

## ITB 2024-130: Design, Supply, Delivery, Installation, Test, Commissioning and O&M of Solar PV Plants at 11 Hospitals in Sierra Leone

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### Minutes of Pre-Bid Meeting

**ITB 2024-130:** Design, Supply, Delivery, Installation, Test, Commissioning and O&M of Solar PV Plants at 11 Hospitals in Sierra Leone

**Pre-bid Meeting Date and time:** 18 June 2024, 17:00 CEST (UTC +2)

**Venue:** Zoom Online Meeting - <https://seforall.zoom.us/j/87551487677>

#### 1. Project Overview

SEforALL gave a brief overview of the Hospital Electrification Project in Sierra Leone.

#### 2. Pre-Bid Meeting Attendees

The Pre-Bid Meeting was attended by the interested bidders as well as SEforALL representatives from HQ Vienna, Austria and Sierra Leone.

#### 3. Questions and Answers

The bidders have either submitted prior to the Pre-Bid Meeting or asked during the Pre-Bid meeting the following questions:

Table 1: Responses to requests for clarifications

No.	Reference No. or Bid Page No.	Question	SEforALL Response
1	Annex 1 - Summary of Site Requirements Section 3: Technical Specifications and requirements for the Works - 3.25 Inverter/Battery Room Page No: 18	The Tender Document says - "Inverter / Battery room can be sized and configured as required by the Contractor's system. The rooms must be supplied with an air conditioning system sized to maintain an average room temperature of maximum 25 deg C. Additionally the room must be equipped with fire suppression systems or equipment suitable for the proposed battery chemistry. Where possible the Contractor should maintain minimum 900m walkways within the room to allow for safe egress and equipment access for technicians." <i>Kindly clarify on the "900m walkway within the room."</i>	There is a typing error. It is 900mm.
2	Annex 1 - Summary of Site Requirements Section 3: Technical Specifications and requirements for the Works 3.25 Lightning Protection Page No: 18	The Tender Document says - "All distribution boxes must achieve a final earth resistance value of 15ohm maximum and PV equipment and transformers must achieve an earth resistance value of 10ohm maximum. Contractors are strongly advised to observe existing on site conditions as achieving the required earth resistance values may require multiple, varying strategies." <i>Kindly clarify on the -</i> <i>1. overall target earth resistance.</i> <i>2. No Information regarding the initial Soil resistivity. No site specific soil resistivity test report was provided. This will be required to design for the stated earthing requirement.</i> <i>3. Clarify should the earthing estimate be provided as per BOQ in Annex 4?</i>	The earthing resistance requirement is as stated in the RFP.  Any soil resistivity required to be conducted to achieve the desired earth resistance value, should be performed by the EPC contractor.  The earthing estimates need to be provided as per the BOQ format.
3	Annex 1 - Technical Specifications of Components Section 3: Technical Specifications and requirements for the	The Tender Document says - "3.20 Ground-Mounted Arrays - Ground mounted structures must be installed with a minimum clearance of 1 metre from grade." and "3.21 Carport-Mounted Arrays - Carport mounted structures must be installed with a	It is a typing error. The Ground mount structures must be installed with a clearance of 1m from the ground.

No.	Reference No. or Bid Page No.	Question	SEforALL Response
	Works Page No: 17	minimum clearance of 2.3 metres from grade." <i>Kindly confirm what the term "grade" is referring to.</i>	Carport structures should have a minimum clearance of 2.3m.
4	Annex 1 - Technical Specifications of Components Section 2: General Description of Works Page No: 11	The Tender Document says - "2.19 Roof Replacements and Major Repairs - SEforALL assumes that one roof replacement prior to the installation of any roof mounted PV arrays. The Contractor should include this works in their bid." <i>Please provide clarity on this assumption.</i>	As per the scope of the project the tin roof for all roof mounted systems is to be replaced.
5	Annex 1 - Technical Specifications of Components Section 2: General Description of Works Page No: 9	The Tender Document says - "2.7 Interconnection to Site and/or Building Electrical Distribution Systems - "The Contractor is responsible for the proper circuit sizing, overcurrent protection, and coordination of the circuit(s) beyond the point of connection, including modifications to the hospital's electrical equipment and circuits; all at the Contractor's expense." <i>Kindly clarify</i> <i>1. Does this include when no modification was made to the hospital's electrical equipment/ circuits beyond the point of interconnection? Please confirm.</i> <i>2. Clarify on the limits to the modification expected.</i> <i>3. Is the BOQ of this scope limited to the extent provide in Annex 4.</i>	Consider the BOQ for the following limited to the scope defined in Annex-4:  Lightning / Grounding System Building Retrofit Compound Distribution
6	Annex 1 - Technical Specifications of Components Section 3: Technical Specifications and requirements for the Works Page No: 12	The Tender Document says - "3.1 Operating Strategy and System Architecture - Systems must have the ability to connect and disconnect from the grid based on battery state of charge to ensure that minimum battery autonomy is maintained in case of grid failure." <i>Kindly clarify if this setup is rather meant to ensure MAXIMUM battery autonomy in case of grid failure?</i>	There should be a possibility to configure the system to maintain minimum SOC, in case of grid failure.

No.	Reference No. or Bid Page No.	Question	SEforALL Response
7	Annex 1 - Technical Specifications of Components Section 2: General Description of Works Page No: 11	The Tender Document says - "2.16 Minimum System Sizes (kW) in the Solicitation - The Contracting Party estimates the total PV system to be equal to the kWp values listed in the Site summaries (Annex 2) and will only accept a proposal that is no less than 10% smaller and no more than 10% larger than the estimates." <i>The -10% / +10% tolerance in the Annex 1 document clashes with the -5% / +10% tolerance in the Annex 2 document. Please confirm which to employ.</i>	Employ the ratio in annex 2 (-5%/10%)
8	Annex 2 - Summary of Site Requirements Section 1. SITE INFORMATION OVERVIEW Page No: 2	<i>Kindly confirm that we are adding the existing panels to new PV installation to get the total PV generation. And will the existing array structure still remain or be replaced, since we can't ascertain the current status.</i>	For sites where the existing PV is to be integrated with the new system, the existing array structure needs to remain as it is.
9	Annex 4- Required Bill of Materials (BOM)	<i>The Annex 4 provides a BoQ to refer to in the design of energy plants. Are the modifications as per the design criteria allowed since the provided BoQ may not be able to satisfactorily fulfil the tender objectives requirements. What are the allowances for BoQ modification?</i>	The BoQ is indicative of minimum requirement. Any modifications required to the BoQ in terms of components, the bidders may add or remove certain components as per their designs.
10	SEforALL Invitation To Bid - ITB 2024-130 Page No: 51	The Tender Document says - "Form of Bid Security (Bid Bond) - "BY THIS BOND [name of Bidder] as Principal (hereinafter called "the Principal"), and [name, legal title, and address of surety], authorized to transact business in Austria, as Surety (hereinafter called "the Surety"), are held and firmly bound unto SEforALL as Obligee (hereinafter called "the Purchaser") in the sum of [amount of Bond]3 [amount in words], for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents." <i>We have arranged to provide bid security through Zenith Bank</i>	<b>Bid Security</b> The bid security must be issued by an entity that is authorized to transact business in Austria. Banks that are not located in Austria are acceptable, if the bank has a recognized branch or a correspondent bank within Austria that can facilitate the payment.  The bid security must be payable in USD and under the jurisdiction of Austria. Please confirm that the issuing bank or surety is authorized to operate within Austria. This means the

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		<p><i>(Sierra Leone) which has correspondent bank in US as City Bank. Will the bid security from Zenith Bank Sierra Leone be accepted as the tender document specifically mentions that the bid security should be from a bank that is authorized to transact in Austria?</i></p>	<p>bank or surety is subject to the local jurisdiction and its regulations.</p> <p>The bid security must be submitted in original hard copy for legal validity and record-keeping purposes. As part of your bid, please include a soft copy of the bid security. The hard copy of the bid security can arrive at SEforALL HQ Vienna after the deadline. After the receipt of the hard copy, SEforALL will review and verify the authenticity of the bid security.</p> <p>Alternatively, bid securities can also be provided electronically if they are accompanied by digital signatures and certifications that ensure their authenticity and enforceability.</p> <p>Electronic bid securities, such as digital bonds are accepted by SEforALL.</p>
11	SEforALL Invitation To Bid - ITB 2024-130 Section Clause 3.1 Page No: 26	<p>The Tender Document says - "Clause 3.1 - Submission of audited balance sheets, for the last three [3] years to demonstrate the current soundness of the Bidders financial position and its prospective long-term profitability. Net worth of firm should be positive."</p> <p><i>Could one of the JV partners fulfil the criteria relating to the Historical Financial Performance over past three years or does it absolutely need to be both entities?</i></p>	<p>At least one of the JV partners must fulfil the criteria. Normally, the lead firm is also the financially stronger firm.</p>
12	SEforALL Invitation To Bid - ITB 2024-130	<p><i>Could you please confirm which contracting best practices standard for EPC Contract Management is being used for this particular tender (Ex. FIDIC).</i></p>	<p>SEforALL will upload the Model Turnkey Contract to the website. The contract will be based on best practices applied by the UN and FIDIC.</p>

No.	Reference No. or Bid Page No.	Question	SEforALL Response
13	Annex 2 - Summary of Site Requirements Page No: 1 -1 1	<u>As per the Tender document, nine out of eleven sites require a Battery / Inverter Room to be supplied. Is the Battery / Inverter room containerization (with HVAC and safety) of BESS within scope and can it be included as a separate cost item in the bid?</u>	The battery/Inverter room can be either containerized or constructed with (HVAC and safety).  It needs to be added as a separate cost item.
14	Annex 2 - Summary of Site Requirements Page No: 2 - 3	<u>As per the Tender document, two out of eleven sites expect PCS &amp; BESS to be installed in "Battery / Inverter Room: Existing – Located within main building". Is the Battery / Inverter room designed with HVAC to maintain operating temperature and facilitate safe and long-life battery operation? If not, is it included in the scope of the bidder?</u>	Yes, any modifications required to make operating temperature and facilitate safe and long life of battery, are within the scope of the bidder.
15	Annex 1 - Technical Specifications of Components Section "Detailed Component Level Requirement" Page No: 29	The Tender Document says - "9. The entire system detail civil work design shall be provided. (design of solar array system, battery storage and inverter module)" <u>1. Kindly clarify on the specific output expect.</u> <u>2. Also, for such level of details, input such as SOIL TEST, clarify if this is required at this stage.</u>	The detailed component level drawings shall be part of the actual contract.  In the tender stage, basic drawings such as SLD's and generic solar panel layout may be enclosed.
16	Annex 1 - Technical Specifications of Components Section "Detailed Component Level Requirement" Page No: 28, 29	The Tender Document says - "DOC-1 Product Data: Submit manufacturer's product data for each system proposed for use. Include the following: 1. Signal and operating fixtures, operating panels and indicators. 2. Solar array dimensions and layout. 3. Junction box details (if necessary) 4. Charge controller or Solar Inverter electrical characteristics, interface requirements and other relevant technical documents needed for evaluation. 5. Battery cell details 6. Battery module details 7. Inverter details	The details are to be provided as part of the post contract.

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		<p>8. Details of cables and busbars used in the entire system.            9. The entire system detail civil work design shall be provided. (design of solar array system, battery storage and inverter module)"</p> <p>DOC-2            Shop Drawings: Submit approval layout drawings. Include the following:            1. Panel sizes and drawings.            2. Solar array layout diagram.            3. Electrical connection diagrams.            4. Battery storage module assembly diagram            5. Inverter module assembly diagram"</p> <p>DOC-3            Operations and Maintenance Manuals:            Provide manufacturer's standard operations and maintenance manual."</p> <p><u>Are the Requirements in the "Technical Documents to be Submitted" section of the Detailed Component Level Requirement expected to be produced at the bidding stage or do they relate to post-contract stage?</u></p>	
17	Annex 1 - Technical Specifications of Components Section "Detailed Component Level Requirement" Page No: 19 - 30	<p>The Tender Document says - "Bidders shall follow the following specific guidelines in responding to each requirement stated in the table by indicating:            FC = Full Compliance            PC = Partial Compliance            NC = No Compliance            In the 'Remarks' section, bidders must indicate how they fully comply, partially comply, or not comply with the stated requirements. Bidders that only put FC, PC, or NC but do not explain how they comply with the stated requirements will be</p>	Yes, the Detailed Component Level Requirement sheet to be submitted at the bidding stage.

