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United Palestinian Appeal (UPA)

Bid Document

Supply and Installation of a Solar Energy System

Bid No: 2026 - 10187 - 01 - Solar Energy - West Bank

This Bid Document includes the Following:

Invitation to Bid

Section A: Instructions to bidders

Section B: Contract Terms and Conditions

Section C: Bill of Quantities – BoQs

Company Name: _____

Address: _____ Registration VAT No: _____

Tel: _____ Fax: _____ Mobile: _____

Email: _____

Name & Signature (Stamp): _____

30 June 2026

transforming lives, empowering communities

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Invitation to Bid

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Bid No: 2026 - 10187 - 01 - Solar Energy - West Bank

Date: 30 June 2026

United Palestinian Appeal, Inc. (UPA), a 501(c) (3) New York-registered non-profit organization, with headquarters in Washington, DC. Established in 1978 by Palestinian-American professionals, UPA was conceived as a non-political, non-sectarian organization that would help Palestinians meet their relief and development needs.

UPA is currently implementing the project titled “Solar Energy at the Elderly Home in Ramallah” and invites bids from eligible and qualified bidders legally registered in Palestine and authorized to supply, install, test, commission, and hand over solar energy systems. Bidders must demonstrate previous experience in similar projects.

The solar energy system shall be supplied, delivered, installed, tested, commissioned, and handed over at the newly built Elderly Home in Ramallah (Al Jadwal area, Al Tireh, next to Ziad Abu Ein School - Ramallah). The bidder shall be fully responsible for all costs, procedures, permits, transportation, labor, equipment, civil, mechanical, and electrical works required for the successful completion of the project, in accordance with the bid document, technical specifications, Bill of Quantities (BoQ), and contract requirements. In addition, the successful bidder shall be responsible for issuing a zero-VAT invoice, where applicable.

Interested bidders are encouraged to attend a site visit and thoroughly review the Bid Documents before preparing their submissions. The site visit is scheduled for **Tuesday 7 July 2026 at 10am** at the project location.

Bids will be evaluated based on compliance with the technical requirements, bidder qualifications, delivery schedule, and financial competitiveness. UPA reserves the right to award the contract to the most responsive and responsible bidder.

Deadline for Bids Submission:

On or before Thursday, 16 July 2026, at 12:00 Mid-Day, Palestine time. Note: In any way, late bids will not be accepted.

Means of Submission:

One soft copy by email to bids@upacconnect.org, and one hard copy in a sealed and stamped envelope to UPA office in Ramallah. No phone calls.

Section A: Instruction to Bidders

1. Bids Preparations

Cost of Bidding:

The bidders should include all the costs of the preparation and submission of their bids in their price offers.

Bid Pricing:

- Prices shall be quoted in USD.
- Prices shall include all costs related to supply, transportation, installation, testing, commissioning, training, and handover of the solar energy system to the Elderly Home in (Al Jadwal area, Al Tireh, next to Ziad Abu Ein School - Ramallah)
- Prices shall be quoted exclusive of VAT.
- Prices shall remain fixed throughout the bid validity period and contract implementation period.
- The successful bidder shall be responsible for issuing all required tax documentation, including zero-VAT invoices where applicable. They shall coordinate with UPA procurement and contracts department to follow up on the ZERO VAT Procedures. UPA will attempt to obtain 0%VAT for WB vendors; if 0% VAT is not obtained the VAT will be included in the contract.

Mandatory Requirements:

على الشركات المتقدمة تقديم المستندات الإلزامية التالية مع عرض السعر حتى تكون مؤهلة للمنافسة

- The bidders should submit their bids as per the following: one soft copy by **email** to bids@upaconnect.org, and one hard copy in a sealed and stamped envelope to UPA office in Ramallah.
- The subject of the email should be formatted as: **Company Name_ Bid No: 2026 - 10187 - 01 - Solar Energy - West Bank.**
- Delivery dates (in calendar weeks) should be clearly mentioned in the designated place in the table of quantities.
- All documents should be contained in one zipped file.
- The bidders should sign and stamp all bid documents pages, including the Contract Terms and Conditions and Bill of Quantities (BoQs) document that should be completed and returned as a (pdf file) as well.
- Official Company Registration Documents.
- Valid "Deduction at Source" certificate.
- Company Bank Account details (USD).
- Summary of company's performance including a record of previous similar activities.
- Bid Entry Bank Guarantee with 5% of the bid value (Scanned Copy should be included in the documents). And the original should be submitted and delivered to UPA office in Ramallah on the following address:
Rukab Building, 5th floor, Sa'd Sayel Street, Ramallah, Palestine.
- Personal Bank checks will not be accepted.

Bids Validity, Clarifications & Responsibilities:

- The bids submitted should be valid for 120 calendar days from the deadline of bids submission.
- If the validity of bids is expired due to un-expected circumstances. UPA shall request from the bidder(s) in writing to extend the validity of their bids without changing/modifying their prices. If the bidder(s) request to change the offered prices, UPA reserves their right to cancel the bidder's offer.
- All bidders must assure the completeness of all documents and requirements. The bidder holds responsibility for any missing information in the Bill of Quantities (BoQs) or any other document.

Special Requirements:

- Incomplete bids may be rejected by the UPA Evaluation Committee.
- Bidders shall provide technical brochures/catalogues, certificates of origin, manufacturer authorization letters (where applicable), and any relevant quality, compliance, or certification documents for the proposed solar energy system and its major components.
- The installation location of the solar energy systems will be the Elderly Home in Ramallah (**Al Jadwal area, Al Tireh, next to Ziad Abu Ein School - Ramallah**)
- **The bidder must be legally registered in Palestine and authorized to supply and install solar energy systems.**
- **The bidder shall be responsible for all civil, mechanical, electrical, testing, commissioning, and handover works necessary for the complete operation of the system.**
- **Interested bidders are encouraged to join a site visit and thoroughly review the bid documents.**
- **The site visit is scheduled for Tuesday 7 July 2026 at 10am.**
- **The proposed solar energy must comply with the standards set by the Standards Institution of Palestine**
- **Unit price of solar energy should include all costs related to the required special conditions, civil, mechanical and electrical works that are clarified in the BoQ section.**

Deadline of Bids Submission:

- Bids must be received by UPA through email and by hand no later than the date and time specified in the bid invitation.
- UPA may, at its discretion, extend the deadline for the submission of bids or repeat the bid, any time at its discrete decision.
- **Late Bids:** UPA shall not consider and will reject any bid that arrives after the deadline of submission of bids (or as extended by UPA to secure sufficient number of offers or any other reason based on UPA sole decision).

2. Bids Evaluation Process

Confidentiality and Conflict of Interest:

- No information will be given about prices, items, or bidders responding to this bid.

- Any effort by a bidder to influence UPA in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of their Bid.

Bids Clarifications:

- During the evaluation stage, the evaluation committee may send a request for clarifications in writing to the bidder to clarify their bid to assist in the examination, evaluation, comparison, and post qualification of the bid. If the submitted response by the bidder in respect of their bid is not in response to UPA's request, the bidder offer shall not be considered.
- It is not allowed for the bidder to change any of their offered prices EXCEPT to confirm the correction of errors found by UPA in the evaluation of the bids.

Responsiveness of Bids & Evaluation Factors:

If any of the following required documents or information are missing, the offer may be rejected based on UPA's sole discretion:

في حال لم تقم الشركة المتقدمة بتقديم المستندات الإلزامية التالية، أو لم تكن تلك المستندات مطابقة لما هو مطلوب، قد يتم استثناء الشركة من المنافسة

- The bid documents (all pages) as well as the BoQ section should be signed and stamped and returned with the bidder 's offer.
- Official Company Registration Documents.
- Valid Deduction at Source certificate.
- Price per item should be typed (NO handwriting).
- A Bank guarantee with 5% of the bid value (Scanned Copy). The original copy should be submitted in hand at UPA's office in Ramallah.

Bids will be evaluated based on:

- Administrative compliance
- Technical compliance
- Relevant experience and qualifications
- Delivery schedule
- Financial competitiveness

UPA is not obligated to award the contract to the lowest-priced bidder and reserves the right to award the most responsive and responsible bidder.

Correction of Errors:

Errors will be corrected based on:

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price by the quantity, **the unit price shall prevail** and the line-item total shall be corrected, unless in the opinion of UPA there is an obvious misplacement of the decimal point in the unit price or it is clearly and debatably non-logical, in which case the line-item total as quoted shall govern and the unit price shall be corrected.
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an error, in which case the amount in figures shall prevail subject to the previous point.
- No scratches, alterations, or any other form of damage to the bid document are permitted. Any bid document found to have scratches or alterations may be considered void and rejected from the bidding process.

- If bidders need to include any notes, comments, or clarifications regarding the BoQs, it is required that these are added in the notes/comment's column in the BoQ section only which is provided specifically for this purpose.
- If the bidder that submitted the lowest price does not accept the correction of errors, then its bid shall be rejected.

Cancellation of the bid:

UPA reserves the right to reject/cancel any bid or reject all bids at any time prior to contract award, without thereby incurring any liability to bidders, or any obligation to inform bidders of the grounds for the UPA decision/action.

3. Contract Award

Notification of Award (Letter of Award):

- UPA may not notify all bidders of the status of their offers before the expiration of bids validity period.
- UPA will consider a Letter of Award as a binding contract, the bidder(s) should deliver a performance guarantee accordingly.

Performance Guarantee:

The successful bidder(s) should deliver a performance guarantee within the period specified in the Letter of Award, and it will be considered as a pre-condition for signing the contract. The unconditional bank guarantee should be 10% of the total contract award. The Performance Guarantee shall remain valid until completion of all supply, installation, testing, commissioning, and handover works under the contract

Signing the Contract:

The successful bidder will sign the contract within 10 calendar days of receiving the Letter of Award. UPA expects the winning bidder to start working on the contract implementation immediately.

