

UNIVERSITY OF THE SACRED HEART GULU



Bid Document for

Supply, Delivery & Installation of Solar Power

Subject of Procurement:	Supply, Delivery & Installation of Solar Power
Procurement Reference Number:	USHG/PB20/11/18/02
Date of Issue:	November 22, 2018

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Bid Document: Supply, Delivery and Installation of Solar Power

1. Background

University of the Sacred Heart Gulu is undertaking a project to upgrade the power backup System at its campus.

The Project is meant to improve on the availability and reliability of power supply at University of the Sacred Heart Gulu (USHG). A current power back up system established at the University serves a part of the university premises. The Upgrade project is intended to install additional solar panels, additional batteries and inverters that will prioritize use of solar power over use of power from the national grid. Additional lighting and power outlets will be connected to the Power Backup line for more reliable and stable power.

The Upgrade of Power Backup System Project addresses the need of the University of the Sacred Heart Gulu to work towards attaining reliable, stable power and sustainable power for its operation while maintaining the fundamental commitment of the University to use clean power energy, which is less harmful to the environment.

2. Request for Bids

The USHG hereby requests for bids from prospective qualified and competent bidders to supply, deliver and install a fully functioning upgrade to its current power backup system as specified in this document

3. Instructions to Bidders

3.1 Elements to be included in the proposal

The following are to be included, together with the financial proposal in the submission:

1. Proof of experience in doing a similar work: (Attach at least 3 most recent contract agreement or LPO)
2. Delivery time lines for the project.
3. Warranty /performance guarantee.
4. Proof of financial stability (attach financial statement for the last three years)

3.2 Financial Proposal

The Financial Proposal must provide quotations for the following details of items below.

No	Item	Unit	quantity
	A fully functioning system including the following		
1	Sealed solar Batteries. Type Victron, Haze or similar 200Ah C10 fully installed on a fabricated battery stand, and its associated cables	pcs	16
2	Polycrystalline Solar panels 310Wp 24-36V installed on solar mounting frames for roof mounting	pcs	16
3	Battery Inverter with charging systems DC and AC (preferably Victron Easysolar48/5000 70/100 MPPT 150/100 including colour control monitoring display and grid management	pcs	2
5	Solar cables double insulated 4mm cable for wiring from the panels to the string connection box	metres	100
6	Solar string connection box including connecting terminals	pcs	1
7	Surge protection AC circuit installed in an appropriate distribution box	pcs	1
8	Surge protection DC circuit installed in an appropriate distribution box	pcs	1
9	Battery fuses and protections fully installed	pcs	2
10	Earthing system: including earthing rods, and flexible cables in stainless steel or pure copper	lump sum	1

All payments shall be made upon delivery of the service (i.e. upon satisfactory completion of the work)

4. Evaluation of Bids:

The Bids submitted will be will be evaluated based on;

- a) Technical Proposal and Price quotation
- b) Demonstrated ability, competence and experience in implementing similar projects
- c) Proposed project delivery period
- d) Warranty period
- e) Ability to implement the contract to completion without prior payment

5. Bid Documents:

5.1 Access to Bid Documents

Bid document can be picked from the University premises at Negri Village, For God Parish, Bardege Division in Gulu Municipality at a non-refundable fee of **UGX 100,000 (one hundred thousand shillings only)**. It can also be downloaded from our website: www.usg.ac.ug and submitted with proof of payment of the non-refundable fee.

Payments for bid documents shall be made by cash at USHG where a receipt will be issued or deposited on the University's bank account using the following details;

Account Name: **University of the Sacred Heart Gulu**; Account Number: **3201276782**; Bank: **Centenary Bank, Gulu Branch.**

Receipt of payment for the bid documents must be attached to the bid submission document

5.2 Bid Submission Timelines

- a) Issuing of Bid Documents starts on **November 22, 2018**.
Site Inspection will be done daily from November 22, 2018 to November 29, 2018,
8:00 AM to **05:00 PM**.
- b) Submission of proposal shall close by **12.00 Noon, November 30, 2018**

5.3 Submission of Bids:

Interested bidders should submit their application to the address below **OR** by email to procurement@ush.ac.ug

**University of the Sacred Heart Gulu,
Negri Village, ForGod Parish, Bardege Division, Gulu.**

Application should be clearly labelled **"Supply, Delivery and Installation of Solar Power – USHG/PB20/11/18/02"**

5.4 Bid Opening

Bid opening shall be conducted on **November 30th, 2018** from **2:00 -2:30 PM** at the USHG Board Room. All bidders are invited to be in attendance.

6. Bidder's address

For any notices; the bidder shall be contacted on;

Attention: _____

Physical address: _____

P. O. Box: _____

Telephone: _____

Email address: _____

Proposal Authorised by:

Signature: _____ Name _____

Position: _____ Date _____

On behalf of (Business name)
