large rooms, two medium rooms, four small rooms, and three WC/toilet rooms. A draft drawing of the space appears below:



The projected electrical appliance load for each room is as follows:

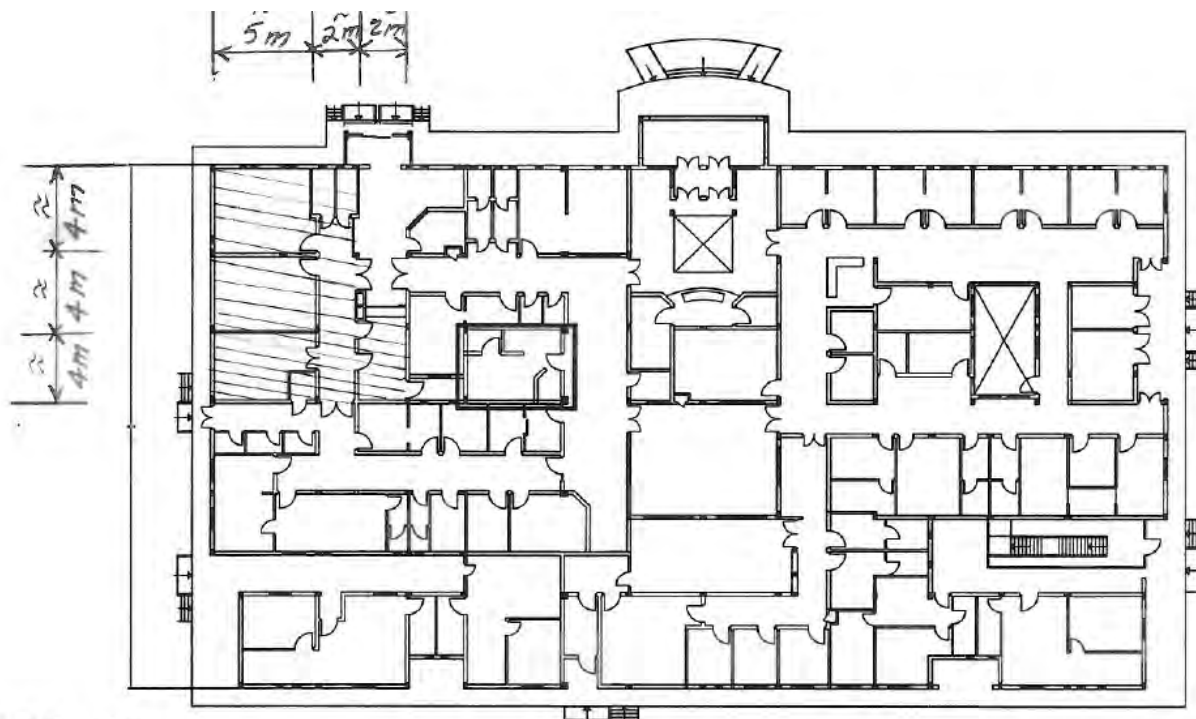
Description	# of Units Per Room	Daytime Operating Hours	Night Operating Hours
Two large rooms (7.8m x 3.8m)			
Fluorescent light (40 watt)	4	8	0
LED flood light	2	0	12
Ventilation and exhaust fan	2	8	0
2 ton air conditioner (split unit)	1	8	0
TV	1	6	0
Sewing machine	1	6	0
Hair dryer	1	4	0
Two medium rooms (6.55m x 3.8m)			
Fluorescent light (40 watt)	4	8	0
LED flood light	2	0	12
Ventilation and exhaust fan	2	8	0

2 ton air conditioner (split unit)	1	8	0
Sterilizer	1	4	0
PC with monitor	1	8	0
Four small rooms (3.8m x 2.8m)			
Fluorescent light (40 watt)	2	8	0
LED Flood light	1	0	12
Ventilation and exhaust fan	1	8	0
1 ton air conditioner (split unit)	1	8	0
PC with monitor	1	8	0
Three WCs (3.8m x 2m)			
Fluorescent light (40 watt)	2	6	0
LED flood light	1	0	12
Ventilation and exhaust fan	1	8	0
Other electrical equipment			
Water pump for 1 m ³ tank settled on 3m high tower	1	2	0

Note that the hours listed are not necessarily continuous, and PV systems must be designed for at least two autonomous days. See General Requirements, below, for more information.

PV Design Two: Maternity Section of the Golan Health Centre

One PV system will be installed to power the maternity section of the Golan Health Center in Duhok governorate. The maternity section is located in a one-floor concrete building and consists of a hallway, three large rooms, and one small room. A drawing of the space appears below:



LEGEND



: Area for the PV system

The total number of PV installations under this design is **one**. The projected electrical appliance load for each room is as follows:

Description	# of Units Per Room	Daytime Operating Hours	Night Operating Hours
Three large rooms (5m x 4m)			
Fluorescent light (40 watt)	6	12	12
Sterilizer	1	4	4
PC with monitor	1	12	12
Other items (20 ampere)	1	6	6
Hallway (12m x 2m)			
Fluorescent light (40 watt)	3	12	12
Other items (20 ampere)	1	6	6
One small room (4m x 2m)			
Fluorescent light (40 watt)	2	12	12
Other items (20 ampere)	1	6	6

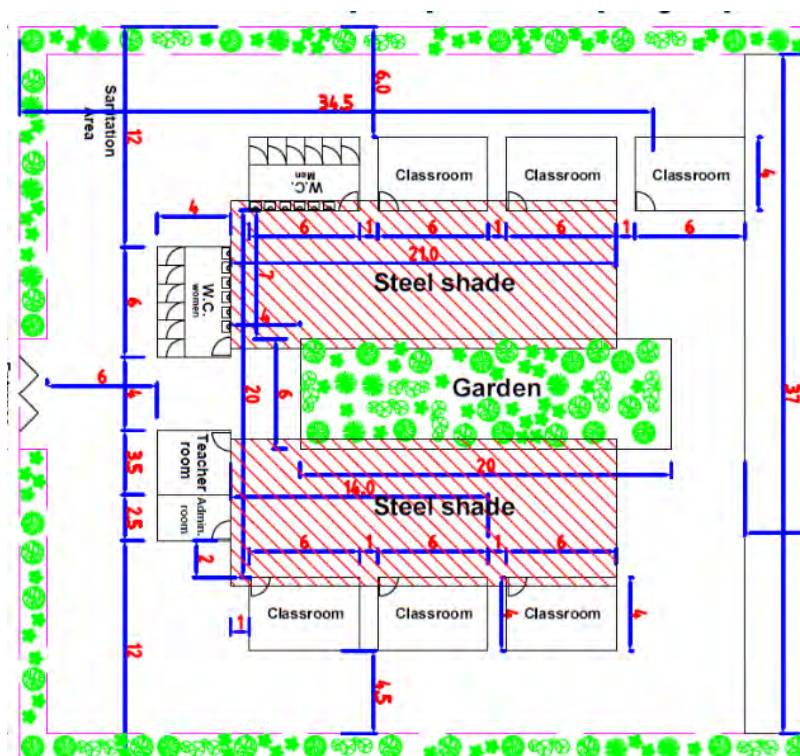
Note that the hours listed are not necessarily continuous, and PV systems must be designed for at least two autonomous days. See General Requirements, below, for more information.

PV Design Three: Secondary Schools

PV systems to power secondary schools will be installed at two sites in the Dawodiya IDP camp in Duhok governorate, one site in the Baharka IDP camp in Erbil governorate, and one site in the Barzinja camp in Sulaymaniyah governorate. The total number of PV installations under this design is **four**.

A camp profile for Baharka is available at <http://goo.gl/dOh0a2>. An updated map of the Baharka camp is not currently available, and no camp profile or map is currently available for the Dawodiya and Barzinja camps.

Each secondary school consists of nine pre-fabricated caravans (approximately 6m x 4m) with six classrooms, one teacher room, one admin room, and two WC/toilet rooms. A draft drawing of the space appears below:



The projected electrical appliance load for each room is as follows:

Description	# of Units Per Room	Daytime Operating Hours	Night Operating Hours
<u>Six classrooms (4m x 6m)</u>			
Fluorescent light (40 watt)	6	6	0
Ventilation and exhaust fan	1	6	0
2 ton air conditioner (split unit)	1	6	0
<u>One teacher room (4m x 3.5m)</u>			
Fluorescent light (40 watt)	4	6	0
Ventilation and exhaust fan	1	6	0
1 ton air conditioner (split unit)	1	6	0
PC with monitor	2	6	0
<u>One admin room (4m x 2.5m)</u>			
Fluorescent light (40 watt)	4	6	0
Ventilation and exhaust fan	1	6	0
1 ton air conditioner (split unit)	1	6	0
PC with monitor	2	6	0
Multi-function laser printer	1	3	0
<u>Two WCs (4m x 6m)</u>			
Fluorescent light (40 watt)	4	6	0
Ventilation and exhaust fan	3	6	0
Water pump for 1 m ³ tank settled on 3m high tower	1	4	0
<u>Other electrical equipment</u>			
External light projector (250 watt)	8	0	12

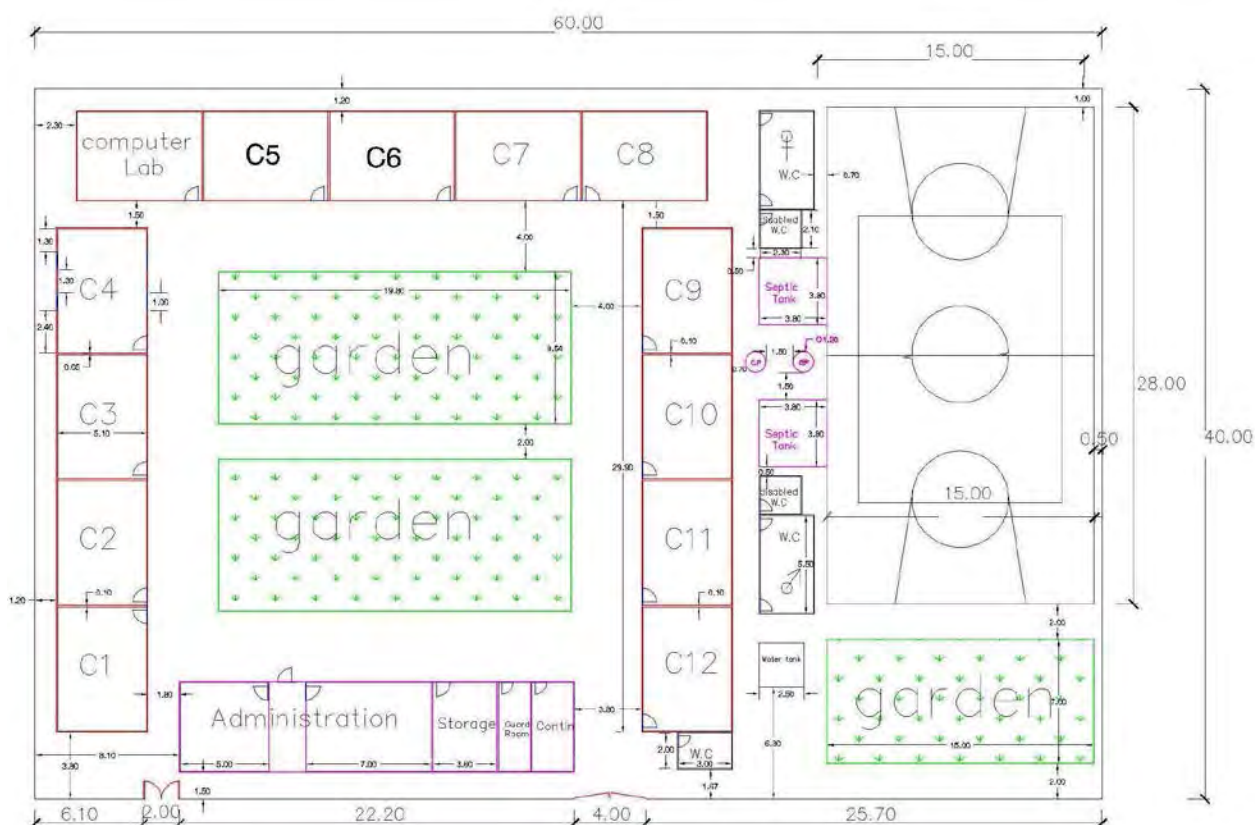
Note that the hours listed are not necessarily continuous, and PV systems must be designed for at least two autonomous days. See Performance (Section C), below, for more information.

PV Design Four: Primary Schools

PV systems to power primary schools will be installed at one site in the Dawodiya IDP camp in Duhok governorate, one site in the Baharka IDP camp in Erbil governorate, and one site in the Barzinja camp in Sulaymaniyah governorate. The total number of PV installations under this design is **three**.

A camp profile for Baharka is available at <http://goo.gl/dOh0a2>. An updated map of the Baharka camp is not currently available, and no camp profile or map is currently available for the Dawodiya and Barzinja camps.

Each primary school consists of twenty-two pre-fabricated caravans (approximately 7m x 5m) with twelve classrooms, one computer lab, two admin rooms, five WC/toilet rooms, one guard/canteen room, and one storage room. A draft drawing of the space appears below:



The projected electrical appliance load for each room is as follows:

Description	# of Units Per Room	Daytime Operating Hours	Night Operating Hours
<u>Twelve classrooms (7m x 5m)</u>			
Fluorescent light (40 watt)	4	6	0
Ventilation and exhaust fan	2	6	0
1.5 ton air conditioner (split unit)	2	6	0
Projector (2700 Lumens)	1	1	0
<u>One computer lab (7m x 5m)</u>			
Fluorescent light (40 watt)	4	6	0
Ventilation and exhaust fan	2	6	0
1.5 ton air conditioner (split unit)	2	6	0
Projector (2700 Lumens)	1	1	
PC with monitor	31	3	0
<u>Two admin rooms (7m x 5m)</u>			
Fluorescent light (40 watt)	4	6	0
Ventilation and exhaust fan	2	6	0
1.5 ton air conditioner (split unit)	2	6	0
PC with monitor	1	6	0
Multi-function laser printer	1	3	0

<u>One teacher WC (3m x 2.5m)</u>			
Fluorescent light (40 watt)	3	6	0
Ventilation and exhaust fan	2	6	0
<u>Two disabled student WCs (2.1m x 2.3m)</u>			
Fluorescent light (40 watt)	2	2	0
Ventilation and exhaust fan	1	2	0
<u>Two student WCs (3m x 5.5m)</u>			
Fluorescent light (40 watt)	4	6	0
Ventilation and exhaust fan	5	6	0
Extractor fan	3	6	0
Water pump	1	4	0
<u>One guard/canteen room (4.2m x 5m)</u>			
Fluorescent light (40 watt)	4	8	0
Ventilation and exhaust fan	2	8	0
1.5 ton air conditioner (split unit)	2	6	0
<u>One Storage Room (3.6m x 5m)</u>			
Fluorescent light (40 watt)	2	6	0
Ventilation and exhaust fan	2	6	0
2 ton air conditioner (split unit)	1	1	0
<u>Other electrical equipment</u>			
Water pump for 21 m ³ tank settled on 3m high concrete block	1	2	0
External light projector (250 watt)	8	0	12
Water cooler with two taps	4	6	0

Note that the hours listed are not necessarily continuous, and PV systems must be designed for at least two autonomous days. See Performance (Section C), below, for more information.

C. Performance

General Requirements

1. The proposal shall include the design of solar power systems using PV modular panels for the above listed facilities; supply and installation of all components of the PV systems; commissioning; testing; and warranty.
2. The solar power systems for the above facilities should be the prime source of power with a minimum of two-days autonomy (power at the specified level with no electricity production for two days). However, the solar power system should also be connected to existing electricity supply for automatic transfer in case of faults or more than two days of autonomy. All required materials for such connections should be designed, supplied and installed under this proposal.
3. Since the electrical appliances are not installed yet, the offeror shall assume the high range of electrical load for the electrical appliances mentioned above.
4. The proposal should include any civil, electrical, or mechanical works required to perform the job, including electrical works or material, concrete foundations, and any steel structures required to hold the modular or other equipment required.
5. All systems will be tested for autonomy day operation once fixed, and offerors shall consider this in their design.

In most cases, the prefabricated caravans mentioned above have not yet been installed at the described sites, so UNOPS will consult with the successful bidder to revise component descriptions on an as-needed basis.

Technical Requirements

Submitted proposals must meet the minimum specifications and requirements listed below for the components of the finished PV systems:

1. **Solar modular panels:**
 - a. Poly or mono crystalline solar cells, TUV certified, UL certified, Tier 1
 - b. Structure glass-foil laminate
 - c. Anodized aluminium frame
 - d. Junction box (IP 65) with three bypass diodes
 - e. Weather-resistant back sheet
 - f. Warranty: ten years.
 - g. Performance warranty: PV panel(s) 80% yield guaranteed after 20 years.
2. **Structures required for holding the panels:** Galvanized steel structure; proposal should include the design or at least the sections to be used in this structure. Offeror may suggest different arrangements if needed.
3. **Battery bank:** Deep cycle solar batteries, AGM (Absorbed Glass Mat) or gel battery, maintenance-free batteries, with minimum four years warranty.
4. **Earthing:** Deep cycle solar batteries, AGM (Absorbed Glass Mat) or gel battery, maintenance-free batteries, with minimum four years warranty.
5. **Cabling:** DC cables to be sun resistance working to temperatures -40°C to +90°C and high UV resistance, offeror to specify specs for DC and AC cables for UNOPS evaluation.
6. **Other components:** Photo sensor, charge controller(s): warranty five years. Inverter: warranty five years, air fans, circuit breakers and automatic transfer switch all compatible as much as possible and of European-made quality or equivalent.
7. **Electrical room/boxes/cabinets:** Galvanized steel with powder coating, with enough space to fit the battery or batteries, inverter, controller, ATS and circuit breaker. Well ventilated with air fan(s). It is within the scope of this proposal to construct a concrete foundation base for the electrical room / boxes / cabinets if required. Proposer to specify different specs if needed, within the same quality.

D. Sustainability

UNOPS is committed to progressively streamline sustainability in all its operations, with due considerations for local market conditions and local capacity development. UNOPS expects its suppliers to adhere to the principles of the United Nations Global Compact, and to continuously strive to improve their social and environmental performance. In addition, whenever possible, suppliers will be asked to utilize locally-available labour, drawing from the IDP and host communities in the locations of installation to provide labour and other services as required.

Request for Proposal

Design and installation of photovoltaic systems for IDPs and host communities
in the Kurdistan Region of Iraq (KR-I)
RFP No. 14-IQOH-RFP-0067

Section 5: UNOPS general conditions of contract

In the event of an order, the following contract will apply:

- [UNOPS General Conditions of Contract for goods](#)
- [UNOPS General Conditions of Contract for professional services](#)

The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>.

Request for Proposal

Design and installation of photovoltaic systems for IDPs and host communities in the Kurdistan Region of Iraq (KR-I)

RFP No. 14-IQOH-RFP-0067

Section 6: UNOPS contract form for services

Dear Sir/Madam,

Ref.: 00091220 / Increasing Access to Electricity for IDPs and Host Communities

The United Nations Office for Project Services (hereinafter referred to as "UNOPS"), wishes to engage your [company/organization/institution], duly incorporated under the Laws of [insert name of country] (hereinafter referred to as the "Consultant") in order to perform consulting services in respect of the design and installation of photovoltaic systems for IDPs and host communities in the Kurdistan Region of Iraq (hereinafter referred to as the "Services"), in accordance with the following Contract:

1 Contract documents

- 1.1 This Contract is subject to the UNOPS General Conditions for Professional Services, Rev.8, 16 June 1997, attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Consultant and UNOPS also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
 - a) this letter;
 - b) UNOPS' Request for Proposal, reference 14-IQOH-RFP-007, dated 4 November 2014, and subsequent amendments and clarifications, assumed to be known to both parties, including the Statement of Work / Terms of Reference, attached hereto as Annex II;
 - c) the Consultant's technical proposal [reference [insert reference number], dated [insert reference date]], as clarified by the agreed minutes of the negotiation meeting [dated [insert meeting date]], both documents not attached hereto but known to and in the possession of both parties.
- 1.3 All the above shall form the Contract between the Consultant and UNOPS, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

2 Obligations of the consultant

- 2.1. The Consultant shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.
- 2.2. The Consultant shall provide the services of the following key personnel:

Name	Specialization	Nationality	Period of service
[insert name]	[insert specialization]	[insert nationality]	[insert period of service]
[insert name]	[insert specialization]	[insert nationality]	[insert period of service]

- 2.3. Any changes in the above key personnel shall require prior written approval of the Director, [insert name of Director] RO/OC UNOPS.
- 2.4. The Consultant shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.
- 2.5. The Consultant shall submit to UNOPS the deliverables specified hereunder according to the following schedule:

[LIST DELIVERABLES][INDICATE DELIVERY DATES]

e.g.

Progress report	/..
.....	/..
Final report	/..

- 2.6. All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Consultant by [MAIL, COURIER AND/OR FAX] to the address specified in 9.1 below.
- 2.7. The Consultant represents and warrants the accuracy of any information or data provided to UNOPS for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

3 Price and payment

- 3.1. In full consideration for the complete and satisfactory performance of the Services under this Contract, UNOPS shall pay the Consultant a price not to exceed [insert currency and amount in figures and words].
- 3.2. The amount contained in 3.1 above is the maximum total amount of reimbursable costs under this Contract. The Breakdown of Costs in Annex [insert Annex number] contains the maximum amounts per cost category that are reimbursable under this Contract. The Consultant shall reflect in his invoices the amount of the actual reimbursable costs incurred in the performance of the Services.
- 3.3. The Consultant shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the amount under 3.1 or of any of the amounts specified in the Breakdown of Costs for each cost category without the prior written agreement of the Director, [insert name of Director] RO/OC, UNOPS.
- 3.4. Payments effected by UNOPS to the Consultant shall be deemed neither to relieve the Consultant of its obligations under this Contract nor as acceptance by UNOPS of the Consultant's performance of the Services.

- 3.5. The Consultant shall submit invoices for the work done every [insert period of time or milestones].
- 3.6. Progress and final payments shall be effected by UNOPS to the Consultant after acceptance of the invoices submitted by the Consultant to the address specified in 9.1 below, together with whatever supporting documentation of the actual costs incurred is required in the Breakdown of Costs or may be required by UNOPS. Such payments shall be subject to any specific conditions for reimbursement contained in the Breakdown of Costs.

4 Special conditions

- 4.1. The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNOPS of a bank guarantee for the full amount of the advance payment issued by a Bank and in a form acceptable to UNOPS.
- 4.2. The amounts of the payments referred to under section 3.6 above shall be subject to a deduction of [insert percentage that the advance represents over the total price of the contract] % (... percent) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment.
- 4.3. Owing to [insert reason], Article(s) [insert article number?] of the General Conditions in Annex I shall be amended to read/be deleted.

OR

- 4.1. No special conditions shall apply.

5 Submission of invoices

- 5.1. An original invoice shall be submitted by mail by the Consultant for each payment under the Contract to the following address:
- [insert address]
[insert address]
[insert address]
- 5.2. Invoices submitted by fax shall not be accepted by UNOPS.

6 Time and manner of payment

- 6.1. Invoices shall be paid within thirty (30) days of the date of their receipt and acceptance by UNOPS.
- 6.2. All payments shall be made by UNOPS to the following Bank account of the Consultant:
- [Name of the bank]
[Account number]
[Address of the bank]

7 Entry into force. Time limits.

- 7.1. The Contract shall enter into force upon its signature by both parties.

7.2. The Consultant shall commence the performance of the Services not later than [insert date] and shall complete the Services within [insert number of days or months] of such commencement.

7.3. All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

8 Modifications

8.1. Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Consultant and the Director, [.....] UNOPS.

9 Notifications

9.1. For the purpose of notifications under the Contract, the addresses of UNOPS and the Consultant are as follows:

For UNOPS:

[Insert name of RO/OC Director]
Director
[RO/OC.....]
UNOPS
Address
Ref. _____ / _____ / _____
[Insert contract reference and number]
Phone: [Insert phone number]
Fax: [Insert fax number]
Email: [Insert email address]

For the Consultant:

[Insert name, address, phone, and fax/email]

10 Good faith

10.1. The Parties undertake to act in good faith with respect to each other's rights and obligations under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,

[Insert name of RO/OC Director]

Director

[.....] RO/OC

For [Insert name of the company/organization]

Agreed and Accepted:

Signature _____

Name _____

Title _____

Date _____

ANNEX I

UNOPS General conditions of contract for professional services

See: <http://www.unops.org/SiteCollectionDocuments/Procurement%20docs/GCCs%20For%20Professional%20Services.pdf>.

ANNEX II

STATEMENT OF WORK

[The Statement of Work should be prepared in accordance with the instructions contained in the UNOPS Procurement Manual]

ANNEX III

BREAKDOWN OF COSTS

[To be inserted]

Request for Proposal

Design and installation of photovoltaic systems for IDPs and host communities in the Kurdistan Region of Iraq (KR-I)

RFP No. 14-IQOH-RFP-0067

ANNEX A: Proposal/no proposal confirmation Form

Date:

To:

UNOPS
Mazen Kaloti
Chief Engineer and Project Officer
mazenk@unops.org

From:

Subject:

IQOH-14-RFP-0067

- ☐ YES, we intend to submit an offer.
- ☐ NO, we are unable to submit a bid in response to the above mentioned Invitation to bid due to the reason(s) listed below:
- ☐ The requested products are not within our range of supply
 - ☐ We are unable to submit a competitive offer for the requested products at the moment
 - ☐ The requested products are not available at the moment
 - ☐ We cannot meet the requested terms of reference
 - ☐ We cannot offer the requested type of packing
 - ☐ We can only offer FCA prices
 - ☐ The information provided for quotation purposes is insufficient
 - ☐ Your RFP is too complicated
 - ☐ Insufficient time is allowed to prepare a quotation
 - ☐ We cannot meet the delivery requirements
 - ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
 - ☐ We do not export
 - ☐ Our production capacity is currently full
 - ☐ We are closed during the holiday season
 - ☐ We had to give priority to other clients' requests
 - ☐ The person handling the bids is away from the office
 - ☐ Other (please provide reasons): _____
- ☐ We would like to receive future RFPs for this type of service/goods
- ☐ We don't want to receive RFPs for this type of service/goods

If UNOPS has questions to the bidder concerning this NO BID, UNOPS should contact Mr./Ms. _____, at the _____ phone/email _____, who will be able to assist.

Request for Proposal

Design and installation of photovoltaic systems for IDPs and host communities in the Kurdistan Region of Iraq (KR-I)

RFP No. 14-IQOH-RFP-0067

Annex B: Mandatory requirements/pre-qualification criteria

Offerors are requested to complete this form and return it as part of their submission.

Offerors will receive a pass/fail rating on this section. In order to be considered for Phase I, offerors must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UNOPS reserves the right to verify any information contained in the offeror's response, or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions, will affect the evaluation of proposals.

Mandatory requirements/pre-qualification criteria	Offerors' response
1.1. Registration of the firm as legal entity	Yes/No
1.2. Technical and financial proposals submitted in separate sealed envelopes according to RFP requirements	Yes/No
1.3. Proposal submission form is completed correctly and has been properly signed and stamped	Yes/No
1.4. Validity of proposal is not less than 90 days	Yes/No
1.5. If the Bidder is a joint venture, the joint venture agreement is enclosed	Yes/No
1.6. If the Bidder does not manufacture or produce the goods it offers to supply, the Bidder has submitted the Manufacturer's Authorization to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Country of destination	Yes/No
1.7. The Bidder or the manufacturers whose products are offered by the Bidder have been in continuous business of manufacturing / supplying the specific product as specified in the Terms of Reference (Section 4) during the last 1 (one) year and similar products during the last five (5) years prior to bid opening	Yes/No
1.8. Written confirmation from the Bidder that the Bidder is neither suspended by the UN system nor debarred by the World Bank group	Yes/No
1.9. Legally enforceable authorization from the manufacturer assuring full guarantee and warranty obligations as per the General Conditions for Goods	Yes/No
1.10. Written confirmation from the Bidder that warranty and after sales services obligations including maintenance, repair, and spare parts-stocking for the offered PV systems components are available within the country of destination (Iraq). In case of a Bidder not doing business within the country of destination, the Bidder shall submit a written confirmation that the Bidder is or will be (if awarded the contract) represented by an Agent in the country of destination (Iraq) equipped and able to carry out the warranty and after sales services obligations including maintenance, repair, spare parts-stocking for the offered PV systems components	Yes/No

1.11. Audited financial statements for the previous two fiscal years that demonstrates that the offerer has been operating in a positive position (i.e. generated an operating profit in both of the last two fiscal years)	Yes/No
1.12. Full acceptance of UNOPS General Conditions of Contract for Goods and Professional Services (Section 5)	Yes/No
1.13. Documentation on previous experience and environmental certificates included	Yes/No
1.14. Proposed Methodology and Technical Approach included	Yes/No
1.15. CVs of proposed team members provided	Yes/No
1.16. System performance, technical and design calculation included	Yes/No
1.17. The Bidder or the manufacturers whose products are offered by the Bidder have been in continuous business of manufacturing / supplying the specific product as specified in the Terms of Reference (Section 4) during the last 1 (one) year and similar products during the last five (5) years prior to bid opening	Yes/No

Request for Proposal

Design and installation of photovoltaic systems for IDPs and host communities in the Kurdistan Region of Iraq (KR-I)

RFP No. 14-IQOH-RFP-0067

ANNEX C: Technical proposal submission form

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of the Offeror's Eligibility and Authority to sign the Proposal, and the Technical Proposal itself.
- c. The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal, must be placed in an envelope pre-addressed and marked:

RFP No 14-IQOH-RFP-0067 – Photovoltaic Systems – TECHNICAL PROPOSAL – (name and address of offeror)

If submitted by email, the email subject line should read:

RFP No 14-IQOH-RFP-0067 – (name of offeror) - TECHNICAL PROPOSAL

- d. The Technical Proposal envelope / the Technical Proposal email is herewith submitted in accordance with the instructions given in the Request for Proposal.
- e. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this offer), together with any other supporting documentation submitted in accordance with this RFP and/or voluntarily constitutes the offeror's Technical Proposal and fully responds to the Request for Proposal No 14-IQOH-RFP-0067.

Offeror Eligibility Confirmation and Information	Offeror's Response
1. What year was your firm/organization established?	
2. In what province/state/country is your firm/organization established?	
3. Has your firm/organization ever filed or petitioned for bankruptcy? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes ____; No ____
4. Have you ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes ____; No ____
5. Have you ever been suspended or debarred by any government, a UN agency or other international organization? If YES, provide details, including date of reinstatement, if applicable.	
6. It is UNOPS policy to require that offerors and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a offeror or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. In pursuance of this policy, UNOPS: (a) defines, for the purposes of this provision, the terms set forth below as follows:	Confirm Yes ____; No ____

Offeror Eligibility Confirmation and Information	Offeror's Response
(i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party; (ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation; (iii) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; (iv) "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; (v) "obstructive practice" is (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or (bb) acts intended to materially impede the exercise of UNOPS' inspection and audit rights. Confirm that the offeror and its sub-contractors have not engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices in competing for this solicitation.	
7. Officials not to benefit: Confirm that no official of UNOPS has received or will be offered by the offeror or its sub-contractors, any direct or indirect benefit arising from this solicitation or any resulting contracts.	Confirm Yes ____; No ____
8. Confirm that the offeror supports the principles of the United Nations Global Compact, which includes respecting fundamental human- and labour rights and advancing environmental responsibility.	Confirm Yes ____; No ____
9. Confirm that the offeror is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.	Confirm Yes ____; No ____
10. Confirm that the offeror and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this solicitation.	Confirm Yes ____; No ____
11. UNOPS policy restricts companies from bidding on or receiving UNOPS contracts if a UNOPS staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNOPS staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the offeror or its sub-contractors.	Confirm Yes ____; No ____

I, (name of signing official), certify that I am
(position) of (legal name of company); that by signing this RFQ bid for
and on behalf of (legal name of company), I
am certifying that all information contained herein is accurate and truthful and that the signing of this bid is
within the scope of my powers.

(Signature) (Name) (Title)

(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: Title:

Mailing address (street name/number/city/town/province/state):

Tel. no: Fax no:

Email address:

Offer valid until: (date) Must be at least 90 days

Currency of offer: (state currency) Payment terms 30 days accepted: ☐

Are you a UNOPS registered vendor? ☐ Yes ☐ No If yes, provide vendor number:

Technical proposal submission form

The offeror's proposal must be organized to follow the format of this RFP. Each offeror must respond to every stated request or requirement, and indicate that the offeror confirms acceptance of, and understands UNOPS stated requirements. The offeror should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the offeror's proposal will be deemed as accepted by the offeror. The terms "offeror" and "contractor" refer to those companies that submit a proposal pursuant to this RFP.

Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. Where a statement of non-compliance is provided, the offeror must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNOPS of such proposal.

Evaluation Criteria	Maximum Points	Offeror's Response
1. Company profile demonstrating general reliability, experience, and capacity in the specific field of the assignment. The minimum requirements shall include:	30	
1.1 Experience and past performance on product offered and on those of similar nature within the past five years. The offeror must provide photos and a list of at least three (3) customer references for which similar service provided. Name, company and contact information for the references must be provided.	10	
1.2 Social and environmental performance according to international standards such as certificates in renewable energy professionals, etc.	10	
1.3 Experience and past performance on product offered and on those of similar nature with UN and international agencies if available (not mandatory but points will be given for this criteria).	5	
1.4 Experience and past performance on product offered and on those of similar nature in countries of the Middle East.	5	
2. Proposed methodology and technical approach. The minimum requirements shall include:	35	
2.1 Demonstration that the proposed PV system is capable of operation in the climatic conditions that prevail at the site locations where systems are to be installed and operated, taking into consideration the system sustainability.	5	
2.2 Description of realistic challenges/risks (minimum of three) given the context of the project, along with suggested approaches to overcome and/or mitigate risks that are clear and logical.	5	
2.3 Clear description and sequence of the main activities to be implemented.	5	
2.4 Detailed time frame for the PV system design, delivery, installation, testing, and commissioning, taking into consideration that UNOPS must complete this project within twelve weeks from signing the contract (i.e. no later than 9 March 2014).	20	

3. Expertise of the personnel proposed for design and implementation of the proposed PV systems. The minimum requirements shall include:	25	
3.1 Clear demonstration through personnel CVs that they have the experience to design and implement PV systems of this nature, given the scope, value, and complexity. Key competences, language qualifications, and experience in design and implementation of renewable energy projects should be evident.	15	
3.2 Demonstrate willingness to utilize local IDPs and/or host communities in implementation of project activities.	10	
4. Technical data. The minimum requirements shall include:	50	
4.1 Adequate design calculation for each system (see Annex C for an example sheet), and summaries for site, load and annual load, system performance / ALR and normalized load/ Array / load ratio analysis, insolation analysis, battery state of charge analysis, loss of load probability analysis, and all other relevant details.	20	
4.2 The offered PV system component specifications and drawings/shop drawings where necessary, including the number of each component.	10	
4.3 Proposed location and required areas for installing the panels and the other components for each PV system. UNOPS preference is to install the PV panels on the top of the prefabricated caravans if possible.	10	
4.4 Sustainable and easy to follow maintenance and operation plan.	10	

Design Calculation Sheet - Sample

For each facility system separately

System Key Information			Name/ Number	Unit	Power Bank			Name/ Number	Unit
Daily load requirement: (see loads table attached)				KWh/day	Power bank/battery, make: (to be compatible with the system)				
System power output:				KW	Power bank/battery, model:				
Days of autonomy: (as specified in ToR)				Days	Power bank/battery capacity to prevent over-discharge:				KWh
Days to recharge power bank/battery after full depletion:				Days	Voltage per unit:				V
Number of PV panels:					Deep cycle battery:				Yes/ No
Power bank/battery capacity to prevent over-discharge:				KWh	Voltage, battery pack:				V

Inverter capacity (no inrush):			KW	Number of total batteries:		
Inverter capacity (inrush):			KW	Cycle design life at DoD XX%:		
Charge controller capacity, size:			A	Battery efficiency factor at 25C:		
System voltage:			V	Type of battery (AGM, OPZS, OPZV etc.):		
Insolation level:			KWh/m ² /day	Battery materials (Lead, Ni-based etc.):		
				Maintenance free:		Yes/No
				Requires maintenance, topping up intervals:		Yes/No
				Certifications:	(i.e. IEC60896-21)	
PV Panel	Name/Number	Unit		Inverter	Name/Number	Unit
PV panel, make:				Inverter, make:		
PV panel, model:				Inverter, model:		
Wp:			W	Inverter type:		
Vmp:			V	Max. power output:		KW
Imp:			A	Max. current output:		A
Voc:			V	Operating AC output voltage range:		V
Isc:			A	Internal power consumption (at night):		W
Max system voltage:			V	Inverter capacity (no inrush):		KW
Efficiency: (See ToR)			%	Inverter capacity (inrush):		KW
Type of cells:			Poly/Mono	Operating AC frequency:		Hz
PV panels with sturdy aluminium frame and sealed glass cover:			Yes/No	Inverter input voltage:		V
Support structure, material: (See ToR)				Inverter output voltage:		V
PV size LxWxH:			cm	Suitable for both stand-alone and grid-tie:		Yes/No
PV weight:			Kg	Efficiency:		%
Certifications			(i.e. Ce,MCS)	Phases:		
				Cooling:		
				Certifications:	(i.e. IEC61727:2004)	
Charge Controller	Name/Number	Unit				

Charge controller, make:			
Charge controller, model:			
Charge control unit, type:			(i.e.MPPT)
Capacity, size:			A
Input voltage, max, DC:			V
Output voltage, max, DC:			V
Fuse(s), input:			A
Thermal shutdown:			Yes/No
Output short circuit shutdown:			Yes/No
Indicator, functionality:			(i.e. LED indicators)
Suitable for tropical conditions:			Yes/No
Certifications:			

Note: Offeror to mention any other system component specifications, or other data needed which are not mentioned within this example table (i.e. ATS, cabling, etc.)

