

CALL FOR TENDER ACTED **SRI LANKA**

Instructions to Bidders

Date: **08.09.2024**

Tender N°: T /08ESU/D79/TOA/COL/LOG/08.09.2024

Through this tender ACTED is requesting a company to provide detailed written offers for the supply of the following products:

PRODUCT SPECIFICATIONS:

- | | |
|---------------------------------|-----------------------------------------------------------------------|
| 1. Description: | Solar panel system supply and installation, testing and commissioning |
| 2. Product class / category: | Assets |
| 3. Made in (origin of product): | National and International |
| 4. Product stage: | According to the attached Offer form - PRO 06 |
| 5. Quantity/unit: | 1 Lot (detailed in Offer Form – PRO 06) |
| 6. Packaging requested: | n/a |

A detailed list of requested products is provided in the attached Offer Form.

RESPONSIBILITIES OF THE SUPPLIER:

- | | |
|-----------------------------------------------------|------------------------------------------------|
| 1. Place of delivery: | Gampaha, Colombo, Kalutara districts |
| 2. INCOTERM (delivery conditions): | DDP (brand new condition) |
| 3. Maximum date of delivery: | 03-04 months from the Agreement signature date |
| <u>4.4.</u> Minimum offer validity period required: | 06 - 08 Months from the date of quotation. |

The responses to this call for tender shall include the following elements:

1	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder
2	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)
3	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
5	The Bidder's official registration documents
6	A copy of the Bidder's legal representative ID or passport
7	ACTED's General Conditions for Purchase signed & stamped by the Bidder
8	Catalogues requested in the Offer Form (PRO-06) in a separate sealed envelope (if relevant). The Catalogues should be in English.
9	Any other compulsory item specified in the Bidder's Checklist (PRO-06.3)
10	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder



11	Specification Confirmation Sheet Annex 1 dated, filled, signed & stamped by the Bidder
12	Country of Origin and Manufacture confirmation documents
13	Detailed Warranty and after services information, Technicians details with contact numbers, free services if any, after sales service & maintenance if any should be clearly mentioned.
14	Company Profile with all relevant certificates including CVs or profile detailing the qualifications and experience of all persons(s)/institution (maximum 2 pages))
15	Registration copy of VAT and TIN numbers, in case of import
16	Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) – minimum 3 contract.

It is important to note that all documents must be filled, dated, signed & stamped by the Bidders in order to be considered as eligible. ACTED only accepts bids that have been filled in English.

GENERAL INFORMATION & CONDITIONS:

1. The **closing date** of this tender is **24/09/2024 at 02.00 pm** in ACTED office at the following address: ACTED, No 30, Asoka Garden, Colombo 04, The late submission will be cause to reject the tender
2. The opening date of this tender is 25 /09/2024 at 02.30am in ACTED office at the following address: ACTED, No 30, Asoka Garden, Colombo 04, Sri Lanka. The supplier allowed to tender opening.
3. The pre-bid meeting of this tender is **on 12th September 2024 at 10.00 am** in ACTED office at the following address: ACTED, No 30, Asoka Garden, Colombo 04, Sri Lanka.
4. For all inquiries regarding this tender, please contact the ACTED representative office in Colombo – No 30 Asoka Garden, Colombo 04 not later than 15th September at 1.00 pm by telephone (+94(0)11 236 1394) or by E-mail at srilanka.tender@acted.org, Cc tender@acted.org.
5. The submission of an offer by a bidder to this call for tender may not result in the award of a contract.
6. The offer must be submitted to ACTED Logistics department in a sealed envelope marked “Not to be opened before **24/09/2024» at 02.00pm** and the Tender reference number above.
7. Unsealed envelope and late offers will not be considered.
8. Applicants should be submitting their detailed quotations/proposals in English. All prices to be in Sri Lanka Rupees, including tax if applicable (tax figures maximum after the decimal point)
9. Specific/payment terms and conditions should be clearly mentioned
10. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors’ compliance requirements, all offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED’s anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on any contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractors.
11. Collusive practices are prohibited and will lead to offers rejection.
12. **ACTED adopts a zerotolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and set up a Transparency unit (supervised by the Director of Audit & Transparency) that can be reached through a dedicated phone number and e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practice (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to transparency@acted.org.**



SPECIAL CONDITIONS:

Supplier Must,

- a. Have the capacity to deliver the complete package of services including supply of equipment/materials, installation & commissioning, and post installation back up support.
- b. Be registered at the Sri Lanka Sustainable Energy Authority to engage in Solar PV Roof Top installation in Sri Lanka.
- c. Have minimum of one Graduate Engineer (with minimum of 02 years of industrial experience or Diploma in Electrical/Mechanical Engineering at NVQ 6 level with 05 years of industrial experience of which 01 year in the solar industry) and Minimum of 02 Technician (with NVQ 4 or NVQ 3 level or equivalent qualifications and with 02 years of industrial experience).
- d. Complete the PRO-06 Offer Form or confirm in writing that the proposal meets the required specification, or, if there are changes to the specification, the supplier must provide details of what the changes in specification are. This document must be signed and stamped by supplier.
- e. Indicate the prices in the Offer Form in LKR.
- f. Provide the company's technical brochure, which exactly matches the required equipment, and that contains a complete specification supporting the supplier's document. The technical brochure must be signed and stamped by the supplier and submitted with the tender.
- g. Provide equipment only in Brand New condition. If damage or cracks occur during delivery, if found after delivery, the equipment will be cancelled or returned.
- h. Install the equipment within 15 days from the date of delivery and carry out necessary tests after installation. If there are any special requirements for installation, these shall be clearly stated in the tender. Brochures or manuals supplied with the equipment shall be in English.
- i. The supplier should deliver the equipment only from 09.00am to 03.00pm in weekdays only.
- j. Indicate the cost of the equipment including delivery, installation, testing and commissioning, and all applicable taxes.
- k. Submit for payment an invoice for the all-inclusive price, i.e. without tax invoice or commercial invoice, as Acted is obliged to pay VAT. Payment by Acted will be made within 14 days from the date of invoice. However, if Acted receives the invoice before completing the installation, testing and commissioning - the payment will be proceeded within 14 days from the test run completed.
- l. Mention free services and maintenance of the equipment in the tender.
- m. Notify the delivery date to Acted in 05 days (flexible schedule) to make the necessary arrangements.

The language of the bidding document shall be English.

9. Bids selection criteria will be evaluated as described below:

#	Criteria	Sub-criteria	Maximum Score	0 (0 if info not provided)	1	2	3
1	Experience	Similar past contracts	1	The bidder has provided no past contract similar to the contract to award	The bidder has provided minimum 3 past contracts similar to the contract to award.	N/A	



		Lanka Sustainable energy authority registration	1	The bidder is not registered under Lanka sustainable energy authority	The bidder has active registration as a solar PV service provider at Sri Lanka Sustainable Energy Authority.	N/A	N/A
		Technical team capacity	1	The bidder has not provided any evidence of qualified or experienced technical staff	The bidder has provided evidence of qualified or experienced technical staff (as per TOR requirements)	N/A	N/A
		Number of years in business	1	The bidder has been working in the solar sector business for less than 5 years	The bidder has been working in the solar sector business for 5 years or more years	N/A	N/A
		Positive reference checks	1	The bidder has a negative record as per contacted NGOs / private companies	The bidder has a positive record as per contacted NGOs / private companies	N/A	N/A
2	Reliability	Customer services	3	The bidder proposes none of the following services for period of one year: - After sale service - Maintenance - Technical support	The bidder proposes one of the following services for period of one year: - After sale service - Maintenance - Technical support	The bidder proposes two of the following services for period of one year: - After sale service - Maintenance - Technical support	The bidder proposes all of the following services for period of one year: - After sale service - Maintenance - Technical support
		Warranty	2	The supplier offers 0 year of manufacturer warranty and performance warranty	The supplier offers less than 10 year of manufacturer warranty and less than 25 yrs performance warranty	The supplier offers 10 years manufacturer warranty and 25 yrs performance warranty provided items	N/A

10. Bids award criteria will be assessed through a:

Pass/fail method



OR

Scoring method



Note:

- The pass/fail method consists in evaluating the technical component of offers from the lowest price.

	Criteria	Sub-criteria	Maximum Score	0 (0 if info not provided)	1	2	3	4	5	
3	Price	N/A	50	The price is scored proportionally from the lowest bid price						
4	Quality	N/A	30	Quality is evaluated by a PASS/FAIL method for each required element using the following formula: (number of "PASS" of evaluated bidder/total number of points)*30						
5	Availability	Stock availability	5	The bidder has less than 50% of the required quantities available	The bidder has between 50% (included) and 60% of the required quantities available	The bidder has between 60% (included) and 70% of the required quantities available	The bidder has between 70% (included) and 80% of the required quantities available	The bidder has between 80% (included) and 90% of the required quantities available	The bidder has 90% or more of the required quantities available	
		Delivery time	5	Delivery deadline is over 2 months more than requested deadline.	Delivery deadline is over 1.5 months more than requested deadline.	Delivery deadline is over 1 month more than requested deadline.	Delivery deadline is over 20 working days more than requested deadline.	Delivery deadline is over 10 working days more than requested deadline.	Equal or lower requested time	
BONUS	Social and environmental impact		10	N/A						To be argued upon carbon footprint or other environmental benefits



11. ACTED's Special Conditions for Purchase for this tender are attached for the information of Bidders. When sending their offers to the present call for tender, Bidders acknowledge their agreement with these terms & conditions.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____

