**Annex 2 Supplier Response**

**Supply and Installation of Solar Panels and Inverter Systems in Abuja and Jigawa Offices.**

**Company name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 **(To be used on the Contract)**

**Company address:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be used on the Contract)**

**Company Reg:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(If Applicable)**

**Contact name:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email address:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone number:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide Company Name and Contact details above.

1. Complete Part 1 (Supplier Response) ensuring all answers are inserted in the space below each section of the requirement/question. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.

1. Complete Part 2 (Submission Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. The checklist must also be signed by an authorized representative.

1. Submit all mandatory documentation to tenders@planenigeria.com by the Response Deadline

**Part 1 – Supplier Response**

1.1. Responses will be scored according to the methodology as set out in Evaluation Criteria section of the tender document.

1.2. If the requirement is partially met, any additional detail provided will enable us to make a fuller assessment of the capability to meet the requirement.

1.3. Please indicate if there is an additional cost implication in meeting a requirement, what this might be and if it has been included in the response to Annex 1 ricing Approach).

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| **Sustainability, Gender Equality and Social Inclusion – 10%** |
| **ID** | % | **Requirement** |
| **SV01** | **10%** | 1. **Equal opportunity: Tackle workforce inequality**: What is your commitment towards ensuring Gender Equality and how are Social Inclusion (GESI) issues addressed in your organization?

 1. **Fighting climate change: Effective stewardship of the environment**: Give details of how your organization demonstrates commitment towards environmental protection and improvement in the delivery of this contract.

 (Maximum word count 750 Words) **Supplier Response:**  |

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| **Quality – 20%** |
| **ID** | % | **Requirement** |
| **QU01** | **[10%]** |

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| DAI-PLANE seeks to contract with a tenderer who will provide a high-quality solar installation that effectively caters to the energy needs of the DAI-PLANE office in Jigawa and Abuja. Describe the process(es) required to guarantee the deliverables meet and exceed the desired outcomes, and how your organization will achieve this (2000 words) |

 **Supplier Response:**  |
| **QU02** | **[10%]** | Please describe the capacity and skills within your organization to deliver this project (700 words)**Supplier Response:** |

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| **Methodology and Approach - 20%** |
| **ID** | % | **Requirement** |
| **MA01** | **[10%]** |

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| Please describe the process / methodology/approach you will use to ensure timely delivery in all the categories for the contract (how you will provide the services).  Describe clearly how you will meet the target timeline of 2 weeks (1000 words) |

 **Supplier Response:**  |
| **MA02** | **[10%]** | Indicating if you are subcontracting, and further explaining your supply and Logistics approach for the Solar inverter equipment to the required destination in a safe and secure manner (1000 words) **Supplier Response:**  |

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| **Track Record - 10%** |
| **ID** | % | **Requirement** |
| **TR01** | **[10%]** |

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Provide at least 3 similar contracts you have done in the last 2 years (include reference. Provide evidence of the contract or purchase orders of the successfully done assignments in the same period **Supplier Response:**

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| --- | --- | --- | --- |
|   | **Reference 1** | **Reference 2** | **Reference 3** |
| Client organisation (name) |   |   |   |
| Contact name and phone number |   |   |   |
| Date contract was awarded |   |   |   |
| Contract value(N) |   |   |   |
| Date contract was completed |   |   |   |

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| **Commercial – 40%** |
| **ID** | % | **Requirement** |
| **CO01** | **[25%]** | Please complete Annex 1 (Pricing Approach) and confirm the **total cost** for delivering the tasks.  |
| **CO02** | **[15%]** | Please provide details of your payment terms, TCC, Audited Financial and bank letter |
|  |  |  |  |  |

**Part 2 – Submission Checklist**

Insert Yes (Y) or No (N) in each box in the table below to indicate that your submission includes all the mandatory requirements for this tender.

**Important Note:** Failure to provide all mandatory documentation may result in your submission being rejected.

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| --- | --- |
| **SN** | **SUBMISSION CHECKLIST** |
|   | **Document** | **Y / N** |
| 1 |  Completed pricing proposal in Annex 1 (Pricing Approach) |   |
| 2 | Completed tender response in annex 2(suppliers response) and following the requirement of the RFP |   |
| 3 | This checklist is signed by an authorized representative |   |
| 4 | Tax Clearance |   |
| 5 | Audited Account |   |
| 6 | Bank Letter |   |
| 7 | Incorporation documents (CAC Certificate, Certificate of shareholdings Particulars of Board Members |   |
| 8 | Appendix A to this checklist in relation to information considered by you to be confidential or commercially sensitive |   |

I confirm on behalf of the supplier submitting the documents set out in the above checklist that to the best of our knowledge and belief, having applied all reasonable diligence and care in the preparation of our responses, that the information contained within our responses is accurate and truthful.

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| **Supplier:** |   |
| **Date:**  |   |
| **Name (print):** |   |
| **Position:** |   |
| **Signature:** |   |
| **Title:**  |  |

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| **Table of Information Designated by the supplier as Confidential and/or Commercially Sensitive** |
| **This table only needs to be completed if any information inserted as part of your tender response and in any accompanying documents is deemed by you to be confidential and/or commercially sensitive. Please note that the Confidentiality and Information Governance provisions of the RFP/ITT apply to any information designated as confidential and/or commercially sensitive.** |
| No | Section of tender response that the supplier wishes to designate as confidential and/or commercially sensitive | Reasons as to why the supplier considers this information confidential and/or commercially sensitive and why it should be exempt from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 or other relevant laws | Length of time during which supplier thinks that such exemption should apply |
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