

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: MYR-26-001 | Date: 28 May 2026

SECTION 1: Request for Quotation

Supply, Delivery and Installation Support of Solar PV Backup Power System for a Humanitarian Field Facility in Myanmar

The United Nations Industrial Development Organization (UNIDO) kindly requests your quotation for the supply, delivery, installation support, basic testing, user guidance and warranty support of a Solar PV Backup Power System for a humanitarian field facility in Myanmar, as detailed in Annex 1 of this RFQ.

This RFQ has been adapted for educational and competition purposes only. It does not constitute an actual procurement notice or solicitation by UNIDO.

Important note for competition participants:

This competition does not assess detailed electrical engineering design or complex capacity calculations. Participants should focus on understanding the procurement requirements, required documents, delivery and installation conditions, evaluation criteria, and major procurement risks.

This Request for Quotation comprises the following documents:

Document	Description
Section 1	This request letter
Section 2	RFQ Instructions and Data
Annex 1	Schedule of Requirements, Technical Requirements, Delivery Conditions and Evaluation Criteria
Annex 2	Quotation Submission Form
Annex 3	Vendor Information Sheet
Annex 4	Declaration of Conformity
Annex 5	Technical and Financial Offer

Quotations must be submitted using Annexes 2 to 5 by the method and deadline indicated in Section 2. Late quotations will not be considered for evaluation.

Approved by:

Signature: _____

Name: Procurement Focal Point

Title: Procurement Officer

Date: 28.05.2026

SECTION 2: RFQ Instructions and Data

Item	Requirement
Deadline for Submission	25 September 2026 at 09:00 hrs Myanmar Time
Method of Submission	Email submission only. Bid submission address: rfq-submission@unido-contest.int
Mandatory Email Subject	MYR-26-001: Solar PV Backup Power System
File Format	PDF for all files. Maximum file size per transmission: 30MB.
Cost of Preparation	UNIDO shall not be responsible for any costs associated with preparation or submission of a quotation.
Supplier Code of Conduct	Suppliers are expected to observe UN standards on labour, human rights, environment and ethical conduct.
Conflict of Interest	Prospective suppliers shall disclose to UNIDO any involvement in preparing the requirements, specifications or cost estimates used in this RFQ.
General Conditions	Any Purchase Order or contract issued as a result of this RFQ shall be subject to applicable UNIDO conditions for goods and related services.
Eligibility	Bidders shall have legal capacity to contract with UNIDO and to supply, deliver, install and support the goods in Myanmar, either directly or through an authorized partner.
Currency and Taxes	Quotations shall be in USD. Bidders shall clearly indicate whether duties, taxes, customs clearance or local charges are included or excluded.

If multiple emails are submitted, the bidder shall indicate “email no. X of Y” in the subject line and clearly identify the final email as “email no. Y of Y”.

SECTION 2: RFQ Instructions and Data (continued)

Documents to be Submitted

For this competition, bidders are not required to submit detailed engineering design calculations. However, the quotation should explain how the proposed system can meet the facility's basic power needs, backup requirement, delivery schedule and operation needs.

- Annex 2: Quotation Submission Form duly completed and signed
- Annex 3: Vendor Information Sheet completed and signed
- Annex 4: Declaration of Conformity completed and signed
- Annex 5: Technical and Financial Offer duly completed and signed
- Company profile and copy of business registration certificate
- Product catalogues or brochures for solar panels, batteries, inverters and monitoring equipment
- Technical specification sheets for major components
- Brief system suitability explanation showing how the proposed equipment supports the facility's power needs and backup requirement
- Simple system configuration diagram showing major components and how they are connected
- Evidence of similar supply, delivery, installation or support experience
- Delivery, installation support and basic testing plan
- User guidance, operation and maintenance support plan
- Warranty and after-sales service plan
- Manufacturer authorization letter for major equipment, if the bidder is not the manufacturer

Quotation and Evaluation Conditions

Item	Requirement
Language	English
Quotation Validity	One (1) year from the submission deadline
Price Variation	No price variation due to escalation, inflation, exchange rate fluctuation or market factors shall be accepted.
Partial Quotes	Not permitted
Payment Terms	100% within 45 days after delivery, installation support, basic testing, acceptance of goods and services, and submission of payment documents.
Clarifications	Requests for clarification will not be accepted later than 3 days before the submission deadline.
Evaluation Method	Award to the substantially compliant quotation with the highest combined technical and financial score.

SECTION 2: RFQ Instructions and Data (continued)

Evaluation Criteria

No.	Criteria
1	Full compliance with all requirements specified in Annex 1
2	Full acceptance of applicable contract conditions
3	Compliance with basic technical requirements for the Solar PV Backup Power System
4	Adequacy of system suitability explanation and backup support for essential equipment
5	Delivery, installation support, basic testing and handover capacity
6	Adequacy of user guidance and basic operation and maintenance support
7	Warranty and after-sales service support
8	Evidence of similar supply, delivery, installation or support experience

Other RFQ Conditions

Item	Requirement
Right not to accept any quotation	UNIDO is not bound to accept any quotation, nor to award a contract or Purchase Order.
Right to vary requirement	UNIDO reserves the right to increase or decrease quantities by up to 25% at the time of award without change in unit price or terms.
Type of Contract	Purchase Order or Contract for Goods and Related Services
Expected Contract Award	12 October 2026
UNGM Registration	UNIDO encourages suppliers to register at UNGM. Registration may be requested prior to contract signature for awards of USD 100,000 and above.

ANNEX 1: Schedule of Requirements

Terms of Reference for Solar PV Backup Power System Suppliers

1. Background and Context

Humanitarian field facilities in Myanmar require reliable electricity to support essential operations, including coordination, communications, staff accommodation, storage, security, water supply and other field activities.

In many field locations, electricity supply may be unstable, intermittent or dependent on diesel generators. Fuel costs, logistics constraints, maintenance burdens and environmental impacts create operational challenges for humanitarian facilities.

In simple terms, this procurement is intended to help the field facility secure more stable electricity by using solar panels and batteries. The main issue for bidders is not only to supply equipment, but also to show that the proposed solution can be delivered, installed, operated and maintained in the field.

2. Objective

The objective of this RFQ is to procure a basic Solar PV Backup Power System and related services for a humanitarian field facility in Myanmar. The system shall support essential equipment during normal operation and temporary power interruptions.

The selected supplier shall provide the required goods and services, including delivery, installation support, basic testing, user guidance, operation and maintenance manuals, warranty and after-sales service support.

ANNEX 1: Scope of Supply and Related Services

3. Scope of Supply

- Supply a Solar PV Backup Power System suitable for a humanitarian field facility in Myanmar.
- Provide solar panels, battery storage, hybrid inverter, charge controller, mounting structures, cables, protection devices and a basic monitoring system.
- Ensure that all major equipment is new, unused and suitable for field operating conditions.
- Provide a brief system suitability explanation showing how the proposed equipment can support the facility's essential power needs.
- Provide proper packaging and labelling to protect goods during transport, storage and field installation.
- Deliver the goods to the designated location in Myanmar within the required delivery period.
- Provide installation support, connection, configuration and basic operational testing.
- Provide user guidance on system operation, monitoring, safety precautions, routine maintenance and emergency shutdown.
- Provide O&M manuals, simple system configuration diagram, warranty documents and recommended spare parts list.
- Repair or replace damaged, defective or non-compliant items identified during inspection or warranty period.

Key Terms for Understanding This RFQ

Term	Simple Meaning
Solar PV Modules	Solar panels that generate electricity from sunlight
Battery Energy Storage System	Batteries that store electricity for later use
Hybrid Inverter	Equipment that connects solar panels, batteries and facility electrical loads
Monitoring System	A system that shows power generation, battery status, load use and alarms
Essential Equipment	Important equipment that should continue operating during power interruption
Backup Duration	How long essential equipment can operate using battery power
Commissioning / Basic Testing	Final check after installation to confirm that the system works properly
O&M Manual	Operation and maintenance manual for users

ANNEX 1: Basic Technical and Field Use Requirements

4. Minimum Technical Requirements

Requirement Area	Requirement
Purpose	Provide basic solar-based backup power for essential equipment in a humanitarian field facility.
System Type	Solar PV Backup Power System with battery storage.
Main Components	Solar panels, batteries, hybrid inverter, charge controller, mounting structures, cables, protection devices and monitoring equipment.
Backup Support	The system shall include battery backup to support essential equipment during temporary power interruptions.
Essential Equipment	Communication equipment, security lighting, basic office equipment, water-related facilities and other priority items identified by the facility.
Safety	The system shall include basic protection against overcurrent, short circuit, overvoltage and unsafe access to live components.
Monitoring	The system shall allow users to check power generation, battery status, load use and alarms.
Field Suitability	Equipment shall be suitable for hot, humid and rainy field conditions.
Documentation	Supplier shall provide technical datasheets, manuals, a simple system configuration diagram and warranty documents.
No Detailed Calculation Required	For this competition, detailed electrical calculations are not required. Bidders shall provide a reasonable explanation of system suitability.

5. Basic Safety and Operational Considerations

- The system shall be safe to install, operate and maintain.
- The supplier shall provide guidance on battery safety, inverter operation, electrical safety and emergency shutdown.
- The system layout shall restrict access to batteries, inverters and electrical panels by unauthorized persons.
- Major outdoor components shall be weather-resistant and properly labelled.

ANNEX 1: Essential Equipment and Backup Requirement

The table below is an indicative list of essential equipment and areas that the proposed system should support. It is provided to help bidders understand operational priorities, not to require detailed engineering calculations.

Essential Equipment / Area	Purpose	Priority
Office lighting and computers	Administrative work and coordination	Medium
Communication equipment	Coordination and emergency contact	High
Security lighting	Facility safety and night-time visibility	High
Water pump and utility equipment	Basic water and utility operation	High
Small medical refrigerator	Storage of basic health-related supplies	High
Staff accommodation lighting	Basic staff living area support	Medium

For the purpose of this competition, detailed electrical engineering calculations are not required. However, bidders should explain how the proposed solar PV backup power system can reasonably support the main power needs, priority equipment and backup requirement indicated above.

Essential equipment means important equipment that should continue operating during power interruptions, such as communication, security and water-related facilities.

ANNEX 1: Delivery, Installation Support and User Guidance

6. Delivery Requirements

Item	Requirement
Delivery Period	Within 90 calendar days after contract signature
Delivery Terms	DDP, Humanitarian Field Facility, Yangon, Myanmar
DDP Explanation	Supplier is responsible for delivery to the specified location, including customs clearance and related delivery arrangements, unless otherwise agreed in writing.
Delivery Location	Humanitarian Field Facility, Yangon, Myanmar. Exact location to be confirmed at contract stage.
Packing	Durable, weather-resistant packaging suitable for international transport, handling, storage and field installation.
Preferred Transport	Air, sea, road or multimodal transport depending on schedule and cost efficiency.
Warranty Period	Minimum twelve (12) months from installation, basic testing and acceptance by UNIDO.
After-sales Support	Supplier shall respond to UNIDO's written request within eight (8) working days and provide repair or replacement plan for defective items.

7. User Guidance Topics

- How to operate the system safely
- How to monitor power generation, battery status and alarms
- How to conduct routine visual inspection
- How to identify basic faults and report them
- How to use emergency shutdown procedures
- How to contact the supplier for after-sales support

ANNEX 1: Preliminary Examination

Bidders must obtain “Pass” in all requirements marked as High importance to proceed to technical evaluation.

No.	Requirement	Importance	Criteria
1	Annex 2: Quotation Submission Form completed and signed	High	Pass/Fail
2	Annex 3: Vendor Information Sheet completed and signed	Medium	Pass/Fail
3	Annex 4: Declaration of Conformity completed and signed	Medium	Pass/Fail
4	Annex 5: Technical and Financial Offer completed and signed	High	Pass/Fail
5	Company profile and business registration certificate	High	Pass/Fail
6	Product catalogues and technical specification sheets for major components	High	Pass/Fail
7	Brief system suitability explanation and simple system configuration diagram	High	Pass/Fail
8	Evidence of similar supply, delivery, installation or support experience	High	Pass/Fail
9	Delivery, installation support, basic testing, user guidance and warranty plan	High	Pass/Fail

The preliminary examination checks whether the quotation is complete and responsive. It does not require advanced engineering design beyond the information requested in this RFQ.

ANNEX 1: Technical Evaluation

The technical evaluation accounts for 70 points out of the total combined score of 100 points. The evaluation focuses on whether the bidder understands and addresses the procurement requirements.

Criteria	Requirement	Points
1. Main Components and Technical Compliance	Proposed system includes required solar panels, batteries, inverter, cables, protection devices, monitoring equipment, documentation and warranty.	30
2. Similar Experience	Relevant experience in supplying, delivering, installing or supporting solar, backup power or similar field equipment.	15
3. Delivery, Installation Support and Basic Testing Plan	Clear plan for delivery, installation support, basic operational testing, schedule and risk management.	10
4. User Guidance and O&M Support	Clear plan for user guidance, manuals, handover and basic troubleshooting support.	5
5. Warranty and After-sales Support	Minimum 12-month warranty, clear repair/replacement procedure and designated focal point.	10

Minimum Technical Threshold

Only bidders that pass the preliminary examination and obtain at least 70% of the technical score will proceed to financial evaluation.

ANNEX 1: Financial Evaluation

The financial evaluation accounts for 30 points out of the total combined score of 100 points.

Prices shall include all costs required for supply, delivery, packaging, customs clearance, transportation, installation support, basic testing, user guidance, warranty and related services for the Solar PV Backup Power System.

Financial Score = (Lowest evaluated price / Price of the quotation being evaluated) × 30

Prices quoted shall be fixed for the entire delivery, installation support, basic testing and warranty period starting from the date of contract signature.

ANNEX 2: Quotation Submission Form

Name of Bidder: _____

RFQ Reference: MYR-26-001: Supply, Delivery and Installation Support of Solar PV Backup Power System for Humanitarian Field Facility in Myanmar

Date: _____

We, the undersigned, offer to supply, deliver and provide installation support and related services in accordance with this RFQ.

ANNEX 3: Vendor Information Sheet

Field	Response
Legal name of company	Click or tap here to enter text.
Business registration number	Click or tap here to enter text.
Country of registration	Click or tap here to enter text.
Registered address	Click or tap here to enter text.
UNGM No., if any	Click or tap here to enter text.
Contact person	Click or tap here to enter text.
Telephone number	Click or tap here to enter text.
Email address	Click or tap here to enter text.
Bank information	Click or tap here to enter text.
Main business activities	Click or tap here to enter text.
Relevant experience	Click or tap here to enter text.
Local partner or representative, if any	Click or tap here to enter text.

ANNEX 4: Bidder's Declaration of Conformity

- ☐ Yes ☐ No The Supplier is financially sound and duly licensed.
- ☐ Yes ☐ No The Supplier has adequate human resources, equipment, technical capacity, logistics arrangements and expertise to complete the required services.
- ☐ Yes ☐ No The Supplier complies with all applicable laws, ordinances, rules and regulations.
- ☐ Yes ☐ No The Supplier will apply ethical standards and avoid any conflict of interest.
- ☐ Yes ☐ No The proposed goods are new, unused and compliant with the technical specifications, safety requirements and warranty conditions stated in this RFQ.

ANNEX 5: Technical and Financial Offer

Name of Bidder: _____

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Technical Offer

- Brief description of company qualification and relevant experience
- Product catalogues or brochures for solar panels, batteries, inverter, monitoring equipment and major components
- Technical specification sheets of proposed equipment
- Brief system suitability explanation showing how the proposed equipment supports essential facility needs
- Simple system configuration diagram showing major components and how they are connected
- Delivery, installation support and basic testing plan
- User guidance and O&M support plan
- Warranty and after-sales support plan
- Evidence of similar supply, delivery, installation or support experience

Financial Offer

Ref	Description of Deliverables	Unit	Qty	Total Price (USD)
1	Solar PV Modules	lot	1	
2	Battery Energy Storage System	lot	1	
3	Hybrid Inverter and Charge Controller	lot	1	
4	Mounting Structures, Cables and Protection Devices	lot	1	
5	Monitoring Equipment	lot	1	
6	Delivery to Humanitarian Field Facility in Myanmar	lump sum	1	
7	Installation Support and Basic Testing	lump sum	1	
8	User Guidance, O&M Manual and Handover Documents	lump sum	1	
9	Initial Spare Parts and Tools	lump sum	1	

ANNEX 5: Compliance with Requirements

Requirement	Yes, we comply	No, we cannot comply	If no, indicate counter proposal
Delivery Lead Time	☐	☐	Click or tap here to enter text.
Validity of Quotation	☐	☐	Click or tap here to enter text.
Payment Terms	☐	☐	Click or tap here to enter text.
Basic Technical Requirements	☐	☐	Click or tap here to enter text.
Warranty and After-sales Support	☐	☐	Click or tap here to enter text.
Other RFQ Requirements	☐	☐	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in the event that the quotation is accepted.

Company Name: _____

Address: _____

Phone No.: _____

Email Address: _____

Authorized Signature: _____

Date: _____

Name: _____

Functional Title: _____