

## Request for Quote/Proposal (RFQ/RFP)

Services Required	Inverter System Deployment
Type of Procurement:	Fixed fee
Type of Contract:	Purchase Order
Date of Issuance:	25 <sup>th</sup> September 2025
Closing date	9 <sup>th</sup> October 2025

<b>Submission Method:</b>
Respond via the link with attached document in Word or pdf format.
The Supplier agrees to hold prices in its offer for <b>30 business days</b> following the due date for the proposal package, unless another time is specified in the addendum to the RFQ/RFP.

### Attachments to RFQ/RFP:

1. **Attachment A** – Statement of Work
2. **Attachment B** – Pricing
3. **Attachment C** – Instructions to Suppliers

All suppliers are responsible for carefully reviewing all information, including attachments, and following any instructions related to this RFQ/RFP.

## *Statement of Work*

### **I. Introduction/Background:**

Ipas Nigeria seeks to engage the services of a supplier to deploy an inverter system in Abuja

### **II. Period of Performance:** 12 to 31 October 2025

### **III. Place of Performance:** Abuja. Preference will be given to suppliers who demonstrate technical capability and have an operational presence, such as offices or active operations in Abuja, and who can provide reliable after-sales support during and beyond the warranty period.

### **IV. Scope of Work:** Deployment of Inverter system with the components listed below:

S/N	ITEM DESCRIPTION	QTY
1	48V 15KWH lithium battery [ <b>Felicity Brand</b> ]	2
2	10KVA 48V hybrid inverter [ <b>Felicity Brand</b> ]	2
3	540W Monocrystalline Solar Panel [ <b>Felicity Brand</b> ]	24
4	Installation accessories (Cables, Breakers, Battery Rack, Solar panel hanger/rail, connectors, Adhesives, Cable ties, Labeller, Trunking pipes e.t.c)	Lot
5	Labour/professional charge/Logistics/ After-sales Support	Lot

S/N	ITEM DESCRIPTION	QTY
1	48V 10KWH Lithium Battery [ <b>Felicity Brand</b> ]	1
2	5KVA 48V hybrid inverter [ <b>Felicity Brand</b> ]	1
3	540W Monocrystalline Solar Panel [ <b>Felicity Brand</b> ]	12
4	Installation accessories (Cables, Breakers, Battery Rack, Solar panel hanger/rail, connectors, Adhesives, Cable ties, Labeller, Trunking pipes e.t.c)	Lot
5	Labour/professional charge/Logistics/ After-sales Support	Lot

### **V. Payment Schedule**

- 40% advance payment and 60% balance payment upon receipt of invoices and work completion certificate.
- A third-party authority would certify that the work is completed according to the agreed specification.
- The supplier shall ensure that all applicable manufacturer's warranties for the inverter, lithium battery, and solar panels are extended to, and formally documented with, the end-user. Proof of such warranty documentation must be provided upon delivery and installation.

### **VI. Other Requirements**

Per the tax laws of the Federal Republic of Nigeria, Ipas will deduct 2% withholding tax from the total contractual sum. Ipas is a Non-Governmental Organization (NGO) and is VAT exempt.

***Pricing***

Please use the template below to provide your quote

Services Description	Unit Price	Quantity	Total Price
48V 15KWH lithium battery [Felicity Brand]			
10KVA 48V hybrid inverter <b>[Felicity Brand]</b>			
48V 10KWH lithium battery <b>[Felicity Brand]</b>			
15KVA 48V hybrid inverter <b>[Felicity Brand]</b>			
540W Monocrystalline Solar Panel <b>[Felicity Brand]</b>			
Solar Panel Hanger/ rail			
Installation item A			
Installation item B			
Installation item C			
Installation / Labour costs			

- **Installations item refers to the items needed for deployment e.g. Battery rack, solar panel hanger, breaker etc.**

