**REQUEST FOR PROPOSAL (RFP) FOR THE PROCUREMENT OF THE SOLAR PANELS AND INVERTER SYSTEMS+ INSTALLATION**

Issue Date: 05-12-2024

**WARNING**: Prospective Offerors who have received this document from a source other than the Partnership for Learning for All in Nigeria (PLANE) Project should immediately contact tenders@planenigeria.com and register their interest. Any prospective bidder who fails to register their interest will not be attended to. Any amendments to this solicitation will be issued and posted via email.

**Introduction**:

Partnership for Learning for All in Nigeria (PLANE) is a Foreign Commonwealth and Development Office (FCDO) project with a primary focus on basic education and the aim of ensuring more inclusive/effective educational systems that will deliver foundational skills whereby state and non-state basic education providers will have better learning outcomes as well as the marginalized groups of children. The Project is seeking a transition to a more cost-effective and environmentally friendly energy source, hence the request for this proposal.

**REQUEST FOR PROPOSAL**

PLANE on behalf of FCDO is requesting quotations/proposals from qualified and registered solar engineers for the transition to solar-powered systems in two of her offices located in Jigawa and Abuja. The eligibility criteria and other instructions outlined in subsequent sections of the RFP must be strictly adhered to when submitting your proposal.

**ELIGIBILITY CRITERIA**

* + Provide copies of valid business registration.
  + Provide correct account details of the company/business name.
  + Tax Identification Number (taxes etc.) and most recent TCC
  + Audited Financial statement for the last financial year.
  + Have a satisfactory past performance record/service delivery.
  + Have a satisfactory record of integrity and business ethics.

**SUBMISSION INSTRUCTION TO BIDDERS**

Cost of Proposal: The bidder shall bear all costs associated with the preparation and submission of the Proposal and DAI/PLANE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

**Contents of Solicitation Documents**: Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected.

**Preparation of Proposals**: The offers received must include information in sufficient scope and detail to allow DAI/PLANE to consider whether the company has the necessary capability, experience, expertise, financial strength, and required capacity to perform the services satisfactorily.

All submissions should be forwarded to the email address **Tenders@planenigeria.com** and every other clarification and correspondence on this bid should be through the above email address.

The scope of work covers the procurement of solar and inverter equipment as well as the installation in the PLANE Office of Jigawa and Abuja following the specifications provided in table xxx:

**TABLE 1: PERIOD OF PERFORMANCE**

|  |  |
| --- | --- |
| **LIST OF EVENTS** | **TIMELINE** |
| Request for proposal | 05/12/2024 |
| Deadline for clarification | 09/12/2024 |
| Submission of Proposal | 10/12/2024 |
| Conclusion of evaluation of the submitted proposal | 13/12/2024 |
| Date of award of contract notification | 16/12/2024 |
| Commencement of work | 18/12/2024 |
| Completion date | 31/12/2024 |

**COMPONENT OF THE PROPOSAL:** The Proposal shall comprise the following components:

a. The Technical Proposal

b. The Financial Proposal.

**TECHNICAL PROPOSAL**

The technical proposal among other relevant information must comprise the following sections:

**Description of the firm and its qualifications**:

**(a) Management Structure**

This Section should provide corporate orientation to include the company’s profile (year and country of incorporation – copy of certificate of incorporation), a brief description of present activities focusing on services related to the Proposal as well as samples of recent website projects. This should include supporting information as to the firm’s technical reliability, and financial and managerial capacity to perform the services.

**(b) Resource Plan**

This Section should fully explain the bidder’s resources in terms of personnel & capabilities necessary for the performance of the requirements.

**Proposed Approach, Methodology, Timing, and Outputs:**

This section should demonstrate the bidder’s responsiveness to the RFP and include a detailed description of the Solar delivery plan and the way the firm would respond to the requirements involved, point by point. It should also include the number of person-working days in each specialization that you consider necessary to carry out all the work required. Please include any assumptions as well as comments on the services to be provided by the beneficiary and any additional requirements you may otherwise believe to be necessary.

