



REQUEST FOR QUOTATION (RFQ) (Goods & Services)

South Sudan Procurement Services Unit, UNDP	DATE: May 07, 2019
	REFERENCE: Q - 034 South Sudan Country Office (CO) Energy Efficient Diesel Generator

Dear Sir / Madam

We kindly request you to submit your offer for **South Sudan** Country Office (CO) **Energy Efficient Diesel Generator** as detailed in Annex 1 (TORs) of this RFQ.

Please take note of the following important deadlines (**based on/by COB, GMT/UTC+3**):

1. Request for Clarification: **Wednesday May 15 , 2019**
2. Offer Submission: **Monday May 20, 2019**

and via ☒ e-mail:

United Nations Development Programme
aicha.cherif@undp.org and copy oimt.green.energy@undp.org

It shall remain your responsibility to ensure that your offer will reach the address above on or before the deadline. Offers that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your offer by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.



Please take note of the following **requirements and conditions** pertaining to the supply of the abovementioned good/services:

Project Title:	South Sudan Country Office (CO) Energy Efficient Diesel Generator	
Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule, Annex 3)</i>	☒ DAP	
Customs clearance ¹ , if needed, shall be done by:	☒ UNDP	
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP South Sudan CO, Plot 21, Ministries Road, PO Box 410, Juba, South Sudan	
Delivery Schedule	☒ Required	
Mode of Transport	☐ AIR	☒ LAND
	☒ SEA	☐ OTHER
Currency of Quotation	☒ United States Dollars	
Value Added Tax on Price Quotation	☒ Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	Please ref to TORs	
Deadline for Request for Clarification	@ 04.00 PM – Wednesday May 15, 2019 (UTC +3)	
Deadline for the Submission of Quotation	@ 2.30 PM – Monday May 20, 2019 (UTC + 3)	
All documentations, including catalogues, instructions and operating manuals, shall be in this language	☒ English	
Documents to be submitted	THE FOLLOWING SHALL BE INCLUDED IN THE BID SUBMISSION: 1) TECHNICAL OFFER. Bidders are required to provide the following as part of the technical offer: I. Technical datasheets and Certificates of the required standards of the diesel generator. II. Bill of Materials (BoM). III. Bidder's Statement Regarding Deviations/Non-Compliance (as per template provided in Appendix I in the ToR).	

¹ Must be linked to INCO Terms chosen.

	IV. Details on their <u>freight, logistics and installation plan</u> in terms of timelines, delivery time and production time. V. Proposed work plan and approach criteria in relation to the requirements in the terms of reference (TORs). 2) FINANCIAL OFFER. Price and Delivery Schedule Form: Fully completed and duly authorized (see Annex 3).
Period of Validity of Quotes starting the Submission Date	☒ 120 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Payment Terms	☒ 100% upon complete delivery of goods and related services.
Evaluation Criteria	☒ Technical responsiveness/Full compliance to requirements and lowest price ☒ Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	☒ One and only one supplier
Type of Contract to be Signed	☒ Purchase Order
Conditions for Release of Payment	☒ Submission of Deliverables ☒ Passing Inspection ☒ Complete Installation ☒ Passing all Testing ☒ Completion of Training on Operation and Maintenance and online monitoring. ☒ Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	☒ Terms of Reference (Annex 1) ☐ Price and Delivery Schedule Form (Annex 1: Section 4) ☐ Minimum Project Deliverables (Annex 1: Section 5)



Contact Person for Inquiries (Written inquiries only) ²	Email: aicha.cherif@undp.org and copy oimt.green.energy@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
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Goods offered shall be reviewed based on completeness and compliance of the quotation/proposal with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation/proposal that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ/RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.



Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

United Nations Development Programme
Office of Information Management & Technology
Country Office ICT Advisory Services

Sincerely yours,

UNDP South Sudan Procurement



*Empowered lives.
Resilient nations.*

Annex 1 – Term of Reference

South Sudan Juba Country Office (CO)



Diesel Generator
Capacity



250 kVA



Terms of Reference Energy Efficient Diesel Generator

South Sudan CO

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Acronyms

Cases

CO - Country Office 9

TOR - Terms of Reference 9



Terms of Reference: Energy Efficient Diesel Generator

South Sudan Country Office (CO)

Scope of the Document

The TOR sets the requirements to facilitate smart and clean energy solutions to secure country office activities in **South Sudan Country Office (CO)** by supplying, installing, commissioning (including complete civil works), for the **Energy Efficient Diesel Generator** for South Sudan Country Office (CO).

Structure of the Document

The ToR include the following components:

1. Introduction
2. Project Description
3. Statement of Work
4. Price and Delivery Schedule Forms

All of the requirements in the ToR are numbered and boxed.

