

Request for Quotations (RFQ)

RFQ Number: BEST-28

Issuance Date: January 4, 2018

Deadline for Offers: January 21, 2018

Description: **Design, Supply and Installation of a PV Solar Power System for Al-Ma'aten Lodge – Al Baqea Tourism Cooperatives (BTCS)**
Grant number BEST-INK4-MTN1-009

For: USAID Building Economic Sustainability through Tourism Project (BEST)

Funded By: United States Agency for International Development (USAID),
Contract No. AID-278-C-15-00010

Implemented By: Chemonics International Inc.

Point of Contact: Procurements Department (procurements@siyaha.org)

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Standards-of-Business-Conduct/Pages/default.aspx>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact the Chief of Party with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881

Section 1: Instructions to Offerors

1. **Introduction:** The USAID Building Economic Sustainability through Tourism (BEST) Project is a USAID program implemented by Chemonics International in Jordan. The goal of the BEST Project is to improve Jordan's economic sustainability through tourism.

As part of the Project support for the enhancement of Al Ma'aten Lodge in Tafileh, and in order to develop it as a hub for offering and operating different local tourism activities, BEST Project is soliciting offers from suppliers for the Design, Supply and Installation of a PV Solar Power System for the lodge. This will include delivery of a complete solution that will enable the facility to run on eco-friendly energy sources.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 12:00PM local Amman time on January 21, 2018 by fax (fax no. 06-5200556) or email or by hard copy delivery to the BEST Project office. Any emailed offers must be emailed to procurements@siyaha.org . Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the BEST Project Office located at Wadi Saqra, Arar St., Reem Center, Building No. 244.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 12:00PM local Amman time on January 10, 2018 by email to procurements@siyaha.org . Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Site Visit:** Interested offerors can request to conduct a site visit. The visit will be facilitated by BEST project team. Offerors wishing to conduct the site visit shall send a request by email to procurements@siyaha.org while indicating the date, time of arrival and duration of their visit.
5. **Specifications:** Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V, 50Hz.

The offeror is required to submit two alternative proposals as follows:

- A. **Alternative A: 7KWp small modules system**
- B. **Alternative B: 10KWp large modules system**

Annex III (illustrative drawing) is attached for further clarification.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

6. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Jordanian Dinars. Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.

7. **Delivery:** The delivery location for the items described in this RFQ is **Al-Ma'aten Village in Tafileh – Jordan**. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
8. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Jordan.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

9. **Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of three (3) years after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications. At the time that any commodity is transferred to the Government of Jordan, the Al-Baqea Tourism Cooperatives (BTCS) also trading as Al-Ma'aten Lodge, or another entity within the cooperating country, all rights to warranty support and service shall be transferred with the commodity to that entity's end-user.

10. **Taxes and VAT:**

The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.

11. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a

number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request.

12. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
13. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:
 - *Technical* – 30 points: Responsiveness to the technical specifications and requirements.
 - *Price* – 70 points: The overall cost presented in the offer.

Technical proposals must receive a passing grade of 20/30 to be considered. Offers which do not pass the required minimum grade will have their financial offers returned un-opened and will not be considered in the final evaluation.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the BEST Project.
- Chemonics may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the BEST Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

14. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the BEST Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.

- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

1) Technical Offer including:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Concept design drawings and details illustrating suggested system, support frame specs, and proposed system components and specifications
- Copy of offeror's registration or business license (see Section 1.5 for more details)

2) Financial Offer (**in a separate and sealed envelope**) including:

- Official quotation, including specifications of offered equipment (see Section 3 for example format)

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Line Item	Description and Specifications	Qty	Items and Specifications Offered	Unit Price (JD)	Total Price (JD)
1	<p>PV system:</p> <ol style="list-style-type: none"> 1) All the components should be new and of a recent model. 2) The PV array to be installed in appropriate optimal location with the maximum solar energy received. The arrangement will face true south. The array should be free of shading between 9 a.m. to 4 p.m. All the components should be specified for the conditions of installation such as voltage, current, temperature, wind, etc. 3) The system shall be roof-mounted as per the attached illustration under Annex III. 4) The installation shall include all supporting structures and fixtures. 5) Full detailed design of the system including shop drawings for the steel structure and its detailed specifications 6) All electrical components should comply with, or exceed, the technical specifications of the International Electro technical Commission IEC or Underwriter's Laboratories (UL). Where available, all electrical components and equipment will be listed to safety standards established by UL or equivalent. 7) Mounting structure of the PV array to bear Wind velocity (withstanding capacity 150 km/hour) 8) Grid connected inverter should be SMA, ABB or equivalent <ul style="list-style-type: none"> - Should meet the Underwriters Laboratory (UL) standards and UL labeled, 	1			

	<ul style="list-style-type: none"> - power efficiency $\geq 95\%$ <p>9) Outdoor and underground conduit, conductors must be wet rated, watertight, sunlight , temperature extremes an corrosion resistance</p> <ul style="list-style-type: none"> - Install grounding system to reduce electrical shock <p>10) Supplier shall provide the system design</p> <ul style="list-style-type: none"> - in coordination and collaboration with the client secure permits and approval - Conduct preconstruction survey and site conditions assessment including orientation, site safety, identify hazards including fall protection, personal protection equipment - Implement OSHA regulation during construction and maintenance - Conduct system testing & commissioning during installation and after completion and before operation (client has the right to get assistance from third party commissioning agent) - Conduct operation, maintenance & troubleshooting training for the Eco-village staff - Electrical water heater devices will be installed at the Bathroom of each chalet <p>11) Technical codes shall apply on the PV system supplied and installed at the Eco-Village:</p> <ul style="list-style-type: none"> - Jordan National building codes - AMSE PTC 50 (solar PV performance) - ANSI Z21.83 (solar PV performance and safety) - NFPA 853 (solar PVs near buildings) - NEPA 70 (electrical components) - IEEE 1547 (interconnections) - National Electrical Safety Code – ANSI C2 – 1999 				
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	<p>12) Must comply with IEEE 1262 standards</p> <p>13) Modules and inverters must comply and be labeled with underwriters laboratories (UL)</p> <p>14) All structural components, (including array structures) must attain a minimum 30 year design life.</p> <ul style="list-style-type: none"> - prevention of corrosion at the connections between dissimilar metals <p>15) Solar PV modules should be guaranteed (performance guarantee) for a minimum of twenty five (25) years with a maximum allowable degradation in peak power output of 20 percent over this period. This shall cover system components and parts, (the mounting structures, cables, junction boxes, distribution boxes, etc...)</p> <ul style="list-style-type: none"> have a life cycle of at least 25 years <p>16) PV Modules type: crystalline silicon, from European or north American origin or equivalent from Jordanian manufacturer</p> <ul style="list-style-type: none"> - Efficiency $\geq 17\%$ - degradation should not exceed Panel output (Wp) capacity to be $\geq 90\%$ of design nominal power after 10 years - $\geq 80\%$ of design nominal power after 25 years <p>17) Structural mounting materials: Hot dip galvanized steel with a minimum galvanization thickness of 120 microns or aluminum alloy</p> <p>18) Bolts, nuts, fasteners, panel mounting clamps made from stainless steel</p> <ul style="list-style-type: none"> - solid the ground, - Bolted with anchor bolts of appropriate strength for elevated structures mounted on RCC surfaces <p>19) All solar panels must be accessible from the top for cleaning and from the bottom for access to the module junction box.</p>				
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	<p>20) Inverter efficiency ≥ 95, Protection degree IP 65 for outdoor mounting, IP 54 for indoor mounting, display LCD for data display. LCD / LED for status display</p> <p>21) The PV system shall include all fittings and accessories to connect to the Eco-village building electrical system</p> <p>22) Junction boxes and solar panel terminal boxes shall be of the thermo plastic type with IP 65 protection for outdoor use and IP 54 protection for indoor use.</p> <p>23) Cable terminations shall be taken through thermo-plastic cable glands, Cable ferrules shall be fitted at the cable termination points for identification.</p> <p>24) An energy meter shall be installed in between the solar grid inverter and the eco-village building distribution board to measure gross solar AC energy production</p> <p>25) Full System electrical design should include the design of the grounding system in accordance to IEC Standards</p> <p>26) Technical installation, operations and maintenance manual to be provided for use by the PV system operators and service technicians.</p> <p>27) Good design and workmanship practices are expected (i.e., neatness in installation of modules, framing, conduit, etc.)</p> <p>28) Price offer shall include transportation/accommodation and all other costs related to the field visits</p>				
2	<p>(Optional Item) Monitor showing summary of energy generation and consumption to be placed at the entrance of the Lodge. Data should be accessible from offsite devices. Exact location of monitor will be determined in collaboration with BEST representative.</p>	1			
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____) :					
GRAND TOTAL (JD):					

Note 1

The offeror is required to submit two alternative proposals as follows:

- A. **Alternative A: 7KWp small modules system**
- B. **Alternative B: 10KWp large modules system**

Annex III (illustrative drawing) is attached for further clarification.

Note 3:

The awarded subcontractor will be requested to abide by the mitigation measures enclosed under Annex I.

Note 2:

The disassembly and reassembly of the Bedouin tent (which is currently located where the solar system structure will be installed) will be the responsibility of Al Baqea Tourism Cooperatives (BTCS). The shape and location of the tent is shown under Annex II

Delivery time (after receipt of order): _____ calendar days

Length of warranty on offered equipment: _____ years

Location of service center(s) for after-sales service, including warranty repair: _____

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Building Economic Sustainability through Tourism (BEST) Project
Wadi Saqra, Arar St., Reem Center, Building No. 244
Amman, Jordan

Reference: RFQ No. BEST-28

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or BEST project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Annex I – Mitigation Measures

- Keep the work sites clean and neat at all times.
- Remove all debris and waste at the end of each work day and upon completion of works at each location.
- Minimize the extent of site disturbance and duration of disturbance.
- Appropriately locate and protect stockpiles of material (sand, aggregates, or excavated spoil).
- Establish a safety zone around the work sites to ensure public safety at all times.
- Use sediment controls along any steep edges of the work sites.
- All activities should comply with Jordanian laws and regulations on health and safety.
- Workers involved in the various renovation and rehabilitation activities should wear protective personal equipment (PPE) including hard hats, gloves, noise attenuators, and steel-tipped shoes, as relevant to their specific work assignments.
- Contractors should conduct safety induction and awareness training for their workers.
- Workers working at height (e.g. roofs, scaffolding, etc.) should exercise extra caution and apply best practice for working at height.
- Guests, visitors and users of all buildings and facilities where the grant-funded activities will take place should be properly warned of present and expected hazards arising from work activities.
- Electrical and Plumbing works should be carried out only by qualified personnel.
- All activities should comply with Jordanian environmental laws and regulations.

Annex II – Bedouin Tent

