



NORWEGIAN CHURCH AID
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INVITATION TO TENDER

TO:

Date of issue:	03 June 2025
Tender no.:	GED 25134
Contract title:	Supply Installation and Connection of Solar System to NCA Gedaref Office
Closing date:	24 June 2025
Tender opening:	26 June 2025
Contracting Authority:	Norwegian Church Aid – Gedaref – Al Metamer Area Contact person: Nasraddin Tel: 0123554315 Email: p.s.u@nca.no

NORWEGIAN CHURCH AID INVITES YOU TO TENDER FOR SUPPLY, INSTALLATION AND CONNECTION OF SOLAR SYSTEM AT NCA GEDAREF OFFICE

Please find enclosed the following documents, which constitute the tender dossier:

A – Instructions to tenderers

Annex 1: Technical data form (to be completed by the tenderer)

Annex 2: Terms of Reference (ToR)

Annex 3: Tender Submission form (to be completed by the tenderer)

Annex 4: General Terms and Conditions for Supply Contracts

Annex 5: Code of Conduct for Contractors

If this document is a PDF format, upon request a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations in the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.



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A. INSTRUCTIONS TO TENDERERS

A.1. Scope of supply

The subject of the contract is the supply delivery, installation, commissioning, training, and after-sales service by the tenderer of the following supplies:

Item	Description	Unit	Quantity	Required delivery
1	Supply and installation of solar system and connection to office grid and power grid as per attached ToR.	System	1	03 July 2025

The supplies to be purchased are for use by the Contracting Authority in its NORAD Program in Sudan. The tenderer can submit a tender for one, several or all lots.

The supplies are described in more details in the technical data form, Annex 1.

a) Delivery

The above supplies shall be delivered to DAP NCA Gedaref Office as per above required delivery time.

b) Specifications

The supplies must comply fully with the technical specifications set out in the tender dossier (technical data form, Annex 1) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

c) Installation and Commissioning

The tenderer shall include in his tender a complete and detailed plan for start-up and commissioning of the equipment at the project site and shall clearly state what is included in the price and what costs is not included.

d) Training

The tenderer shall include in his tender a complete and detailed training programme for the operation and maintenance of the equipment at the project site and shall clearly state what is included in the price and what costs are not included.

e) After sales service

The tenderer shall ensure availability of local after sales service and warranty service in Sudan and Gedaref and must provide contact details and a description of the local representative responsible for providing after sales service.

A.2. Cost of Tender

The tenderer shall bear all costs associated with the preparation and submission of his tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

A.3. Clarification of tender documents and additional information

Tenderers may submit questions in writing at the latest on the date specified in the timetable in article A.4, specifying the tender no., and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for verbal clarification.



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Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

A.4. Planned timetable

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing, and a new timetable will be provided.

	Date	Time
Deadline for request for any clarifications from the Contracting Authority	19 June 2025	08:00
Last date on which clarifications are issued by the Contracting Authority	22 June 2025	15:00
Deadline for submission of tenders (closing date)	24 June 2025	15:00
Tender opening session	26 June 2025	13:00
Contract award	01 July 2025	09:00
Contract start	02 July 2025	08:00

All times are in the time zone of Sudan.

A.5. Eligibility and qualification requirements

Tenderers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the tenderer, which tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers are also requested to certify that they comply with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources tenderers shall provide the information and the documents requested in the tender dossier.

A.6. Exclusion from award of contracts

Contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest; and/or
- (b) are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.

A.7. Language of Tenders

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English. Supporting documents and printed literature furnished by the tenderer may be in local language.

A.8. Documents comprising the Tender

The tenderer shall complete and submit the following documents with his tender:



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- a) Tender submission form (Annex 2) with supporting documents
- b) Technical data form (Annex 1) with supporting documents

The following documents shall in addition be submitted with the tender

- c) Registration Certificate.
- d) Tax Certificate

A.9. Price

The price quoted by the supplier shall not be subject to adjustments except as otherwise provided in the conditions of the Contract.

Price shall be quoted in SDG.

The Contractor guarantees that the price specified in this Tender dossier, is the maximum price that shall remain firm and shall not be increased during the entire term of the Contract, provided however, that in the event that the successful supplier is able to offer the Contracting Authority a discounted price on placement of bulk contracts, the unit price shall be reduced for specific contracts.

By signing this Contract, the Contractor certifies that the Contracting Authority, for transactions resulting from this Tender dossier is not being charged more than other clients for similar supplies and similar bulk orders and within similar circumstances.

VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.

A.10. Validity

Tenders shall remain valid and open for acceptance for 30 days after the closing date for the submission of tenders.

Prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

A.11. Submission of tenders and closing date

Tenders must be received at the address mentioned below by hand or post not later than the closing date and time specified in the timetable article A.5. Any tenders received after that time will not be considered. Tenders shall be submitted in a sealed envelope bearing the following information:

Norwegian Church Aid – Gedaref – Al Metamer Area or through email: p.s.u@nca.no
Attention: Nasraldin Almardi
Tender receipt: 24 June 2025 at 15:00
Tender no.: GED 25134

NOT TO BE OPENED BEFORE THE TENDER OPENING SESSION ON 26 JUNE 2025 AT 09:00

All tenders must be submitted in one original, marked "original".

No tender may be changed or withdrawn after the deadline has passed.



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A.12. Tender opening and evaluation

Tenders are invited to attend the tender opening. Tenders are requested to advise the contact person, at least one day in advance of the tender opening if they will attend.

Tender opening will take place at Norwegian Church Aid – Gedaref – Al Metamer Area at the time and date specified in article A.4. Tenderer's representatives who are present shall sign a register indicating their attendance.

At the tender opening, only the tenderers' names, the total amount of the tenders and any discount offered will be read aloud and recorded.

Prior to the detailed evaluation of the tenders, the evaluation committee, (established by the Contracting Authority for the purposes of this tender procedure), shall ascertain whether the tenders meet the eligibility requirements; have been properly signed, are substantially responsive to the tender documents; have any material errors in computation; and are otherwise generally in order.

If a tender is not substantially responsive i.e. it contains material deviations from or reservations to the terms, conditions and specifications in the tender dossier, it shall not be considered further.

After analysing the substantially responsive tenders, the evaluation committee will examine the technical admissibility of each tender, classifying it as technically compliant or non-compliant. Deviations from the specifications may be considered if deemed to be in the best interest of the Contracting Authority.

Tenders determined to be substantially responsive and technically compliant will be checked by the evaluation committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. Where there are discrepancies between the unit price and the line-item total, derived from multiplying the unit rate by the quantity, the unit rate as quoted will govern. If a tenderer refuses to accept the correction, his tender will be rejected.

A.13. Award of Contract

The Contracting Authority will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tender dossier and technically compliant, and who has offered the lowest price, provided further that the tenderer has demonstrated the capability and resources to carry out the contract effectively.

The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, NCA reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, NCA reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

A.14. Signature and entry into force of the Contract

Prior to the expiration of the period of the tender validity, the Contracting Authority will inform the successful tenderer in writing that its tender has been accepted and inform the unsuccessful tenderers in writing about the result of the evaluation process.



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Within 3 days of receipt of the contract, not yet signed by the Contracting Authority, the successful tenderer must sign and date the contract and return it, to the Contracting Authority. On signing the contract, the successful tenderer will become the Contractor, and the contract will enter into force once signed by the Contracting Authority.

If the successful tenderer fails to sign and return the contract within the days stipulated, the Contracting Authority may consider the acceptance of the tender to be cancelled without prejudice to the Contracting Authority's right to, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the Contracting Authority.

A.15. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the tender process at any stage.

ANNEX 1: TECHNICAL DATA FORM

Tenderers are requested to complete the following template.

The following technical specifications are provided in the format of a checklist. They are compulsory as a minimum standard and will be the only basis for the evaluators to assess the technical compliance of the equipment presented in the tenders. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Manufacturers' names, catalogue numbers and model designations appearing in the list are for reference only. Tenders for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

In order to make sure that no single specification is left out from your tender by mistake, it is recommended that you use the checklist as a tool to present your tender.

