



Request for Proposals (RFP): Supply of Off-Grid Solar Power Equipment at Various Laboratory Facilities throughout Zambia

RFP Issue Date: February 18, 2021

All Bids Due Date: March 17, 2021

Contract Award Date: March 26, 2021

Submissions due via email to:

Mary.Chileshe-Lombe@zmb.aphl.org copying Clement.Phiri@zmb.aphl.org

Association of Public Health Laboratories Zambia Inc.
House # 52 Paseli Road
P. O. Box NM 63 Northmead
Lusaka, Zambia

The development of, and the projects anticipated in, this RFP are supported by Cooperative Agreement Number NU2GGH001097 between the U.S. Centers for Disease Control and Prevention (CDC) and the Centre for Infectious Diseases Research in Zambia (CIDRZ) sub-awarded to Association of Public Health Laboratories, Inc. The contents of this RFP are solely the responsibility of the authors and neither represent the official views of CDC nor reflect CDC's endorsement of a product or procedure.

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Summary

The Association of Public Health Laboratories, Inc. (APHL or the Association) is responsible for the installation of solar power projects at multiple laboratory sites across Zambia (the Project). In connection with this Project, APHL will need to identify suppliers for various solar power components listed in [Appendix A](#) below. APHL is issuing this request for proposals (RFP) to identify these suppliers and to award contracts to provide the needed components.

APHL encourages any party who feels that they could successfully provide some of the needed components (APHL does not expect any one party to supply all of the needed components) to submit a proposal for consideration.

Background

APHL is a nonprofit organization that works to safeguard the public’s health by strengthening public health laboratories (PHLs) in the United States and globally. APHL is organized under the laws of the United States of America’s District of Columbia with its headquarters office at 8515 Georgia Avenue, Suite 700, Silver Spring MD, 20910. APHL is recognized as tax exempt in the United States under Section 501(c)(3) of the U.S. Internal Revenue Code and its work on behalf of PHLs spans more than 60 years.

In Zambia, APHL operates through its registered branch office, Association of Public Health Laboratories Zambia Inc. APHL’s Zambian branch office operates out of House # 52 Paseli Road, P. O. Box NM 63 Northmead, Lusaka, Zambia.

APHL has been issued a subaward from the Centre for Infectious Diseases Research in Zambia (CIDRZ) under their Cooperative Agreement Number NU2GGH001097 with the U.S. Centers for Disease Control and Prevention (CDC). Under this subaward, APHL will manage the construction of solar panel projects in various laboratory locations in the Republic of Zambia.

Anticipated RFP Schedule

Applications are due to the individual(s) specified in the [Final RFP Response](#) section of this RFP by 5:00 pm Central Africa Time (CAT) on 16 March 2021. APHL anticipates the following schedule for the entire competitive bidding process:

Date	Event
February 18, 2021	APHL issues RFP
March 17, 2021	All Bids due to APHL by 5:00 PM
March 26, 2021	APHL announces awards and distributes contracts

April 30, 2021	Estimated date that components are available for shipping to Zambia
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If APHL makes any modification to this anticipated schedule, it will post the change to APHL’s procurement website, www.aphl.org/rfp.

Nature of Awards

Project Components

APHL will select applicant(s) to provide solar panel components based on its evaluation of received proposals. Applicants may bid on one or more of the required components listed in [Appendix A](#). The successful applicant(s) should expect to receive a contract from APHL that sets out the terms and conditions, material supply timeline, payment, and invoicing requirements as well as all legal terms and conditions associated with the project. The quantity and types of components are based on present-day estimate and, depending on Project need or CIDRZ or CDC requirements, APHL reserves the right to change the quantity and type of components during the RFP process or at any point after contracts are awarded.

Proposal Structure and Content

Proposal should contain the following sections:

- *A completed Component Excel file*
 - An example of which is attached to this RFP as Appendix B. Applicants must complete a copy of the Excel spreadsheet available here: <https://www.aphl.org/rfp/Documents/GH-Component-Excel-Zambia.zip>. The Component Excel file must provide the following information:
 - *Unit Cost* – individual component cost in USD
 - *Total Cost* – total cost in USD of estimated quantity in Column C of the Excel file
 - *Warranty Terms* – description of warranty (applicants should provide an in-depth description of the warranty in accompanying narrative)
 - *Useful Life* – estimate lifespan of component (in years)
 - *Production in Days* – number of days required from date of order placed to date products available to ship from point of origin
 - *Cost, Insurance, Freight (CIF)* – total CIF in USD for shipping all components from POI to warehouse in Lusaka, Zambia
*****Please note that CIF information is optional. Applicants are not required to provide this information if they cannot provide shipment from point of origin to Lusaka, Zambia.*****
 - ***Applicants may bid on one or multiple components.***

- Narrative
 - Applicants must include a company profile that provides (i) the physical and postal address for its headquarters office and manufacturing facility (or facilities) that will produce the components and (ii) the name, title, office/ mobile phone numbers and email address for the person responsible for managing the order.
 - The names of at least three companies or organizations for whom the applicant has supplied the components for listed in its bid. The applicant must provide APHL with contact information for all references. APHL prefers references located in the U.S. or Zambia.
 - Copy of the applicant’s certificate of company registration and evidence of good standing.
 - Statement that all prices are valid for 30 days after RFP Deadline.
 - Full description of all warranties.
 - Specifications for all components an applicant chooses to bid on.

Project Duration

APHL expects that components will be ready for shipment to Lusaka, Zambia by April 30, 2021. Depending on Project needs and CIDRZ and CDC requirements, APHL may work with component suppliers to stagger delivery of the components.

Although uncertain, there may be subsequent or supplemental Project work beyond the scope of what that contemplated by this RFP. In the event of this future work, APHL will notify awardees.

Response Submittal

Final RFP Response

APHL must receive a complete proposal by no later than **5:00 PM (CAT) on 17 March 2021**. Applicants may send proposals via email to Mary.Chileshe-Lombe@zmb.aphl.org copying Clement.Phiri@zmb.aphl.org. Applicants should use “*Proposal for Zambia Solar Equipment Components*” in the email subject line.

Applicants may send hard copies via certified, registered, or express mail providing the postal service or trackable mail delivery services provided by DHL, FedEx, UPS, other established delivery service providers or hand-delivery to the following address. This is not required.

c/o Mary Chileshe-Lombe
Association of Public Health Laboratories Zambia Inc.
House Number 52 Paseli Road, Northmead
Box NM 63,
Lusaka, Zambia

APHL will send an email acknowledging the receipt of your application. If you do not receive an acknowledgement within 48 hours, please email the points of contact above to confirm receipt.

APHL may terminate or modify the RFP process at any time during the response period. All changes to the RFP will be posted to the APHL’s procurement website, www.aphl.org/rfp .

Evaluation of Proposals

Initial Review

APHL will conduct a review of all proposals for completeness. APHL reserves the right to ask applicants to supplement incomplete proposals and consider them for evaluation even if supplements are received after the RFP Deadline. APHL will also have the right to reject and not consider any incomplete proposal that does not fulfill the requirements set out in Proposal Structure and Content above.

Evaluation Team

The evaluation team will consist of the following individuals:

Sarah Snyder, APHL staff member
Clement Phiri, APHL staff member
Mary Chileshe-Lombe, APHL staff member
Tim Traynor, APHL consultant
Mpande Mwenechanya, CIDRZ staff member
Thomas Stevens, CDC official

The evaluation team will evaluate timely filed bids based on the [Evaluation Process](#) below.

Conflict of Interest

APHL will ask potential reviewers to complete and sign APHL’s Conflict of Interest Disclosure Statement to disclose any real or perceived conflict of interest prior to the start of the evaluation process. Reviewers will affirm that they have no conflict of interest that would preclude an unbiased and objective review of the proposals received. APHL will not select reviewers with a perceived or potential conflict of interest.

Evaluation Process

The evaluation team will select one awardee for each component requested in [Appendix A](#). APHL may select the same applicant for multiple components. The evaluation team will select awardees based on the overall best value to APHL.

While cost represents the most important single factor, APHL may select an awardee with a higher cost if the product availability, shipping time, or freight costs justify paying a premium. Some factors will be evaluated on an acceptable vs. unacceptable rating; an unacceptable rating

will disqualify an applicant from consideration.

APHL will evaluate proposals based on the following factors:

- 1) Cost (*most important factor*)
- 2) Product Availability (*potential ratings: Superior, Good, Average, Poor*)
- 3) Overall Distance from Factory (*potential ratings: Superior, Good, Average, Poor*)
- 4) Warranty (*Acceptable or Unacceptable*)
- 5) Useful Life (*Acceptable or Unacceptable*)
- 6) Freight Costs (*potential ratings: Superior, Good, Average, Poor, Not Rated*)
***** Please note that an applicant will not be disqualified if it does not provide freight costs. The applicant will receive a rating of “Not Rated” for this factor. *****
- 7) Payment Terms (*Acceptable or Unacceptable*)

APHL will conduct the entire review via a combination of email communication between the evaluation team, teleconferences and/or webinar evaluation sessions.

Supplemental Proposal Information

APHL may hold discussions with applicants to discuss weaknesses in their initial proposals and request revised proposals or supplemental information after conducting an initial evaluation. If APHL chooses to hold discussions, it will only hold discussions with applicants that it considers competitive. APHL is not obligated to hold discussions with non-competitive applicants. If revised proposals are requested, all competitive applicants will have an opportunity to submit revised proposals. APHL may consider revised proposals and supplemental information that it requests in its final evaluation of all applicants.

Questions from Bidders

Bidders may ask APHL questions and clarifications regarding the RFP to Sarah Snyder at sarah.snyder@aphl.org. APHL will post questions and answers on its procurement website. www.aphl.org/rfp. APHL will not disclose the name of the applicant submitting a question.

Applicant Past Performance and Integrity Assessment

APHL reserves the right to tour an applicant’s facilities (in-person or virtually) and reach out to an awardee’s references. APHL may choose to disqualify an applicant if APHL receives or observes information regarding questionable business practices.

Post-Evaluation Procedures

APHL staff will notify the selected applicant(s) within ten business days of the completion of the evaluation and will post the name of the awardee(s) to APHL’s procurement website, www.aphl.org/rfp on the same day. Unsuccessful applicants will receive notification of these results by email within 30 days of the date the name of the winning applicant is posted. All applicants will be entitled to utilize APHL’s RFP Appeals Process to formulate a protest regarding

alleged irregularities or improprieties during the procurement process. Specific details of this policy are located on the procurement website.

Conditions of Award Acceptance

The eligible applicants must be able to contract directly with APHL. APHL will give the awardee a reasonable amount of time to accept APHL's contract which includes all terms and conditions. If APHL and the awardee cannot finalize a contract in the allowed time, APHL may re-issue the award to the next in-line applicant.

Disclaimer and Other General Matters

This RFP is neither an agreement nor an offer to enter into an agreement with any respondent. Once the application evaluation is complete, APHL may choose to enter a definitive contract with the selected RFP applicant(s).

APHL must ensure that the selected applicant is neither suspended nor debarred from receiving federal funds and that the applicant meets any other funding eligibility requirement imposed by the Cooperative Agreement. APHL's determination of whether the applicant is eligible to receive Cooperative Agreement funding will be definitive and may not be appealed. If APHL determines that the selected applicant is ineligible to receive Cooperative Agreement funding, APHL will nullify the contract or will cease negotiation of contract terms.

Each applicant will bear its own costs associated with or relating to the preparation and submission of its application and as otherwise noted throughout this RFP. These costs and expenses will remain with the applicant, and APHL will not be liable for these or for any other costs or other expenses incurred by the applicant in preparation or submission of its application, regardless of the conduct or outcome of the response period or the selection process.

Appendix A

The following list describes the components requested by APHL for its projects. The Components Excel form, available on APHL's procurement website (www.aphl.org/rfp) identifies the estimated quantities needed for each component. Applicants can find a sample of the Component Excel form in [Appendix B](#). The Component Excel form provides a space where applicants can offer alternative components. APHL reserves right to amend the specifications and quantities of components based on Project needs, design change recommendations by the project engineers and installers or CIDRZ or CDC requirements:

Components List

Solar Arrays – 300-watt standard (alternative sizes may be offered in addition to this requirement)

Solar Brackets, Rails and Mounting Hardware for asbestos and metal tilt roofs as designated within the spreadsheet

MC4 Connectors

PV Array Combiner Boxes suitable for the system size that it will service.

Combination Off-Grid Inverter/ MPPT Controllers – 5 KW and 10 KW units and 20 KW units may be offered in addition to this requirement, quantities will be adjusted accordingly at time of order)

Solar Batteries – 12 VDC, 200 AH gel cell maintenance free units and lithium ion batteries of equivalent voltage and characteristic sizes
Battery Cabinets lockable design in 20 and 40 position units

Cable size and quantities as noted within the Components Excel per meter: 2.5 mm, 4 mm, 10 mm, and 16 mm copper stranded wire

Distribution Panels with 100 A MCCB switches

*****Please note that alternative product sizes may be offered based upon the competitive nature and availability of the products.*****

Appendix B

Note: Please enter the various components cost per item and other listed information. Indicate any additional price breaks for each component class beyond the approximate quantities indicated in Column C. Use Columns L through Q for this purpose. All criteria supplied herein as well as any additional information provided by the applicant will be used in determining the selection of a vendor for the respective components.

Component Description	Estimated Quantities (Column C)	Unit Cost	Per	Total Cost	Warranty Term	Useful Life	Production in Days	CIF from Origin to Lusaka	Payment Terms	Next Price Break Quantities	Unit Cost	Per	Next Price Break Quantities	Unit Cost	Per
300 Watt Mono Solar Panels	7,000		EA	\$ -								EA			EA
(*Enter Here) Alt Wattage Mono Solar Panels			EA	\$ -								EA			EA
Gel Batteries 12VDC, 200AH	2,000		EA	\$ -								EA			EA
Litium Ion Batteries 12VDC, 200AH	1,000		EA	\$ -								EA			EA
PV Array Combiner Box	200		EA	\$ -								EA			EA
5 KW Inverter/MPPT Controller	400		EA	\$ -								EA			EA
10 KW MPPT Inverter/Controller	200		EA	\$ -								EA			EA
Array Rails (4.45 m)	12,000		m	\$ -								EA			EA
Array Middle Clamp	10,000		EA	\$ -								EA			EA

Arrey End Clamp	20,000		EA	\$ -								EA			EA
Array Z or J Hooks	1,000		EA	\$ -								EA			EA
Array Cap Screws	1,000		EA	\$ -								EA			EA
Array Rail Connectors	1,000		EA	\$ -								EA			EA
Fasteners for Asbestos Roof	10,000		EA	\$ -								EA			EA
Fastners for Metal Roof	20,000		EA	\$ -								EA			EA
Battery Cabinet 16 Position Lockable	50		EA	\$ -								EA			EA
Battery Cabinet 20 Position Lockable	100		EA	\$ -								EA			EA
Battery Cabinet 40 Position Lockable	40		EA	\$ -								EA			EA
2.5mm Solar PV Cable per Meter	1,000		m	\$ -								m			m
4mm Solar PV Cable per Meter	30,000		m	\$ -								m			m
10mm Solar PV Cable per Meter	2,000		m	\$ -								m			m
16mm Solar PV Cable per Meter	1,000		m	\$ -								m			m

SAMPLE

