**Invitation to Submit Quotations**

**Request for Quotations: Installation of Solar Power Systems for Two Schools in Aden and Taiz**

**Reference: YEM-24-RFY-EDU-002**

|  |  |
| --- | --- |
|  | **To:**  **Address:**  **Phone and Fax:**  **Email:** |

|  |  |
| --- | --- |
| **Iqra Foundation**  **Aden: Khormaksar District – Al-Rasheed Street – Martyr Mohammed Naji Unit – Villa No. (1249)**  **Taiz: Al-Masbah – next to Al-Taawun Hospital – in front of Al-Taawun Supermarket**  **2-236363/02-236336**  [**yem.procurement@readfoundation.org.uk**](mailto:yem.procurement@readfoundation.org.uk) | **From:**  **Address:**  Phone Number:  Email: |

|  |  |
| --- | --- |
| **School Name** | **Governorate - District** |
| Asmaa School | Taiz – Salah |
| Hashem School | Aden - Khormaksar |

|  |  |  |
| --- | --- | --- |
| **No.** | **Process Item** | **Date, Time, and Address (as applicable)** |
| **1** | **RFQ Announcement Date** | **13/07/2025** |
| **2** | **Deadline for Submission** | **27/07/2025 03:30 PM** |
| **3** | **Quotation Opening Location Office** | **Aden Office** |
| **4** | **Quotation Opening Date and Time** | **--** |

**Terms and Conditions for Submitting Quotations**

**Offers submitted after the deadline will not be considered.**

**Submissions must be in sealed envelopes.**

**A single envelope labeled “Financial Offer” must be submitted, signed, stamped, and marked with “Original” and the tender reference number. The names, addresses, and official stamps of bidders must be clearly visible.**

**A second envelope labeled “Technical Offer” must include the same details.**

**Quotations for Aden School must be submitted to the Aden office; quotations for Taiz School must be submitted to the Taiz office. All documents must be signed, stamped, and include a work plan.**

**Eligibility Requirements**

**The service provider is responsible for providing a one-year warranty against technical faults from installation date.**

**Compliance with quality standards for system components as specified in the annex.**

**The financial offer must clearly confirm that prices align with the technical specifications mentioned in the annex. Any deviations must be explicitly stated.**

**Installation must begin within one week from the purchase order date.**

**Required Documents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Title** | **Note** | **Number of Originals** |
| Annexes 1 & 2 | Filled, signed, and stamped by the service provider | – | 1 |
| Commercial registration from Chamber of Commerce, Tax Card, Zakat Certificate, Insurance Card, and registration documents | – | – | 1 |
| Official letterhead from the vendor (company) indicating the company manager’s name, with a copy of the ID attached | – | – | 1 |
| Preferably, certificates of previous experience and a list of references for similar services provided to previous clients, INGOs, and UN agencies | – | – | 1 |
| Bidders must submit a bank guarantee of 4% of the total financial offer along with the bid | – | – | 1 |

**Currency**

**Bids must be submitted in US Dollars.**

**Payment Method and Terms**

**A contract will be signed between RFY Yemen and the contractor within two weeks of reviewing and selecting the full set of documents.**

**Upon completion of the work or part thereof, the supplier must submit the original invoice and signed completion documents to RFY's office.**

**Payment will be made within 15 days of invoice receipt.**

**Payment will be via bank transfer or cheque, authorized by the RFY Yemen Country Director.**

**Offer Acceptance**

**RFY Yemen reserves the right to accept all or part of the offer.**

**Taxes and Duties**

**All offers must include applicable taxes and duties.**

**Incomplete or Inconsistent Offers**

**Such offers will not be considered.**

**Delay in Delivery**

**If delivery is delayed after contract signing, RFY Yemen reserves the right to either contract another party, charge the cost to the provider, or withhold payment for the delay, potentially canceling the agreement immediately.**

**Legal and Ethical Compliance**

**Bidders will be disqualified if:**

**Their entity is bankrupt, under liquidation, or managed by courts.**

**They are under legal proceedings or arrangements with creditors.**

**They have been convicted of a professional misconduct-related crime.**

**Proven gross professional misconduct.**

**Non-compliance with social security contribution obligations.**

**Non-compliance with tax obligations.**

**Misrepresentation of information for tender participation.**

**Serious breach or non-compliance with previous contracts.**

**Fall under any other exclusion criteria under ethics regulations.**

**Ethical Standards**

**Mine Ban and Child Labor Policies:**

**The contractor must not be involved in the production or sale of anti-personnel mines and must adhere to the UN Convention on the Rights of the Child.**

**Confidentiality and Integrity:**

**Any attempt to obtain confidential information, collusion, or improper influence will result in disqualification.**

**No subcontracted or related entities may work on the same project without written approval.**

**The contractor must declare any conflicts of interest.**

**The contractor and staff must maintain professional confidentiality and integrity.**

**All reports and documents remain the property of the contracting party.**

**Payments outside the contract terms are prohibited.**

**Human rights, cultural, political, and religious norms of the beneficiary country must be respected.**

**Corruption, bribery, or gifts to RFY staff will result in blacklisting and legal consequences.**

**Contractors must declare they do not support armed groups or engage in terrorism.**

**A declaration of non-exclusion must be provided (Annex 2).**

**Signatures**

**Representative of RFY Yemen**

**Date:**

**Name:**

**Address:**

**Title:**

**Signature and Stamp:**

**Bidder**

**Date:**

**Name:**

**Address:**

**Title:**

**Signature and Stamp**

**Annex 1: Quotation Submission Form**

**To: READ Foundation – Yemen Mission**

**Address:**

**Your Reference:**

**We, the undersigned, hereby declare the following:**

**We have fully examined and accepted the content of the Request for Quotations.**

**We hereby offer to deliver the items mentioned in the tender as per pages 2 and 3, in accordance with the terms and conditions of the Request for Quotations, without reservation or restriction.**

**We understand that the contracting authority is not obliged to proceed with this RFQ and reserves the right to award only part of the contract, and that it will bear no liability to us in the event it chooses to do so.**

**We are fully aware of the warranty provisions included in this application file, and we hereby declare our full commitment to the terms and conditions of the warranty.**

**Name and position of the person authorized to sign this offer:**

**................................................................................................................................**

**Duly authorized to sign this offer on behalf of:**

**................................................................................................................................**

**Place and date: ...........................................**

**Signature:**

**Company/Institution Stamp:**

**Annex 2: Bidder's Declaration**

**To: READ Foundation – Yemen**

**Address:**

**Your Reference:**

**We, the undersigned, hereby declare the following:**

**We are not in any situation that would exclude us from participating in the contracts listed in the RFQ.**

**We agree to adhere to the ethical standards outlined in the RFQ and, in particular, we declare that we have no potential conflict of interest with other candidates or parties involved in the application procedures at the time of submitting this bid.**

**We will inform the contracting authority immediately if there is any change in the circumstances mentioned above at any stage during the execution of the contract. We also fully acknowledge and accept that any deliberately inaccurate or incomplete information provided in this application may result in our exclusion from this contract and other contracts funded by READ.**

**We acknowledge that the contracting authority is not obliged to proceed with this RFQ and reserves the right to award only part of the contract, and that it will bear no liability to us in the event it chooses to do so.**

**Name and position of the person authorized to sign this bid:**

**................................................................................................................................**

**Duly authorized to sign this bid on behalf of:**

**................................................................................................................................**

**Place and date: .......................................................**

**Signature:**

**Company/Institution Stamp:**

**General Notes:**

**Any contractor/supplier working with READ Foundation Yemen (RFY) must take note of the following points:**

**Contractors/suppliers must not accept any pressure from READ staff. If any READ staff apply pressure on a supplier for services, preferences, or gifts, please report this directly to READ's internal auditor (an independent and confidential investigation will be initiated).**

**The Logistics Department is a support unit and has no authority to make decisions regarding RFQs. There is a Tenders Committee responsible for opening and reviewing bids, and the final decision on any bid is taken in full consultation with senior management. No contract is awarded without the Country Director’s approval. The Logistics Department has no authority in this matter.**

**If it is observed that suppliers or contractors working with READ have offered gifts or benefits to any READ staff in exchange for preferential treatment of a specific supplier or contractor, this must be immediately reported to the internal auditor and the Country Director. An independent and confidential investigation will be launched. If the claim is found to be valid, the supplier or contractor will be blacklisted from READ’s vendor database and the unethical behavior will be reported to NGOs and relevant authorities.**

**[Signature and Stamp of the Bidder]**