



REGIONS OF  
CLIMATE ACTION



**Invitation to Tender**

**For**

**Solar Bakery Project, Burundi**

Project financed by the Ministry for Foreign Affairs of Finland, the Austrian Development Cooperation and the UK Department for International Development (DFID)



## Glossary

<b>Contract</b>	The contract which the successful Tendering Organisation intends to enter into with the Customer Organisation for the performance of the Services.
<b>Customer Organisation</b>	R20 - Regions of Climate Action
<b>ITT</b>	Invitation to Tender
<b>Project</b>	Solar Bakery Project, Burundi
<b>Regulations</b>	Procurement Guidelines for EEP Projects adapted from the Finnish Act on Public Contracts (348/2007), Finnish Government Decree on Public Contracts (614/2007) and Guidelines for Executions for Energy and Environment Partnership Programme with Southern & East Africa (EEP-S&EA)
<b>Response</b>	The response to this ITT prepared by the Tendering Organisation which complies with the provisions set out in this ITT.
<b>Services</b>	Solar ovens
<b>Tendering Organisation</b>	Any party invited to take part in the procurement process with the view that they will submit a Response and tender for the performance of the Services.

## **1. Introduction and background**

1.1 This ITT relates to the procurement project advertised by the Customer Organisation on the R20 website dated December 19<sup>th</sup> 2013.

1.2 The R20 – Regions of Climate Action is a non-governmental organization (NGO) based in Geneva, Switzerland. R20 is a coalition of partners led by sub-national governments, that promotes and implements projects designed to produce local economic and environmental benefits in the form of reduced energy consumption and greenhouse gas emissions, strong local economies, improved public health, and new green jobs. ([www.regions20.org](http://www.regions20.org))

The R20, together with their local partner, CIRID (Centre Indépendant de Recherche et d'Initiatives pour le Dialogue) have a solar bakery project in Rutegama, Burundi. CIRID implemented the original bakery in 2006; since then 44 women beneficiaries and other vulnerable groups were trained in bread production and bakery management. This bakery is the basis for our solar bakery project. As the current functioning of the bakery is not sustainable in many ways, this pilot project aims to transition the original wood-fired bakery into a solar-powered bakery through the use of solar ovens. By so doing, the project will help to reduce greenhouse gas emissions, eliminate the need for women to walk long distances in search of firewood, and help reduce deforestation in the local area. Thus, in addition to introducing an environmental friendly technology, this project introduces different socio-economic benefits, such as women's safety and health improvements, integration of marginalized groups, and job creation (delivery drivers, solar oven technicians, marketing consultants, bakers, etc). This Solar Bakery Project is financed by the Ministry for Foreign Affairs of Finland, the Austrian Development Cooperation and the UK Department for International Development (DFID). The project implementation is being overseen by the Energy and Environment Partnership of Southern and East Africa (EEP S&EA): <http://eepafrica.org>

1.3 The issue of this ITT along with supporting documentation marks the commencement of the ITT stage of the procurement process.

## **2. Purpose and scope of this ITT document**

- 2.1 The purpose and scope of this ITT and supporting documents is to:
- 2.2 Explain to Tendering Organisations the timetable and process for the remaining stages of the procurement;
- 2.3 Set out the requirements and provide details of the commercial, technical and legal provisions required by the Customer Organisation and to elicit a Response outlining Tendering Organisations' proposals to meet those provisions;
- 2.4 Provide Tendering Organisations with sufficient information to enable them to respond fully to this ITT with an offer capable of acceptance;
- 2.5 Explain the information required in Responses to this ITT and, through the details included with the supporting documents, provide guidance for Tendering Organisations' Responses;
- 2.6 Explain the administrative arrangements for the receipt of Responses; and
- 2.7 Set out the evaluation criteria that will be used to evaluate the Responses, and to identify Tendering Organisation(s) to perform the Services in the next stage of the procurement process.

## **3. The procurement process**

- 3.1 This procurement is being conducted under the Regulations. The Customer Organisation is following the restricted procedure that is provided for under that legislation. This procurement process is also subject to the conditions of tender set out at section 5 of this ITT.
- 3.2 The key dates for the remainder of the procurement procedure are set out in the table below (although the Customer Organisation reserves the right to vary key dates on notice to all Tendering Organisations).

<b>Event</b>	<b>Date</b>
Publication date	December 19 <sup>th</sup> 2013

End of queries	January 21 <sup>st</sup> 2014
Response Deadline	January 30 <sup>th</sup> 2014

3.3 You must submit your Response to this ITT by January 30<sup>th</sup> 2014 in accordance with the provisions of this ITT. The Customer Organisation reserves the right to extend the Deadline. Any extension granted will apply to all Tendering Organisations. The Customer Organisation reserves the right to reject any Responses received after the Deadline.

3.4 The Response to the ITT must be sent to the following address:

**R20 – Regions of Climate Action**  
**Attention: Mr. Jini Sebakunzi**  
**48 Chemin du Grand Montfleury**  
**CH 1290 Versoix, Geneva**  
**Switzerland**

3.5 Responses, all documents and all correspondence relating to the tender must be written in English.

3.6 On receipt of the Responses, the Customer Organisation will perform an evaluation of Responses, with a view to selecting a Tendering Organisation to perform the Services.

3.7 The Customer Organisation may, in its absolute discretion, require that you attend a meeting to discuss any aspect of your Response, or any other matter related to this ITT or the regulations we are referring to.

3.8 The engagement of the successful Tendering Organisation is subject to the formal approval process of the Customer Organisation. Until all necessary approvals are obtained and the standstill period is completed, no contract will be entered into.