Request for Proposal

Design and installation of photovoltaic systems for IDPs and host communities in the Kurdistan Region of Iraq (KR-I)

RFP No. 14-IQOH-RFP-0067

ANNEX D: Financial proposal submission form

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: US Dollars
- c. The entire Price Proposal must be placed in a separate envelope pre-addressed and marked as according to the instructions listed in section 7, Submission of Proposal:

**DO NOT OPEN! – RFP No 14-IQOH-RFP-0067 – Photovoltaic Systems – FINANCIAL PROPOSAL-
(name and address of offeror)**

If submitted by email, the email subject line should read:

RFP No 14-IQOH-RFP-0067 – (name of offeror) - FINANCIAL PROPOSAL

- d. The completed Financial Proposal Submission Form constitutes Offeror's Financial Proposal and fully responds to Request for Proposal No 14-IQOH-RFP-0067. I commit my Offer to be bound by this Financial Proposal for carrying out the range of services as specified in the solicitation package.

In compliance with this RFP the undersigned, propose to furnish all labour, materials and equipment in order to provide goods and services as stipulated in the RFP. This shall be done at the price set in this Schedule and in accordance with the Contract terms in this RFP.

(Signature)

(Name)

(Title)

(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Tel. no: _____ Fax no: _____

Email address: _____

Offer valid until: (date) _____ Must be at least 90 days

Currency of offer: (state currency) Payment terms 30 days accepted: ☐

Are you a UNOPS registered vendor? ☐ Yes ☐ No If yes, provide vendor number: _____

Financial proposal submission form

Price Schedule Form

Item	Description	Location	Quantity	Unit Price in USD	Total Price in USD
Design, supply, installation, testing, and commissioning of solar power system using PV solar modular panels to generate power to general service facilities in the Kurdistan Region of Iraq listed below as per the requirements stated in section 4 of this RFP:					
1	PV Design One: Women's Space / Nursing Clinic	Bajid Kandala	1		
2	PV Design One: Women's Space / Nursing Clinic	Khanke	1		
3	PV Design Two: Maternity Section of the Golan Health Center	Duhok	1		
4	PV Design Three: Secondary Schools	Dawodiya	2		
5	PV Design Three: Secondary Schools	Baharka	1		
6	PV Design Three: Secondary Schools	Barzinja	1		
7	PV Design Four: Primary Schools	Dawodiya	1		
8	PV Design Four: Primary Schools	Baharka	1		
9	PV Design Four: Primary Schools	Barzinja	1		
TOTAL for items 1 through 9					

(Signature)

(Name)

(Title)

Duly authorized to sign proposal on behalf of: _____

(Date)

Itemized Budget

Bidders should break down the price schedule in the following itemized list for each facility and for each system components.

Item	Unit (Description)	Units (Number)	Unit Cost	Total
A. Personnel Costs				
(insert more rows if necessary)				
(or delete rows if unnecessary)				
Subtotal Personnel Costs				
B. Equipment and Supplies				
(insert more rows if necessary)				
(or delete rows if unnecessary)				
Subtotal Equipment and Supplies				
C. Travel				
(insert more rows if necessary)				
(or delete rows if unnecessary)				
Subtotal Travel				
D. Communications				
(insert more rows if necessary)				
(or delete rows if unnecessary)				
Subtotal Communications				
F. Administrative and Other Costs				
(insert more rows if necessary)				
(or delete rows if unnecessary)				
Subtotal Administrative and Other Costs				
Total				

Request for Proposal

Design and installation of photovoltaic systems for IDPs and host communities in the Kurdistan Region of Iraq (KR-I)

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ANNEX E: UNGM vendor registration form

As part of the bid, it is desired that the bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration.

If the bidder is already registered with UNGM, please provide your UNGM registration number (). Please ensure that your firm's information on UNGM is current.

Bidders need to familiarize themselves with the [United Nations Supplier Code of Conduct](#). UNOPS encourages all suppliers to subscribe to the [United Nations Global Compact](#).

The bidder may still bid even if not registered with the UNGM. However, if the bidder is selected for contract award, the bidder must register on the UNGM prior to contract signature.

Request for Proposal

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in the Kurdistan Region of Iraq (KR-I)

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ANNEX F: Format of resume for proposed personnel

Position: _____

Name of Personnel: _____

Title: _____

Years with Firm: _____

Nationality: _____

Education/Qualifications

Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees-professional qualifications obtained.

Employment Record/Experience

Starting with present position, list in reverse order, every employment held. List all positions held by personnel since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.

References

Provide names, addresses, phone and email contact information for two (2) references.

I, the undersigned, certify to the best of my knowledge and belief, this bio-data is accurate.

Signature of Personnel (individual) or firm representative

Date (Day/Month/Year)



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