



## INVITATION TO SUBMIT BID PROPOSAL

### FOR THE SUPPLY, DELIVERY AND INSTALLATION OF A 110KVA SOLAR ENERGY SYSTEM

Ref No. YMCA/RFB/01/2023

YMCA of Liberia  
126 Broad Street, Crown Hill  
1000 Monrovia 10, Liberia.

**June 13, 2023**

#### **TO WHOM IT MAY CONCERN**

**Ref. Project: YMCA Peacebuilding & Social Inclusion Through Community Dialogue**

**Reference: 15481AO101**

**RE: REQUEST FOR BID PROPOSAL TO SUPPLY, INSTALL AND MAINTAIN 110KVA SOLAR ENERGY SYSTEM AT YMCA LIBERIA HEAD OFFICE 126 CROWN HILL, BROAD STREET.**

#### **Background**

The YMCA of Liberia has received Grant from the Swedish International Development Cooperation Agency (Sida) toward the cost of **YMCA Peacebuilding & Social Inclusion Through Community Dialogue Project** for support to the solarizing of YMCA national headquarters with intent to apply part of the proceeds of this grant to eligible payments under the contract for which this Request for Bid Proposal is issued.

#### **Purpose**

YMCA Liberia aims to procure a high quality 110KVA Solar Energy System for its head office for the purpose of providing an efficient, effective, clean and more affordable energy that intend to reduce the negative impact on the environment.

The YMCA now invites interested suppliers in the Solar Energy industry to submit Bid Proposal for the Supply, Delivery and Installation of Solar Energy at its national head office. Bid Proposals for the supply, delivery and installation of a 110KVA Solar Energy System shall be submitted in hard copies (one original and two copies) in the English language no later than **Monday, July 17, 2023 at 2:00PM Monrovia Time** to the below address. Bids are to be submitted in sealed envelopes and marked "**Supply, Delivery and Installation of Solar Energy System; Ref No. YMCA/RFB/01/2023**" and deliver at the YMCA of Liberia Operations Department in the bid box. Bids will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address below immediately after the deadline for submission.

#### **Eligibility**

Firms are requested to submit copies of the following documents as evidence of their eligibility:

- Current Business Registration Certificate;
- Valid Tax Clearance;
- Firms that are prohibited from participation by any act taken in compliance with a decision of the United Nations (UN) Security Council taken under Chapter VII of the Charter of the UN are not eligible;

- Proof of Completing and maintaining 2 similar systems in the last 5 years for reputable organizations

**Validity of Quotations: The bid proposal validity required is 90 days.**

**The bid document shall comprise:**

- A cover letter stating why you consider your service suitable for the assignment (1 page)
- The planned methodology for the service and detailed work plan.
- CVs highlighting qualifications of the supervising and technical teams, and their experiences.
- Work references - contact details (e-mail addresses) of referees (for whom you've performed similar service)
- A detailed budget indicating cost and a breakdown of expenses for the execution of the job.

**Requirements:**

- The supplier should provide information that the materials are original and durable.
- Information about the manufacturer should be provided for verification.
- Timeline for procurement and installation of the solar system.
- The bid must include requested work items, conform to the project standards/specifications and be responsive, accurate, and cost reasonable.

**System Requirements:**

- To provide 12-hour power Supply
- All equipment is to meet international standards/qualifications
- System Grounding: to include lightning arrestors, earth grounding equipment over-current/surge protection
- Remote system monitoring capacities
- 1-year warranty or guarantee for the quality of service
- 1-year free maintenance to include bi-annual visits
- 3-years maintenance plan to include bi-annual visits and emergency visits
- Train minimum of 4 end-users on basic maintenance
- Provide End-User with Basic System Maintenance Manual
- Provide system diagram for future maintenance

Interested eligible Bidders may visit the YMCA of Liberia Operations Department at its national headquarters located on Broad Street, Crown Hill, Monrovia for assessment of the full electrical capacity of the building or obtain further information on the bidding process during office hours 0900 to 1700 hours at the address or email addresses given below.

The Operations Officer  
 YMCA of Liberia  
 P O Box 126, Crown Hill, Broad Street  
 1000 Monrovia 10, Liberia.  
 Tel: +2310770217987  
 Email: [application@ymca.org.lr](mailto:application@ymca.org.lr)

YMCA Liberia reserves the right to reject or accept any bid submitted and to annul the process at any time without incurring any liability and without assigning any reason thereto. YMCA is not responsible for any cost(s) incurred in the submission of a bid.

Signed: **YMCA MANAGEMENT**