**RFP 22-3712**

# Part 5: PROPOSAL SUBMISSION FORMS

# Annex 1: BIDDER’S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required goods for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

1. SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
2. The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
3. The Request for Proposal documents are a summary only of SPC’s requirements and is not intended to be a comprehensive description of them;
4. Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
5. Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the Bidder’s representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

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# Annex 2: CONFLICT OF INTEREST DECLARATION

##### **INSTRUCTIONS TO BIDDERS**

### What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

### Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

### Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

### Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

### Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

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##### **DECLARATION**

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

|  |  |
| --- | --- |
|  | To my knowledge, I am not in a conflict-of-interest situation |
|  | There is a potential conflict of interest with regard to my *[Choose an item]*. relationship with *[name of the person concerned]* in his or her capacity as [*position/role/personal or family link with the person concerned]*, although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process |
|  | I may be in a conflict of interest with regard to my *[Choose an item]* relationship with *[name of the person concerned]* in his or her capacity as [*position/role/personal or family link with the person concerned]*, as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process |
|  | To my knowledge, there is another situation that could potentially constitute a conflict of interest:  *[Describe the situation that may constitute a conflict of interest]* |

In addition, I undertake to:

* declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
* not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
* to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP 22-3712** may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the Bidder’s representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

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# Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| VENDOR INFORMATION | | | | | | | | |
| **Are you already registered as an SPC vendor?** | | | | | | | Yes | No |
| **If ‘No’, please complete the form. If ‘Yes’, do you have any information to update?** | | | | | | | Yes | No |
| **If ‘Yes’, please complete the form. If ‘No’,** **sign directly the form without completing it** | | | | | | | | |
| 1. **Please provide information related to your entity.** | | | | | | | | |
| **Company name** | *[Enter company name]* | | | **Address** | *[Enter address]* | | | |
| **Director/CEO** | *[Enter name of the executive person]* | | | **Position** | *[Enter position of the executive person]* | | | |
| **Business Registration/License number** | | *[Enter company registration/license number (or tax number)]* | | | | | | |
| **Date of business registration** | | *[Enter date of business registration]* | | | | | | |
| **Country of business registration** | | *[Enter country of business registration]* | | | | | | |
| **Status of the entity:**  For-profit entity (company),  NGO,  International organisation,  Government body,  University,  Association,  Research Institute,  Other: *[insert details]* | | | | | | | | |
| 1. **Please provide the following documents (or any other relevant documents according to your national legislation) to verify the legal existence of the entity, the authority of its officer and proof of its address:** | | | | | | | | |
| Evidence of the power of attorney or board resolution granted to the officer to transact business on its behalf or any other document delegating authority  Certificate of business registration/license  Memorandum, Articles or Statutes of Association  Telephone or electricity bill in the name of the entity  Bank statement bearing the name of the entity | | | | | | | | |
| 1. **How many employees does your company and its subsidiaries have?** | | | | | | *[provide answer]* | | |
| 1. **Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?** | | | | | | | Yes | No |
| 1. **If ‘no’, what type of business insurance do you have?** | | | | *[provide answer]* | | | | |
| 1. **Are you up to date with your tax and social security payment obligations?** | | | | | | | Yes | No |
| 1. **Is your entity regulated by a national authority?** | | | | | | | Yes | No |
| *If you answered ‘yes’, please specify the name:* | | | *[Insert name of the national regulation authority]* | | | | | |
| 1. **Is your entity a publicly held company?** | | | | | | | Yes | No |
| 1. **Does your entity have a publicly available annual report?** | | | | | | | Yes | No |
| *Please send SPC your audited financial statement from the last 3 financial years if available* | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DUE DILIGENCE | | | | | | | | | | |
| 1. **Does your entity have foreign branches and/or subsidiaries?** | | | | | | | | Yes | | No |
| *If you answered ‘yes’ to the previous question, please confirm the branches.* | | | | | | | | | | |
| * Head Office & domestic branches | | | | | | | | Yes | No | |
| * Domestic subsidiaries | | | | | | | | Yes | No | |
| * Overseas branches | | | | | | | | Yes | No | |
| * Overseas subsidiaries | | | | | | | | Yes | No | |
| 1. **Does your entity provide financial services to customers determined to be high risk including but not limited to:** | | | | | | | | | | |
| Foreign Financial Institutions | Yes | No | | | | Casinos | | Yes | No | |
| Cash Intensive Businesses | Yes | No | | | | Foreign Government Entities | | Yes | No | |
| Non-Resident Individuals | Yes | No | | | | Money Service Businesses | | Yes | No | |
| Other, *please provide details:* | | | | | | *[Provide details]* | | | | |
| 1. **If you answered ‘yes’ to any of the boxes in question 11, does your entity’s policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?** | | | | | | | | Yes | No | |
| *If you answered ‘yes’, please explain how:* | | | *[Provide explanation]* | | | | | | | |
| 1. **Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?** | | | | | | | | Yes | No | |
| *If ‘yes’, please send SPC your policy in English.* | | | | | | | | | | |
| 1. **Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?** | | | | | | | | Yes | No | |
| *If yes, please state that officer’s contact details:* | | | | | *[Insert name and contact details of your officer in charge]* | | | | | |
| *If ‘no’, what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?* | | | | | | | *[provide answer]* | | | |
| 1. **Has your entity or any affiliated entity ever filed for bankruptcy?** | | | | | | | | Yes | No | |
| 1. **Have any of the entity’s current or former directors or CEO filed for bankruptcy?** | | | | | | | | Yes | No | |
| 1. **Has your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?** | | | | | | | | Yes | No | |
| *If you answered ‘yes’, please provide details:* | | | | *[Provide details]* | | | | | | |
| 1. **Has the director or CEO of your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?** | | | | | | | | Yes | No | |
| *If you answered ‘yes’, please provide details:* | | | | *[Provide details]* | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER) | | | | | | |
| 1. **Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?** | | | | Yes | No | |
| *If yes, please send SPC your policy in English.* | | | | | | |
| **Does your Policy cover the followings?**  Child protection  Human rights  Gender equality  Social inclusion  Sexual harassment, abuse or exploitation  Environmental responsibility | | | | | | |
| *Please, outline the major actions you have undertaken in these areas:* | *[provide answer]* | | | | | |
| 1. **Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?** | | | | Yes | No | |
| *If yes, please state that officer’s contact details:* | | *[Insert name and contact details of your officer in charge]* | | | | |
| *If ‘no’, what process does your entity have in place to ensure your social and environmental responsibility?* | | | *[provide answer]* | | |

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](http://purl.org/spc/digilib/doc/fbire), and the [Guidelines for handling personal information of bidders and grantees](http://purl.org/spc/digilib/doc/qiy7x).

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the Bidder’s representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

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# Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

### **INSTRUCTIONS TO BIDDERS**

*[Insert instructions for bidders to better understand SPC's requirements for their technical proposal.*

*The Technical Proposal Submission Form is a table that includes the technical criteria (set out in Part 3) on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.*

*The table below is an example of a format that can be modified. In all cases, the Technical Proposal Form should be based on the evaluation matrix and SPC statement of needs.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Technical Requirements | | | | | | |
| *Competency Requirements* | | | | *Response by Bidder* | | |
| **Organisational Requirements** | | | |  | | |
| * Bidders shall provide details of two supply contracts that demonstrate their track record in completing supply contracts similar to this Proposal. | | | | **Details for three referees:**   1. **Client Name: Contact Name**   **Contact details:**  **Value Contract:**   1. **Client Name: Contact Name**   **Contact details:**  **Value Contract:** | | |
| **Training and Support Services** | | | | | | |
| * Having the capacity to provide virtual training, and technical support during installation and commissioning * Provide a virtual training plan for installation and commissioning   Having the necessary support services to assist in trouble shooting, when required | | | | *[Bidder’s answer]* | | |
| Risks/Mitigation Measures:  Bidder to identify potential risks for the supply and delivery of the materials and fittings, likelihood of these risks and effective measures to mitigate these risks. Please prepare a risk matrix identifying the risks related to the supply chain for this procurement and provide mitigating measures. Please ensure to identify all risks relating to the current COVID situation including border closures. | | | | | | |
| Delivery   * Proper package before delivery * Timeliness of delivery and chronological list of events and/or tasks that would be involved from accepting your tender to successful implementation * Clearance | | | | *[Bidder’s answer]* | | |
| Replacements and Warranties   * Ability to replace any of the failed SHS equipment, components and materials during the warranty period. * Ability to liaise with manufacturers on the replacement of any failed SHS equipment, components and materials | | | | *[Bidder’s answer]* | | |
| Alternative items   * Quality and assurance of alternative items offered in comparison to the requested item in RFP. | | | | *[Bidder’s answer]* | | |
| Others Risks and mitigation measures worth mentioning | | | | *[Bidder’s answer]* | |  |
| Timelines, Quality Control and Management | | | Bidders Response | | | |
| No | Item Description | Quantity | Availability of item in stock | Alternative | Details about Quality (brand, durability against environment and origin) | Estimated lifetime |
| 1 | **PV array .**  The total capacity shall be no less that **60kwp**. PC combiner boxes with PV string combiners and DC disconnects. Lightning Arrestors | 1 array | *[Bidder’s answer]* |  |  |  |
| 2 | **Spare solar panels**.  Exact replacement for panels, solar array. | 12 panels | *[Bidder’s answer]* |  |  |  |
| 3 | **Arrays mounting system** compatible with the concrete foundations & concrete supports built by YSPSC on flat sites. Total array of 60kWp will be divided into sub-arrays. Shall include the concrete foundation bolts (concrete supports bolts). A complete list of components to be supplied by the supplier will be provided with the bid. | As neccessary | *[Bidder’s answer]* |  |  |  |
| 4 | **Set of MPPT battery solar charge controllers**  such as:twelve MPPT - maximum continuous output current 100A - maximum array 6000W - grouped into three clusters. Each cluster consisting of four MPPT solar charge controllers providing a total of 400 A charging current. Each MPPT connected to a PV array of 5kWp. | 1 set | *[Bidder’s answer]* |  |  |  |
| 5 | **Spare MPPT controllers**  Exact replacement for controllers | 2 units | *[Bidder’s answer]* |  |  |  |
| 6 | **Battery banks 2V** (nominal) lead-acid cells of no less than 4100 Ah. Paralleling of cells is not permitted. Connecting cables to construct three 48V banks of cells included. Tropical rated electrolyte included.  Complete racks and retaining trays included. | 72 cells | *[Bidder’s answer]* |  |  |  |
| 6.b | **Spare battery cells**. Exact replacement for cells used in battery banks | 3 cells | *[Bidder’s answer]* |  |  |  |
| 6.c | **Battery Monitor**  keeping track of voltage, current, SOC, Ah in/out, providing status of battery to connected devices on the communication network, allowing SOC- based Start & Stop from the AGS. | 1 spare | *[Bidder’s answer]* |  |  |  |
| 7.a | Power inverters  Continuous capacity of no less than **61.2kW** providing 120Vac each phase to neutral - **208Vac phase to phase at 60Hz.** Inverter system will be powered from three 48Vdc battery banks (one for each phase). | 1 three phase assembly | *[Bidder’s answer]* |  |  |  |
| 7.b | **Spare inverters.** Exact replacement for inverters used in the main three phase installation | 2 units | *[Bidder’s answer]* |  |  |  |
| 8.a | **Balance of system components** to complete the 3-phase power system.  Complete list of components to be supplied shall be included in the offer.  MPPT charge controllers, battery banks and inverter system will be housed in the existing YSPSC building, close to the arrays as pictured on photo 2 (E10 – DIAGRAMS and PHOTOS).  All wiring, connection boxes, hardware, necessary electrical protections, surge arresters, disconnectors and switches, mounting materials and hardware for batteries, inverters, charge controllers and other balance of system components to be installed in the powerhouse and from the arrays to the powerhouse shall be provided by the supplier.  Sufficient and adequate cabling of the proper size, length and type, for underground use; Cables (DC & AC) from PV arrays to control room, batteries banks, power distribution panels, boxes, grid connection point, to diesel generators and to switches shall be provided. | 1 set | *[Bidder’s answer]* |  |  |  |
| 8.b | **Power Distribution Panels (PDP)** housing the electrical protections AC & DC: AC and DC breakers integrating the inverters, the batteries, and AC input and output. | As necessary | *[Bidder’s answer]* |  |  |  |
| 8.c | **Communication & monitoring device(s)** enabling configuration, control, status reporting of devices connected to the network through a web browser user interface | 1 set | *[Bidder’s answer]* |  |  |  |
| 8.d | **System Control Panel / Interface** | 1 set + spare | *[Bidder’s answer]* |  |  |  |
| 8.e | **Power Meters** to ensure that power flow is monitored, to enable remote monitoring and diagnostics of the system. | 2 | *[Bidder’s answer]* |  |  |  |
| 8.f | **Network router** / Industrial grade router | 1 | *[Bidder’s answer]* |  |  |  |
| 8.g | **Cellular modem** / Industrial grade modem | 1 | *[Bidder’s answer]* |  |  |  |
| 8.h | **Bypass device / high current manual changeover switch**  External main contactor | 1 set | *[Bidder’s answer]* |  |  |  |
| 8.1 | **Automatic Generator Start (AGS)**  activating or stopping the generator in response to changing power requirements, sharing status information with all devices, monitoring user-programmable parameters, battery voltage, state of charge, grid power | 1 | *[Bidder’s answer]* |  |  |  |

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the Bidder’s representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

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# Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

1. All costs indicated on the financial proposal should be in CIF inclusive of all applicable taxes.
2. The financial proposal must also include the cost of virtual training to be provided.
3. The format shown below should be used in preparing the price schedule.

| **NO** | **ITEM DESCRIPTIONS** | **QTY** | **TOTAL** | **Unit Cost (USD)** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- | --- |
| **1** | **PV array** with total capacity no less than **60 kWp** with PV Combiner Boxes with PV string combiners and DC disconnect. Including Lightning Arresters | 1 array |  |  |  |
| **2** | **Spare solar panels.** Exact replacement for panels, solar array. | 12 panels |  |  |  |
| **3** | **Arrays mounting system** compatible with the concrete foundations & concrete supports built by YSPSC on flat sites. | As necessary |  |  |  |
| **4** | **Set of MPPT battery solar charge controllers** | 1 set |  |  |  |
| **5** | **Spare MPPT controllers**  Exact replacement for controllers | 2 units |  |  |  |
| **6** | **Battery banks** 2V (nominal)lead-acid cells of no less than **4100 Ah with connecting cables**. | 72 cells |  |  |  |
| **6.b** | **Spare battery cells.** Exact replacement for cells used in battery banks | 3 cells |  |  |  |
| **6.c** | **Battery Monitor** | As necessary plus  1 spare |  |  |  |
| **7.a** | **Power inverters** (nine inverters 6800W or six inverters 12000W grouped into three clusters) | 1 three phase assembly |  |  |  |
| **7.b** | **Spare inverters.** Exact replacement for inverters used in the main three phase installation | 2 units |  |  |  |
| **8.a** | **Balance of system components** to complete the 3-phase power system.  Complete list of components to be supplied shall be included in the offer inclusive of All wiring, connection boxes, hardware, necessary electrical protections, surge arresters, disconnectors and switches, mounting materials and hardware for batteries, inverters, charge controllers and other balance of system components to be installed in the powerhouse and from the arrays to the powerhouse.  Sufficient and adequate cabling of the proper size, length and type, for underground use; Cables (DC & AC) from PV arrays to control room, batteries banks, power distribution panels, boxes, grid connection point, to diesel generators and to switches. | 1 set |  |  |  |
| **8.b** | **Power Distribution Panels** (PDP) housing the electrical protections AC & DC: AC and DC breakers integrating the inverters, the batteries, and AC input and output. | As necessary |  |  |  |
| **8.c** | **Communication & monitoring device**(s) enabling configuration, control, status reporting of devices connected to the network through a web browser user interface | 1 set |  |  |  |
| **8.d** | **System Control Panel / Interface** | 1 set + spare |  |  |  |
| **8.e** | **Power Meters** to ensure that power flow is monitored, to enable remote monitoring and diagnostics of the system. | 2 |  |  |  |
| **8.f** | **Network router / Industrial grade router** | 1 |  |  |  |
| **8.g** | **Cellular modem / Industrial grade modem** | 1 |  |  |  |
| **8.h** | **Bypass device** / high current manual changeover switch External main contactor | 1 set |  |  |  |
| **8.i** | **Automatic Generator Start** **(AGS)** | 1 |  |  |  |
| **9.** | **All related training costs** |  |  |  |  |
|  | | | | | |
|  | ***Total Cost*** | | | |  |
|  | ***Freight & Marine Insurance*** | | | |  |
|  | ***Documentation & Packaging*** | | | |  |
|  | ***Other Charges (please specify if any)*** | | | |  |
|  | ***Total CIF (USD)*** | | | |  |

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the Bidder’s representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |