***Terms of Reference (TORs) for Hiring of a Designated Operational Entity (DOE) for Verification/Certification of Certified Emission Reductions (CER) of Quaid-e-Azam Solar Power (Pvt.) Limited***

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# Introduction & Brief Description of the Project

Quaid-e-Azam Solar Power (Pvt.) Ltd, a company wholly owned by the Government of Punjab, Pakistan, has constructed Pakistan’s first ever 100MWp ­DC Solar Power Plant in Quaid-e-Azam Solar Park, Cholistan, Bahawalpur. The project has been developed using poly-crystalline photovoltaic cells without any backup generators and generating 100% clean energy feeding into the national grid.

The 100MW project is installation of a new power plant at the site and is not a capacity addition, retrofit, or replacement of any other existing plant. So the current baseline scenario is the energy that is being fed into the national grid through other power plants, the details are provided in the Draft Project Design Document (PDD), and the project scenario is a clean Greenfield power plant that is generating energy and supplying it to the national grid through National Transmission and Dispatch Company (NTDC).

The project achieved its COD (Commercial Operations Date) on 15-July-2015 and generating around 160 GWh of electricity on average. The registration process with CDM executive board was completed on 22-February-2018 (details can be checked following weblink <https://cdm.unfccc.int/Projects/DB/RWTUV1493361547.6/view>) . The crediting period of one year has been completed on 21-Feb-2019 already.

The project is also impacting the environment of the overall region by reducing pollution through plantation and other activities in the vicinity surrounding the project by developing communities and growing vegetation in the project area.

Moreover, the most significant improvement the project is the generation of electricity itself that is helping in the reduction of load shedding and the energy crisis to some extent and provision electricity to the local population. The entire solar park in the long run will lay a critical role in attempting to bridge the supply demand gap that the country is facing at the moment.

* **Host Party**

Islamic Republic of Pakistan

* **Location of the Project Activity**

Cholistan, Bahawalpur, Punjab

* **Sectoral Scope & Methodology Used**

1:Energy Industries (renewable-/non-renewable sources)

* **Methodology Used**

ACM0002\_ver.17 – Large-Scale Consolidated Methodology for Grid-Connected Electricity Generation from Renewable Sources

# Objectives

The objective of hiring of the [designated operational entity](http://www.cdmrulebook.org/62.html) (DOE) is to verify/certify project activities. To carry out the verification, the DOE must verify that the project meets certain basic [eligibility](http://www.cdmrulebook.org/413.html) requirements, consult with [stakeholders](http://www.cdmrulebook.org/374.html), and finally provide a [request](http://www.cdmrulebook.org/109.html) for verification/certification to the Executive Board in the form of a verification report after which the Carbon Emission Reductions “CERs” would be issued by CDM Executive Board.

# Scope of Work

Validation and Certification of the Carbon Emission Reductions CERs as per the requirements of CDM Executive Board and submission of the report to the Executive Board for verification.

The designated operational entity shall:

1. Maintain confidentiality of the documents as required by the client before making the PDD public.
2. Inform project participants of its determination on the verification of the project activity.

Notification to the project participants will include:

1. Confirmation of verification and date of submission of the verification report to the Executive Board; or
2. An explanation of reasons for non-acceptance if the project activity, as documented, is judged not to fulfil the requirements for verification;
3. Submit to the Executive Board, if it determines the proposed project activity to be valid, a request for verification in the form of a verification, the written approval of the host Party, and an explanation of how it has taken due account of comments received.
4. Provide support and follow-up till final issuance of CERs by CDM executive board.

# Deliverables

* Monitoring Report and publication on CDM website.
* Draft Verification/Certification Report
* Final Verification/Certification Report

# Requirements for the Proposal

The proposal submitted by the company shall include:

1. A timeline for the tasks to be completed during verification/certification.
2. Number of key persons deployed for the verification/verification and their résumés (Team deployed for the assignment cannot vary during the period of the assignment).
3. Brief company profile.
4. A list of CDM projects validated by the company to date.

# Conditions of Tender

The DOEs registered with Executive Board of CDM are eligible to apply for this tender. The DOEs having no operations in Pakistan, may apply through their associate or partner firms in Pakistan.

The single stage single envelop method under PPRA 2014 will be used for evaluation.

The proposal will be evaluated on Least Cost Method:

# General Conditions

# Scope of Bid

* 1. The Employer / Purchaser / Owner wishes to receive bids as described in the Bidding Documents.
	2. **Scope of Work:** The scope of work shall be the same as defined in the bidding document.
	3. The successful bidder will be expected to complete the Scope of work within the period stated in bid documents.
	4. Throughout this bidding documents, the term “bid” and “tender” and their derivatives (“bidder/tenderer”, “Bid/tendered/tender”, “bidding/tendering”, etc.) are synonymous, and day means calendar day. Singular also means plural.

# Eligible Bidders

* 1. Bidders who provide documents establishing Bidder’s Qualification
	2. Bidder shall, as part of their bid, submit a written power of attorney authorizing the signatory of the bid to commit the bidder.
	3. Pursuant to Bid Evaluation Criteria specified in Invitation for Bids (IFB), the bidder shall furnish all necessary supporting documentary evidence to establish the bidder’s claim of meeting the BEC.
	4. The bidder shall furnish, as part of his bid, documents establishing the bidder’s eligibility to bid and his qualifications to perform the contract if his bid is accepted.
	5. The documentary evidence of the bidder’s qualifications to perform the contract if his bid is accepted, shall establish to the owner’s satisfaction that, the bidder has the technical and productions capacity necessary to perform the contract.
	6. The invitation of bid is open to any bidder registered as DOE with Executive Board of CDM.
	7. A bidder shall not be affiliated with a firm or entity:
		1. That has provided consulting services related to the work to the owner during the preparatory stages of the works or of the project of which the works form a part, or
		2. That has been hired by the owner as engineer/consultant for the contract**.**
	8. The bidder shall not be under a declaration of ineligibility by owner for corrupt or fraudulent practices.
	9. The bidder shall not be blacklisted by any Government Department / Public Sector on the due date of submission of bid. If the documents were issued inadvertently / downloaded from website, offers submitted by such bidders shall not be considered for opening / evaluation / award.

# One Bid Per Bidder

* 1. A bidder shall submit only one bid in the same bidding process. A bidder who submits or participates in more than one bid will cause all the proposals in which the bidder has participated to be disqualified.
	2. Alternative bids are not acceptable.
	3. Bids From Consortium: Applicable if DOE has no registered office in Pakistan and is applying through its associate or partner firm.

# Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid, and owner, will not be responsible or liable for this cost, regardless of the conduct or outcome of the bidding process.

# Site Visit

* 1. The bidder may visit and examine the site of works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid. The costs of visiting the site shall be at the bidder’s own expense. However, the local transportation shall be provided by Owner during site visit.
	2. The bidder and any of its personnel or agents will be granted permission by the owner to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the bidder, its personnel, and agents will release and indemnify the owner and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

# Language of Bid

* 1. The bid prepared by the bidder, all correspondence documents relating to the bid exchanged by the bidder with the owner shall be in English language alone provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation, in which case, for the purpose of interpretation of the bid, the English translation shall govern.
	2. In the event of submission of any document / certificate by the bidder in a language other than English, the English translation of the same duly authenticated by Chamber of Commerce of bidder’s country shall be submitted by the bidder. Metric measurement system shall be applied.

# Bid Prices

* + 1. Prices quoted should be inclusive of fee towards complete scope of work, all taxes, duties, levies, license fees, and payments towards third party charges towards surveys etc. including all taxes and duties. Conditional discount, if offered, shall not be considered for evaluation
		2. The cost of any other item / services, which are considered necessary for completion of the job, is deemed to have been included in the lump-sum prices.
		3. Prices quoted by the bidder shall be firm and fixed during the bidder’s performance of the contract. A bid submitted with an adjustable price quotation will be treated as non- responsive and rejected.
		4. Bids can only be quoted in Pakistani Rupees.
		5. Prices shall be written both in words, and in figures. In the event of difference, the price in words shall be valid and binding.
		6. Bidder shall be solely responsible for ascertaining all types of taxes and duties applicable for providing the services as mentioned in the scope of work.
		7. Quoted prices shall also be inclusive of all costs towards carrying out any surveys, travel to Pakistan, site visits by its personnel, stay in Pakistan, boarding, lodging, incidental expenses etc. required for Scope of Work.

# Period of Validity of Bid

* 1. The bid shall remain valid for acceptance for Three (03) months from the bid due date. Owner shall reject a bid valid for a shorter period being non-responsive. The bidder shall not be entitled during the said period of 03 months, to revoke or cancel its bid or to vary the bid given or any term thereof.
	2. In exceptional circumstances, prior to expiry of the original bid validity period, the Owner may request that the bidder extend the period of validity for a specified additional period. The requests and the responses thereto shall be made in writing (by fax/post/e-mail). A bidder agreeing to the request will not be required or permitted to modify his bid.

# Payment Mechanism

The payment mechanism for the project would be as under:

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| --- | --- |
| Publication of Monitoring Report on CDM website | 20% |
| Issuance of Draft Verification Report | 40% |
| Issuance of Final Verification Report and CERs by CDM | 40% |

 However, if at any point in time, in the initial phases of the project, it becomes apparent that the project cannot qualify for CERs, the Validator shall inform the Client there and then, resulting in the termination of the contract with a payment of 20% of the total contract amount to the Validator.