**Template Emergency ITB document**

United Nations Population Fund (UNFPA)

202-204 Bauddhaloka Mawatha, Colombo 7

E-mail: lk-procurement@unfpa.org

Website: http://srilanka.unfpa.org

Date: 8 September 2023

**Invitation to Bid (ITB) No. UNFPA/LKA/23/003**

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the following items and services with the following technical specifications:

Item No. 1: Design, supply, Install, test and commission the Solar Photovoltaic Rooftop Power Plants (Solar PV Systems) and Battery Energy Storage Systems (BESS) at Family Health Bureau, Colombo, Nuwara Eliya District General Hospital and Puttalam Base Hospital in Sri Lanka with interconnections to the national grid and other associated facilities. The Solar PV Systems with BESS at each hospital shall be connected to the existing low voltage network of the hospital which operate at 400 Volts, 50Hz

Item No. 2: Obtain approvals required to connect Solar PV Systems to the national grid from Ceylon Electricity Board

Item No. 3: Design, Supply, Installation, testing and commissioning of Remote Monitoring and Data Acquisition systems to facilitate monitoring and storing of essential Solar PV System data at each facility.

Item No. 4: Providing essential maintenance services to Solar PV Systems at facilities for a period of three (03) years from the date of completion and commissioning.

Item No. 5: Providing spare parts required for a period of five (5) years from the date of commissioning.

If you are interested in submitting a bid for these items and services, kindly fill in the attached submission form and submit it to the secured email address [lk-procurement@unfpa.org](mailto:lk-procurement@unfpa.org) not later than **Monday, 25 September 2023 at 17:00 hours, Sri Lanka Time**.

**Note: Do not submit your bid/proposal to the contact person’s email address!**

Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.

**Documents to be submitted with the bid:**

1. Completed and signed Bid Submission Form
2. Bidders Identification Form
3. Evidence of Bidder’s previous experience and clients
4. Technical bid, including product catalogue to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents. Technical bid to contain the general sections, and specific sections for each of the 3 medical facilities.
5. Financial bid including the price schedules. Financial bid to include separate costing/forms for each of the facilities.

Partial bids are not allowed under this ITB.

**SITE INSPECTION:**

The bidders who are interested to this ITB can make a site visit at the three facilities (Nuwara Eliya District General Hospital and Puttalam Base Hospital).

Only TWO representatives from each bidder are encouraged to make the site visit with the UNFPA Officials and Engineer.

Date and Time of the Site Visit:

* Friday, 15 September 2023 at Puttalam Base Hospital
* Monday, 18 September 2023 at Nuwara Eliya District General Hospital
* Tuesday, 19 September 2023 at Puttalam Base Hospital

**Validity of Bid:**

The prices of the bid shall be valid for *90 days* after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA.

**Delivery Time:**

The maximum allowed delivery time is 30 days upon issuing of purchase order/Contract.

**Evaluation of Bids:**

UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

1. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
2. limits in any substantial way, inconsistent with the bidding documents, UNFPA’s rights or the bidder’s obligations under the contract; or
3. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

**Contract Award:**

UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive with the bidding documents, including the maximum allowable lead time.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**Attachments:**

* **Bid Submission Form**
* **Bidders Identification Form**
* **Terms of Reference (Product Item Overview Form)**
* **Price Schedule Form**

1. **Bid Submission Form**

**Name of Bidder:**

**Contact Person:**

**Title:**

**Email Address:**

**Telephone Number:**

**Date of Bid:**

**Bid No:**

**Currency of Bid price:**

**Delivery time** *(days from receipt of order till dispatch):*

**(Note: maximum number of days is: 30 days)**

**Expiration of Validity of Bid/Proposal** *(The bid shall be*

*valid for a period of at least 3 months* *after the Closing date.):*



**I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA** <http://www.unfpa.org/resources/unfpa-general-conditions-contract> **and we will abide by this bid/proposal until it expires.**

**We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.**

**We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.**

**Name and title Date and Place**

# Bidders Identification Form

Bid No. UNFPA/LKA/23/002

1. **Organization**

|  |  |
| --- | --- |
| Company/Institution Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

1. **Quality Assurance Certification**

|  |  |
| --- | --- |
| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |
| Presence and characteristics of in-house quality control laboratory (if relevant to bid) |  |

1. **Expertise of Staff**

|  |  |
| --- | --- |
| Total number of staff |  |
| Number of staff involved in similar supply contracts |  |

1. **Client Reference List**

Please provide references of main client details.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of company | Contact person | Telephone | E-mail |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

|  |  |
| --- | --- |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid

# Technical Specifications of the Solar Power Systems

* 1. Annex 1 - Nuwara Eliya District Hospital and Puttalam Base Hospital Technical Specifications
  2. Annex 2 - Family Health Bureau Colombo Technical Specifications

# Product Item Overview Form

Provide separate forms for each medical facility

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description and minimum /mandatory specifications**  *[Detailed description to be completed by UNFPA]* | **Description of items offered and Bidder’s statements on deviations**  (To be completed by the bidder) | **Compliant? (Y/N)**  (To be completed by UNFPA during evaluation) |
| **1** | **[...]** |  |  |
| **2** | **[...]** |  |  |
| **3** | **[...]** |  |  |
| ... |  |  |  |

*(Use the spreadsheet “Product Item Overview Form.xls” if a large number of items need to be compared.)*

1. **Price Schedule Form** Provide separate forms for each medical facility

**Name of Bidder:**

**Date of Bid:**

**Bid No:**

**Currency of Bid price:**

**Delivery time** *(days from receipt of order till dispatch):*

**(Note: maximum number of days is: 30 days)**

**Expiration of Validity of Bid/Proposal** *(The bid shall be*

*valid for a period of at least 3 months* *after the Closing date.):*

*You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for the specific case.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | price/unit | Quantity | Transportation cost to destination (specify mode of transportation) | Total DAP (Destination) | Delivery schedule (days upon order) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |



PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

**Name and title Date and Place**