1. Introduction

South Sudan Country Office have taken initial steps towards implementing a hybrid solar installation in their premises. Currently, South Sudan Country Office have two generators: Caterpillar 550 kVA and Perkins MPMC 100 kVA generator. Aligned with the goals of moving towards renewable and green means of energy generation, the CO is looking to invest in a new energy efficient generator that can replace the existing generator with a more energy efficient one.

A new energy efficient generator in South Sudan will enhance business continuity and work environment, as well as reduce the fuel consumption of the Country Office.

2. Project Description

2.1 Project Objectives

The main goal of this TOR is to provide the South Sudan Country Office in Juba with a new energy efficient generator that will replace one of the existing genset. However, please note that the existing generators will not be decommissioned but instead will serve as back-up generators. This new investment will be able to reduce the **fuel consumption**, increase the energy supply **reliability** as well as **business continuity**. The following document provides requirements and guidelines for the project.



2.2 Project High Level Requirements

This project seeks to enhance energy supply for the South Sudan CO building through replacement of genset with a new energy efficient that is compatible with the Solar hybrid system that is to be implemented.

The requirement is for the vendor to provide a comprehensive offer for an **Energy Efficient Generator Solution**.

1. Supply and installation of One 250 kVA Energy Efficient Diesel Generator

2.3 Description of Site

UNDP South Sudan Country Office is located at Plot 21, Ministries Road, PO Box 410, Juba, South Sudan. The coordinates of the building are: Latitude= 4.8517°N and Longitude= 31.5998°W.

3 Statement of Work

3.1 Technical Requirements

Compliance with or deviations from the specification shall be clearly stated by the vendor in the below section 3.1.1 and submitted as part of the offer. The vendor shall apply good engineering practice and follow the applicable standards in the mentioned here forth. In addition, the vendor shall include technical and performance specifications of the equipment that will be used in the project.

3.1.1 Diesel Generator

3.1.1.1	Features	The system includes a generator with following requirements: i. Premium brand generator ii. Fuel type: Diesel iii. Rated power output of minimum 250 kVA iv. Three-phase output at 380V-420Vac, 50Hz frequency, 1500 rpm v. Compression ratio of minimum 17:1 vi. Fuel consumption at 100% Load maximum of 43 L/hour vii. Operating temperature 0 – 50 °C, and average Humidity of 80% viii. Fully enclosed frame, with soundproofing to help reduce engine noise. Sound Level at 7m to be maximum of 68 dBA. ix. Low fuel (diesel) consumption and energy efficient operation x. Controller with Modbus communication capacity xi. Supplier to provide Modbus protocol xii. Dry contact ports for start/stop xiii. Power panel featuring the main controls, including start switch, volt meter, and circuit breaker xiv. Required power protection equipment (e.g. overvoltage/undervoltage and overcurrent protection)
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		xv. Easy electric start xvi. Built-in spark arrestor, and automatic low-oil shut off to protect the engine xvii. Connected to the earthing system xviii. Minimum EU Stage II Emission Regulation xix. <u>If applicable</u> , Base frame: Heavy Duty Fabricated Steel, Anti-vibration mountings fitted between the engine/alternator feet and base. The foundation should be levelled at least 30 cm above the ground level to maintain cleanliness
3.1.1.2	Standards	Regarding quality assurance, it must follow these standards: i. IEC 60034 Rotating Electrical Machines ii. IEC 60085 Thermal Evaluation and Classification of Electrical Insulation iii. IEC 60529 Degrees of Protection provided by Enclosures (IP Code) iv. ISO 10816 Specification for Mechanical Performance: Vibration v. ISO 3046 Specification for Reciprocating Internal Combustion Engines vi. SI 426 European Commission (dangerous substances) (Classification, packing, labelling, and Notification of Regulations 1992. vii. CIMAC Congress International des Machines a Combustion Recommendations for Diesel Engine Acceptance Tests viii. ISO 9000 Quality assurance
3.1.1.3	Warranty	The warranty period of the diesel generator must be a minimum of 2 years.
3.1.1.4	Maintenance	Genset maintenance required included spare parts when needed

Table 1: Diesel Generator technical requirements

3.2 Timelines and Deliverables

The overall tasks duration after Purchase Order (PO) signature are indicated in Table 8. Estimated duration is referred to the Effective Day of Contract of the PO:

Table 2: Estimated tasks duration of the project

No	Task	Duration
3.2.0.1	Signature of the contract	PO
3.2.0.2	Transportation	PO + 2 to 4 weeks
3.2.0.3	Installation of the Solution	PO + 4 weeks
	Civil Works and Site Preparation Earth protection	
3.2.0.4	Commissioning and UAT	PO + 6 weeks
	User Acceptance Testing (UAT) and Generator Commissioning	
3.2.0.5	Stabilization of the system	PV Installation + 1 month
	The awarded vendor must remain at the disposal of the beneficiary for at least until 1 month (stabilization period) after the Solar system has been installed and commissioned to assist in answering any technical or other related questions.	

3.2.1 Documentation

After award of contract and formalisation of purchase order, the supplier shall deliver following documents for the site to a virtual location that will be shared by UNDP South Sudan:



Table 3: Deliverables after award of contract

No	Document	Description	Delivery time
3.2.1.1	Datasheets	Datasheets of diesel generator	PO + 1-2 weeks
3.2.1.2	Factory inspection	Check and verify the good functioning of the System Solution and all the equipment involved before shipping the generator.	2 weeks before shipment of materials
3.2.1.3	Bill of materials	Complete list of materials grouped in assemblies	2 weeks before shipment of materials
3.2.1.4	Shipping documents	In case the equipment has to be imported from another country, please provide: i. Invoice, ii. Packing list, iii. Bill of lading, iv. Insurance	ASAP after dispatch, minimum 3 weeks before arrival at destination port
3.2.1.5	Warranty documents	Warranty certification/documentation for the Energy Efficient Diesel Generator summary overview of warranty arrangements (technical and logistical). i. Overview of available warranty extension options for component ii. Cost associated with warranty replacements during the warranty period will be borne by the supplier. iii. Cost associated with the maintenance and technical support for System during maintenance subscription will be borne by the supplier.	After dispatch, minimum 3 weeks before arrival at destination port
3.2.1.6	Testing procedure	List of tests that will be carried out and respective pass/fail criteria	Latest 4 weeks before testing
3.2.1.7	Installation and commissioning report	i. Diesel Generator Commissioning Report. ii. Installation and commissioning activities	Max. 4 weeks after testing
3.2.1.8	User acceptance testing report and proof of performance to UNDP	Results of the individual tests and system performance test as outlined in the testing procedure; sign off by vendor and system user; any deviations and pending tasks need to be recorded	1 week after testing
3.2.1.9	Maintenance service	The service shall be on scheduled basis and priced as per the type of maintenance service	As per schedule and requirement

4. Price and Delivery Schedule Forms

Financial Proposal - please provide the following requirements for single standard solutions:

Price Schedule – Acquisition Cost of Energy Efficient Diesel Generator

Table 4: Price Schedule

Item	Description	Quantity	Unit Price (USD)	Total Price (USD)
1.	Diesel Generator of 250 kVA capacity	1		
2.	Site Preparation and Civil Works	1		
3.	Installation, UAT and Commissioning	1		
4.	Integration with existing local office electric distribution and wiring	1		
5.	Freight cost to Juba, South Sudan			
6.	Total DAP price Juba, South Sudan – (Acquisition Cost)			

Maintenance services

Item	Description	Quantity	Unit Price (USD)
1.	Service Fee	1	

Appendix I: Compliance Response Form

Introduction

1	Introduction	☐ Understood ☐ Understood with Reservations Comments:
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Project Description

2	Project Description	☐ Understood ☐ Understood with Reservations Comments:
2.1	Project Objectives	☐ Understood ☐ Understood with Reservations Comments:
2.2	Project High Level Requirements	☐ Understood ☐ Understood with Reservations Comments:
2.3	Description of Site	☐ Understood ☐ Understood with Reservations Comments:

Technical Requirements

3.1.1 Diesel Generator			
3.1.1.1	Features	☐ Compliant ☐ Deviations Comments:	Reference:
3.1.1.2	Standards	☐ Compliant ☐ Deviations Comments:	Reference:
3.1.1.3	Warranty	☐ Compliant ☐ Deviations Comments:	Reference:
3.1.1.4	Maintenance	☐ Compliant ☐ Deviations Comments:	Reference:

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Timelines and Deliverables

3.2.0.1	Signature of the contract	☐ Compliant ☐ Deviations Comments:	Reference:
3.2.0.2	Transportation	☐ Compliant ☐ Deviations Comments:	Reference:
3.2.0.3	Installation of the Solution	☐ Compliant ☐ Deviations Comments:	Reference:
3.2.0.4	Commissioning, UAT	☐ Compliant ☐ Deviations Comments:	Reference:
3.2.0.5	Stabilization of the system	☐ Compliant ☐ Deviations Comments:	Reference:

Documentation

3.2.1.1	Datasheets	☐ Compliant ☐ Deviations Comments:	Reference:
3.2.1.2	Factory inspection	☐ Compliant ☐ Deviations Comments:	Reference:
3.2.1.3	Bill of materials	☐ Compliant ☐ Deviations Comments:	Reference:
3.2.1.4	Shipping documents	☐ Compliant ☐ Deviations Comments:	Reference:
3.2.1.5	Warranty documents	☐ Compliant ☐ Deviations Comments:	Reference: