

**Request for Quotation (RFQ) for the purchase and installation of solar systems (Solar Panels Monocrystalline Module 550W 48 volts)**

RFQ No: **309539**

Issue date: **March 17, 2025**

Issuing organization: **Catholic Relief Services, Liberia Program**

Initial Closing date: **April 9, 2025** (extension requests must be received in advance at least three days before the closing date)

Extended closing date: **April 23, 2025**

Submission method: **Email submission through [liberiaprocurement@crs.org](mailto:liberiaprocurement@crs.org); Technical proposal and financial proposal**

For any additional information, questions or clarification requests, please contact [liberiarfq@crs.org](mailto:liberiarfq@crs.org) on or before **April 15, 2025**, at **12.00 PM EST**.

Type of agreement: **Service contract**

**I. Introduction**

CRS is accepting quotations from suppliers/Service providers for the purchase and installation of solar systems (Solar Panels) as per details below:

A. List of health facilities and expected capacity per facility:

<b>S.No</b>	<b>Hospital Name</b>	<b>County</b>	<b>System Design Alloted</b>
1	Bonjeh Town Clinic	Bomi	5k System
2	Belefanai	Bong	5k System
3	Compound #3 Clinic	Grand Bassa	5k System
4	Tarkpoima Clinic	Gbarpolu	5k System
5	Konobo Health Center	Grand Gedeh	10k System
6	St. Timothy Hospital	Grand Cape Mount	10k System
7	Barclayville Health Center	Grand Kru	10k System
8	Behwan Health Center	Grand Kru	5k System
9	Buah Health Center	Grand Kru	10k System

10	Curran Lutheran Hospital	Lofa	5k System
11	Foya Borma Hospital	Lofa	10k System
12	Konia Health Center	Lofa	15k System
13	Salayea Health Center	Lofa	5k System
14	Dolo Town Comprehensive	Margibi	10k System
15	Nyehn Health Center	Montserrado	5k System
16	Careyburg Health Center	Montserrado	5k System
17	Louisiana Health Center	Montserrado	5k System
18	Duport Road Health Center	Montserrado	20k System
19	Pipeline Health Center	Montserrado	10k System
20	Soniwen Health Center	Montserrado	10k System
21	Karnplay Comprehensive	Nimba	15k System
22	Saclepea Comprehensive	Nimba	20k System
23	Bahn Health Center	Nimba	15k System
24	Gbeapo Health Center	River Gee	15k System
25	St. Francis Hospit	Rivercess	15k System
26	Butaw Clinic	Sinoe	5k System

**Equipment needed for each category of system:**

**B.1- Active equipment and capacity**

S.No	System Category	Hybrid Inverter Size (kVA)	Solar Panel Mono Facial Module Capacity (kWp)	Lithium Battery 48V Capacity (5kwh, 10kwh & 15kWh)
1	5k System	5	8	10
2	10k System	10	15	20
3	15k System	15	23	30
4	20k System	20	30	40

5	30k System	30	45	60
6	50k System	50	75	100
7	80k System	80	120	160
8	100k System	100	150	200
9	150k System	150	225	300
10	200k System	200	300	400

Note: Bidders are required to submit waste disposal plans for used batteries or damaged panels.

B.2- Additional equipment and accessories: Suppliers/services providers are also expected to provide any additional equipment or accessories needed for full installation of the system such as below:

- 1- Aluminium Racks + clamps and accessories package for panels for roof-top installation
- 2- Smart solar MPPT Charge controller
- 3- Invertor DC/AC (invertor capacity varies based on the size of the system)
- 4- Lightning Conductor/protector
- 5- Remote monitoring equipment
- 6- Surge Protection
- 7- Earthing system
- 8- Cables and accessories
- 9- Any that are missing in the above

Services: The supplier, in addition to the provision of the set of solar system equipment Will also dispatch and install them in the respective locations. The vendor will also develop a testing tool that CRS will review and approve which will be used for acceptance of the system after installation

NB: Suppliers are allowed to visit the above-listed facilities if they need additional information that is not provided here.

## **II. Requirements & conditions:**

- A. **Incoterms 2020 (insured):** DAP
- B. **Mode of Transport:** Road
- C. **Delivery Location:** Each health facility
- D. **Latest Delivery Date:** 6 months (delivery of equipment and installation
- E. **Bid Validity:** Quote must be valid for 90 days from date of submission.
- F. **Payment Terms:** 30 days
- G. **Currency:** USD
- H. **Language:** All documentation, including installation and operating manuals, shall be in English.
- I. Softcopy of this RFQ, additional information or a request for clarification can be requested at [liberiarfq@crs.org](mailto:liberiarfq@crs.org).

### III. Quote submission

Quotes are to be submitted by email to: [liberiaprocurement@crs.org](mailto:liberiaprocurement@crs.org). Bids must be received no later than **April 23, 2025 at 12.00 pm EST** (extension requests must be received in advance at least three days before the closing date).

Failure to comply with these instructions may result in disqualification.

### IV. Eligibility criteria.

Bidders are required to meet the following criteria to be eligible to participate in this procurement:

- a) Have the legal capacity to enter into a contract.
  - b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
  - c) Not be suspended or debarred from public procurement by the United States Government, the United Nations, the World Bank, or DFID.
- Adhere to CRS code of conduct CRS Terms and Conditions: <http://crs.org/vendor-terms/vendor-terms.pdf>
  - CRS Suppliers and Service Provider Code of Conduct: [https://www.crs.org/sites/default/files/supplier\\_code\\_of\\_conduct.pdf](https://www.crs.org/sites/default/files/supplier_code_of_conduct.pdf)

In addition, the eligible firms should meet the following criteria:

1. Have at least three years prior experience in providing and installing Solar system of similar size
2. Have adequate, experienced staff for the assignment.

Bidders are required to submit the following documents as proof of eligibility:

- a) Valid trading license or equivalent; and
- b) Valid certificate of registration or equivalent.

The Bidder must verify that it does not appear on:

- a) The website of the System for Award Management (SAM) formally known as the Excluded Party List System (EPLS): <https://www.sam.gov>;
- b) The website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [http://www.un.org/sc/committees/1267/aa\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aa_sanctions_list.shtml); or
- c) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts. The undersigned declares that he or she is authorized to sign on behalf of the company named above and to bind the company to all conditions and provisions stated in the original RFQ document from CRS.

**V. Evaluation:**

Received quotes will be evaluated using a 3-stage process:

**Administrative evaluation:** The below are fail/Pass criteria:

Business Registration or certificate of incorporation

Acknowledge and sign the required annexes (A, B and C)

**Technical evaluation:**

Evaluation criteria	Weighting	Score (0 to 3)	Brief explanation of the test
Experience of the bidder in the field of solar electrification studies and works	15%		Provision of three (03) similar contracts executed in the last 05 years. The bidder must demonstrate relevant experience with organizations or companies. Each similar experience is 1 point
Warranty and quality of the equipment supplied, and the work carried out	25%		A warranty of 15 years plus for the solar panel and 05 years plus for the other equipment is 3 points, A warranty of 10 to 14 years plus for the solar panel and 05 years plus for the other equipment is 2 points, A warranty of 5 to 10 years plus for the solar panel and 05 years plus for the other equipment is 1 point,

			<ul style="list-style-type: none"> <li>- Anything else is 0</li> </ul> <p>Please provide the warranty sheet of any product proposed.</p> <p>The proposed system must comply with international regulations that guarantee the quality, durability and safety of photovoltaic system.</p>
Proposed disposal plan for solar panels and batteries	10%		Bidders must submit waste disposal plans for used batteries or damaged panels. Submitted plan is 3 point; else 0.
Number and qualification of the personnel assigned to the mission (Study and execution of the works)	10%		<p>The aim will be to assess the competence of the personnel assigned to the installation:</p> <ul style="list-style-type: none"> <li>- At least 6 staff with more than 5 years is 3 points,</li> <li>- 4 to 5 staff with more than 05 experience, 2 points</li> <li>- 2 to 3, 1 point</li> <li>- and less than 02, 0 points</li> </ul>
Logistical resources allocated to the study and works and evidence of local presence of the bidder	15%		<p>It will be a question of evaluating the material resources available to the bidder and allocated for the mission.</p> <p>Local presence could include a partnership between the international vendor and a reliable local entity. The bidder must provide the name of the local partner, technical capacity and evidence of the partnership</p>
Organization of the mission and methodology for carrying out studies and works	10%		This will involve evaluating the tenderer's detailed schedule and time required for full execution of the activity

		To this end, the bidder must develop and present in its work strategy in relation to the work schedule.
In-person/online presentation of technical proposal. The presentation should include the following: Experience and past performance, Technical approach and methodology, Workplan and timeline, Risk mitigation measure Innovation in implementation (Online presentations for only international bidders)	15%	<b>Technical approach and methodology:</b> Explanation of how bidder plans to execute the project including materials selection, staffing, installation process, maintenance strategy and waste disposal. <b>Workplan and timeline:</b> Detailed breakdown of key milestones and project duration <b>Risk mitigation measure:</b> Strategies to mitigate potential risks <b>Innovation in implementation:</b> Strategies to improve project efficiency and cost-effectiveness
<b>Total Weighted Score</b>	100%	

A bidder will qualify for financial evaluation only if the weighted technical score is at least 2.

**Financial Evaluation:** Lower bid will be allocated a score of 3 and others will be scored against the low bid using the formula - current score = Lower bid \* 3/current bid. Cost elements should include but not limited:

Equipment cost.

Dispatch cost to health facilities.

Installation cost including accommodation, catering, etc.

Preventive maintenance fee for 1 year.

**Final score: This total score for each bidder will be the sum of the weighted technical score and weighted financial score.**

The weight of the financial criteria is 30%

### **Award Criteria**

The contract will be awarded to the bidder with the highest combined score, calculated based on the weighted technical score and the weighted financial score. The evaluation committee will consider both technical and financial criteria to determine the bidder that offers the best overall value for money, ensuring the required technical specifications are met while achieving cost-effectiveness.

The awarded contractor shall provide a performance bond (bank guarantee) equivalent to 10% of the total contract value. The bond shall remain valid until the final system handover and acceptance by CRS/MoH, including a minimum 6-month defect liability period. Failure to meet the contractual obligations shall result in the forfeiture of the bond.

### **Post-qualification Actions:**

Verification of accuracy, correctness and authenticity of the information provided by the bidder on the administrative, technical, and financial documents submitted.

Inquiry and reference checking with entity that may have done business with the bidder.

Inquiry and reference checking with other previous clients on the quality of performance of ongoing or previous contracts completed.

Physical inspection of the bidder's branches or other places where business transpires, with or without notice to the bidder.

### **VI. Rejection of award:**

- A.** CRS may reject any quote that is not substantively responsive to the terms and conditions of the RFQ.
- B.** CRS is not bound to accept the lowest or any quote and reserves the right to accept any quote in whole or in part and to reject any or all quotes without assigning any reason therefore and to Contract on any of the terms offered or on different terms.
- C.** CRS will send a Notice of Award to the winning bidder. The winning bidder agrees to acknowledge the purchase order by email upon award within one (1) business day under the terms and conditions stated herein.



**VII. Cost of providing quotes:**

Bidders shall bear all costs associated with the preparation and submission of the quote, and CRS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

**VIII. Clarification and amendments of request for quotation:**

To assist in the examination, evaluation and comparison of Quotes, CRS may, at its discretion, ask the Supplier/Vendor for clarification of its Quote. The request for clarification and the response shall be in writing and no change in price or substance of the Quote shall be sought, offered, or permitted.

CRS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective supplier/vendor, amend the Request for Quotation. To afford prospective suppliers/vendors reasonable time in which to take the amendments into account in preparing their offers, CRS may, at its discretion, extend the deadline for the submission of quotes. Any amendments will be published in the same manner as the present tender.

**IX. Ineligible Equipment or Services:**

Any offer for the supply of the following will not be eligible for consideration:

- A. Telecommunications or video surveillance services or equipment produced or provided by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- B. Any other telecommunications or video surveillance provider produced or provided by an entity that the U.S. Secretary of Defense reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

## Annexes

### A. Code of Conduct for Suppliers / Service Providers

Catholic Relief Services (CRS) is committed to the principles of responsible sourcing, and we expect our suppliers and service providers to fully comply with applicable contractual obligations in order to include CRS's terms and conditions, local and relevant/otherwise applicable laws and adhere to internationally recognized environmental, social and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by [the Global Compact initiative](#), [the United Nations Guiding Principles and Human Rights](#), [the International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), [the ETI Basic Code and applicable CRS policies, procedures and standards](#).

#### 1) SOCIAL

Prohibit all forms of harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.<sup>1</sup> Any sexual activity with a child, defined as a person under the age of 18, is considered sexual abuse regardless of the local age of consent.

Have mechanisms in place to prevent, address and actively respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and human trafficking.

Support the protection of internationally proclaimed human rights and prohibit forced, forced and involuntary labour and child labour.

- ✓ Do not recruit or employ children under the age of 15. Do not recruit or employ children under the age of 18 for work that is mentally or physically dangerous or that interferes with schooling.

Treat employees with dignity and respect and provide a safe and hygienic workplace that complies with national laws and is free from discrimination based on race, gender, age, religion, sexuality, culture or disability.

- ✓ Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any form of harassment, abuse, and

exploitation described above and potentially illegal practices by management or employees.

- ✓ Commit to protecting journalists or whistleblowers from reprisals.
- ✓ Respect freedom of association and the right to collective bargaining as defined in applicable laws.
- ✓ Ensure that wages and hours of work are in line with national legal standards.

## 2) GOVERNANCE

Comply with all applicable domestic and international trade laws and regulations, including but not limited to antitrust laws, trade controls, and sanctions regimes.

- ✓ Think of business integrity as the foundation of business relationships.
- ✓ Ban all types of bribery, corruption, money laundering and terrorist financing
- ✓ Prohibit gifts to public or private officials that aim to influence business decisions or encourage them to act contrary to their obligations.

Respect the privacy and confidential information of all your employees and business partners and protect data and intellectual property from misuse.

Establish data protection and management standards that address data collection, backup, sanitation, and disposal. The Data Owner is aware of the terms and conditions for the provision of the Data and gives consent in accordance with CRS's Responsible Data Values and Principles.

Implement an appropriate compliance management policy and procedure, which facilitates compliance with applicable laws, regulations and standards.

*Refer to pages 6 and 7 of CRS's Safeguard Policy for more details on prohibited exploitative practices, including the provision of commercial sexual services, employment practices, and relationships with beneficiaries that are abusive or abusive.*

## 3) ENVIRONMENT

Comply with all applicable environmental, health and safety regulations.

- ✓ Promote the safe and environmentally friendly development, manufacture, transportation, use, and disposal of your products.

Ensure, using appropriate management policies and procedures, that the quality and safety of products meet applicable requirements.

Protect the lives and health of your employees and neighbors, as well as the general public from the hazards inherent in your processes and products.

- ✓ Use resources efficiently, apply energy-efficient and environmentally friendly technologies, and reduce waste, as well as emissions to air, water, and soil.

Since CRS is a recipient of many grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby informed that other donor-specific compliance measures may be included in the legal instrument by which the goods or services are purchased.

CRS reserves the right to conduct audits or due diligence assessments to ensure your compliance and will take reasonable steps to investigate or take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-compliance with the requirements mentioned above.

If you have any concerns or suspicions about any form of harassment, abuse, and exploitation described above and in CRS's Safeguard Policy, illegal or inappropriate conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS denunciation site: <http://bit.ly/crshotline>
- Courriel: [alert@crs.org](mailto:alert@crs.org)
- Phone/Skype: 1-866-295-2632
- Email: (mark "Confidential")

Attention: General Counsel

Catholic Relief Services 228 W. Lexington Street Baltimore, MD 21201

Ensuring the principles of sustainability in our supply chain is important to CRS. We hope that as a partner, you show your commitment by complying with your own code of conduct or the corporate policies that encompass these standards.

By accepting CRS business in the form of a purchase order, contract, or agreement, you implicitly agree to the roles and responsibilities of your organization described in this document.



**LIBERIA PROGRAM**  
16<sup>th</sup> Street Gardiner Avenue  
Seaside, C-140 Building, Sinkor  
Monrovia, Liberia  
[www.crs.org](http://www.crs.org)

I, the undersigned \_\_\_\_\_, Title \_\_\_\_\_ certify that I am the legal representative of the company mentioned below, that I have read, understood and will enforce the CRS Code of Business Conduct by any agent of the company.

Company Name

Signature

Date:

Company stamp:

**B. Confirmation of absence of sanction measures form**

We hereby certify that *delete*:

has. No sanction measures have been taken in the last 5 (five) years against my  
entreprise \_\_\_\_\_,

b. In the last 5 (five) years, the execution of previous contracts has resulted in one or more  
sanction measures against my company \_\_\_\_\_. These  
sanction measures included:

*Insert the date and reasons for the sanction measures and the outcome of the sanctions,  
i.e. suspension or cancellation of the manufacturing license by the regulatory authorities,  
product recalls, blacklisting, exclusion from participation in tenders, etc.*

Signature \_\_\_\_\_

Name \_\_\_\_\_

Stamp \_\_\_\_\_

Date \_\_\_\_\_

**C. Declaration of absence of conflict of interest and the CRS Code of Ethics**

Print on the candidate's letterhead if possible

Date:

Catholic Relief Services (CRS)  
Liberia Office

I, the undersigned, Mr. or

Mrs.:

Acting as: \_\_\_\_\_

Company Representative: (Company Name, Address) \_\_\_\_\_

Declares that:

- A) Neither our company nor our staff have any conflict of interest in any activity that would place us, if selected, in a conflict of interest with CRS;
- B) Our company confirms that neither the applicant nor its subcontractors have been associated, or involved, in any way, directly or indirectly, in the preparation of the design, terms of reference and/or other documents used in the context of this call for tenders;

Neither our company nor its affiliates or subsidiaries (including our subcontractors or suppliers of any part of the contract), have been declared ineligible by CRS in accordance with Article 2 – Conditions for Participating in the Tender;

We have not and will not offer gifts or favours of any kind in exchange for this tender, and we will not do so throughout the performance of any contract awarded.

Finally, I authorize CRS to verify this information. I also agree to assume the consequences of any breach of this Agreement in connection with the performance of this Agreement.

Date: \_\_\_\_\_

Signature of the company's legal representative

Stamp



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