

## **REQUEST FOR PROPOSAL (RFP)**

Photovoltaic (PV) Solar System

CWB-RFP-016

**Funded By**

**Cooperation Without Borders**

<b>RFP Release Date:</b>	<b>23 November 2022</b>
<b>Performance Period:</b>	22 Days
<b>Proposal Submission Deadline:</b>	15 December 2022
<b>Question/ Inquiry Submission Deadline:</b>	<b>30 November 2022</b>

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## II. INTRODUCTION

### A. COMPANY BACKGROUND

Cooperation Without Borders (CWB) for Tailored Development is a Lebanese non-governmental organization initiated in 2017 by a group of activists and experts interested in promoting inclusive and resilient socio-economic development across the country. CWB is recognized by the Ministry of Interior & Municipalities under the official publication number 1168. It believes in participatory approaches and community-based initiatives and adopts the principles of partnerships, targeting, empowerment, gender equality, and innovation. CWB targets vulnerable communities to help them cope with various socio-economic risks and accordingly improve their resilience in a multi-dimensional challenging environment. CWB values every member in the community and works with local actors to develop their skills and services to help in achieving sustainable development.

### B. PROGRAM BACKGROUND

CWB is in the process of collecting RFP from eligible parties for the procurement, supply and installation of a Photovoltaic (PV) solar system.

## III. PURPOSE

The purpose of this RFP is to contract a supplier who will provide CWB with a Photovoltaic (PV) Solar System to be installed in Ras Baalbek Municipality.

### A. SCOPE OF WORK

The supplier is required to provide a PV solar system.

The supplier's scope of work will fall under the following main pillars:

1. Supply the needed PV solar system as detailed in the Annex 1
2. Delivery and installation to Ras Baalbek Municipality

### B. DELIVERABLES

Fully, properly installed, and operational Photovoltaic (PV) solar system.

## IV. CONTRACT MECHANISM & TERMS OF PAYMENT

Cooperation Without Borders anticipates issuing a Complete Purchase Order to one bidder.

## V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

## A. INSTRUCTIONS FOR PROPOSAL PREPARATION

The selection committee will evaluate the Bidders based upon their written technical and financial proposals. Each section will be evaluated according to the criteria set for evaluations and detailed in Section VI. Bidders are expected to examine the specifications and all instructions in the RFP. Failure to do so is at the Bidder's risk. Interested Bidders must provide the following:

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### 1. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

Demonstrate capabilities and technical experience by providing the following: (maximum 10 pages)

- a. Organization/private company Overview including commercial registry
- b. Capabilities Statement
- c. Project Approach
- d. Partner/Subcontractor
- e. Website
- f. List of previous projects
- g. Activity (work) Schedule
- h. Monitoring & Evaluation plan

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### 2. PROJECT STAFFING

Bidders at least should present with the technical proposal the resumes of the following key staff:

- Project manager
- Technical field manager (must have a BS in electrical engineering with minimum 5 years of experience)

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### 3. FINANCIAL PROPOSAL

Bidders will submit a proposed budget and a budget breakdown with their proposals in a separate, sealed envelope (or separate file, if submitting via email with a password that will be requested if the bidder passed the technical minimum requirement) labeled "Budget Proposal." The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in the currency in which your organization is located and will be paid; please label your budget with the name of the currency. Cooperation Without Borders reserves the right to request any additional information to support detailed cost and price.

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### 4. REFERENCES

Please include three client references and contact information. References should have worked with your organization within the past two years in connection with the countries or regions applicable to this RFP.

## B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

- The technical and price proposals shall be separately bound and identified as such (or sent via email). Each volume shall be clearly identified with the RFP number and the Bidder's name.

All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP. Bidders must submit one of original and one copy of the proposal in the following formats (*PDF*) to:

<b>Cooperation Without Borders</b>	
<b>Ras Baalbek</b>	
<b>Attention:</b>	Joelle Ghadban
<b>Email:</b>	info@cwblb.org

Faxed offers are not acceptable.

- All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

<b>Contractual</b>	
<b>Name:</b>	<b>Joelle Ghadban</b>
<b>Email:</b>	<b>info@cwblb.org</b>

- Cooperation Without Borders will not compensate Bidders for their preparation of responses to this RFP.

## VI. CRITERIA FOR EVALUATION

Cooperation Without Borders will evaluate proposals based on a best-value determination; Bidders should submit their most competitive price proposal. Proposals will be evaluated using the following criteria:

- Technical knowhow detailed (30%)
- Price or Cost Proposal (70%)

The evaluation committee will review the technical proposal based upon the technical criteria listed above and the minimum specifications to be met. The technical proposal will be evaluated over a total weight of 30%. The financial proposals (70% weight) will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget, and will determine whether the costs reflect a clear understanding of project requirements. A contract will be offered to the responsible Bidder whose proposal follows the RFP instructions and is judged to be the most advantageous to Cooperation Without Borders.

## VII. SOLICITATION PROCESS

Once the RFP is released, the Bidders must prepare a formal proposal to be sent to the contact person at Cooperation Without Borders as indicated in Section V (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section VI above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Bidder will be chosen and formally notified. A formal contract will be negotiated with the selected Bidder and, if endorsed, the Bidder will begin work on the project.

## VIII. TERMS AND CONDITIONS

### A. LATE SUBMISSIONS

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Bidders will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to Cooperation Without Borders or its employees/agents, or if it is in the best interest of Cooperation Without Borders.

#### B. MODIFICATION OF RFP REQUIREMENTS

Cooperation Without Borders retains the right to terminate the RFP or modify the requirements upon notification to Bidders.

#### C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by a Bidder or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

#### D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF PROPOSAL

This RFP represents a definition of requirements and is an invitation for submission of proposals. Cooperation Without Borders reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their proposal.

Cooperation Without Borders may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. Cooperation Without Borders may reserve the right to waive any minor discrepancies in a proposal.

Cooperation Without Borders reserves the right to issue an award based on the initial evaluation of proposals without discussion. Cooperation Without Borders also reserves the right to enter into best and final negotiations with any responsive Bidders for all or part of the proposed scope.

#### E. VALIDITY OF PROPOSAL

Proposals submitted shall remain open for acceptance for 15 Days from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

#### F. MINIMUM BIDDER QUALIFICATIONS

Bidders submitting proposals must (1) be officially licensed to do such business in Lebanon, (2) be able to receive USAID funds and (3) have not been identified on the terrorist list. In addition, Bidder may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
- Demonstration of adequate management and financial resources to perform the contract
- Satisfactory records of performance history, integrity and business ethics

## G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of Cooperation Without Borders and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

## IX. ATTACHMENTS

Annex I: 25 A Photovoltaic (PV) System Specifications

Appendix A: Sample Budget Format

Appendix B: Technical Proposal Submission Sheet

Annex I

**25 A PV System Specification**

Item Code	Item Description	Unit	Quantity
A -	<b>Supply &amp; Installation of a Single-Phase PV System</b> with a minimum total PV capacity of 6.5 KWp		
1	<p><b>Supply and Install of a PV array (12pcs) or equivalent</b>, including wiring (with earth connection) and accessories                      Tier 1 PV Manufacturer                      Minimum PV power: 540Wp or equivalent to reach 6.5 KWP                      Minimum PV capacity: 6.6 KWp                      - Module Efficiency STC (%) at least 20.5%                      - Measures against Potential Induced Degradation on PV side and/or Inverter side.                      - Connectors to be certified                      - The system shall include:                      - All fixing accessories on module framing.                      - Earthing of the components                      - Device preventing any risk of electrolytic couple                      - Reports of flash testing of the modules to be provided before installation.                      -Certifications requested: IEC 61215 – EN/IEC 61730 or similar, All certifications have to be issued by an internationally recognized laboratory.                      - Declaration letter from the manufacturer stating the date of manufacturing of the panels</p>	Ls	1
2	<b>Supply and install of dual-mode inverter ref. SUN-5K-SG03/05LP1-EU</b> , complete with configuration accessories and wiring (with earth connection). Minimum battery inverter size: 8 KVA with integrated noise filter	Ls	1
3	<b>Charge Controller MPPT</b> for PV modules/ Minimum capacity 250VDC and 120 A	Ls	1
4	<b>Tubular, Lead-Acid Batteries CTT-200</b> , for renewable energy storage to be used for the night critical load. Battery capacity = 200 Ah, battery nominal voltage = 12 V	Ls	1
5	<b>Data Logger</b> with remote monitoring (installation and supply of data logger, evaluation software and fastening brackets)	Ls	1



<p><b>6</b></p>	<p><b>Mounting Structure</b> for PV array including necessary civil works/ No drilling on the roof allowed</p> <ul style="list-style-type: none"> <li>- Metallic structures shall be made of corrosion resistant materials e.g., Aluminum, galvanized steel. The same applies to all bolts, nuts and fasteners.</li> <li>- Wind load to be considered as per standard NL137</li> </ul>	<p>LS</p>	<p>1</p>
<p><b>7</b></p>	<p><b>Electrical Works</b> and complete system connection including earthing of the system</p> <p>PV generator wiring and associated components are exposed to UV, wind, water and other environmental conditions. Wiring and components should be fit for this purpose and built in such a way as to minimize exposure to detrimental environmental effects. Particular attention is drawn to the need for prevention of water accumulation in cable/module support systems.</p> <p>Preferably all accessories should be of European brand. The system should include the below items (the below list is not exhaustive, and items are not limited to the below)</p> <ul style="list-style-type: none"> <li>- Surge arrestors on DC and on AC (class B and C)</li> <li>- Cables are Cu/PVC/PVC (black) 600V/1000V Or Areal AL torsade type</li> </ul> <p>Brands: Cables du Liban or similar</p> <ul style="list-style-type: none"> <li>- DC Cables and wiring should comply with the international standard EN 50618</li> <li>- H1Z2Z2-K, should DC solar power cable</li> <li>- Cable passages to be provided for DC cables, AC Cables and data cables for monitoring</li> <li>- All cables should be routed in cable trays</li> <li>- Junction Boxes for parallel connection of string cables and group cables (if any) for connecting modules to the inverter's input. Class II boxes suitable for outdoor use (minimum IP65 protection) should be provided, it should include suitable DC fuses on each (+) and (-) polarities if appropriate.</li> <li>- Protective device against transient overvoltage, suitable for AC circuits (in accordance with EN 61643-11 or equivalent), type I or II according to justifications</li> <li>- All other accessories that deemed necessary to the good functioning and protection of the system</li> </ul>	<p>LS</p>	<p>1</p>

**Appendix A.**

**SAMPLE BUDGET FORMAT**

Item	Description and specifications	Quantity	Unit Price	Total Price
Solar Panels			\$	\$
Inverter			\$	\$
Batteries			\$	\$
accessories			\$	\$
Steel structure			\$	\$
Net Total				
VAT 11%				
Total Amount				

## APPENDIX B.

### Technical Proposal Submission Sheet

*(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)*

Date of Technical Proposal:	
RFP Number:	
RFP Title:	

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is XX days/weeks/months from the time and date of the submission deadline.