



Scope of Work (SOW)

Installation of 25- 30 KW Solar System for Kassala Office

Background

Green Renewable Energy is MC Sudan major plan from the year 2023 and as such solar system to cover all critical load in the Kassala office is an area closely considered. For Kassala office following the frequent power shut downs and reliability on the generator for power provision, there is need for alternative power source which is more sustainable and thus the need for Solar and clean energy.

In this regard, Mercy Corps Sudan is requesting qualified firms to provide Request for Proposal technically and financially for the installation, test and commission of the new solar system in Kassala office as specified in the technical documents.

Aim and Objective:

The aim of this Scope of work (SoW) is to define the nature and minimum quality standards for the provision and installation of the solar system. The purpose of this project is to provide sufficient electricity for Kassala office with a total capacity of solar panels not less than 25KW with total PV inverters capacity not less than 40 kW and total Battery bank storage 3200A. The objective is to install a solar power system at Kassala Office to promote sustainable energy usage.

Location and Site description.

The project site is located at Kassala State, Mercy Corps Office in Kassala.

Duration of the contract.

The timeframe for supply, installation, testing and commissioning of the solar system is maximum Two months from the issuance of PO/Contract and a warranty of one year from the installation of the solar system.

Scope of Services:

The selected vendor shall provide the following services:

System Design and Engineering:

- Conduct a detailed site assessment.
- Design a solar power system that meets the office's energy requirements.
- Provide a comprehensive engineering plan, including system layout, electrical schematics, and integration with existing electrical systems.



Equipment Supply:

- Supply all necessary solar panels, inverters, mounting structures, batteries, and other required components.
- Ensure all equipment meets the specified quality and performance standard

Installation:

- Install solar panels, inverters, mounting structures, and other system components as per the approved design.
- Ensure proper electrical connections and integration with the existing power system.
- Implement all necessary safety measures during installation.
- The bidder should install and provide full protection system against lightning strike to ensure that all system's components are fully grounded all time, any equipment fails or whole system damage due to lightning strike will be replaced and fixed by the supplier under warranty service with no cost.

Testing:

- Conduct thorough testing of the installed system to ensure proper functionality.
- Ensure the system is operates efficiently and safely.

Training and Handover:

- Provide training to at least two office staff on the operation and maintenance of the solar system.
- Hand over all documentation, including warranties, user manuals, and maintenance guides.

Maintenance and Support:

- Offer a maintenance plan for the first year, including periodic inspections and troubleshooting support.

Deliverables:

- List of all equipment supplied with specifications.

Timeline:

- Equipment Delivery: Immediately after receiving the PO

Vendor Qualifications:

- Experience in solar system installation.



- Proven track record of similar projects.
- Availability of technical support and maintenance services.
- Provision of all the necessary company registration certificate, Bank Account details, CV and qualification of the technical team and company profile.

Payment Terms:

- Payment Schedule: Payment will be transferred to vendor through his/her provided Bank account
- Payment Methods: 100% upon completion of the services and commissioning of the system.

Terms and Conditions:

- All components, equipment and materials shall be new and shall comply with all relevant codes.
- The Contractor shall only supply and deliver equipment and materials that are suitable for the intended use in consideration of the applicable operational and weather conditions.
- All materials and equipment shall be of a robust design and of a proven technology, i.e. same type of equipment shall be in use successfully for more than one year without major breakdowns on similar duties and conditions. Unproven or prototype equipment or components are not acceptable.
- At the end of each workday, all debris and packaging shall be removed from the site and disposed of in an authorized disposal site. All areas must be left clean and safe.
- All work must be performed in compliance with local laws and regulations.
- The vendor is responsible for ensuring the safety of all personnel and property during the installation process.
- Any deviations from the agreed scope of work must be approved in writing by the office management.
- Warranty period to be clearly documented for the solar installation.

Contact Information:

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Prepared by: Michael Ochola-Operations Manager

Sign: _____

Date: _____

Approved by: Kennedy Ayimba Wandera- Director of Operations



Sign: _____

Date: _____