Item no.:	Parameter	Characteristics (Contracting Authorities minimum requirement)	Comply (Yes / No)	Deviations, if any, to be described in this column
1	Description	Solar panel		
	Specifications			
	Warranty period			
2	Description	Battery Lithium		
	Specifications			
	Warranty period			
3	Description	Hybrid Inverter		
	Specifications			
	Warranty period			

ANNEX 2: TERMS OF REFERENCE

System Location:

- **Address:** NCA Office – Al Matamir, Block 2, House 188, Gadarif, Sudan
- **GPS Location:** 14°01'23.5"N 35°23'04.1"E

System Overview:

1. The requested system is expected to provide continuous power supply for the appliances mentioned below in the table (the “Electrical Appliances”).
2. The solar system should be designed to alternate between city power, solar panels, and battery storage based on availability, utilizing a hybrid inverter. The operational scenarios are as follows:
 - A. Daytime Operation:**
 - i. When city power is available, it will serve as the primary power source, while the solar panels will charge the batteries.
 - ii. If city power is unavailable, the system will draw power from the solar panels. If the consumption exceeded the panels’ productivity the power will be supplied from the batteries, then when the consumption is less the surplus will be used to charge the batteries.
 - B. Nighttime Operation:**
 - i. When city power is available, it will remain the main source of electricity.
 - ii. If city power is unavailable, the system will switch to battery power to supply the load.
 - iii. When city power is restored, the batteries will recharge using electricity from the grid.
3. A change-over switch must be installed to alternate between the solar and the power generator to change between the alternative power sources, and surge protection must be installed on the line to the inverters.
4. Circuit breakers must be installed on the AC and the DC lines. In addition to surge protection from the high current.
5. The panels will be installed on the rooftop (3rd floor) of the building as per the specifications below.
6. The battery rack and the inverters will be installed on the ground floor.
7. The main house power controller is on the ground floor.

System Technical Details:

- **System Capacity:** 45 kW
- **System Type:** Hybrid Solar Power System (Grid-Tied + Lithium Battery Backup)



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- **Application:** Office/Residential (depending on load demand)
- **Expected Daily Production:** ~250 - ~290 kWh/day (based on sunlight availability)

a. Solar Panels

- **Total Capacity:** 45 kW
- **Number of Panels:** Depending on the design ≥ 72
- **Panel Type:** Monocrystalline (Tier 1)
- **Efficiency:** $\geq 20\%$
- **Mounting Structure:** Mounted on the rooftop of the third floor, elevated at the highest level of 2.5 meters, and there must be space between the rows enough to fit a person for cleaning. As mentioned above:
 - The structure must be enforced to hold the strong winds on the third floor.
 - Between the rows of the panels, space must be left for panels cleaning purposes.
 - The structure must allow the easy replacement of panels in case of damage.
 - A lighting rod will be installed in a location higher than the highest point of the solar structure.
- **Orientation/Tilt:** Optimized per geographic location

b. Inverters

- **Type:** Hybrid Inverter (MPPT-based on grid and battery)
- **Total Inverter Capacity:** ≥ 45 kW (e.g., 3 x 15 kW or 2 x 22.5 kW)
- **Inverter Functions:**
 - Solar MPPT
 - Battery charging/discharging management
 - Grid synchronization and islanding protection
- **Output Voltage:** 3-phase (400V) or single-phase (230V), as per system design (single or multiple inverters).
- **Communication:** RS485 / Wi-Fi

c. Battery Bank

- **Battery Type:** Lithium Iron Phosphate
- **Depth of Discharge (DoD):** 20%
- **Required Usable Capacity (based on 1-day autonomy):**



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- Daily usage: Assume ~180 kWh
- Usable storage: $180 \text{ kWh} \times 0.20 = 36 \text{ kWh usable}$
- **Total battery capacity needed:** to achieve $\geq 36 \text{ kWh usable}$ at 20% DoD.
- **Battery Voltage:** 48V / 96V / 400V (depends on system design)
- **Cycle Life:** $\geq 10,000$ cycles at 20% DoD
- **Battery Management System (BMS):** Must be integrated with the inverter for safety and monitoring.
- **Battery Discharge:** The batteries' charge is expected to last for 8 hours at least during the nighttime with the average load.

d. Other Components

- DC Isolators / Circuit Breakers
- AC Circuit breakers
- AC Distribution Box
- Busbars if necessary (Multiple Inverters)
- Monitoring System: Web & Mobile compatible, real-time data if possible

e. Integration

- **Connected to:**
 - Main Grid/Power Generator
 - House Grid
 - Lithium Battery Bank backup

f. Warranty:

- Solar Panels: 25 years
- Inverters: 5–10 years
- Batteries: 10+ years or 10,000+ cycles

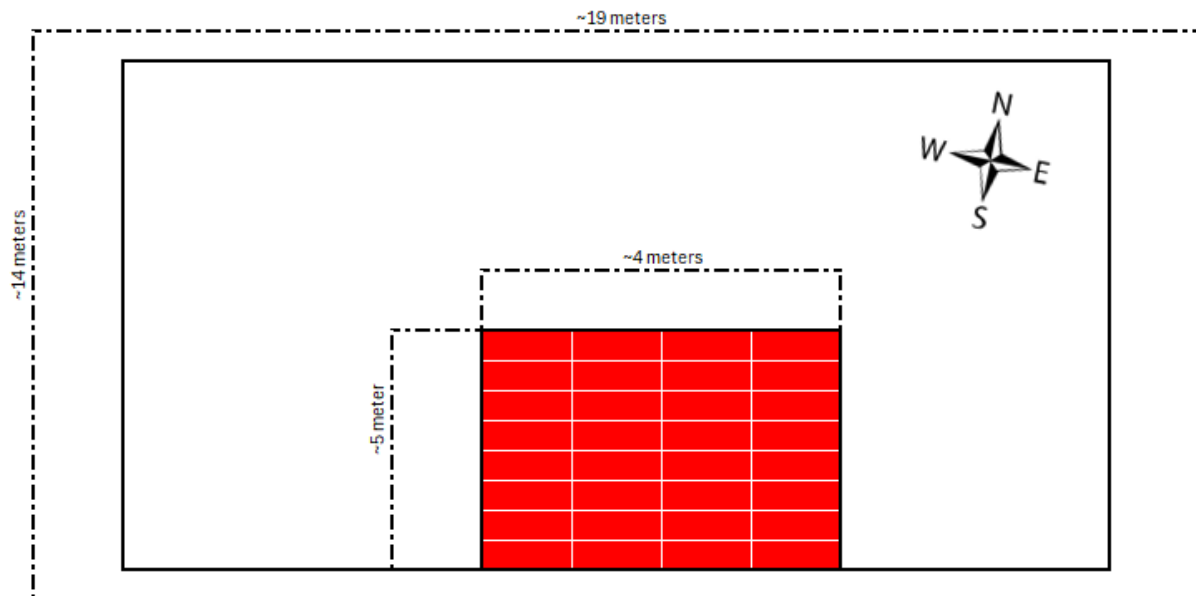


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Appliances Table:

Device	Qty
AC 18000 BTU LG Dual Inverter	14
Ceiling Fan	20
LED Light (various)	40
Water Dispenser (cooling only)	3
HP LaserJet m607	1
Small Printers	2
Small Scanners	2
LCD Computer screens	30
Laptops	30
LG inverter fridge	2

Rooftop Map:





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ANNEX 3: TENDER SUBMISSION FORM

Submitted by (name of company):	
Contact Person:	

PRICE SCHEDULE (Price and currency to be inserted by tenderer)

Item	Description of supplies	Unit	Qty	Currency: SDG	
				Unit Price	Total Price
1	Supply and installation of solar system and connection to office grid and power grid as per attached ToR.	System	1		
Subtotal price including DAP					
Vat 17%					
Total price including DAP					

Information required by the Contracting Authority:	Information to be entered by tenderer in the below columns:
After sales service and warranty service	
Full contact details of the local after sales service.	
We certify availability of spare parts for minimum 5 years	
Delivery date	

Company information	
Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Sales Manager (name)	
Director (Name)	
Other contact (Title and Name)	
Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact. Please state which policies.	
Is your company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which.	
Does your company have a Code of Conduct?	

General company information)	
Nature of business – please enclose complete product information in English.	



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Year of Establishment	
Licensing Authority	
Licence number (VAT no./TAX I.D.	
Language of technical documents	
Working language	

References				
Name and country of customer	Type of contract	Value	Contact name	Phone and email

After having read your Invitation to Tender no. GED 25134 for supply and installation of solar system dated 27/05/2025, and after having examined the Tender Dossier, I/we hereby offer to execute and complete the Contract in conformity with all conditions in the Tender dossier for the sum indicated in our financial proposal. On behalf of the company, we hereby;

- Accept, without restrictions, all the provisions in the Invitation to Tender including General terms and Conditions for Supply contracts, with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria of article stated in the Instructions to Tenderers.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 4.

The above declarations will become an integrated part of the contract and misrepresentation will be regarded as grounds for termination.

- In the event the contract is awarded to us, we request that payments under the contract be made to the following account: [insert all necessary references].
- Our tender is valid for a period of () days after the closing date in accordance with instructions to tenders.

Any subsequent Contract related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

Signed by:

The tenderer

Name of the company
Address



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Telephone no.
Email
Name of contact person
Date