



Palau Public Utilities Corporation

REQUEST FOR PROPOSAL RFP PUC 18-007 Supply, Installation, Test and Commissioning of New Inverters to Replace the Old Inverters in the Palau National Capitol Building 90KWPP Photovoltaic Solar System.

Issued on	: April 17, 2018
Close on	: May 17, 2018
Request For Quotation No. (RFP No.)	: <u>RFP-PUC18-007</u>
Employer	: Palau Public Utility Corporation (PPUC) PO Box 1372, Oldia's Building, Medala'i, Koror Republic of Palau 96940
Country	: Republic of Palau

Table of Contents

1. PREFACE	1
2. BACKGROUND	1
SCOPE OF WORK	1
3. PPUC ADVICE AND ASSISTANCE	2
4. CONTRACTOR REQUIREMENTS	2
A. Safe Working Procedures	3
5. OBTAINING RFP	3
6. PROPOSAL REQUIREMENTS	3
7. SUBMISSION OF PROPOSALS	4
8. PAYMENT TERMS	4
9. EVALUATION AND SELECTION PROCESS	4
10. GENERAL CONDITIONS	4
11. CONTRACT CLAUSES	6
12. CONTACT DETAILS	6
APPENDIX 1- BID FORM	7
Appendix 2: Schedules of Rates and Prices	8
Appendix 3: Attached Pictures	10

1. PREFACE

PPUC Renewable Energy is soliciting proposals from all interested person or firms eligible and with the capability to supply the services in the Republic of Palau for the survey, removal of the existing inverters, assessment of existing system, designing, supplying, installing, test, and commissioning of new solar inverters with the same specifications and or approved equal of the inverters to replace the existing solar inverters.

2. BACKGROUND

The Palau National Capitol has a 100kW systems installed in 2008 through the EDF IX program for the purpose of utilizing alternative energy technology to reduce the dependence on petroleum based fuel. The system has three car parked area on the East, west and North side of the capitol connected to three separate inverter towers that house six inverters (SMC 5000A) that produce about 100kW.

The Palau Public Utilities Corporation PPUC) provides power, water and sewerage services to Koror and other areas in the Republic of Palau. The Republic of Palau comprises of 350 tropical islands and islets located in the western most part of Micronesia about 600 miles (960 kilometer s) East of Mindanao, Philippines and some 800 miles (1,280 kilometer s) southwest of Guam. Palau lies between 8°10'N/ 3°N Latitude and 132°45' / 134°25'E

Longitude. The main group of Palau Islands is dominated by the 150 square mile (390 square

kilometers) island of Babeldaob—Palau's largest land mass. PPUC was created in 1994, the same year Palau gained independence as a sovereign nation. Since then, PPUC has been operating the national electric utility and the distribution facilities, which now cover s about 47 linear miles of 34.5KV transmission and 114 linear miles of 13.8KV distribution lines. Palau has a current real capacity of slightly over 28MW with power plants located at Malakal, Aimeliik, Peleliu, Angaur and Kayangel. Malakal and Aimeliik provide power to the central grid supplying Koror, and Babeldaob. PPUC has grown from 1,500 connections while under national government management into a public utility serving over 6,800 customers comprised of 77% residential, 14% commercial, and 9% others. Last fiscal year's compiled data showed a total combined generation of 85,829,052 KWH with the highest combined peak load recorded at 12,800 KW.

SCOPE OF WORK

ITEM I: DESCRIPTION

Supply, Installation, Test and Commissioning of new inverters to replace the old inverters in the Palau National Capitol Building 90 KWp Photovoltaic Solar System.
Republic of Palau.

ITEM II: SCOPE OF WORK

1. Supply of 18 units new inverters with the same specifications or its equivalent.
2. Removal of old existing solar inverters from all three solar towers.
3. Install new inverters on the three towers (See Attached Inverters Specification).
4. Wiring Connection and Termination.
5. Testing and Commissioning.
6. Preparation and submission of Technical Report.
7. Training and Orientation of PPUC Personnel.
8. Upgrade the monitoring system to have a capabilities for remote monitoring from the PPUC offices and as well as on site monitoring. Including monitoring tools.
9. Install the new system to conform with the aesthetic view of the National Capitol building and its surroundings.
10. Supply of Spare Parts.
11. Warranties.

NOTE:

Interested bidder must do the site inspection to survey and assess the existing Solar PV System.

Additional Requirements after contract execution:

- The contractor shall be required to submit within ten (10) calendar days the schedule of values of each work item and Gant Chart with S- Curve to PPUC after the issuance of a Notice To Proceed (NTP).

3. PPUC ADVICE AND ASSISTANCE

PPUC will provide support for preliminary inspections by bidders, to ensure that the location of this projects is known. and defined.

4. CONTRACTOR REQUIREMENTS

The Contractor shall provide their own tools and equipment, mobilization and all materials needed to finish this project according to the Scope of Work as describe on Scope of Work.

A. Safe Working Procedures

Note that capitol solar site has areas of high voltage area that are hazardous (High Voltage) sites, Also there will be two types of electricity present during the operation. AC voltage and DC voltage)

Any persons working at m Capitol Solar site must be provided with, and wear personal protective equipment including but not limited to gloves, safety shoes and eye protection.

The Contractor will be fully responsible for the safety of their employees under this contract.

Any persons working at this project must be provided with, and wear personal protective equipment including but not limited to gloves, safety shoes and eye protection.

The Contractor will be fully responsible for the safety of their workers under this contract at all time.

5. OBTAINING RFP

Electronic copies of the RFP may be obtained by emailing the nominated Contact Officer below, or from the PPUC website www.ppuc.com. All prospective bidders are requested to provide their contact details (company name and website, contact person, email and telephone number) to ensure they receive any updates to the RFP.

PPUC will also issue hard copies of the RFP on request at Palau Public Utilities Corporation (PPUC), Oldiais Building, Medalaii, Koror PO Box 1372, Republic of Palau 96940.

Contact Officer:

The contact officer for this RFP is:

Mr. SOFRONIO B. MAHOR

Chief Procurement Officer

PPUC

Oldiais Building, Medalaii, Koror

PO Box 1372,

Republic of Palau 96940

Telephone No.: 680-488-3870/3872

E-mail Address: ponz@ppuc.com

6. PROPOSAL REQUIREMENTS

The Proposer shall submit a written proposal which includes:

1. A Title Page identifying the RFP No. and the Works to be provided;
2. An appreciation of the scope of work and activities required, and the methods proposed to be used to complete the works;
3. Summary of experience for the last three years in the Pacific rim.
4. Have a thorough experience with the Solar PV Inverters Installation and Commissioning.
5. Key Personnel or Contact Personnel;

6. Proposed time to start after notification of award
7. Schedule of work (Gantt Chart with S- Curve) showing timeframes for the completion of the works, including any lead time required for arranging travel, accommodation, equipment etc.;
8. Fixed Lump Sum Price for works;
9. Other Proposal features which will contribute to the value of the offer.

7. SUBMISSION OF PROPOSALS

Interested Contractors may submit their sealed Proposal hardcopy to PPUC- Main Office, 2nd Floor, Oldia's Building, Medallai, Koror, Palau 96940, or by email to the nominated Contact Officer. For inquiries regarding submission of quotations, please contact Mr. Mahor as noted above.

8. PAYMENT TERMS

A. Payment terms shall be determined as follows:

- a. After evaluation per proposal
- b. After negotiations with the winning offeror.
- c. All payments shall be made after receipt of original invoice from contractor for each work phase, certified by a duly authorized PPUC representative

9. EVALUATION AND SELECTION PROCESS

All proposals received shall be evaluated by a specially convened committee. The following criteria (NOT Necessarily in Order) will be used to evaluate proposals:

A - Technical: 60%

1. Proposal compliance with all RFP requirements as stated in this document
2. Proposed Project Time-Frame
3. Familiarity and experience with this type of project for the last Three Years in the Pacific Rim.
4. Fast Records with PPUC Projects.

B - Financial: 40%

1. Proposed Project Cost
2. Bid Bond.

10. GENERAL CONDITIONS

- A. Suppliers are required to submit their proposals based upon the conditions expressed in these instructions
- i. **Assignment of Contract:** The contract shall not be assigned to any party without prior written consent from PPUC.

- ii. **RFP Modification:** This RFP does not commit PPUC to award a contract, to pay any costs incurred in the preparation of the proposal under this request, or to procure or contract for services. PPUC also reserves the right to accept or reject any or all proposals received under this request, to negotiate with qualified Bidder, or to cancel in whole or in part this RFP, if it is in the best interest of PPUC to do so. Prospective Bidder under this RFP may be required to participate in negotiations and to submit any price, or technical revisions to their proposals as may result from the negotiation process.
- iii. **Performance & Payment Bond:** PPUC requires that all contractors with contracts in excess of \$50,000 should acquire performance and payment bonds tendered in a manner and through a surety acceptable to the PPUC Chief Executive Officer / General Manager, which guarantees satisfactory completion of a project. The performance and payment bonds shall be in an amount equal to the total price specified in the contract. *(to be determined by PPUC)*
- iv. **Transfer of property:** All proposals shall become PPUC property.
- v. **Conformity:** The PPUC procurement regulations shall apply to all proposals and winning contractor shall be bound by them.
- vi. **Bid Bond:** Each project cost proposal must be accompanied by a certified check, cashier's check or proposal bond made payable to PPUC, in the sum of 10% of the aggregate cost of the proposal; such guarantee to be forfeited should the offeror to whom the work is awarded fail to execute and deliver contract and for the payment of all persons performing labor or furnishing materials in connection therewith, and in all other respects perform the agreement created by the PPUC's acceptance of said proposal.
- vii. **Submission of the Proposal:**
 - 1. A cover page with a table of contents
 - 2. An executive summary page that summarizes the corporate history, contractor's ability to satisfy the requirements of this RFP, project cost and a synopsis of salient details required in this RFP.
 - 3. The proposals shall be sealed in a package and should include:
 - a. The Contractors information (i.e., Name, Address, and Contact) on the outside package
 - b. The RFP# on the outside of the package that should be submitted NO LATER THAN 4:00 PM of CLOSING DATE-Palau Time.
[Note: The RFP # should be in big fonts.]
 - c. The sealed package should include the One (1) *original plus Six (6) copies* and One (1) USB Soft Copy of the proposal.
- viii. **Inquiries:** Any inquiries, requests, clarification, or additional information pertaining to this RFP shall be made in writing, by email or fax through the contacts provided

11.CONTRACT CLAUSES

A. All contracts shall, at a minimum, contain the following clauses:

- | | |
|---|--------------------------|
| 1. Governing Regulations | 13. Commencement of Work |
| 2. Penalties for Violation of Regulations | 14. Liquidated Damages |
| 3. Contract Disputes | 15. Schedule |
| 4. Gratuities | 16. Clear Title |
| 5. Kickbacks | 17. Taxes |
| 6. Representation of Contractor
Concerning Contingent Fees | 18. Force Majeure |
| 7. Changes | 19. Relationship |
| 8. Stop Work Order | 20. Entire Agreement |
| 9. Termination for Defaults or Convenience | 21. Assignment |
| 10. Approvals, Certificates, Permits and Licenses | 22. Subcontract |
| 11. Laws and Regulations | 23. Contracting Officer |
| 12. PPUC's right to inspect | |

12.CONTACT DETAILS

Sofronio "Pons" Mahor
Chief Procurement Officer
PPUC Procurement Division
Tel: (680) 488-3870 Fax: (680) 488-4499
Email: ponz@ppuc.com

Ken Sugiyama
RED Manager
PPUC RED Department
Tel: (680) 488-2413
Email: ken@ppuc.com

APPENDIX 1- BID FORM

Letter of Quotation

Date: _____/_____/_____

RFQ No.: RFP-PUC18-007

Assess, Design, Supply, Installation, Test and commissioning of new inverters to replace and upgrade the old inverters in the Palau National Capitol Building Photovoltaic Solar System.

To: The Chief Executive Officer / General Manager
Palau Public Utilities Corporation

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the RFP, including Addenda issued in accordance (if any);
- (b) The price of our Bid, excluding any discounts offered in item (d) below is the sum of: *[amount of local currency in words], [amount in figures]*
- (c) Our bid shall be valid for a period of days from the date fixed for the bid submission deadline in accordance with the RFP, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
- (f) We accept full responsibility for the health and safety of persons employed by us in completing the works under this Quotation.

Name

In the capacity of

Signed

Duly authorized to sign the Bid for and on behalf of

Date.....

Appendix 2: Schedules of Rates and Prices

Price Schedules

General

1. The Request for Proposal will be a Lump Sum Quotation for completion of all specified works.
2. The Schedules generally describe the works to be performed. Bidders shall be deemed to have read the RFP and visited the sites to ascertain the full scope of the requirements prior to filling in the price. The entered price shall be deemed to cover the full scope as aforesaid, including overheads and profit.
3. If bidders are unclear or uncertain as to any item, they shall seek clarification in writing prior to submitting their bid.

Pricing

4. Prices shall be entered in indelible ink, and any alterations necessary due to errors, etc., shall be initialled by the Bidder.
5. Bid prices shall be quoted in United States Dollars, in the manner indicated in the Bid Form of the RFP. For each item, bidders shall complete each appropriate column in the respective Schedules, giving the price breakdown as indicated in the Schedules.
6. Payments will be made to the Contractor in United States Dollars.
7. When requested by the Employer for the purposes of making payments or partial payments, valuing variations or evaluating claims, or for such other purposes as the Employer may reasonably require, the Contractor shall provide the Employer with a breakdown of any composite or lump sum items included in the Schedules.

ITEM	DESCRIPTION OF WORKS	Price USD (Incl Taxes and Duties)
1	Supply of 18 units new inverters with the same specifications or its equivalent.	
2	Removal of old existing solar inverters from all three solar towers.	
3	Install new inverters on the three towers.	
4	Wiring Connection and Termination.	
5	Testing and Commissioning.	
6	Preparation and submission of Technical Report.	
7	Training and Orientation of PPUC Personnel.	
8	Upgrade the monitoring system to have a capabilities for remote monitoring from the PPUC, offices and as well as on site monitoring. Including monitoring tools.	
9	Install the new system to conform with the aesthetic view of the National Capitol building and its surroundings.	
10	Supply of Spare Parts.	
11	Warranties.	
	TOTAL COST PROPOSAL	\$ _____

Name of Bidder _____

Signature of Bidder _____