#### **4. Instructions to Tenderers**

4.1 You may submit, by no later than January 21<sup>st</sup> 2014, any queries that you have relating to this ITT. Please submit such queries by email to

[jsebakunzi@regions20.org](mailto:jsebakunzi@regions20.org). Any queries should clearly reference any appropriate paragraph in the documentation and, to the extent possible, should be aggregated rather than sent individually. As far as is reasonably possible, the Customer Organisation will respond to all reasonable requests for clarification of any aspect of this ITT and supporting documents, if made before the above deadline. The Customer Organisation will aim to provide responses by January 21<sup>st</sup> 2014, after which time no further queries will be answered.

- 4.2 You must inform the Customer Organisation in writing if there is any change in control, composition or membership of your organisation or your consortium members subsequent to your expression of interest in this procurement process. The Customer Organisation reserves the right to disqualify you from the procurement process as a result of any such change.
- 4.3 You are reminded of the eligibility requirements that apply to this procurement process at all times. In particular, these include the provisions set out in Procurement Guidelines for EEP Projects adapted from the Finnish Act on Public Contracts (348/2007) and Finnish Government Decree on Public Contracts (614/2007). Any change in your eligibility must be notified immediately to the Customer Organisation in writing and may result in your disqualification from the procurement process.
- 4.4 You must state if you will be using any third party contractors to deliver the Services and ensure that all relevant terms and conditions are applied within any relevant sub-contract. You will be fully responsible as the prime contractor for all third party sub-contractors.

## **5. Conditions of Tender**

- 5.1 In submitting a Response to this ITT it will be implied that you accept all the provisions of this ITT including these conditions.
- 5.2 The Customer Organisation reserves the right to issue the response to any clarification request made by you to all Tendering Organisations unless you expressly require it to be kept confidential at the time the request is made. If the Customer Organisation considers the contents of the request not to be

confidential, it will inform you and you will have the opportunity to withdraw the request.

- 5.3 The information contained in this ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the Customer Organisation will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Customer Organisation.
- 5.4 By issuing this ITT, the Customer Organisation is not bound in any way to enter into any contractual or other arrangement with you or any other party.
- 5.5 It is intended that the remainder of this procurement will take place in accordance with the provisions of this ITT but the Customer Organisation reserves the right to terminate, amend or vary the procurement process by notice to all tendering organisations in writing. The Customer Organisation will accept no liability for any losses caused to you as a result of this.
- 5.6 You will not be entitled to claim from the Customer Organisation any cost or expenses that you may incur in preparing your Response irrespective of whether or not your tender is successful.
- 5.7 Any attempt by you or your appointed advisers to inappropriately influence the Contract award process in any way will result in your Response being disqualified. Any direct or indirect canvassing by you or your appointed advisers in relation to this procurement or any attempt to obtain information from any of the employees or agents of the Customer Organisation concerning another tendering organisation may result in disqualification at the discretion of the Customer Organisation.
- 5.8 The Customer Organisation reserves the right to disqualify you if you do not submit your Response in a manner consistent with the provisions set out in Instructions to Tenderers, Finnish Act on Public Contracts (348/2007), Finnish Government Decree on Public Contracts (614/2007) and Guidelines for Executions for Energy and Environment Partnership Programme with Southern & East Africa (EEP-S&EA).

5.9 Your Response should remain valid for acceptance for a minimum of 90 days from the date it is submitted.

## **Evaluation Criteria**

### **1. Technical specifications**

1.1 Each solar oven cannot be taller than 3 meters high when opened (with trailer) and 2.5 square meters wide at the top of the reflective area when open

1.2 Cooking chamber should be at least 0.2 cubic meters

1.3 A solar oven should have a trailer with wheels. The deck should not be wider than 2 square meters. Otherwise two people should be able to carry the trailer. In this case it should not weigh more than 10 kilograms

1.4 The amount of solar ovens ordered will depend on the technical specification of the equipment of the Customer Organisation

### **2. Selection of tenders**

2.1 The suitability of the candidates and tenderers shall be assessed in all tendering procedures, following indicated criteria linked to the tenderers' economic or financial standing, technical capacity, professional ability or following other objective and non-discriminatory criteria.

2.2 The following detailed information is required:

- a) Price per unit in Euros (€)
- b) Technical specifications
- c) An estimation of the amount of time it takes to bake a loaf of bread with your solar oven technology
- d) An estimation of the number of loaves of bread that one solar oven can bake simultaneously



- e) A list of country names where your solar oven technology is being widely used
- f) A list of languages the user manuals are available in
- g) Delivery period
- h) Detailed component guarantee period
- i) Expected life of the equipment
- j) Accessories included
- k) Potential manufacturing in Burundi or in the region
- l) Transportation fee (As the equipment needs to be installed in the rural Burundian town of Rutegama in Gitega Province, the transportation fee will also be part of the tendering procedure assessment.)

2.3 Short-listed bidders will be engaged in negotiations in relation to delivery period, guarantee or extended guarantee conditions, potential manufacturing in Burundi or in the region, payment terms, time to bake a loaf of bread, number of loaves of bread that can be simultaneously baked in the oven, countries the Tender Organisation has implemented the solar oven technology and the languages the user manuals are available in, etc. Thereafter R20 will enter into a contract with the successful bidder(s).

2.4 Candidates or tenders which do not satisfy the technical, financial, or other criteria to perform the contract shall be excluded from the competitive bidding.

### **3. Conditions of the contract**

3.1 The successful bidder (Tendering Organisation) will be paid half of the total amount once the contract will be successfully signed and the second half of the total amount upon delivery and installation of the three solar ovens in the Burundian town of Rutegama in Gitega Province.