



**REQUEST FOR QUOTATION (RFQ)**  
**(Goods and services)**

Qualified Somali Companies	Date: August 14, 2018
	Reference No: <b><u>MOF/SFF-LD/SHOPPING/2018/002</u></b>

Dear Sir / Madam:

The Ministry of Finance (MOF) of Federal Government of Somalia, kindly request you to submit your quotation for **supply, delivery, Installation & testing of rooftop Solar Panels at Mayor's office in Northern Galkio**, Mudug region-Puntland State of Somalia as detailed in Annex 1 of this request for quotation. When preparing your quotation, please be guided by the form attached hereto as Annex 2 and MOF General Terms & Conditions are at Annex 3.

Quotations may be submitted by email on or before **Tuesday, 21<sup>st</sup> August, 2018 @ 4 PM** (local time). Kindly make the subject line of your e-mail Ref No- MOF/SFF-LD/SHOPPING/2018/002 to the following e-mail.

**Email:** [sffldprocurement@gmail.com](mailto:sffldprocurement@gmail.com)

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by MOF after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Exact address of delivery	Mayor's office, Galkio North-Puntland State of Somalia
Latest Expected completion, commissioning and handing over date	Three weeks after issuance of purchase order (PO)
Delivery and work schedule	Required
Currency of Quotation	United States Dollar (USD)
Tax on Price Quotation	Must be exclusive of 3% FGS tax
Deadline for the Submission of Quotation	<b>Tuesday, August 21, 2018 at 4 PM local time</b>
Bid submission requirements	Bids can be submitted in hard copy or in soft copy.
Date, time and venue for opening of Proposals	There will be no public opening of the proposals.
All documentations shall be in	English
Documents to be submitted	<ul style="list-style-type: none"> <li>✓ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of technical requirements in Annex 1;</li> <li>✓ Latest Business Registration Certificate</li> <li>✓ Catalogs or Technical documentation of items</li> <li>✓ Company Profile</li> <li>✓ Client listing for the provision of similar goods provided with contact details, email address for reference check.</li> </ul>
Period of Validity of Quotes starting from the Submission Date	120-days
Partial Quotes	Not permitted
Payment Terms	✓ 100% upon delivery, installation and testing
Liquidated Damages	0.5 % of total contract amount for each day of delay and maximum of 30 days after which contract will be terminated.
Evaluation Criteria	<p>Minimum Requirement:</p> <ul style="list-style-type: none"> <li>✓ A minimum of two years experiences in the region or elsewhere in similar projects/assignments</li> <li>✓ Compliance of the goods to international standards;</li> <li>✓ <i>Full compliance to the list of requirement and technical specifications as reflected in annex I.</i> and lowest price</li> <li>✓ Full acceptance of the PO/Contract General Terms and Conditions</li> </ul>
MOF will award to	One and only one supplier
Type of Contract to be Signed	Purchase Order
Performance warranty/ security	Not required
Special conditions of Contract	Cancellation of PO/ if the delivery/completion is delayed by 30 days.
Contact Person for Inquiries (Written inquiries only)	Fatima Ahmed <a href="mailto:sffidprocurement@gmail.com">sffidprocurement@gmail.com</a>

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of MOF requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by MOF. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on Ministry of Finance's re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by MOF after it has received the quotation. At the time of Purchase Order, MOF reserves the right to vary (increase or decrease) the quantity of goods, by up to a maximum twenty five per cent (20%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of MOF herein attached as Annex 3.

MOF is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

**Ali Haji Adan  
Project Coordinator, SFF-LD Project  
Ministry of Finance, FGS.**

Annex 1

Technical Specifications/Requirements  
Solar Panels Specifications

<i>Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Installation requirement</i>	<i>Delivery location</i>
Solar Panel	300w, Original Germany	18	Required	Mayor's Office, Galkio North, Puntland State of Somalia
Inverter	5,000w. Comax digital 24volt	2		
Battery Pack	200 Am, Original Panasonic, Japan	16		
Power Meter	100Am	2		
Control Charger	60 Am.	2		
Electrical Wire	Solar Wire-16 200-meterr	200m		
Solar Frame	Solar frame 50-meter	50m		
Backup Generator	Comax, 5kv, 7000watt	1		

Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION**  
*(This Form must be submitted only using the Supplier's Official Letterhead)*

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We, the undersigned, hereby accept in full the Ministry of Finance (MOF) of Federal Government of Somalia's General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements as per RFQ Reference No. \_\_\_\_\_

**TABLE 1: Offer to provide services Compliant with Technical Specifications and Requirements**

<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Price USD</b>	<b>Total amount USD</b>
Solar Panel	300w, Original Germany	18		
Inverter	5,000w. Comax digital 24volt	2		
Battery Pack	200 Am, Original Panasonic, Japan	16		
Power Meter	100Am	2		
Control Charger	60 Am.	2		
Electrical Wire	Solar Wire-16 200-meterr	200m		
Solar Frame	Solar frame 50-meter	50m		
Backup Generator	Comax, 5kv, 7000watt	1		
Transport charges to the location				
Installation charges				
<b>Sub-total</b>				
<b>FGS Tax 3%</b>				
<b>Grand Total</b>				

## Annex 3

### General Terms and Conditions

#### 1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind MOF unless agreed to in writing by a duly authorized official of MOF.

#### 2. PAYMENT

- 2.1 MOF shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by MOF, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of MOF.

#### 3. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by MOF, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

#### 4. INSPECTION

- 4.1 MOF shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 4.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

5. RIGHTS OF MOF, FGS

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to make delivery of all or part of the goods by the agreed delivery date or dates, MOF may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 5.1 Procure all or part of the goods from other sources, in which event MOF may hold the Supplier responsible for any excess cost occasioned thereby.
- 5.2 Refuse to accept delivery of all or part of the goods.
- 5.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of MOF.

6. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with MOF to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by MOF.

7. SETTLEMENT OF DISPUTES

7.1 **Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

7.2 **Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.