



Request for Quotation (RFQ)

Provision of Material and Installation of Solar Panel System in Kosti Teaching Hospital White Nile State

RFQ Number: UNFPA/WN/PR1015904

Project: UNFPA

From: Near East Foundation

Address: Kassala State

Date: July 17th 2024

Summary:

The Near East Foundation (NEF) / Sudan office is seeking qualified offers for the above-mentioned upgrade services. Individual/Firm/Institution is kindly invited to submit your best and final Bids for the requested services. Your bid could form the basis for a contract between your Individual/Firm/Institution and the Near East Foundation.

To enable you to submit the bid, please find enclosed:

1. Annex I: TOR Terms of Reference containing a description of NEF requirements for which these services are being sought;
2. Annex II: BOQ and location.
3. Annex III: bid Submission Form, to be completed and returned with your bid

This letter is not to be construed in any way as an offer to contract with you as Individual/Firm/Institution.

Manner of Submission

1. Your bid shall be prepared in the English language.
2. Your bid shall comprise the following documents:
 - a. **A copy of this RFQ, printed, signed, dated, and stamped.**
 - b. **Total price including, if applicable, delivery cost and/or tax (e.g. VAT)**
 - c. **Bid submission form.**
 - d. **Company profile including past performance with similar works completed inside Sudan, certified by end users.**
 - e. **Copy of your registrations(s)**



- f. **General description of the work details that was previously completed and approved by other implementing. This description will be used for the purposes of inspection and acceptance by NEF.**
- g. **Detailed specifications**
- h. **Provide more than one options if available.**
- i. **Provide the time of completion, validity of the bid and warranty.**
- j. **Place of manufacture and country of origin for goods.**
- k. **Delivery and installation date**
- l. **CVs of the Engineering/ technical staff members who will be assigned to design and execute the work.**

3. **You are restricted to quote in SDG only.**

4. Your bid shall be prepared in PDF format fully signed and stamped, the bid shall be sent via Email to procurementsudan@neareast.org before the set deadline.

Subject Line: **Provision of Material and Installation of Solar Panel System in Kosti Teaching Hospital White Nile State**

5. **In the body of the email please indicate your company's official name and full address.**

6. All pages of the bid must be signed by the duly authorized manager and stamped with the business stamp.

7. Bid must be received by NEF at the above email address on or before Wednesday 24th July ,. Any bid received after this date may be rejected. NEF may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective proposers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by NEF at its own initiative or in response to a clarification requested by a prospective proposer.

8. You are requested to hold your bid valid for **30 days** from the deadline for submission. NEF will make its best effort to select Individual/firm/institution within this period.

9. The contract will be fixed price contract covering all works related to the delivery of and installation of solar panel(s) in the set locations.

10. Please note that 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.

11. Any requests for clarification should be referred to the email address set above in writing and before the deadline to submit bids. Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of NEF.

12. Near East Foundation is not committed to award based on the lowest bids.



13. All suppliers doing business with NEF should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NEF reserves the right to reject quotations provided by suppliers not meeting these standards. Vendors doing business with NEF will be screened on anti-corruption due diligence before confirming an order or contract.



Selection Process

Proposed Schedule

18/07/2024	RFP issued
20/07/24	Questions concerning RFP and project emailed to procurementsudan@neareast.org no later than 5:00pm CAT.
21/07/24	Answers to questions will be made available to all offerors.
24/07/24	Proposals are due no later than [24TH July 2024]. Late submissions may not be accepted.
26/07/24	Notification to selected offeror
28/07/24	Estimated project commencement date

The NEF Selection Committee will review all proposals received on time using the selection criteria established in this RFP based on the best value offered to NEF. The Selection Committee reserves the right to reject any or all proposals, in whole or in part, to award multiple contracts, and/or to enter into negotiations with any party, in the best interests of NEF. NEF may cancel this RFP at any time prior to contract award.

Selection Criteria

Bids will be evaluated as follows:

Evaluation criteria	Corresponding Submission Requirement	Weight
Valid Registration certificates	All Valid certificates	10% %
Specific Expertise	Past Experiences	35%
Timeframe of Implementation	Detailed timeframe of number of days required to deliver the items to the set locations	25%
Total Cost	Detailed cost proposal	30%



ANNEX I: TERMS OF REFERENCES

A. Purpose and Scope of Assignment

The Near East Foundation Sudan office is seeking qualified bidder to complete **Provision of Material and Installation of Solar Panel System in Kosti Teaching Hospital White Nile State**. NEF desires to enter into a firm fixed price contract for installation, with the scope outlined in the attached BOQ and the list of locations. Any change to the scope/ cost or time of completion should be in writing and after both parties review the reason for the change and the impact on the above factors and additional works must not start before final approvals by both parties in writing on the proposed changes.

B. The contractor shall complete all the works, clear and clean the site of any debris, conduct all required tests within the period of performance of the contract, any delay that is not under an approved change order by both parties will subject the contractor to delay penalties (1% of the contract value per day up to 15 days after which NEF has the right to terminate the contract).

C. Service Standards

The Contractor shall provide all original materials and spare parts from the manufacturing company, complete the work, conduct the tests under supervision from NEF point of contact in the field, and submit a formal notification of completion to initiate the final inspection / approval stage. NEF will pay only for completed and inspected works after completion and based on the report from NEF supervising staff.

D. Quality Control for the Services

The Contractor shall establish and operate to monitor on a regular and continual basis the quality of works provided to NEF, the contractor must share and implement its own quality control process with the supervising NEF staff.

NEF reserves the right to conduct its own quality control inspection any time during the contract period.

The Contractor warrants that all personnel assigned to handle NEF works shall have a strong experience and the capacity to complete the works at the highest quality possible.

NEF will coordinate regular monitoring of the work jointly with MoH who will be part of the final inspection and acceptance of the work.



E. Scope of work:

ANNEX II : Installation of Solar Panel System BOQ

#	Bill of Quantities (BoQ) for installation of solar system In Kosti Teaching Hospital White Nile State					
	Specifications	Unit	Quantity	Unite Price SDG	Price Total SDG	Country of origin
1	P.V Solar panel GSB Mark 550W Size	PC	26			
2	Hybrid Solar Inverter GSB mark 48KW	PC	1			
3	DC Breaker Indian Mark 100A	PC	1			
4	Copper Cable Size 1* 25mm Roll	Roll	1			
5	Copper Cable Size 1*16mm roll	Roll	1			
6	Chang over switch 100A	PCs	1			
7	Trunks big size	PCs	8			
8	Copper Cable 2*8mm roll	Roll	1			
9	MC4 connecter (package of 12 PCS)	Package	1			
10	Cement (Atbara) 50kg	Bag	8			
11	Gravel & Sand	m3	1			
12	Hi Quality H-Section size 8 cm 4 meter long for solar holder / carrier	PCS	7			
13	Bolts (different sizes) to clamb the panels and the plat for of the carrier	box	4			
14	Metallic angle 2 inch & 6m length Ukrainian	PCs	12			
15	Metallic angle 1 1\2 inch & 6m length Ukrainian	PCs	6			
16	Integrated lighting arrester system	Set	1			
17	White paint 4 liter for the carrier (Anti-corrosion)	let	2			
18	Metallic Control room 2X2X2.5	set	1			



19	Battery career /stand to carry 16 Batteries	Pc	1		
20	Battery 200Am	job	16		
21	Labor cost for fixing	PC	1		
Total in SDG					



ANNEX III: BID SUBMISSION FORM

Provision of Material and Installation of Solar Panel System in Kosti Teaching Hospital White Nile State

TO: Near East Foundation

Dear Sir/Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Price Component attached herewith and made part of this bid.

We undertake, if our bid 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 binding contract would result only after final bid analysis are concluded.

Priced BOQ:

(Insert your detailed BOQ based on the design proposed and the location of work).

Turnaround Time

_____ Days after signing the contract by both parties.

Dated _____

Signature _____

**Validity of the offer: _____
Days**

Duly authorized to sign bid for and on behalf
of:



Contractor Information

Information about the company/ business

معلومات عن الشركة / النشاط التجاري

	Name of the company/ organization/ service provider as mention in the registration documents
	Address (road, city, state, country)

Please attach: A copy of the registration papers (Key individuals Information: like the general manager, finance manager, board of directors (in case of more than one key individual exist, then each one of them should fill the form separately).

	Name in English as in the ID or Passport
	Place of birth: Country / City
	Date of birth
	Nationality of the person

Please attach a copy of Personal ID or the Passport