Proposed Personnel: In this section, the bidder should reflect the project staffing including the work tasks to be assigned to each staff member as well as their qualifications with reference to practical experience relating to the specialization area of the project for each proposed staff. The complete CVs of the proposed staff are to be submitted. The technical part of the Proposal should not contain any pricing information whatsoever on the services offered.

**OTHER CONTENT OF TECHNICAL PROPOSAL**

The proposal should include the following documents to be considered complete:

* The Cover Letter should be on the Service provider’s letterhead and contain the requested information.
* Certificate of registration.
* Copy of the service provider’s valid business license if available.
* List of significant supply contracts conducted within the last 2 years that the bidder has completed the supply of similar goods.
* Details should be provided for at least three contracts with value, start and end dates, goods supplied, and the client’s name and contact details. DAI reserves the right to contact and/or visit one or more customers submitted by the bidder as part of the evaluation stage of this RFP
* Declaration of litigations and investigations Annex 5
* Letter of compliance with RFP requirements, technical specifications
* The tenderer will need to submit a work plan that includes a quality checklist and one-year maintenance warranty.

**FINANCIAL PROPOSAL**

The bidder shall indicate an appropriate Price Schedule for the prices of services it proposes to supply under the contract if selected. The under-listed document should be provided as part of the financial proposal:

* Bank Letter – a letter from the bank indicating that the service provider enjoys both funded and non-funded facilities with the bank and is solvent and the conduct of the account has been satisfactory to date.
* Annex 1 Technical Specifications and Pricing Table filled in.
* Most recent Tax payment certificate from the relevant tax authority
* Most recent Audited accounts (Balance sheet and Profit and Loss statements)

**Proposal currencies**: The Offeror’s separate price envelope must contain an overall quotation in a single currency. All prices shall be quoted in Nigerian Naira.

**Period of validity of proposals**: Proposals shall remain valid for thirty (30) days after the date of Proposal submission.

**Evaluation and comparison of proposals**: A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical component being completed before the financial proposal.

We would like to have the vendors make presentations and defend their proposals before going ahead to conclude the procurement evaluation and selection process. It is only vendors that registered their interest by submitting their proposals to Tenders@planenigeria.com on or before the deadline will be considered.

**Basis of Award:** The award will be made to the tenderer whose offer presents the optimal combination of technical merits and VfM. Proposals will be scored on technical factors first. Only the financial proposals of those offers that surpass the minimum qualifying score of 40 points in the technical evaluation will have their Cost/Business Proposal reviewed. Those that do not reach this qualifying score in the Technical Evaluation will be considered non-competitive, and their Cost/Business proposals will not be considered.

**TECHNICAL APPROACH (60 POINTS)**

**TABLE 2: TECHNICAL EVALUATION SHEET**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **DETAILS** | **AWARDED SCORES** |
| **Methodology** | Considering the Statement of Work, please describe in detail the following:  The steps, in chronological order, that you will take to  implement the work.  A description of similar projects you implemented in the  past and lessons you learned that will be incorporated.  into the activity described in this RFP. | 20 |
| **Quality of delivery** | DAI seeks to contract with a tenderer who can provide a high-quality solar installation that effectively caters to the energy needs of the DAI-PLANE office in Jigawa and Abuja. The tender must demonstrate a commitment to high-quality delivery as well as describe how this objective will be achieved. Please describe the capacity and skills within your organization to deliver this project. | 20 |
| **Sustainability, Gender equality, and social inclusion.** | The tenderer shall demonstrate its commitment to the protection of the environment.  The tenderer shall describe the efforts they have made to ensure Gender Equality and how Social Inclusion (GESI) issues are addressed. The tenderer must indicate the measures taken to ensure all members of the society including women, people with disabilities, and disadvantaged communities are integrated into the workforce of the company | 5 |
| **Past performance/track record** | Document and summarize previous experience in solar installation. Using the exact table format in **table 3**  provided below, please list only the projects you have implemented within the past 4 years, a  brief description of how each is relevant to this RFP, and the contact details for each previous  client or donor. You may also include recommendation/appreciation letters and certificates.  as attachments. | 15 |

**TABLE3: EVIDENCE OF PAST PERFORMANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client organization (name) | Contact name and phone number | The date the contract was awarded | Contract value(N) | The date the contract was completed |

Note: Traceable evidence e.g., Pictures should be provided

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**FINANCIAL APPROACH (40 POINTS)**

Interested Service providers are expected to submit a detailed financial proposal for the proposed work providing the following information:

* Bank Letter – a letter from the bank indicating that the service provider enjoys both funded and non-funded facilities with the bank and is solvent and the conduct of the account has been satisfactory to date.
* **Annex 1** Technical Specifications and Pricing Table filled in.
* Most recent Tax payment certificate from the relevant tax authority
* Most recent Audited accounts (Balance sheet and Profit and Loss statements)

**TERMS AND CONDITIONS**

We require that all PLANE documents shared with you should be handled with due care and confidentiality. Kindly note that the service is not to be subcontracted to another client without due approval from the PLANE management.

* Late submission will be rejected except under extraordinary circumstances at PLANE’s discretion.
* Quotations must be in English and soft copy sent via email. Quotes must be signed by the Offeror.
* The Offeror shall confirm in writing that the Offeror fully understands that their proposal must be valid for thirty (30) days.
* The Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing and delivered to the Issuing Office no later than the submission date.
* DAI/PLANE will not enter into any type of agreement with an Offeror prior to ensuring the Offeror’s responsibility.
* By submitting the proposal, the offeror certifies that they have not/will not attempt to bribe or make any payments to DAI/PLANE employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI\_hotline@dai.com.
* Submission of a quote will constitute an offer and indicate the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. Issuance of this RFP in no way obligates DAI/PLANE to award a purchase order, nor does it commit DAI/PLANE to pay any costs incurred by the Offeror in preparing and submitting the quote. DAI/PLANE has the right to make any adjustment to the services mentioned in this RFP.
* DAI/PLANE reserves the right to exclude any elements of the Cost proposal from the Purchase Order issuable. The Costs are not tax-exempt.
* **Gender equity and social inclusion-**

The tenderer shall describe the efforts they have made to ensure Gender Equality and Social Inclusion (GESI) issues are addressed. The tenderer must indicate the measures taken to ensure all members of the society, including women, people with disabilities, and disadvantaged communities are integrated into the workforce of the company.

The tenderer shall describe efforts made to protect children from child labor and include their child protection policies. The tenderer shall describe their alert system for raising issues regarding sexual misconduct or child protection issues.

* **Environment Sustainability**

The tenderer shall demonstrate its commitment to the protection of the environment and healthy and sustainable print production is provided:

* Use of recent and well-maintained vehicles that emit fewer emissions into the air.
* Use of vehicles that consume as little fuel as possible.

PENALTY

Note: Failure to complete and commission this project by the **31st of December 2024** will attract a **2%** penalty on the total value of the contract.

The duration of the Procurement: 14 days

**Contract Funding:** Foreign Commonwealth Development Office (FCDO)

**Payment Terms:** Payments are made electronically once the service has satisfactorily been rendered. The payment will be based on the milestone achievement outlined in the table below:

**TABLE4: MILESTONE PAYMENT PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone No** | **Activities** | **Percentage Payment** | **Means of Verification** |
| Milestone 1 | Upon signing of Contract | 20% | Signed contract |
| Milestone 2 | Procurement of all equipment needed for the installation | 50% | Delivery/ confirmation of required equipment at the location (Delivery waybill and Goods receipt note) |
| Milestone 3 | Completion of installation and commissioning | 30% | Issuance of certification of job completion by DAI-PLANE authorized consultant |

**Note:** Considering the critical delivery timelines, interested vendors' Bidders must submit a delivery schedule that aligns with the performance period above while ensuring a realistic plan.

**Date of Submission of Proposal:** 10th December 2024.

**Method of Submission:** This can be done electronically to tenders@planenigeria.com and the Proposal addressed to:

The Team Leader,

Partnership for Learning for All in Nigeria (PLANE). 10 Bobo Street, off Gana Street, Maitama Abuja FCT.

**Client Undertaking:**

We, the undersigned, provide the quote in accordance with dated \_\_\_\_\_\_\_\_\_. Our proposal is for the total price of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (figure and in words).

We certify a validity period of thirty (30) days for the prices provided in the quote. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that DAI/PLANE is not bound to accept any proposal it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp

**LIST OF ATTACHED ANNEXES**

**ANNEX 1: Technical specification and pricing**

**Annex 2 : Supplier Response**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TECHNICAL SPECIFICATIONS AND PRICING TEMPLATE** | |  |  |  |  |
| **JIGAWA PLANE OFFICE FIRST FLOOR: REQUIREMENT FOR THE PROVISION OF 25KW SOLAR POWER FOR 8 HOURS OF POWER SUPPLY)** | | | | |  |
| **S/N** | **DESCRIPTION OF MATERIAL/REQUIREMENT** | **OEM** | **QTY** | **UNIT PRICE** | **TOTAL PRICE** |
| 1 | 57.6KWH, 48V LifePO4 Lithium battery with BMS |  | 5 |  |  |
| 2 | 700W, 48V Solar panel (Monocrystalline) to provide 5hrs charging time |  | 74 |  |  |
| 3 | 40KW, 48V Pure Sine Wave Inverter (with A/C input) |  | 1 |  |  |
| 4 | 200A MPPT charge Controller |  | 6 |  |  |
| 5 | 300A-rated Bus bar Combiner Box IP65 or higher rated |  | 4 |  |  |
| 6 | 200A Combiner box IP65 or higher rated |  | 1 |  |  |
| 7 | Galvanized framework for ground installation |  | lot |  |  |
| 8 | 15A Digital Timer |  | 12 |  |  |
| 9 | 8000W LED Solar Powered Outdoor Wall Light, waterproof |  | 12 |  |  |
| 10 | Battery rack |  | lot |  |  |
| 11 | 20A DC Circuit breaker |  | 74 |  |  |
| 12 | 150mmsquare DC flexible cable (for all DC connections) |  | lots |  |  |
| 13 | Provide appropriate lighting protection and proper grounding for the entire installation. |  | lots |  |  |
| 14 | Provide appropriate monitoring software and data logger |  | lot |  |  |
| 15 | Rooftop Installation structure |  | lot |  |  |
| 16 | provide an appropriate containerized facility for the storage of the batteries, inverters and panels. |  | lot |  |  |
| 17 | Provide 1 installation warranty |  | lot |  |  |
| 18 | Comprehensive training for in-house electrical persons |  | lot |  |  |
| 19 | Automatic transfer switches at various building Distribution panels |  | 1 |  |  |
| 20 | Provide appropriate surge protection for the installation |  | lot |  |  |
| 21 | appropriate cable size and length to convey the output of the solar inverter to the various DBs |  | lots |  |  |
| **JIGAWA PLANE OFFICE GROUND FLOOR: REQUIREMENT FOR THE PROVISION OF 40KW SOLAR POWER FOR 8 HOURS OF POWER SUPPLY )** | | | | |  |
| **S/N** | **DESCRIPTION OF MATERIAL/REQUIREMENT** | **OEM** | **QTY** | **UNIT PRICE** | **TOTAL PRICE** |
| 1 | 57.6KWH, 48V LifePO4 Lithium battery with BMS |  | 7 |  |  |
| 2 | 700W, 48V Solar panel (Monocrystalline) to provide 5hrs charging time |  | 140 |  |  |
| 3 | 60KW, 48V Pure Sine Wave Inverter (with A/C input) |  | 1 |  |  |
| 4 | 200A MPPT charge Controller |  | 11 |  |  |
| 5 | 300A-rated Bus bar Combiner Box IP65 or higher rated |  | 9 |  |  |
| 6 | Rooftop Installation structure |  | lot |  |  |
| 7 | galvanized framework for ground installation |  | lot |  |  |
| 8 | Battery rack |  | 1 |  |  |
| 9 | 20A DC Circuit breaker |  | 140 |  |  |
| 10 | 150mmsquare DC flexible cable (for all DC connections) |  | lots |  |  |
| 11 | Provide appropriate lighting protection and proper grounding for the entire installation. |  | lots |  |  |
| 12 | Provide appropriate monitoring software and data logger |  | lot |  |  |
| 13 | provide an appropriate containerized facility for the storage of the batteries, inverters and panels. |  | lot |  |  |
| 14 | Provide 1 installation warranty |  | lot |  |  |
| 15 | Comprehensive training for in-house electrical persons |  | lot |  |  |
| 16 | Automatic transfer switches at various building Distribution panels |  | 1 |  |  |
| 17 | Provide appropriate surge protection for the installation |  | lot |  |  |
| 18 | appropriate cable size and length to convey the output of the solar inverter to the various DBs |  | lots |  |  |
| **ABUJA PLANE OPERATION OFFICE: REQUIREMENT FOR THE PROVISION 40KW SOLAR POWER FOR 8 HOURS OF POWER SUPPLY )** | | | | |  |
| **S/N** | **DESCRIPTION OF MATERIAL/REQUIREMENT** | **OEM** | **QTY.** | **UNIT PRICE** | **TOTAL PRICE** |
| **1** | **57.6KWH, 48V LifePO4 Lithium battery with BMS** |  | **7** |  |  |
| **2** | **700W, 48V Solar panel (Monocrystalline) to provide 5hrs charging time** |  | **140** |  |  |
| **3** | **60KW, 48V Pure Sine Wave Inverter (with A/C input capability)** |  | **1** |  |  |
| **4** | **200A MPPT charge Controller** |  | **11** |  |  |
| **5** | **300A-rated Bus bar Combiner Box ( IP65 or higher rated)** |  | **9** |  |  |
| **6** | **Rooftop Installation structure** |  | **lot** |  |  |
| **7** | **Galvanized framework for ground installation** |  | **lot** |  |  |
| **8** | **15A Digital Timer** |  | **15** |  |  |
| **9** | **Battery rack** |  | **1** |  |  |
| **10** | **20A DC Circuit breaker** |  | **140** |  |  |
| **11** | **150mmsquare DC flexible cable (for all DC connections)** |  | **lots** |  |  |
| **12** | **Provide appropriate lighting protection and proper grounding for the entire installation.** |  | **lots** |  |  |
| **13** | **Provide appropriate monitoring software and data logger** |  | **lot** |  |  |
| **14** | **provide an appropriate containerized facility for the storage of the batteries, inverters, and panels.** |  | **lot** |  |  |
| **15** | **Provide 1 installation warranty** |  | **lot** |  |  |
| **16** | **Comprehensive training for in-house electrical persons** |  | **lot** |  |  |
| **17** | **Automatic transfer switches at various building Distribution panels** |  | **1** |  |  |
| **18** | **Provide appropriate surge protector for the installation** |  | **lot** |  |  |
| **19** | **appropriate cable size and length to convey the output of the solar inverter to the various DBs** |  | **lots** |  |  |
| **GROUND FLOOR, BASEMENT, CRECHE PLANE OFFICE : REQUIREMENT FOR THE PROVISION OF 40KW SOLAR POWER FOR 8 HOURS OF POWER SUPPLY)** | | | | |  |
| **S/N** | **DESCRIPTION OF MATERIAL** | **OEM** | **QTY.** | **UNIT PRICE** | **TOTAL PRICE** |
| 1 | 57.6KWH, 48V LifePO4 Lithium battery with BMS |  | 7 |  |  |
| 2 | 700W, 48V Solar panel (Monocrystalline) to provide 5hrs charging time |  | 140 |  |  |
| 3 | 60KW, 48V Pure Sine Wave Inverter (with A/C input capability) |  | 1 |  |  |
| 4 | 200A MPPT charge Controller |  | 11 |  |  |
| 5 | 300A rated Bus bar Combiner Box (IP65 or higher rated) |  | 9 |  |  |
| 6 | Roof top Installation structure |  | lot |  |  |
| 7 | Galvanized framework for ground installation |  | lot |  |  |
| 8 | 15A Digital Timer |  | 15 |  |  |
| 9 | Battery rack |  | 1 |  |  |
| 10 | 20A DC circuit breaker |  | 140 |  |  |
| 11 | 150mmsquare DC flexible cable (for all DC connections) |  | lots |  |  |
| 12 | Provide appropriate lighting protection and proper grounding for the entire installation. |  | lots |  |  |
| 13 | Provide appropriate monitoring software and data logger |  | lot |  |  |
| 14 | provide an appropriate containerized facility for the storage of the batteries, inverters and panels. |  | lot |  |  |
| 15 | Provide 1 installation warranty |  | lot |  |  |
| 16 | Comprehensive training for in-house electrical persons |  | lot |  |  |
| 17 | Automatic transfer switches at various building Distribution panels |  | 2 |  |  |
| 18 | Provide appropriate surge protector for the installation |  | lot |  |  |
| 19 | appropriate cable size and length to convey the output of the solar inverter to the various DBs |  | lots |  |  |
| **FIRST FLOOR AND PENT HOUSE: REQUIREMENT FOR THE PROVISION OF 50KW SOLAR POWER FOR 8 HOURS OF POWER SUPPLY)** | | | | | | |
| **S/N** | **DESCRIPTION OF MATERIAL /REQUIREMENT** | **OEM** | **QTY.** | **UNIT-PRICE** | **TOTAL PRICE** |
| 1 | 57.6KWH, 48V LifePO4 Lithium battery with BMS |  | 7 |  |  |
| 2 | 700W, 48V Solar panel (Monocrystalline) to provide 5hrs charging time |  | 140 |  |  |
| 3 | 80KW, 48V Pure Sine Wave Inverter (with A/C input capability) |  | 1 |  |  |
| 4 | 200A MPPT charge Controller |  | 11 |  |  |
| 5 | 300A-rated Bus bar Combiner Box ( IP65 or higher rated) |  | 9 |  |  |
| 6 | Rooftop Installation structure |  | lot |  |  |
| 7 | Galvanized framework for ground installation |  | lot |  |  |
| 8 | 15A Digital Timer |  | 16 |  |  |
| 9 | 8000W LED Solar Powered Outdoor Wall Light, waterproof |  | 12 |  |  |
| 10 | Appropriate Battery rack |  | 1 |  |  |
| 11 | 20A DC circuit breaker |  | 140 |  |  |
| 12 | 150mmsquare DC flexible cable (for all DC connections) |  | lots |  |  |
| 13 | Provide appropriate lighting protection and proper grounding for the entire installation. |  | lots |  |  |
| 14 | Provide appropriate monitoring software and data logger |  | lot |  |  |
| 15 | provide an appropriate containerized facility for the storage of batteries, inverters, and panels. |  | lot |  |  |
| 16 | Provide 1 installation warranty |  | lot |  |  |
| 17 | Comprehensive training for in-house electrical persons |  | lot |  |  |
| 18 | Automatic transfer switches at various building Distribution panels |  | 1 |  |  |
| 19 | Provide appropriate surge protector for the installation |  | lot |  |  |
|  | appropriate cable size and length to convey the output of the solar inverter to the various DBs |  | lots |  |  |

**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](mailto: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).

|  |  |  |
| --- | --- | --- |
| **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:** |

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.

|  |  |  |
| --- | --- | --- |
| **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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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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