**PEACE CORPS**

Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment

RFQ Number: PC-641-003

Date: August 19, 2022

Peace Corps, Ghana has a need for the upgrade of its grid tied solar systems to grid-interactive solar energy system to include batter storage. The Peace Corps has an already installed and functioning 27.5kWh and 15kWh grid tied solar systems located in our Accra office and Tamale office respectively. The proposed technology is to be installed over a suitable area (to be agreed with Peace Corps) which will be used to automatically synchronize the output with the local grid, generator set and the batteries. Peace Corps is soliciting fixed-price quotations from you and several of your competitors OR the vendor community for the supplies and/or services detailed below.

If you are interested in submitting a quotation, please do so by sending your completed and signed Attachment 1—Vendor Quotation Form to:

Address: U. S. Peace Corps

P. O. Box 5796

Accra North

E-mail: [gh-jobs@peacecorps.gov](mailto:gh-jobs@peacecorps.gov)

**Potential bidders in their response via email should indicated the Subject (e.g. RE: FRQ for solar systems)**

Quotations are due no later than 17:00 GMT on September 05, 2022. Late quotations will not be accepted.

Written questions about this Request for Quotation (RFQ) may be sent in the same fashion to the individual noted above in advance of the RFQ due date. No phone calls please.

Peace Corps will evaluate all quotations received by the deadline based on the minimum requirements and/or evaluation factor(s) shown below. Contingent on the availability of funds and continued need for the supplies and/or services, at the end of the evaluation process, Peace Corps intends to award a firm-fixed-price contract for the purchase of the required supplies and/or services to the selected vendor.

1. **Statement of Work/Description of Requirements**

The project shall include all necessary equipment, materials, design, manufacturing and installation services for the upgrade to the grid-interactive solar energy system to include batter storage. The contractor shall prepare system summary detailing each location, applicable equipment/size, predicted system energy production (kWh). This project shall meet all requirements of this Statement of Work and other specifications included that apply.

**Scope**.

* The contractor shall perform all professional services as necessary to provide U.S Peace Corps Ghana with a complete design package including the requirements outlined in this Statement of Work. The contractor shall install the project such that it is operational and compliant with all applicable standards, building codes, utility interconnection requirements, and National Electrical Codes requirements. The contractor shall include specifications, calculations and drawings in the design package, and turn it over to U.S Peace Corps Ghana. After approval by U.S Peace Corps Ghana Contracting Officer of the final design package, the contractor shall provide all necessary construction to successfully complete the upgrade.
* Provide automatic transfer switches for the three phases (ECG, Generator, Solar) and should have the ability to turn generator on and switch power to it when they detect a drop in line voltage from ECG; turn generator off when they sense the line power is restored and turn to solar during off working hour. This systems should have the ability to send alert when there is an outage, higher voltage etc. All transfer switches must have a three-position “LINE-OFF-GENERATOR” or “ON-OFFON” switch to keep power from accidentally backfeeding and should meet the National Electrical Code (NEC)
* The installation should be done such that solar provide the exact load as needed by the facility and any excess production stored in the battery and not backfeed to the grid.
* Also when the grid goes down, the grid-interactive inverter shall seamlessly steps in to invert DC power from both the solar and battery sources into useable AC power to run selected loads.
* The system will be installed such that it charge the batteries during the day from the panels or as required from a generator, or both. The grid-interactive inverter should automatically control the generator to run only when required to recharge the batteries.
* The selected vendor shall assist the Peace Corps determine which loads will be run by backup power.

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| Item | Description | Qty |
| 001 |  |  |
| 002 |  |  |
| 003 |  |  |
| 004 |  |  |
| 005 |  |  |
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Fill table above or double click on the Excel spreadsheet below labelled as Materials and fill and submit in addition to RFP



**B.** **Place of Performance**

* 1. Peace Corps Main Office – 14 Dade Link, Labone – Accra
  2. Peace Corps Tamale sub office at IIA Vittim Estates, - Tamale

On-Site Inspections is scheduled between 10:00am to 12:00pm each working day during the active period of this RFQ to receive more details about desires for new plan. Prospective bidders shall arrange with the Point of Contacts to schedule the on-site inspection for the Tamale project

POC Names: Stanley Mensah and/or Rexford Asamoah for the Accra project and Tamale project

Mailing Address: [rasamoah@peacecorps.gov](mailto:rasamoah@peacecorps.gov) and/or [smensah@peacecorps.gov](mailto:smensah@peacecorps.gov).

Telephone numbers: 0243816185 and 0244311182 for Accra project and Tamale project respectively

**C. Contract Terms and Conditions**

As an Agency of the United States Government, Peace Corps has an approved contract template that it intends to use for the award. Peace Corps reserves the right to deny making a contract award to a vendor should they refuse to sign the Peace Corps approved contract template.

If the contractor fails to perform any portion of the contract, the contractor will be responsible to repay any money advanced or a prorated portion of the advance as determined by the Peace Corps Contracting Officer.

The work shall be done in accordance with the minimum requirements of the current edition of the International Electrotechnical Commission (IEC). The work shall be accepted when all the work is completed as described here within and in accordance with any design specifications. Work will be inspected to assure compliance with the contract documents. But quality control and adherence to all contract requirements is still the responsibility of the contractor.

Any historical reports and construction related documents that are in the possession of the Peace Corps associated with the existing facilities shall be made available upon request. Use of restroom facilities shall be made available to the contractor during the period of performance as long as such use is not deemed excessive and does not negatively impact Peace Corps operations. No other government equipment or materials shall be provided during the contract.

A pre-bid site visit shall be scheduled to allow perspective bidders an opportunity to visit the site and talk to Peace Corps personnel. The visit is not mandatory but it is highly recommended as this will be the only time Peace Corps contract staff personnel will be on-site at the same time to answer questions before the contract is awarded.

Normal duty hours are Monday through Friday 8:00 am to 4:30 pm. Work shall be performed during these hours unless prearranged with the Director of Management and Operations. Federal holidays not included.

Construction work on the project can begin after Notice to Proceed is given. The Period of Performance shall be a maximum of 120 days.

**D. Minimum Criteria:**

A quotation will not be considered further if it does not meet the following minimum criteria:

* Completed ATTACHMENT 1 – VENDOR QUOTATION FORM of this RFP
* Include all the requisite certificates, licenses and permits.
* Include the technical drawings in respect of which the project will be executed
* Include at least five references of project with similar size indicating the size of the project, the Point of Contact and contact details.

**E. Evaluation Factors:**

Quotations that meet the minimum criteria listed above may be further evaluated based on the following factors:

* Technical design and thorough explanation of understanding and execution of project
* Past performance of at least three (3) clients of similar or bigger projects with point of contact and contact
* Proposed length of time for completion of project
* Comprehensive installation warranty and after sales service
* Proposed payment plan
* Price

Award may be made with or without negotiations between the Peace Corps and the selected vendor. Award may be made to a vendor that provided the lowest priced technically acceptable quotation, or to a vendor other than the one that provided the lowest priced quotation, should that vendor be determined to have provided the best value quotation to the Peace Corps taking technical and cost factors into account.

All vendors that submit quotations in response to this RFQ will be notified of the results.

[End of RFQ]

**ATTACHMENT 1 – VENDOR QUOTATION FORM**

RFQ Number: PC-641-XXX

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Quoted Prices (Inclusive of Administrative and/or Overhead Costs):

Costs for the following factors should be included at minimum:

* Materials
* Installation
* Permitting
* Taxes
* Warranty/Maintenance

Fill table below or double click on the Excel spreadsheet below labelled as Vendor Quotation form and fill and submit with rest of ATTACHMENT 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Qty** | **Unit Price** | **Total** |
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| 002 |  |  |  |  |
| 003 |  |  |  |  |
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| 005 |  |  |  |  |
| 006 |  |  |  |  |
| 007 |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |



Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

Quoted Work or Delivery Schedule (If Any):

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions: Prices must be quoted in USD and inclusive of all taxes and levies. Taxes and levies must be shown separately on the quote. Note that the Peace Corps is exempted from paying all forms of taxes and levies and that a VAT Relief Purchase Order shall be issued to contractor to cover all taxes and levies.

**SUPPLIER AUTHORIZED REPSENTATIVE**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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