



United Nations Population Fund
 UN House Plot 617/618, Diplomatic Zone,
 Central Area District,
 P.M.B. 2851, Garki, Abuja E-mail:
unfpangprocurement@unfpa.org
 Website: www.nigeria.unfpa.org

Date: 3/04/2025

REQUEST FOR QUOTATION
RFQ N° UNFPA/NGA/RFQ/54/029

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Supply and Installation of Solar Equipment’s to UNFPA Maiduguri”.

UNFPA requires the service of a Solar Engineering Company for the Supply and Installation of Solar Equipment’s to UNFPA Maiduguri.

This Request for Quotation is open to all legally constituted companies that can provide the requested service and have the legal capacity to deliver in the country, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II. Service Requirements/Terms of Reference (ToR)

The selected vendor will be responsible for installation of solar equipment’s at UNFPA Maiduguri Sub Office:

Objectives

- III. To design and install a solar power system capable of meeting the daily energy needs of the Maiduguri office.
- IV. To reduce operational costs associated with diesel generator usage.
- V. To ensure a reliable and uninterrupted power supply.
- VI. To promote the use of renewable energy.

VII. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

| | |
|----------------------------------|--|
| Name of contact person at UNFPA: | <i>Emu Udeme Pius</i> |
| Email address of contact person: | uruetse@unfpa.org |
| Name of contact person at UNFPA: | <i>Abba Shehu</i> |
| Email address of contact person: | shehu@unfpa.org |

The deadline for submission of questions is Thursday, 10th April 2025 at 23:59 PM WAT¹.

Questions will be answered in writing on a rolling basis and shared with all parties as soon as possible on the UNGM/Email advert medium.

VIII. Content of quotations



¹ <http://www.timeanddate.com/worldclock/city.html?n=69>





United Nations Population Fund
UN House Plot 617/618, Diplomatic Zone,
Central Area District,
P.M.B. 2851, Garki, Abuja E-mail:
unfpangprocurement@unfpa.org
Website: www.nigeria.unfpa.org

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

IX. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form on company letterhead, and are to be sent by email to the address indicated below no later than: **Monday, April 14th 2025 at 10:00 WAT.**

| | |
|------------------------|--|
| Secured Email address: | <i>unfpangprocurement@unfpa.org</i> |
|------------------------|--|

Please note the following guidelines for electronic submissions to UNFPAs dedicated email address:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/NGA/RFQ/25/029 – "Supply and Installation of Solar Equipment's to UNFPA Maiduguri.** Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers).** Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform the contact persons at UNFPA
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

X. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

XI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order and Professional Service Contract of 1 year to the Bidder that obtain the lowest-priced technically acceptable offer.

XII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease, by up to 20%, the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

XIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

XIV. Fraud and Corruption



United Nations Population Fund
UN House Plot 617/618, Diplomatic Zone,
Central Area District,
P.M.B. 2851, Garki, Abuja E-mail:
unfpangprocurement@unfpa.org
Website: www.nigeria.unfpa.org

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representative's agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XV. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XVI. RFQ Protest

Bidder(s) perceiving that they have been unjustly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the International Operations Manager at mabaso@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XVII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Proposal Submission

Interested vendors should submit their proposals including:

Eligibility Criteria

Certificate of Incorporation (CAC)
Valid Tax Clearance Certificate 2024



Technical Evaluation Criteria (Pass Mark 50 Points)

| SN | Criteria | Description | Points |
|----|--|--|--------|
| 1 | Detailed Work Plan (Gantt Chart) | Submission of a strategic and well-structured delivery timeline, detailing all phases from site mobilization to project handover. | 10 |
| 2 | Team Composition | Submission of Curriculum Vitae for key personnel, and professional memberships. Submit CV and Professional Membership Certificate for Electrical Engineer or Electrical Electronics Engineer | 20 |
| 3 | Health, Safety, and Environment (HSE) Plan | Submission of a comprehensive Health, Safety, and Environment (HSE) Plan. | 5 |
| 4 | Quality Control Plan | Submission of the company's detailed Quality Control Plan. | 5 |
| 5 | Experience | Submission of Letters of Award and Completion Certificates for at least Three (3) similar projects executed between 2019 and 2024. Each project submission (Letter of Award and Completion Certificate) earns 10 points. | 30 |
| | Total | | 70 |



United Nations Population Fund
 UN House Plot 617/618, Diplomatic Zone,
 Central Area District,
 P.M.B. 2851, Garki, Abuja E-mail:
unfpangprocurement@unfpa.org
 Website: www.nigeria.unfpa.org

PRICE QUOTATION FORM

| | |
|---|----------------------|
| Name of Bidder: | |
| Date of the quotation: | |
| Request for quotation N°: | UNFPA/NGA/RFQ/54/029 |
| Currency of quotation: | NGN |
| Delivery charges based on the following 2010 Incoterm: | DAP |
| Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i> | |

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

| Item | Description | UOM | QTY | Unit Cost | Total Cost |
|------|-----------------------------------|------|-----|-----------------------------|------------|
| 1 | 15kw Lithium Battery | Each | 3 | | |
| 2 | 10Kva Hybrid Inverter | Each | 2 | | |
| 3 | 550W Monocrystalline Solar Panels | Each | 19 | | |
| 4 | MPPT Solar Charge Comptroler | Each | 2 | | |
| 5 | Installation Accessories | Lot | 1 | | |
| 6 | | | | | |
| | | | | <i>Total Cost</i> | |
| | | | | <i>Expenses</i> | |
| | | | | Total Contract Price | |

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/NGA/RFQ/25/029 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

| | |
|----------------|----------------|
| | |
| Name and title | Date and place |



Annex I

Terms of Reference (TOR) and Scope of Work for solar upgrade at UNFPA Maiduguri Office

1. Background

The United Nations Population Fund (UNFPA) is a United Nations agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled. UNFPA is committed to ensuring that all women and girls have access to sexual and reproductive health services, including family planning, safe motherhood, and gender-based violence prevention and response.

Introduction

This document outlines the Terms of Reference (TOR) and Scope of Work for the solar upgrade of the Maiduguri office. The upgrade aims to provide a reliable and sustainable power source, reducing reliance on the national grid and diesel generators.

2. Objectives

- To design and install a solar power system capable of meeting the daily energy needs of the Maiduguri office.
- To reduce operational costs associated with diesel generator usage.
- To ensure a reliable and uninterrupted power supply.
- To promote the use of renewable energy.

3. Scope of Work

3.1 System Design

- Mandatorily Conduct a comprehensive energy audit and site inspection of the Maiduguri office to determine energy consumption patterns.
- Design a solar power system, including photovoltaic (PV) panels, inverters, batteries, and charge controllers, based on the energy audit.
- Provide detailed system specifications, including sizing calculations, wiring diagrams, and equipment lists.
- Ensure the system design complies with relevant electrical and safety standards.

3.2 Equipment Procurement

- Procure all necessary equipment, including PV panels, inverters, batteries, charge controllers, mounting structures, cables, and other accessories.
- Ensure all equipment meets specified quality standards and warranty requirements.
- Provide detailed equipment specifications and warranty information.

3.3 Installation

- Install the solar power system according to the approved design and specifications.
- Ensure proper mounting and wiring of all components.
- Conduct testing and commissioning of the installed system.
- Provide training to office staff on the operation and maintenance of the solar power system.

3.4 Documentation

- Provide detailed documentation of the installed system, including system design, specifications, wiring diagrams, and maintenance procedures.
- Provide warranty certificates for all equipment.
- Provide a system operation manual.

The contractor shall be evaluated based on the following criteria:

- Technical competence
- Experience in similar projects
- Quality of the proposed work plan
- Proposed budget



United Nations Population Fund
UN House Plot 617/618, Diplomatic Zone,
Central Area District,
P.M.B. 2851, Garki, Abuja E-mail:
unfpangprocurement@unfpa.org
Website: www.nigeria.unfpa.org

- References

7. Selection Process

The contractor will be selected through a competitive bidding process conducted in accordance with UNFPA's procurement procedures.

ANNEX II

General Conditions of Contracts: De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

<https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts>