**REQUEST FOR PRE-QULIFICATION (RFPQ)**

**RFPQ02**

**Pre-qualification of Companies providing PV Systems within South Sudan**

**RFPQ Number:** RFPQ02

**Issue Date:** November 22, 2022

**Submission Deadline:** December 2, 2022, before [17:00] hours (South Sudan, UTC+3 Time zone)

**Submission Email:** shejehsalam-procurement@dt-global.com.

**Accompany Sections:**

* Section I Introduction
* Section II Instructions to Applicants
* Section III Eligibility
* Section IV Evaluation
* Section V Vendor Prequalification Form

**Section I: Introduction**

The Shejeh Salam is a 5-year USAID funded Activity, implemented by DT Global, and has been operational in South Sudan since September 30, 2020. Shejeh Salam will help the process toward its overall goal to strengthen the foundation for a more self-reliant South Sudan by empowering citizen and community actors who have been deeply affected by current conflict.

The purpose of this invitation is to solicit pre-qualification offers and conduct due diligence of eligible PV System companies for as-needed PV System projects to be subsequently finalized through invitations to short-listed companies to submit proposals for specific PV System projects.

The Shejeh Salam Program is planning to implement new PV System and renovations of existing systems in below-listed counties within South Sudan:

1. Western Bahr el Ghazal: Jur River and Wau
2. Greater Jonglei: Duk, Uror, Akobo, and Pibor
3. Unity: Panyijiar, Mayandit, and Leer
4. Eastern Equatoria: Kapoeta North and Budi
5. Upper Nile: Baliet and Ulang
6. Central Equatoria: Juba

If your company is not available to work in some of the targeted counties, please indicate which ones; otherwise, please confirm your company is able and willing to carry out work in all targeted counties.

Interested companies are therefore invited to submit pre-qualification applications to supply PV Systems and other PV System works, following the requirements in this RFPQ.

**Section II: Instructions to Applicants**

1. **Questions and Answers**:

Questions regarding the technical or administrative requirements of this RFPQ may be submitted no later than **November 28, 2022,[17:00]** hrs **(South Sudan, UTC+2 Time zone)** by email to shejehsalam-procurement@dt-global.com. Phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that DT Global believes may be of interest to other offerors, will be circulated to all RFPQ recipients who have indicated an interest in this RFPQ. DT Global would make efforts to provide responses to any questions within one working day.

1. **Sample PV Systems Project**

Detailed scope of work for each project will be provided to the short-listed companies at a future time when they are invited to submit bids. However,

To assist the potential offerors, decide whether or not to apply for shortlisting, the following are general types of the PV Systems and other works that will be provided by Shejeh Salam:

|  |
| --- |
| **Sizes of PV systems & Capacities** |
| System Size | Specifications |
| Small | Up to 2kWp/10kWh/3kVA |
| Medium | Up to 6kWp/20kWh/7.5kVA |
| Large | From 12kWp/50kWh/15kVA |
| Up to 22kWp/80kWh/27.5kVA |

1. **Validity Period**

The shortlisting will remain valid for 24 months, however the contracts issued to the shortlisted companies during these 24 months may extend beyond the period of validity of shortlisting.

1. **Source/Nationality Requirement**

All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is South Sudan.

Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria, (North) Sudan, and Burma (Myanmar).

1. **Unique Entity Identifier (UEI) Number**

Companies, organizations, or Individuals, whether for-profit or non-profit, shall be requested to provide a UEI number, if selected to receive a contract award in response to this RFQ valued greater than or equal to $30,000 US (or equivalent in other currency). Therefore, the bidders are advised and encouraged to obtain an UEI number on [www.sam.gov](http://www.sa.gov) and to share it with DT Global.

If awarded a contract, the supplier/vendor will be required to obtain a UEI as soon as possible after award in accordance with the special contract requirement “System for Award Management Registration”.

1. **Interpretation**

This is invitation for pre-qualification. Any response to it, and successful shortlisting of a company as the result of this response, shall not be construed as creating any contractual or other legal bonds between the project, its implementor or its funding agency and the offeror or shortlisted company.

The offerors shall not be entitled to any compensation for preparation and submission of their qualifications in response to this invitation. This prequalification will not constitute an obligation from the short-listed company to respond to all requests to bid.

DT Global may, at its discretion, modify the content of this invitation, the criteria for shortlisting or the shortlisted companies. If any such change occurs before the deadline of this invitation, the companies that have indicated their interest in applying for the pre-qualification may receive a written amendment. Please indicate your interest as soon as possible by emailing shejehsalam-procurement@dt-global.com to be included in the communications list with respect to this invitation.

1. **Fraud**

DT Global has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation.

If you suspect that fraud has been committed, please contact the DT Global Shejeh Salam Chief of Party, or please use DT Global’s anonymous third-party complaint reporting system that can be accessed by phone at +61 2 9053 9285, online at [qrs.ly/DTGlobalEthicsHotline](https://www.clearviewconnects.com/#/reporter/submit-report?org=DTGlobal&lang=en) or via email at speakup@coreintegrity.com.au

Your complaint should include the details of the incident or incidents, the names of the individuals involved and the names of the witnesses. Thereafter, DT Global South Sudan Management or their designee will undertake a full and effective investigation of the allegations. This investigation will be completed, and a summary of the findings will be made and communicated to you as soon as practical.

1. **Format of Application**

The Application for pre-qualification shall comply with the following format:

1. All applicants must use cover letter format provided in APPENDIX: A to register their interest to participate in this RFPQ. The said cover letter shall be signed by authorized representative of company.
2. The language of the applications shall be English. The evaluation team may decide to disregard any document or information submitted in other languages if they are not accompanied with a certified translation.
3. Applications to be submitted by email to: shejehsalam-procurement@dt-global.com . The subject of the email shall be: **RFPQ02\_PV System Companies Prequalification**, followed by the legal name of the company. ***For example: RFPQ02\_PV System Companies Prequalification \_AAB PV System Company Ltd***
4. A confirmation of receipt will be sent to the sender’s email address.

**Section III: Eligibility**

Interested applicants responding to this RFPQ must submit the following documentation to meet the minimum RFPQ requirements and be eligible for pre-qualification process.

* 1. Valid Company Registration Certificate;
	2. Tax Identification Number Certificate;
	3. Copy of Articles of Incorporation / MOU (First and Last Page) listing directors
	4. Current, valid Tax Clearance Certificate;
	5. Valid Operational License.
	6. Company profile or short introduction to company’s areas of expertise.
	7. Provide at least three (3) full names of your company Directors as they appear in your company’s Article of Association and copy of their IDs or passports.
	8. USD Bank Account Details (Issued on a Bank Letterhead with Bank name, Bank branch name, Bank Address, Company Name that match the offeror’s name, Account number, and swift code);
	9. Unique Entity Identifier or statement addressing this requirement;
	10. If your offer is for a joint venture or association, please submit documented evidence of joint venture or association indicating the lead company in the joint venture or association.

All offerors shall fill, complete, and submit the company details in template provide at Appendix E: Company Details.

**Section IV: Evaluation**

1. **Evaluation Criteria**

DT Global will use Qualification Based Selection (QBS) method to select and pre-qualify PV System companies for future use. Doing this would enable DT Global to utilize identical criteria to select the most qualified PV System Companies based on the evaluation criteria for this RFPQ as provided below:

1. Past performance in supply and installation of PV Systems of capacities small, medium and large as rated in section 2 of this RFP in different counties of South Sudan – Should be supported by past contracts and recommendation letters from the previous clients.
2. Photo evidence of PV Systems installed in South Sudan
3. Qualification, experience and past performance of PV System Company employees.
4. Quality assurance practices and Quality Control plan
5. Site Safety and Security SOP
6. Environmental Protection Standard and Practices SOP
7. Financial strength and capability
8. **Technical Requirements**

All technical requirements submission shall address the evaluation criteria herein mentioned. Any offer that does not meet the minimum technical requirement submission mentioned below might be disqualified for prequalification.

1. At least past five (5) years (2018, 2019, 2020, 2021, 2022) PV System Supply & Installation experience, performance and technical capability in South Sudan, especially remote locations. Fill and complete details of at least five past projects, from a minimum of three different clients, in template provided in APPENDIX B: Section: Past Performance, Experience, Technical Capability. Provide a full list of your past and current PV Supply and Installation Projects in South Sudan.
2. Provide information of your company’s major PV Systems installed in South Sudan. Submit photos of the PV System and Installations.
3. Experience and past performance of company employees: Provide at least five (5) CVs of your company’s professional and skilled workforce. DT Global may request your company to provide list of your employees approved by Ministry of Labor, Government of South Sudan for verification purpose. Fill and complete required details of your company’s workforce in template provided in APPEDIX D: Professional and Skilled Workforce.
4. Provide the list of your current Suppliers of PV Systems and Components.
5. Copy of Quality assurance practices and Quality Control plan to anticipate quality of future work. Content should be based on South Sudan environment.
6. Copy of company’s Standard Operating Procedures (SOP) for Safety and Security that includes safety plan, practices and record that includes safety report for incidents occurred in the past five (5) years.
7. Copy of company’s SOP for Environmental Protection Standard and Practices.
8. Submit company’s Bank Account Statement and Audit Report of the past 3 years (2020, 2021, 2022) to ascertain company’ financial strength and capability. Fill and complete your company’s financial details in Appendix F: Financial Strength and Capability

**Section V: Vendor Prequalification Form**

For enhancing competition and achieve shortlist of qualified PV System companies in this RFPQ, DT Global provides the templates listed below for interested offerors to fill, complete and submit. All completed templates must be presented in offeror’ company letterhead signed/stamped by authorized representative on behalf of the offeror.

1. Appendix A: Cover Letter
2. Appendix B: Past Performance, Experience, Technical Capability.
3. Appendix C: List and photos of major PV systems
4. Appendix D: Professional and Skilled Workforce
5. Appendix E: Company Details
6. Appendix F: Financial Strength and Capability
7. Appendix G: Check List

**APPENDIX A: SUPPLIER’S COVER LETTER**

*(The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror)*

To: **Shejeh Salam**

 DT Global South Sudan

 Kololo Road, Plot 57, Block Number 3K

 2nd Class area, Tong Ping, Juba, South Sudan

Reference: ***RFPQ#02\_ PV Systems Companies Prequalification***

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer requesting our company / joint venture / association to participate in this prequalification for PV System companies in South Sudan. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQP. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFI—are eligible to participate in this pre-qualification exercise under the terms of this RFQP and under USAID Rules and regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any DT Global or Shejeh Salam Project staff members;
* We have no close, familial, or financial relationships with any other Supplier-Vendors submitting application in response to the above-referenced RFFQ;
* This RFQP does not in any way obligate DT-Global, Shejeh Salam Project or USAID to make an award or pay for any costs incurred by potential supplier/vendors in the preparation and submission of applications.
* All documents submitted will not be return by DT Global;
* All information in our application and all supporting documentation is authentic and accurate; and,
* We understand and agree to DT Global’s prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

|  |  |
| --- | --- |
| Authorized Signature: |  |
| Name and Title of Signatory: |  |
| Date: |  |
| Company Name: |  |
| Company Address: |  |
| Company Telephone and Website: |  |
| Company Registration or Taxpayer ID Number: |  |
| Company UIE Number: |  |
|  |  |
| Company Bank Account Number: |  |
| Official Company Name Associated with Bank Account: |  |

**APPENDIX B: Summary of Past Performance, Experience & Technical Capability**

*(Projects references will be accepted. Copies of the Offeror’s Certificates of Final Completion and contract must be attached for each of the projects. Additional templates can be added and minimum five (5) project details are required. Should copies of these certificates not be available, Offeror must submit at least one of the following:*

* *Contractor performance report*

|  |
| --- |
| **Project #1** |
| Project Name/Title |  |
| Description Of Work (Designer/Engineer/Architect) |  |
| Site Location (Region/County)  |  |
| Client |  |
| Reference Name: |  |
| Email: |  |
| Telephone: |  |
| Type of Contract (e.g., fixed price, time-and-materials, cost plus fixed fee, etc.) |  |
| Were You a Prime or a Sub Contractor?  |  |
| Quality Assured Contract (Yes/No) |  |
| List Quality/Environmental Standards Applicable |  |
| Contract Awarded Value and Final Cost (USD) |  |
| Original Start Date – End Date |  |
| Contract Commencing Date |  |
| Actual Date of Practical Completion |  |
| Applicant Performance Report Available? |  |
| Delays – External Factors (Working Days) |  |
| Delays – Internal Factors (Working Days) |  |
| Final Completion/ Certificate of completion |  |

Company: Signature:

Name: Stamp:

**APPENDIX C: LIST (WITH LOCATIONS) AND PROVIDE PICTURES OF PV SYSTEMS PREVIOUSLY INSTALLED**

*(Offeror must provide evidence of previous PV Systems Installed)*

Note: The Company will submit the copy of the owner ship certificates or transfer documents of all projects

Company: Signature:

Name: Stamp:

**APPENDIX D: PROFESSIONAL AND SKILLED WORKFORCE**

*(Provide information of key professional and skilled employees of your company. Your staff Information below should be accompanied with a CV attached and their signature of acceptance that the CV is included in your submission)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Name/Job Title** | **Description of Personnel Category** | **Education Level (Course completed in Masters/Bachelor/Diploma), Professional Certification,** | **Experience and Competence in specific task, years of experience** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |

Company: Signature:

Name: Stamp :

**APPENDIX E: COMPANY DETAILS**

**Year the company was established under current business name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Did company have previous business name(s) or associations, i.e., Joint Venture, Partnership under which it did business:**

Yes (Include Type): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No: \_\_\_\_\_\_

**How many years was your organization in business under the above business name or association:**

Former name and/or years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Indicate whether organization is:**

*(Please check appropriate box)*

[ ]  Sole Trader [ ]  Joint Venture

[ ]  Partnership [ ]  Limited Liability Company

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Registration (*attach Business registration certificate*)**

Company Registration Number:

Expiration Date:

**If a Partnership, list details of all current partners:**

|  |  |
| --- | --- |
| **Full Name** | **Address** |
|  |  |
|  |  |
|  |  |

**In what other types of business are you financially engaged?**

|  |
| --- |
|  |
|  |
|  |

Company: Signature:

Name: Stamp :

**APPENDIX F: FINANCIAL STRENGTH AND CAPACITY**

**List the annual gross revenue in USD generated from work for the previous *three* (3) calendar years of (2020, 2021, 2022):**

*(Annual gross revenue is the amount in USD generated by your company prior to any payouts or expenses)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of PV Systems** | **2020 (USD)** | **2021 (USD)** | **2022 (USD)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total (USD)** |  |  |  |

**The following documents must also be attached:**

* Bank statements for the last 12 (twelve) months
* Complete certified audited accounts for the last three (3) fiscal years (2020, 2021 and 2022)

**If a Joint Venture, complete the following.**

1. Are you registered as a joint venture with the Government of South Sudan? If yes, provide a copy of the certificate**.** If not, provide a copy of the Joint Venture agreement between the two parties.
2. Describe the proposed role of each Joint Venture member in the project.

Company: Signature:

Name: Stamp :

**APPENDIX G: CHECK LIST**

*(To assist offerors in preparation of their quotes. The following checklist summarizes the documentation to include an offer in response to this RFQ)*

[ ]  Offer submitted before submission deadline

[ ]  Valid Company Registration Certificate (see **Section III: Eligibility)**

[ ]  Tax Identification Number Certificate (see **Section III: Eligibility)**

[ ]  Current, valid Tax Clearance Certificate (see **Section III: Eligibility)**

[ ]  Valid Operational License (see **Section III: Eligibility)**

[ ]  Company’s profile including areas of expertise (see **Section III: Eligibility)**

[ ]  Copy Company’s Article of Association indicating full names of company Directors (see **Section III: Eligibility)**

[ ]  A minimum of three (3) references (with name and contact information), at least 2 years’ experience; (see **Section III: Eligibility)**

[ ]  Company Bank Account Details in USD currency, (see **Section III: Eligibility)**

[ ]  UEI Number (see **Section III: Eligibility)**

[ ]  If joint venture or association, provide documented evidence (see **Section III: Eligibility)**

[ ]  Appendix A: Supplier’s cover Letter (see **Section V: Vendor Prequalification Form)**

[ ]  Appendix B: Past Performance, Experience, Technical Capability (see **Section V: Vendor Prequalification Form)**

[ ]  Appendix C: List and Pictures of PV Systems (see **Section V: Vendor Prequalification Form)**

[ ]  Appendix D: Professional and Skilled Workforce (see **Section V: Vendor Prequalification Form)**

[ ]  Appendix E: Company Details (see **Section V: Vendor Prequalification Form)**

[ ]  Appendix F: Financial Strength and Capability (see **Section V: Vendor Prequalification Form)**

[ ]  Appendix G: Checklist

Company: Signature:

Name: Stamp :