No.	Reference No. or Bid Page No.	Question	SEforALL Response
		considered NOT COMPLIANT." <u>Is the Detailed Component Level Requirement sheet to be submitted at the Bidding stage or post-contract stage?</u>	
18	Annex 4 - Required Bill of Materials (BOM)	On the "# of Times Replaced in 10 years" column stated with Numbers, can you tell us where it stated in the number of in percentage. Because due to calculation the numbers are big. Due to not make it over costing can you explain for us the consideration?	Please use the revised values to calculate the spare parts (see Table 2 in the end of the document).
19	Annex 4 - Required Bill of Materials (BOM)	On installation and labor row it implies for some site more than one quantity, can you describe for us what it implies? As long as it's one site is it should not be a total price/ lump sum price.	Please disregard these quantities and use the template <i>Schedule No. 3: Site-Wise Cost Breakdown - Project Management</i> sub-section in the main RFP document and provide a lump-sum price per site.
20	Annex 1 - Technical Specifications of Components, Page 26	One the technical specification Voltage regulator is stated. However, on the BOQ there is no Voltage regulator on the list, should we leave it or should we include it to our price?	Please add it in the BoQ for the respective sites where a AVR is a requirement.
21	Eligibility Criteria for International Companies	The current tender document states that only Sierra Leone companies or joint ventures with Sierra Leone companies are allowed. Can the tender allow international solar companies that fulfill the eligibility criteria to participate if they partner with local specialized subcontractors instead of forming a JV with Sierra Leone companies?	Yes, a local company (with demonstrated proof for operations in Sierra Leone) can either be a subcontractor or a partner under a JV.
22	Bid Submission Deadline Extension	Given the comprehensive nature of the bid preparation, would it be possible to request an extension of the bid submission deadline by 45 days to ensure all documentation and requirements are thoroughly met?	No extension of the bid submission is foreseen.
23	Bank Guarantees from Foreign Banks	Can the tender allow bid guarantees and performance securities to be issued by reputable banks from any country, Ex Kenya or India, provided they meet the necessary criteria and are enforceable?	Please see Q.10.



No.	Reference No. or Bid Page No.	Question	SEforALL Response
24	Clarification on Tax and Legal Certificates	The tender requires a valid NRA Tax Clearance certificate and a valid NASSIT Clearance certificate. For international companies, would similar tax compliance certificates from their home countries be acceptable, or must these certificates specifically be from Sierra Leone authorities?	If an international company leads the consortium with a local partner, then it should present both the tax compliance certificates from their home country and the registration certificate of the Sierra Leonean company.
25	Submission of Multiple Bids	The tender document mentions that a bidder cannot submit more than one bid individually or as a partner in a JV. Can a company participate in multiple bids if they act as a subcontractor in some and as a primary bidder in others?	No, any company should submit only one bid, independently on whether they act as a subcontractor or as a primary bidder in a JV.
26	Details on Performance Security	Could you provide more details on the form and conditions of the performance security? Specifically, are there any acceptable formats or templates that we should adhere to, and is there flexibility in the issuing institution if it meets the outlined requirements?	The performance security will be part of the post contract stage. This will be discussed with the selected bidder(s).
27	Site Visit Arrangements	While site visits are not planned during the bidding phase, can we get detailed site information and virtual walkthroughs or any additional visual documentation to better understand the project sites?	Site visits are not foreseen. The bidders should prepare the bids as per the information already provided in the bidding documents.
28	Insurance Requirements	The tender mentions the need for insurance at 110% of the equipment value. Could you clarify if this insurance must be from a local Sierra Leonean insurer or if international insurance policies are acceptable?	International insurance policies are accepted.
29	Local Content and Employment	The tender emphasizes compliance with the Local Content Act and the GEWE Act. Can you provide more specific guidelines or examples of how previous projects have successfully met these requirements?	The essential requirement is:  Local Content: Association and involvement of a Local Partner for the bid application.  GEWE Act: Show that the organisation has a ratio of 70:30 for male to female employees.

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30	Technical Design and Specifications	Are there specific technical design templates or detailed specifications provided by SEforALL that we need to adhere to, or is there flexibility in proposing alternative designs that meet the overall project goals?	The Annex 1 - Technical Specifications of Components provides templates that need to be filled. Additionally, the bidder should draft a technical proposal to include all content required to meet the technical evaluation criteria. The technical specifications are output-based; the bidder should provide the technical design (e.g. AC- or DC-coupled) and choose the components that meet the technical specifications in Annex 1.
31		For the financial (turnover) requirements, can a parent company's (outside Sierra Leone) financial statements suffice to meet the requirements?	Financial requirements should be met by at least one partner, the Lead, which can be an international firm.
32		Can the bid security be from a commercial bank outside Sierra Leone?	Please see answer to Q.10.
33	ITB document - Section 3 - 4.2(d)	Can you please provide a specific name for 'Technical Proposal Document' required to "Demonstrate familiarity with all mini grid regulations in Sierra Leone as specified by the Sierra Leone Electricity Water Regulatory Commission Act 2019"	Familiarity with any regulations can be demonstrated through past experiences of the bidder gained in projects previously carried out.
34		Where can we find the loads for each of the hospitals?	See Annex 5 – Concept design report for the load profiles of each site.
35		For ground-mount solar PV arrays, does SE4All have specific preference between factory pre-fabricated structure members and locally on-site fabricated structures.	The proposed structures should meet the minimum requirements set in Annex 1
36		In terms of the solar PV system scope should we provide for genset auto-operation depending on solar PV system power availability?	New gensets are out of the scope of this RFP. The existing gensets can be used in the design for overall power availability but they cannot charge the batteries.
37		What will be the procedure for the site visit, in terms of getting access to assessment of key facilities and systems, seeing as they it not mandatory as per the tender documents?	Site visits are not foreseen. The bidders should use the information already provided in the bidding documents to prepare their bids.

No.	Reference No. or Bid Page No.	Question	SEforALL Response
38		SE4All is agreeable to solar PV array capacities that are not less than 10% and no more than 10% larger – please clarify especially how the evaluation criteria will take care of cost difference between bidders are a result of this?	The bidders are encouraged to follow the values in the BOQ, or close to those, that will allow to provide a sound design. The total price will be evaluated. Please note that the financial evaluation counts 25 points, while the technical proposal 75 points.
39		In view of the purpose that a bid security serves, will you accept a Letter of Credit from a credible bank in place of a bid security?	Please see answer to Q.10.
40		In view of the purpose that a bid security serves, will you accept a Letter of Credit from a credible bank in place of a bid security?	Please see answer to Q.10.
41		Can explain the working strategy for the system and the grid given that the generators will not charge the batteries.	Please refer to Annex 1 – Technical Specifications of Components / Section 3.1 Operating Strategy and System Architecture.
42		If you are based in an African country but newly expanded to Sierra Leone, can we still submit our tax returns from the original African country seeing as activities are not fully operational yet in Sierra Leone	Yes.
43		Can the Bid Security also server as Bank Guarantee for advance payment?	Please see answer to Q.10.
44		Are there currently any security concerns at the various sites?	There are no security concerns in any of the sites

Table 2: Updated quantities for estimation of spare parts

Item	Unit	old value	new value
<b>Solar Plant</b>			
Modules	kWp	0,1	2%
Mounting Structure --- Ground Mount	kWp		
Mounting Structure --- Car Port	kWp		
Mounting Structure --- Roof Mount	kWp		
Lithium Iron Phosphate Battery (LiFePO4)	kW-hr Useable	0,25	2%
Inverter Capacity (Min AC Output)	kW	0,6	3%
Remote Monitoring Equipment	Ea	1	18%
<b>Lightning / Grounding System --- Estimated Minimum Material Quantities</b>			
16mm <sup>2</sup> single cable	m		
70mm <sup>2</sup> single cable - copper	m		
Copper clad conductor	m		
Lightning Rod - 3m	Ea	0,5	5%
Earth Rod w/clamp	Ea		
<b>Building Retrofit --- Estimated Minimum Material Quantities</b>			
1.5mm <sup>2</sup> twin cable	Roll	1	5%
2.5mm <sup>2</sup> twin cable	Roll	1	5%
10mm <sup>2</sup> single cable (earth) - copper	m		
One gang switch	Ea	1	5%
Two gang switch	Ea	1	5%
Three gang switch	Ea	1	5%
Single Socket	Ea		
Double sockets	Ea		
Six way distribution box (1P)	Ea		

Item	Unit	old value	new value
Twelve way distribution box (3P)	Ea		
Earth Rod - 1.2m	Ea		
LED Light Bulb - Min 10W	Ea	2	5%
<b>Compound Distribution --- Estimated Minimum Material Quantities (Contractor to develop full BOM based on their proposed Design)</b>			
LED Spotlight - Min 30W	Ea	2	5%
Distribution Pole - 9m	Ea		
Distribution Pole - 9m --- Class 5	Ea		
Tension Clamp	Ea		
Suspension Clamp	Ea		
Feeder Pillar - 400A	Ea		20%
Feeder Pillar - 200A	Ea		5%
Panel Board - 200A	Ea		5%
Changeover - 3P - 200A	Ea		5%
Disconnect - 3P -200A	Ea		5%
Changeover - 3P - 100A	Ea		5%
Disconnect - 3P -100A	Ea		5%
4x95mm <sup>2</sup> ABC - Aluminum	m		
4x35mm <sup>2</sup> ABC - Aluminum	m		
4 x 35mm <sup>2</sup> PVC/PVC - Copper	m		
2 x 35mm <sup>2</sup> PVC/PVC - Copper	m		
2 x 16mm <sup>2</sup> PVC/PVC - Copper	m		
4x95mm <sup>2</sup> SWA - Copper	m		
4x70mm <sup>2</sup> SWA - copper	m		
4x35mm <sup>2</sup> SWA - Copper	m		
Installation and Labour	Ea		



Item	Unit	old value	new value
Transformer - 1MWp	Ea		
LV Panel - 1MWp	Ea		



#### 4. Closure

The Pre-Bid Meeting was adjourned at **18:20 CEST (UTC +2)**.