

Practical ACTION

Renewable Energy for Refugees Project, phase 2 (RE4R II Project)

Request for Proposal for installation of stand-alone solar street lights in Mahama, Kiziba, Mugombwa, Nyabiheke and Kigeme Refugee Camps and Host Communities, in Rwanda.

The Renewable Energy for Refugees project, phase 2 (RE4R II project) delivers renewable energy investments in humanitarian settings, working directly with refugees and host communities in Rwanda.

December 2022



Contact the RE4R Tender Committee for information
RE4Rtender@practicalaction.or.ke



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Introduction

Practical Action – About Us

Practical Action is an innovative international development group, putting ingenious ideas to work so people in poverty can change their world. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. We share what works with others, so many more people can change their worlds.

Our vision is for a world that works better for everyone. We believe that:

- Technology is a key enabler of human development; and that technological innovation has the power to propel us into a better world.
- All people should have access to, and a voice in, shaping the technologies that can improve their lives.
- A sustainable future for our planet requires a fundamental shift in the way technology is developed and used.
- Gender equality and the empowerment of vulnerable groups is an important prerequisite to achieving inclusive and sustainable development.

Our mission

To develop and demonstrate practical, technology-based solutions that enable women and men living in, or vulnerable to poverty, to lead dignified lives, ensuring local ownership and that the solutions work in the longer term without us. We aim to inspire change through the widespread adoption of sustainable technologies that work - socially, economically and environmentally, so that more people benefit from our learning.

Our Ambition

Our ambition is that by 2030 we will have transformed the way technology is used to improve the lives of people living in, or vulnerable to, poverty.

With 50 years of expertise, Practical Action has a strong heritage and track record of bringing communities and experts together to find practical, sustainable solutions to enable people to meet their needs, which work for both people and the planet. Technology features in everything we do. Working throughout Africa, Asia and Latin America, Practical Action improves the lives of around one million people every year through improved access to energy, sustainable agriculture, water, sanitation and waste management, and disaster risk reduction. In the context of Rwanda, our ambition is that the needs of rural communities and refugees are integrated in rural energy provision systems to increase opportunities for livelihood diversification and access to social services.

The Renewable Energy for Refugees, phase II (RE4R II) Project

Practical Action secured funding from Swedish International Development Cooperation Agency (Sida) to implement a four-year Renewable Energy for Refugees Project, phase II (RE4R II) in Rwanda, in close partnership with United Nations High Commissioner for Refugees (UNHCR) and Ministry of Emergency Management (MINEMA). The project will use market-based approaches to address the energy needs of households, enterprises and communities in Mahama, Kiziba, Mugombwa, Kigeme and Nyabiheke refugee camps in Rwanda. The project will provide access to affordable and sustainable sources of renewable energy, and improve the lives of both refugees and the communities that host them.

RE4R II draws on Practical Action's considerable experience gained in RE4R I project, but also from other renewable energy programmes in developing countries – working directly with communities to deliver the best energy services and products possible. It also builds on existing tools and methodologies developed through our humanitarian energy work as part of the Moving Energy Initiative and the experiences of UNHCR and government ministries in Rwanda to improve energy access.

The project scope includes using market-based mechanisms to support local entrepreneurs, businesses and livelihoods within refugee and host communities, enhance private-sector involvement in the humanitarian sector, and ensure the long-term financial and environmental sustainability of investments. Fossil fuel options and free distribution of products and services are not covered under the remit of this project. All interventions delivered within

the project will use renewable energy technologies and services to meet the climate change and refugee response objectives of UNHCR and the Rwandan Government.

The RE4R II Project implementation has an end date of 31 August 2026.

The project will be delivered in Rwanda through four technology focussed interventions:

Intervention I:	Solar home system for households and small enterprises
Intervention II:	Improved cook stoves and clean fuels for households
Intervention III:	Stand-alone solar street lights
Intervention IV:	Support business to upgrade their operations mainly on the Productive Uses of Energy

Intervention III: Stand-alone solar street light

a. Background Information

During the period from August to November 2022, a number of assessments and information gathering activities were conducted to understand the energy access situation in each of the camps. During this assessment households ranked lighting for public spaces as one of the highest priority needs in the camps, particularly for roads and routes to WASH facilities, while also contributing to increase community safety and security. There are currently some few operational public street lights only in Kigeme and Nyabiheke camps that were installed under RE4R I.

b. Aims of Intervention III

The aims of Intervention III re to deploy renewable street lighting solutions across the five camps by installing solar lighting for existing camp facilities, communal areas and main routes within the camps. The intervention seeks to improve the quality of life of refugees and host communities by giving people the freedom to use the camp premises more conveniently and safely at night, (e.g. children studying or playing, improved visibility for residents to access facilities across difficult terrain, enterprises and cooperatives to continue economic activities). Since adequate public lighting enhances perceived security for everyone, the intervention also supports protection objectives within the camps. This intervention will develop and use community ownership models to achieve the success and longevity of investments. Livelihood creation options for refugees to be employed as part of the installation, maintenance and upkeep of street lighting will be incorporated wherever possible. This intervention will aim to install the following solar stand-alone streetlights: **around 561 in Mahama, 65 in Mugombwa, 94 in Kiziba, 45 in Kigeme and 50 in Nyabiheke camps and their host communities.** The locations have been selected and prioritised through stakeholder and community engagement. Specifically, the intervention aims to:

- Increase the proportion of public spaces lit after darkness through community ownership models
- Increase the share of camp facilities equipped with solar-powered lighting through community ownership models; eg. Wash facilities
- Increase the proportion of main streets and access routes lit with solar-powered lighting through community ownership models

Request for Proposals Summary

Through this Request for Proposals, Practical Action is seeking proposals for the delivery of **Intervention III - stand-alone solar street light** in accordance with the information and conditions provided in this document. Practical Action intends to issue contracts for the **Design, Supply, Installation and Maintenance of stand-**

alone Solar Street Lighting in Mahama, Kiziba, Mugombwa, Kigeme and Nyabiheke Refugee Camps.
This Request for Proposal consists of:

- Part 1: Request for Proposal Information and Conditions
- Part 2: Intervention III Specification
- Part 3: Request for Proposal Response Document
- Part 4: Proposal Evaluation Criteria

Request for Proposal Process and Timeline

The Request for Proposal process will be conducted in the following stages:

#	Activity	Date
1	Request for Proposals published	09 December 2022
2	Expected applicants camp familiarisation visits (facilitated by Practical Action)	16 - 20 January 2023
3	Request for Proposals Closing Date	31 January 2023
4	Proposal evaluation by RE4R Tender Committee complete	7 February 2023
5	Applicant selection and provisional notification	17 February 2023
6	Final Notification of successful bidder	6 March 2023
7	Contract negotiation and award complete	9 March 2023
8	Camp access permission	24 March 2023
9	Start of implementation	3 April 2023

Camp Familiarisation Visits

Practical Action will guide the camp familiarisation visits, to achieve this, applicants will require permission to enter the camps from MINEMA. Applicants should e-mail: **RE4Rtender@practicalaction.or.ke** requesting to participate in camp familiarisation visits which will be held from 16 to 20 January 2023. These are compulsory visits, whereby expected locations for lighting installations will be demonstrated including details of the facilities, buildings and routes to be covered.

Note: Applicants should send names, contact details and a copy of the national identity card/passport of the person(s) who shall attend the camp visit not later **than 26 December 2022** to facilitate camp authorization permit.

Administration

Proposals shall be electronically submitted at e-mail: **RE4Rtender@practicalaction.or.ke** and in hard copy in sealed envelope at Practical Action Rwanda Office, located at:

**KG 596 St, No 18
Kacyiru Sector
Gasabo District
Kigali, Rwanda.**

Proposals shall clearly indicate the RFP reference number: **PA/RWA/RFP/2023/003**. **Closing date and time: January 31, 2023 at 10:00 a.m.**

Applicants are requested to submit proposals using the Proposal Response Document provided as Part 3 of this document.

For further information or any queries relating to this Request for Proposals, please contact the RE4R Tender Committee using the details above or the following email address: **RE4Rtender@practicalaction.or.ke**

1 Request for Proposal Information and Conditions

1.1 Definitions

The following definitions apply to this Request for Proposal:

- a) **Applicant** - a person or organisation who responds to the Request for Proposal.
- b) **Goods and/or Services** - everything purchased by Practical Action under the Contract(s) placed with the successful Applicant(s).
- c) **Contractor(s)** – The successful applicant(s) selected to partner with Practical Action to deliver intervention III.
- d) **Proposal** – The completed Proposal Response Document and supplied supporting documents.

1.2 Proposal Contents

Applicants are requested to submit Proposals for the delivery of Intervention III as specified in part 2 of this RFP, including details for the **Design, Supply, Installation and Maintenance of stand-alone Solar Street Lighting in Mahama, Kiziba, Mugombwa, Nyabiheke and Kigeme Refugee Camps** and the selected host community locations, including:

- Evidence of previous experience
- Design proposals for each location
- Testing and commissioning plan
- Site management plan
- Vocational training and employment creation / offer plans
- Environmental considerations
- Bill of Quantities
- Schedule for Design, Supply, Installation, Testing and Commissioning
- Maintenance plan

1.3 RFP Administration

Proposals must be received in the following format to be considered:

- All sections of the Request for Proposal Response Document must be completed. Incomplete responses may be treated as void.
- Completed responses and supporting documents must be signed and stamped.
- One hard copy of the Request for Proposal Response Document and supporting documents are to be submitted.
- Proposals are to be submitted in a sealed envelope, addressed to RE4R Tender Committee using the provided tender box at the address below:

RE4R Tender Committee
Practical Action Rwanda Office
KG 596 St, No 18
Kacyiru Sector; Gasabo District; Kigali - Rwanda.

- The envelope shall indicate the RFP reference number: PA/RWA/RFP/2023/003 but no other details relating to the proposal.
- The proposal shall also be submitted to the e-mail: RE4Rtender@practicalaction.or.ke
- Proposals must be received at the address above no later than 31 January 2023 at 10.00 (CAT). Proposals received after the Closing Date and time will not be considered.
- Proposal prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

1.3.1 Correspondence

All communications from Applicants to Practical Action relating to the RFP must be in writing and/or e-mail, and addressed to the RE4R II Tender Committee. Any request for information should be received at least 5 days before the RFP Closing Date. Responses to questions submitted by any Applicant will be circulated by Practical Action to all Applicants to ensure fairness in the process.

The RE4R II Tender Committee shall consider any reasonable request from any unsuccessful Applicant for feedback on its Proposal and, where appropriate, provide the unsuccessful Applicant with reasons why the Proposal was rejected. Where applicable, this information shall be provided within 15 business days from (but not including) the date on which the RE4R Tender Committee receives the request.

1.4 Proposal Conditions

Proposals will be evaluated by the RE4R II Tender Committee. Proposals will be evaluated on merit against the evaluation criteria outlined in Part 4 of this document. Practical Action ultimately reserves the right throughout this process to select any servicing option that best meets its requirements and to hold discussions with any and all Applicants.

Neither issuance of this RFP nor receipt of Proposals represents a commitment on the part of Practical Action

All Proposal Response Documents and supporting documentation shall become the property of Practical Action and will not be returned.

Practical Action shall not be responsible for, or in any way liable for, any costs incurred by Applicants in the preparation of any responses or presentations relating to this RFP.

Neither party shall use the name of the other in publicity releases, referrals, advertising, or similar activity without the prior written consent of the other.

1.4.1 Exclusion Criteria

Organisations blacklisted/suspended by the Rwanda Public Procurement Authority for whatsoever reason, are not eligible to tender.

Applicants will automatically be excluded from the RFP process if it is found that they are guilty of misrepresentation in supplying the required information within their Proposal or fail to supply the required information.

1.4.2 Acceptance of Proposals

Practical Action may, unless the Applicant expressly stipulates to the contrary in the Proposal, accept whatever part of a Proposal that Practical Action so wishes. Practical Action is under no obligation to accept the lowest or any Proposal.

Proposals shall remain open and valid for a period of at least 90 days from the designated Closing Date. Applicants are required to state in their Proposal that it will remain valid for this period. Once Proposal is accepted during this period, the price quoted must remain unchanged for the entire period of the resulting Contract unless otherwise specified in this RFP.

1.5 Contract Details

Following the selection and notification of the successful Applicant(s) the Contract will be awarded. The Contract shall be for the **Design, Supply, Installation and Maintenance of stand-alone solar street lighting in Mahama, Kiziba, Mugombwa, Nyabiheke and Kigeme Refugee Camps**, and will be subject to Practical Action's Contract Terms and Conditions of Purchase which shall include commitments to upholding Practical Action's policies (available on request) for:

- Safeguarding
- Code of Conduct
- Complaints Framework
- Equal Opportunities and Dignity at Work
- Protecting Practical Action from Financial Crime

Practical Action reserves the right to request the successful Applicant(s) and their staff to undergo a security and/or due diligence process.

It is anticipated that Practical Action may enter into multiple Contracts with one or more successful Applicants. How and with which Applicants contracts will be entered into will be at the discretion of Practical Action.

Specific Contract details regarding penalties, incentive payments, programming, delays, bank guarantees, advance payments etc. shall be agreed during contract negotiation. 10% of the total value of the works will be retained by Practical Action for one year after completion of the works as a guarantee against faulty equipment or poor workmanship. Non-performance may result in remedial action, payment recovery or contract termination. Applicants should highlight any concerns in this regard in their proposal.

The RE4R II project is committed to ensuring that results achieved through this Intervention will inform the wider humanitarian sector. Contractors supported under this Intervention will be expected to share information with Practical Action, other project partners and wider stakeholders regarding the project and to participate in the collection and dissemination of data and findings.

The RE4R II Project implementation has an end date of 31 August 2026.

1.5.1 Contract Technical Terms and Conditions

The following clauses shall be included in the Contract at award.

- All designs must be agreed with the Practical Action prior to commencement of the works. Notwithstanding this agreement, the Contractor shall be responsible for all design works and ensuring that all installations function correctly in accordance with these designs. The Contractor shall be entirely responsible for making good any systems that do not function correctly as a result of improper design and/or improper workmanship.
- Precise locations of all equipment shall be agreed on site with the Practical Action prior to installation. Any changes to designs/specifications during the works shall be agreed with the Practical Action prior to the commencement of these installations. No payments shall be made for any additional works or changes to any aspect of the Contract without prior written agreement.
- The Contractor shall be responsible for any difficulties encountered in site conditions that could reasonably have been foreseen or investigated.
- All working methods employed under this Contract shall be subject to approval by the Practical Action.
- The Contractor shall supply as built drawings, specifications and operation guidelines at the completion of all installations.
- The Contractor shall provide a servicing, maintenance and operation manual, complete in English and Kinyarwanda.

2 Intervention III Specification

2.1 Previous Project Experience

Applicants shall submit details of previous similar projects completed (and for any proposed sub-contractor), outlining the suitability and capacity of their operation to deliver this intervention. Applicants must have completed at least two similar projects in size and complexity, having had an experience of such projects in the humanitarian settings is of added advantage.

Applicants must have experience in the design, installation, operation and maintenance of a solar power street lighting for a minimum of 5 years.

Applicants must have a registered operation in Rwanda or an established partnership with suitable Rwandan sub-contractor/implementation partner.

Any local sub-contractor/ implementation partner proposed by the Applicant, must be in operation for a minimum of 5 years in the supply, installation and maintenance of solar street lighting or related systems within Rwanda or the surrounding countries.

The Applicant and/or sub-contractor must have adequate full-time employees with demonstrated relevant experience and expertise to implement this project. Applicants shall also provide details of the experience and qualifications of the key personnel proposed for the project.

2.2 General Specification

The selected Contractor(s) shall design, supply and install complete stand-alone solar street lighting installations in identified locations in the 5 following camps. Applicants are requested to supply separate design proposals and prices for installations in each camp:

- Mahama and selected host community location in Kirehe District
- Kiziba and selected host community location in Karongi District
- Mugombwa and selected host community location in Gisagara District
- Nyabiheke and selected host community location in Gatsibo District
- Kigeme and selected host community location in Nyamagabe District

The Applicant's complete design for each location shall be submitted in the Proposal, along with the quotation to the RE4R II Tender Committee. This design shall include all drawings, diagrams, equipment and material specifications, in addition to the methods of installation for each element of the installation.

The Proposal will clearly detail all the elements that will be used in the system installations, including but not limited to foundations, lighting, solar panel, batteries, controls and any other equipment necessary to complete the installation.

Applicants shall provide details of the manufacturer and the technical specifications for each item of equipment included in the design. This shall include details for all separate component parts of each installation. Applicants are requested to provide only one manufacturer/supplier for each item of equipment which shall be used as the minimum standard for the installation.

All installations shall be designed and installed to facilitate inspection, cleaning and maintenance and to ensure continued operation under conditions prevailing at the site, and under such voltage and load variations encountered in operating the systems.

Materials shall be corrosion resistant for the life of the complete system. All parts shall be suitable for the conditions of the site in which they shall be installed.

The Proposal will provide details of any anti-tamper, accidental damage protection or anti-vandalism measures factored into the design.

Applicants shall provide full details of all insurances and any other expenses necessary to complete the installation.

Applicants shall include the following elements in their Proposal:

- Supply and erection of all necessary work signs, fencing, warning signs, lighting, safety barriers etc. required to ensure the safety of the public and workers on the site in the Proposal.

- Full site investigations, including route surveys, ground testing, geo-technical, hydrological and any other testing necessary to properly design and complete the installations.
- All associated civil and construction works necessary for the complete installation of all equipment, including but not limited to excavations, concrete works, backfilling, earth ramming, foundations, building alterations and repairs. Pricing, designs and specifications for these works shall also be fully detailed in the quotation.

2.2.1 Compliance with Regulations and Standards

All designs, installation works and equipment shall comply with local and international regulations and standards including the applicable laws of Rwanda, local authorities and the standards of the International Electro-Technical Commission (IEC). Applicants shall include for all necessary equipment, materials and work practices in order to comply with these standards and regulations, even where not precisely specified in this document.

All external equipment shall be IP65-rated.

2.2.2 Warranty

Applicants shall provide a minimum warranty of seven years for all structural and electrical components such as supports, fittings, housings, luminaires, solar panels, batteries and poles. Contractors will be responsible for replacing any components which have an expected lifetime of less than the warranty period.

2.3 Technical Specification

Applicants shall include in their Proposal the design, supply and installation required to deliver street lighting systems with LED luminaires, in each of the camps, as described below. This shall include all necessary poles, supports, fittings and connections. Applicants shall provide a complete design for each system with their Proposal.

This shall include all drawings detailing light positions and the expected illumination levels across each site. Specifications of lamp performance, colour temperature levels, photometric charts, rated lifetime, and standards compliance certificates for each lighting system should also be provided. LED specifications should include CE and RoHS compliance documentation and photometric charts must be included for pole-mounted lights.

The Proposal shall include the supply and installation of all poles for the support of all external lighting including all necessary concrete bases, support pads etc. including all excavations, backfilling and making good of the site. Applicants shall submit design drawings and specifications for the poles, bases, stays and supports with the quotation.

The Proposal shall provide details of the safe operating conditions of the installed street light, including temperature ranges and maximum wind speeds.

2.3.1 Lighting Installations

Each element shall comply with the following specification.

2.3.1.1 Lights

1	All lights must be IP 65 rated.
2	All lights shall be designed to operate automatically based on the time of day and/or in reaction to light intensity.
3	All lights shall be designed to provide twelve hours of light per night between the hours of 18.00 and 06.00 for all months of the year under typical monthly insolation. A minimum of eight hours of light per night shall be provided during days when insolation is lowest.
4	All lights shall be designed and installed to facilitate inspection, cleaning and maintenance and to ensure continued operation.
5	Separate pricing shall be detailed for each separate lighting system. Pricing shall also detail the individual costs of each type of light fitting, lighting controls and labour.
6	Applicants shall provide details of the following components expected to be used in providing the above lighting services, and their associated information:
6.1	LED technology with the following information: <ul style="list-style-type: none"> • Nominal luminous flux, e.g. 1600 lumens • Minimum luminaire efficacy, e.g. 145 lm/W @300mA feeding current

	<ul style="list-style-type: none"> Expected lifespan according, e.g. 50 000 hours to IESNA LM-80, TM-21 Colour temperature, e.g. 5700K (Cool White) Frame material, e.g. extruded aluminium Lens material, e.g. PMMA
6.2	<p>Solar photovoltaic panels with the following information:</p> <ul style="list-style-type: none"> Solar cell type, e.g. monocrystalline silicon Solar panel type, e.g. frameless Panel structural integration, e.g. integrated in a structure protected by a rigid cover for security Nominal power, e.g. 50 WP Module efficiency e.g. 15% Maximum voltage at STC, e.g. $V_{MP} = 18.54 \text{ V}$ Maximum current at NOCT, e.g. $I_{MP} \geq 2.7 \text{ A}$ Open circuit voltage at STC, e.g. $V_{OC} \geq 22.89 \text{ V}$ Open circuit current at STC, e.g. $I_{SC} \geq 2.85 \text{ A}$ Operating temperature range, e.g. -40°C to $+80^{\circ}\text{C}$
6.3	<p>Batteries with the following information:</p> <ul style="list-style-type: none"> Battery technology, e.g. Nickel Metal Hydride (NiMH) Capacity, e.g. 10 Ah Voltage, e.g. 12 V Operating temperature range, e.g. -20°C to 70°C Depth of discharge (DoD), e.g. 90% Expected lifespan at DoD, e.g. ≥ 3400 days @ 45°C constant temperature
6.4	<p>Charge controller with the following information:</p> <ul style="list-style-type: none"> Input Voltage, e.g. 12 V Maximum PV open circuit voltage, e.g. 22.5 V Maximum charge/discharge current, e.g. 5 A Sleeping mode self-consumption, e.g. $\leq 100 \mu\text{A}$ Operating temperature range, e.g. -20°C to $+70^{\circ}\text{C}$
6.5	Any other electrical components that will be used and their relevant technical and/or electrical information.

Note: The example values given above are not specific requirements and can vary depending on the components selected by Applicants. Where possible these technical details should be provided in the Proposal but can be reasonably substituted if necessary or if this specific information is not available.

2.3.1.2 Poles

1	Poles shall be weather and vermin resistant, designed to support the necessary lighting equipment, including all support stays, mountings and fittings, the pole should be with a minimum of 6m height.
2	All supplied products must have lightning protection system

2.3.2 Testing and Commissioning

The Proposal shall include a plan to test and commission all installations, including all individual items of equipment within the system, providing certificates for each item. The plan shall include any necessary “bedding in” activities required to ensure that the lighting is installed and operated in manner that is sensitive to the beneficiary community.

2.3.3 Site Management

The Proposal shall contain a site management plan which takes into account the following considerations:

- There are no storage areas provided within the camp for equipment, tools, offices etc. The site management plan shall allow for the supply and installation of all necessary storage areas, offices, WCs, electrical connections etc. Exact locations will be agreed on site. The Contractor shall store all tools, equipment, vehicles etc. at this location and shall also locate any administrative personnel, offices etc. at these points. The plan shall also allow for providing security for all property and personnel at these locations to protect their property. Applicants shall highlight any assistance required in this regard in their Proposal.
- Proposals shall indicate the approximate area required for storage, vehicles and administration buildings.
- Permission to enter the site is required from MINEMA. The Contractor shall be responsible for organising all necessary permissions to enter the site for the duration of the contract. This shall include access passes for vehicles, equipment, personnel and all other items necessary to complete the contract. Practical Action will support this application process.
- The Contractor shall be responsible for ensuring that all areas of the site are left in the same condition as prior to the commencement of these works.
- Water is not available on site and the Contractor shall provide an adequate water supply for all of the installations needed for the accomplishment of the works.
- The Contractor shall maintain respect for all residents and workers in the camp. Legal action may be taken against the Contractor should they threaten, coerce or otherwise behave in a manner which negatively affects the refugee population
- Should any incidents arise within the site that affects the work of the Contractor, the Contractor shall first advise Practical Action for resolution of the issue. Should any serious incidents arise, which could result in the injury of persons or damage to property, the Contractor shall contact Practical Action immediately. Practical Action will contact MINEMA which is Practical Action's primary government counterpart in Rwanda if necessary.

Following the RFP process, Practical Action will coordinate with the Contractor(s) regarding all necessary Government permissions.

2.3.4 Maintenance Plan

Applicants should include an option for a maintenance contract following installation.

2.4 Vocational Training and Employment

Applicants shall include plans for livelihood creation to, whenever possible, employ workers from the refugee population and the host community surrounding the respective camps. As a minimum, Applicants shall provide plans to employ at least four individuals from the refugee community in the installation, operation or maintenance/upkeep of solar street lighting in each camp. Plans should include proposed numbers and roles for employment opportunities (e.g. technicians, labourers, maintenance staff) and details of any vocational training programmes that will be delivered, including certification from government competent authorities if applicable.

2.5 Environmental Considerations

Applicants shall include details of appropriate environmental considerations in the Proposal. This may include management of:

- Safe disposal of packaging and waste material
- Dust and debris control measures
- Site clearance and making good of any damage caused during installation
- Compliance with laws and regulations of Rwanda
- Disposal of products and appliances at the end of life, including batteries

Proposals shall include all costs associated with environmental management.

The Contractor shall be responsible for repairing and/or replacing anything which has been damaged by the Contractor or their sub-Contractors within the site. They shall also be responsible for the cleaning of any debris, wastes or other items created during these works.

2.6 Bill of Quantities

Proposals shall include a complete Bill of Quantities (BOQ) for the project, detailing all individual items necessary to carry out each installation including all labour. Prices for each item in BOQ shall be specified. See the Proposal Response Document in Part 3 for template.

The Contractor shall allow for 10% of the value of the works to be retained by the Practical Action for 1 year after completion of the works as a guarantee against faulty equipment or poor workmanship. Should any equipment require replacement or repair during this time, the Contractor shall still be responsible.

REMINDER: The Bill of Quantities shall contain all the individual items along with pricing information for each item.

3 Request for Proposal Response Document Organisation Details

Legal name of organisation	
Organisation legal registration number and details	
Country of incorporation and location of head office	
Organisation type (private sector, NGO, community-based organisation)	
Size of organisation (number of staff)	
Contact details – first name/last name, office address, email and telephone number	

Supporting Documentation Checklist

Company Registration Certificate	
Valid Certificate of VAT registration	
Proof of using Electronic Billing Machine (EBM) invoice	
Valid Certificate of Tax Clearance	
Valid Certificate of Clearance from RSSB	
Certificate of bank guarantee	

Previous Project Experience

Provide details of any similar projects you have delivered in the past and your experience in the design, installation, operation and maintenance of a solar power street lighting, including how long your organisation has been in operation.

Performance letters from previous clients may be attached.

Provide details of your registration in Rwanda or details of your established partnership with suitable Rwandan sub-contractor/implementation partner.

Provide details of the experience and qualifications of the key personnel proposed for your delivery of the project.

If applicable, please provide details of any sub-contractors you propose to engage with for your delivery of the project.

Design Proposals

Please provide separate design proposals in accordance with the Request for Proposal Specification, including all drawings, equipment and material specifications, and methods of installation for solar lighting in:

- Mahama in Kirehe District
- Kiziba in Karongi District
- Mugombwa in Gisagara District
- Nyabiheke in Gatsibo District
- Kigeme in Nyamagabe District

Provide details of your warranty for the project.

Provide details of any anti-tamper, accidental damage protection or anti-vandalism measures factored into your

design.

Supplementary Information and Plans

Provide details of your testing and commissioning plan.

Provide details of your site management plan.

Provide details of your maintenance plan.

Provide details of your vocational training and employment plans

Provide details of your environmental management plan and any particular measures to be implemented on this project

Please provide a statement on how you will demonstrate a commitment to humanitarian principles.

Bill of Quantities

Include a bill of quantities for the project using the following guide. Add and delete items as required.

#	Item	Unit	Quantity	Amount in RWF	Comments
1.0	Lighting system	Pcs			Describe all components included and their specifications
1.1	LED Luminaire				
1.2	Solar panel				
1.3	Battery				
1.4					
1.5					
1.4					
2.0	Poles	Pcs			Describe the pole quality
3.0	Mountings and Fittings				Include all mountings and fittings needed for the system
3.1	Flange	Pcs			
3.2	Anchor bolts	Pcs			
3.3					
3.4					
4.0	Concrete				
6.0	Installation costs				
7.0	Transportation costs				
8.0	Other costs e.g. Training, maintenance costs				Describe any other costs
8.1				
Total Cost					

1. All costs within the budget must be in RWF. Applicants operating in another currency must convert to RWF at the FX rate and the source and value of any exchange rates should be referenced in the budget.
2. The budget should be shown exclusive and inclusive of any local tax. Applicable local taxes (such as VAT) and duty should be itemised separately and shown in the total price submitted.
3. Bidders need to demonstrate their financial capacity to carry out the tasks

Schedule

Please provide a schedule for Design, Supply, Installation, Testing and Commissioning across all sites.

Supplementary Information

Provide details of any other information we should be aware of when evaluating your Proposal

Proposal Validity

Please confirm that your Proposal is valid for at least 90 days from the Closing Date.

4 Proposal Evaluation Criteria

4.1 Evaluation Procedure

The RE4R II Tender Committee will review the Proposals to determine, in accordance with the Evaluation Criteria, whether they will award the contract to any one or more of them.

4.2 Evaluation Criteria

4.2.1 Eligibility for Application

Applications will be considered if they meet the following eligibility requirements:

- **Delivery of Renewable Products and Services:** Applicants shall be able to supply solar powered street lights to the technical specification given in Part 2 of this document.
- **Organization Maturity and Experience of Rwandan National Context:** Applicants must demonstrate that they have a track record in delivering similar services in Rwanda. Applicants must be legally registered and have the necessary permits and licenses to implement their proposed solution. Where possible, applicants should include details of existing or potential partnerships with organisations operating in the camp regions.
- **Do No Harm and Commitment to Safeguarding:** the principle of ‘do no harm’ is one of the guiding principles for humanitarian action and is applied to all projects and programmes that can be considered as having direct impact on the welfare of the people being assisted. ‘Do no harm’ will apply to this project. Applicants must demonstrate their commitment to humanitarian principles, and successful Applicants will be required to sign to a code of conduct which includes safeguarding responsibilities.

4.2.2 Evaluation Criteria Scoring

Proposals will be evaluated by the RE4R II Tender Committee. Applications will be evaluated against both Applicant eligibility and on merit against the evaluation criteria outlined below.

Category	Details of criteria	%
Eligibility Criteria	Applicant fulfils all eligibility criteria	Yes/No
Proposal Completeness	Applicant has completed the Proposal Response Document and provided all supporting documents	Yes/No
Ability of the Applicant to deliver the project	Assesses the capability of the Applicant to deliver the proposed project including their experience and expertise and the team on the ground. Evaluates the level of local sourcing/delivery.	20
Technical suitability of the project	Assesses how the proposed design aligns with the RFP specification. Evaluates the quality of the design, the plan for the delivery of the project, and the suitability for the context.	30
Budget, timelines and feasibility of the project	Assess the soundness of the proposal budget and timelines and if they are realistic and aligned with the aims of Intervention III. Assesses the overall financial and technical feasibility of delivering the project and any associated risks. Assessment of the value for money of the proposal.	30
Longevity of investment	Evaluates employment and training plans, maintenance and warranty management plans, and the sustainability of the investment beyond the lifetime of the project	20
	Total	100