### *Instructions to Suppliers*

1. **Procurement Narrative Description:** Ipas intends to purchase the goods or services identified in Attachment A. Ipas expects to extend an award to a supplier that meets the listed specifications, can provide the good/service timely, and has a competitive selling price. Ipas reserves the right to award to more than one responding company. If an agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and Ipas does not guarantee the purchase quantity of any good/service listed.
2. **Procuring Entity:** This procurement will be made by **Ipas Nigeria Health Foundation**, located at **P.O Box 5188 Garki Abuja Nigeria**
3. **Proposal Requirements:** All Suppliers must submit their written proposal which contains an offer for all goods/services and options included in this RFQ/RFP. All information presented in the supplier quote/proposal will be considered during Ipas's evaluation process. Failure to submit the information required in this RFQ/RFP may be treated as non-responsive. Suppliers are responsible for submitting offers, and any modifications, revisions, or withdrawals, to Ipas's buyer by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received by the buyer after the exact time specified for receipt of offers is late and may not be considered at the discretion of the buyer. The Supplier's proposal shall include the following:
  - a. Full legal name of supplier
  - b. Any other name under which the supplier does business
  - c. Mailing and street address, city, province/state, and postal code
  - d. Phone number
  - e. Company website (if any)
  - f. Contact Person and Title
  - g. Contact Phone number
  - h. Contact email address
  - i. Date of submission
  - j. Validity period of quote/proposal
  - k. Technical description of goods/services on offer
  - l. Details supporting how the proposed good/services meets and satisfies the requirements
  - m. Pricing
  - n. Delivery lead time
  - o. Warranty coverage (if applicable)
  - p. Installation (if applicable)
  - q. References or Past Performance including contact information when needed for evaluation of supplier
4. **Forms:** Suppliers must record their pricing utilizing the format found on Attachment B. Suppliers must sign the offer in pdf format submitted and sent electronically to Ipas's Buyer listed on the cover page of this RFQ/RFP.
5. **Notifications and Deliveries:** Time is of the essence for your response to be considered as part of the solicitation. The Supplier shall immediately contact the Buyer if any of the proposed specifications, availability, or delivery schedule(s) changes.
8. **Payment Terms:** Unless otherwise documented/accepted in the resulting Purchase Order, Ipas payments terms are Net 30 after receipt of accepted invoice and once goods/services have been completed. Payment is preferred to be made electronically via EFT/ACH or wire transfer. Supplier may propose alternative payment terms to be considered in the evaluation process.

9. **Alternative Proposals:** Suppliers are permitted to offer alternatives should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A.
10. **Evaluation and Award Process:** Ipas will award an agreement resulting from this solicitation to the responsible Supplier whose offer conforms to the RFQ/RFP, will be most advantageous to Ipas, with price and other factors considered. The award will be made to the Supplier representing the best value to the project and to Ipas.

Ipas intends to evaluate offers and award an agreement without discussions with Suppliers. Therefore, the Supplier's initial offer should contain the Supplier's best terms from a price and technical standpoint. However, Ipas reserves the right to conduct discussions if later determined by the Ipas Buyer to be necessary.

The evaluation factors will comprise the following criteria:

- (a) **Price.** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **Delivery.** Supplier provides the most advantageous delivery schedule.
- (c) **Technical.** Items/Services shall satisfy or exceed the specifications described in RFP Attachment A.
- (d) **Service Level.** Supplier can demonstrate their capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **Experience and Qualifications.** Supplier provides sufficient proof of past performance in similar production of goods/services.

Criteria	Weighting (Points)
Pricing	50
Delivery, Warranty, and Installation	10
Technical - Confirmation to Specification	15
Service Levels	5
Experience and Qualifications	20
<b>Total Points</b>	<b>100</b>

11. **Award Notice.** If successful, the supplier meeting all the criteria set forth within the evaluation will receive written notice of award or acceptance of an offer.
12. **Validity of Offer.** This RFQ/RFP in no way obligates Ipas to make an award, nor does it commit Ipas to pay any costs incurred by the Supplier in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 30 days after submission.
13. **Code of Business Ethics.** Ipas considers adherence to the [Ipas Code of Business Ethics and Conduct](#), as well as strict observance of all applicable laws and regulations, of the utmost importance. If the Supplier has a good faith reason to believe that there has been a violation by Ipas, or by any subcontractor, grantee, consultant, and/or affiliate, the Supplier shall report the suspected violation to Ipas by reporting through Ipas's Ethics Hotline online at <http://ipas.ethicspoint.com>.

**Acceptance:**

The Supplier certifies that they have read, understand and will comply with all instructions set forth in this solicitation and declare that the Supplier's completed and signed proposal including all required submissions is true and completed to the best of their knowledge.

Supplier	
Signature:	
Name:	Company:
Title:	Date: