



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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AO/AA

Date: 12 October 2020

Subject: **RFx No: 1100161767**

SAP No.: 150263: Promoting market-based dissemination of integrated renewable energy systems for productive activities in rural areas in Mozambique

Dear Sirs,

The UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO) hereby invites you to submit a written proposal toward increasing efficiency, productivity and sustainability of farmers through the adoption of renewable energy systems (solar PV and waste-to-energy). This RFx solicits for detail proposals from bidders, interested entities and project developers who are willing to provide counterpart funding to realize the project as defined in the Terms of Reference dated 12 October 2021 (Section II), and related documents attached hereto.

1. Submission Date

Your detailed proposal should be submitted via UNIDO provided e-mail account RFx1100161767@unido.org as soon as possible as but not later than **19 November 2021**.

2. General

- a) This request for proposal is for the provision of a complete package of technical, logistic and managerial services with necessary backstopping and supervision. It covers a total organizational responsibility, and the Terms of Reference 12 October 2021 attached hereto as Section II, are only a means of describing the scope of work.
- b) Your proposal should be comprehensive, detailed and imaginative. In the evaluation of your proposal, full consideration should be given to such matters as:
 - your understanding of the substantive and technical problems to be faced;
 - your concept of the optimum method of achieving the desired results;
 - the realism of your cost figures;
 - your organization and facilities for accomplishing this task; and
 - the experience of the staff you will assign to this project.
- c) The length of time to accomplish the work and the scope of services to complete the project. We will, however, give careful consideration to any suggestions or recommendations you may wish to make in your proposal concerning these factors.

- d) In this project, time is of the essence. Your ability to commence work and complete it strictly in accordance with the conversion plan contained in the Terms of Reference will be a decisive factor in awarding a contract.

3. **Preparation and Submission of Proposal**

- a) Your proposal must be prepared according to the guidelines set forth in this request.
- b) Your proposal must be **signed by an official legally authorized to enter into contracts** on behalf of your organization.
- c) Your proposal should contain, but not necessarily be limited to, the following information:
- i) **A statement** of your organization's ability and readiness to execute an eventual contract in accordance with this Request for Proposal Document and its Appendices/Annexes. **Any deviation from the Terms of Reference (Section II) or other documents contained in this Request for Proposal (RFx) Document shall be clearly expressed;**
 - ii) **A statement** that you will assign to the project sufficient number of capable and experienced personnel from your own organization and that your organization's capacity, in terms of qualified work power resources, is adequate to implement the work within the period of time indicated in the Terms of Reference, Section II. The key staff you propose assigning to the work must have a good knowledge of English.
 - iii) **The names, titles and assignments (functions) as well as the curriculum vitae (CVs) of the key staff.** Please note that particular reference should be made to practical experience of each of the proposed staff with respect to the requirements of the Terms of Reference and applying the concept selected for this purpose by UNIDO;
 - iv) **Your best firm, fixed price in the United States Dollars (USD)** to complete the proposed services. This project shall provide an incentive support for installed of generation capacity for biomass power generation or PV systems to each successful proposal;
 - v) **A detailed cost breakdown of the firm, fixed price** in sub-paragraph iv);
 - vi) **A statement** that your proposal is valid for a period of four (4) months counting from the date of the proposal.
- e) You are kindly requested to acknowledge receipt of this Request for Proposal Document and inform us, by sending a fax or e-mail, whether and when you will submit a proposal.

4. **Completeness of Proposal**

You are expected to examine all instructions, forms, terms and specifications in this RFX document. Failure to furnish all information required by the RFX document or submission of a proposal not substantially responsive to the RFX document in every respect will be at the invitee's risk and may result in the rejection of the proposal.

5. **Reports**

UNIDO will require the reports as specified in the Terms of Reference (Section II).

6. **Type of Contract**

A firm, fixed GEF grant per kW capacity solar PV and waste-to-energy systems is contemplated for the contract by UNIDO to each successful bidder on pro rata basis against verification, covering all the inputs required of the contractor as stated in the Terms of Reference, Section II, and in accordance with the Model Contract, Section IV.

7. **Acceptance of Proposals**

Your proposal submitted in response to this request will be reviewed and evaluated by UNIDO in a fair and impartial way. UNIDO reserves the right to negotiate revisions to the terms of your proposal for the purpose of bringing it fully in line with the technical requirements and/or to reduce the price.

8. **Rejection of Proposal**

UNIDO reserves the right to accept or reject any proposal received by reason of this request and to negotiate separately with any source whatsoever, in any manner deemed necessary to serve the best interest of UNIDO.

9. **Contract Award**

UNIDO may notify you in writing, by fax whether or not your proposal has been accepted.

10. **Signing of Contract**

After your acceptance of the UNIDO's contract award, UNIDO will send you the contract documents incorporating all agreements between the parties. You shall sign and date the contract and return it to the UNIDO no later than two (2) weeks of the receipt of the contract documents.

11. **Proprietary Information**

This Request for Proposal and its Appendixes are confidential and proprietary to UNIDO and shall not be disclosed to third parties without prior written agreement of UNIDO.

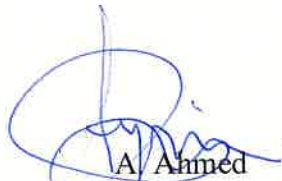
12. Request for Information

All questions, whether technical or contractual, should be directed as follows:

- a) By letter: to the address shown in paragraph b) below:
- b) By fax or email to: Mr. A. Ahmed (A.Ahmed@unido.org) and copy Mr. A. Eruwa (A.Eruwa@unido.org), Fax: 0043-1-26026-6815.

We look forward to receiving your proposal.

Yours sincerely,



A. Ahmed
Procurement Officer
Procurement Services Division

Enclosures

Section I: Contract – RFX No: 1100161767

Section II: Terms of Reference 12 October 2021

Section III: Instruction for Preparation of Breakdown of Financial Proposal

Section IV: Model Contract and Annexes

Section IV: Annex A - General Conditions of Contract

Section IV: Annex B - Privileges & Immunities

Section IV: Annex C - Instructions Dispatch of Reports

Section IV: Annex D - Parking & Marking

Section IV: Annex E - Drawing, Specification & Manuals

Section V: Financial Statement & Certification

Section VI: Contract – Qualification Requirements & Evaluation Criteria

Section VII: Mandatory Qualification Requirement

Template for Submission of Project Proposal: Annexes 1 & 2: