



REQUEST FOR PROPOSAL

FOR THE PROVISION OF DISTRIBUTED ENERGY SYSTEMS AND ASSOCIATED SERVICES FOR UNHCR OPERATIONS IN THE DEMOCRATIC REPUBLIC OF CONGO

Section 1: Letter of Invitation:

The Office of the United Nations High Commissioner for Refugees (UNHCR) invites proposals from capable and qualified companies/firms, duly registered, to submit a proposal for the provision of four **Distributed Energy Systems (DES) for a UNHCR Offices in the Democratic Republic of Congo (DRC)**.

UNHCR may award EPC and AS Services Contracts covering the required services. The successful bidder will be required to maintain their quoted price model for the duration of the Contract.

It is strongly recommended that this Request for Proposals and its annexes are read thoroughly. Failure to observe the procedures described here may result in disqualification from the evaluation process.

Note: This document is not to be construed in any way as an offer to contract your firm for any of the goods/services requested under this RFP.

To enable you to submit a bid, please carefully read the RFP document including the following annexes:

A. A. TOR and Technical Specifications

- I. Technical Spec, Goods and Services
- II. Site Information
- III. Site Specific Technical Requirement
- IV. Risk Assessment Template
- V. Pre-Implementation Checklist
- VI. UNHCR Handover Protocol
- VII. Tech Specs After Sales Services
- VIII. Technical Evaluation Criteria

B. B. Technical Offer and Returnables

- I. List of Technical Returnables
- II. Bidder Capacity Assessment Questionnaire
- III. Bidder's Relevant Experience
- IV. Subcontractor's Relevant Experience, If applicable
- V. Technical Compliance Checklist
- VI. Compliance Statement
- VII. Site Visit Report
- VIII. Technical BoQs

C. C. Financial Offer Form

D. D. General Conditions of Contract

- I. UNHCR General Conditions for Contracts
- II. General Conditions for Civil Works
- III. Environmental Management Requirements
- IV. Occupational Health & Safety Requirements
- V. UN Supplier Code of Conduct V2024
- VI. UNHCR Site Visit Access Protocol
- VII. Template Service Contract Goods Installation Commissioning
- VIII. Template Services Contract After-Sales Services

E. UN Supplier Code of Conduct

Section 2. Tentative Timelines:

UNHCR may issue additional information regarding the RFP on an ad hoc basis. Bidders shall be obliged to accept any amendments to the RFP documents. All amendments shall be deemed to be part of the RFP. A Bidder must ensure that its Proposal is prepared considering all amendments issued to the RFP.

RFP Issue Date	As specified in the Cloud ERP
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Deadline for confirmation of attending the optional site visit and submitting Annex Bviii and creating a draft in the ERP system (confirmation of intention to bid).	28 Aug 2026
Site Visit (2 days during the given tentative timeframe)	03 to 07 Sep 2026
Deadline for submission of clarification questions	16 Sep, 2026
Response to clarification questions	21 Sep, 2026
RFP Submission Deadline	As specified in the Cloud ERP

Section 3. Pre-Bid, Site Visit (Optional):

All bidders who acknowledge interest in submitting a proposal are invited to attend optional site visits during the dates indicated in the table above. The site visit will last 2 days (travel not included), and the exact date will be communicated later to the participating bidders. The local partner(s)/service provider(s) of the Bidder (Lead Company) can conduct the site visit on behalf of the Bidder (Lead Company). The bidder will need to themselves apply and obtain visas if required.

In order to participate in the site visits, bidders shall submit the Annex B Viii - Site Visit and Site Access Protocol to (Mohamedbashir Baniisma at baniisma@unhcr.org). Please also indicate the names and contact details (emails) of CO focal points) by 27 Aug, 2026 at the latest. The bidder will cover the cost, responsibility, and risk of the site visit, and must indicate the following information for the representative attending site visit:

- Full Name

- Identification document
- Name of the company (and name of the Bidder (Lead Company) if presented by a local partner/service provider)
- Contact details
- Passport copy.

UNHCR will provide the bidder's personnel the security passes and access to the site premises and UNHCR Office necessary for the site visit.

Further details on the site visit will be shared at a later stage by way of a direct email communication when the names and the number of the participants have been confirmed.

During the site visit it is expected that the bidders conduct a brief assessment of the existing conditions at the sites at which the relevant assets are located; this is to include but not limited to the following:

- Existing security measures.
- Existing land, soil and area conditions.
- Existing structures.

Section 4. Note to Bidders

If you are interested in submitting a response to this RFP, please prepare your proposal in accordance with the requirements and procedures as set out in this RFP and submit it by the deadline for submission of proposals set out in this document and in UNHCR's Cloud ERP Portal.

Note: United Nations Global Marketplace (UNGM) Platform is used for tender advertisement purposes only. Bidders **cannot** express their interest with regards to this

RFP on UNGM Platform. As all actions are to be conducted in UNHCR's Cloud ERP Portal (including access to RFP Annexes), it is imperative that Bidders have proper access therefore UNHCR advises all Bidders that they check their access to UNHCR's Cloud ERP as soon as possible.

Should you require further clarifications, kindly communicate using the messaging functionality in the system.

Please indicate whether you intend to submit a proposal by **creating and saving a draft response** without submitting directly in the system. This will enable the system to send notification in case of amendments of the tender requirements.

Offers must be submitted through UNHCR's Cloud ERP Portal.

In case you have never registered before, you can register a profile using this [Supplier Registration Link](#).

Following registration or should you already be registered, please proceed to Supplier Portal - [and follow the instructions in guidelines available in the UNHCR website: How to become a supplier | UNHCR - https://www.unhcr.org/get-involved/work-us/become-supplier/how-become-supplier](#). Do not create a new profile if you already have one. Use the "Forgot Password?" feature in case you do not remember your password or username from previous registration.

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Procurement Section

Supply Management Service

UNHCR Global Service Centre

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