Notification to Unsuccessful Bidders:

UPA will notify in writing all unsuccessful bidders, upon finalizing and signing the contract with the successful bidder.

Section B: Contract Terms and Conditions

1. Contract Implementation Requirements

General Requirements.

- Prices shall be quoted in USD, exclusive of VAT, and shall remain fixed and firm throughout the contract period.
- Prices shall include all costs required to fully implement the project in accordance with the technical specifications, BOQ, and contract requirements.
- Only prices submitted in the attached BOQ shall be considered.
- **Delivery timeline:** The expected delivery period and timeline is a mandatory requirement. However, the **shortest delivery period** proposed by the bidder (s) will be

considered as a major criterion in evaluating the offers. All factors such as holidays, security situation, etc. should be taken into consideration when giving delivery dates.

- Delivery and implementation activities shall be coordinated with UPA.

Successful Bidder Responsibilities:

- The successful bidder shall be solely responsible for all supply, installation, testing, commissioning, and handover work under this bid, including all civil, structural, and ancillary works required for the installation of the solar panels.
- All work shall be executed in a professional manner and in full compliance with the applicable technical requirements, without causing any damage to the existing building, whether internally, externally, or on the roof.
- The successful bidder shall take all necessary precautions to protect and isolate the installation area, and shall repair, at its own expense, any damage resulting from the execution of the works, restoring all affected areas to their original condition prior to installation.
- The successful bidder shall also be responsible for connecting and integrating the solar system with the existing electrical panels of the building, coordinating with the relevant electricity company for system energization and operation, and obtaining all permits, approvals, and licenses required for the proper execution and lawful operation of the system.

Inspection and Acceptance:

- All supplied equipment and services must comply with the technical specifications contained in the BoQ and technical annexes.
- UPA has the right to refuse any supplied quantities that are not consistent with the bid documents and conditions. UPA has no liabilities or responsibilities resulting in refusing any supplied quantities that are not in line with the required specifications.
- The bidder is fully responsible for any damaged items. Items will be inspected at the delivery location; the bidder will be requested to deliver new items to the assigned party (maximum within 10 calendar days).

2. Payment Terms and Conditions:

- Payment shall be made within 30 days following satisfactory delivery, installation, testing, commissioning, submission of all required documentation, and formal acceptance by UPA. Partial payments will not be made. Invoices must be written in English and addressed to UPA.
- Payments will be paid as prescribed in the contract in the form of a bank transfer in the value of the due payment.
- ZERO VAT Invoices (stamped tax invoice) should be submitted accompanied by a valid deduction at source certificate as well as original delivery note signed and stamped by the receiving party.
- **NOTE: for each bank wire returned to UPA due to incorrect information, UPA will deduct \$100 from the total payment.**

3. Contract Termination:

UPA reserves the right to cancel the contract if the bidder fails to meet the stated terms of the contract, which include but are not limited to the delivery time agreed upon by both parties.

4. Penalty:

The successful bidder shall adhere to the agreed delivery schedule. A delay penalty of 5% of the value of the delayed portion of the contract may be applied for each week of delay. UPA reserves the right to apply contractual penalties and/or call upon the performance guarantee where applicable. Only delays due to force majeure will be taken into consideration and are subject to UPA's approval.

5. Ineligibility and exclusion criteria:

UPA shall exclude from participation in the procurement process any bidder in case:

- They have suspended business activities.
- They have been convicted of an offence concerning their professional conduct.
- They have been guilty of proven grave professional misconduct.
- They have been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

UPA strictly enforces a policy of zero tolerance concerning unethical, unprofessional, or fraudulent acts of UPA Suppliers. Accordingly, any registered company that is found to have undertaken unethical, unprofessional, or fraudulent activities will be suspended or forbidden to continue business relations with UPA.

UPA requires that all bidders, suppliers, and contractors observe the highest standard of ethics during procurement and execution of work including measures to protect children and prevention of sexual exploitation and abuse.

Submitting a quotation in response to our bid request will be bound by these bid conditions described herein. If any bidder fails to comply with these conditions their bid will be rejected or considered as invalid.

Section C: Bill of Quantities (BoQs)

Please complete the table below with the required information, then sign, stamp, and submit it together with the rest of the bid documents. Bids submitted without the completed, signed, and stamped table may be rejected. Should you have any questions or require clarification regarding the specifications, please send your inquiries to bids@upaconnect.org.

Important Note: The unit price shall include all costs related to the supply, delivery, installation, testing, commissioning, and handover of the solar energy system, including any required mechanical, civil, and electrical works as specified in the table.

الطاقة الشمسية / بيت المسنين / رام الله

Item	Specifications	QTY	Unit	Unit Price (\$)	Total Price (\$)
Solar Panels PV module	PV Module (620-630 Wp) Tier 1 top ten Equivalent to 48kwp to 50kwp	50KW	KW		
	<ul style="list-style-type: none"> - N-Type, Mono- crystalline Half-cell - Rated power 620-630 or above - Module efficiency @ STC \geq 23% - PV cells Application Class A as per IEC 61730 - IEC 61215, IEC 61730, IEC 61701 & IEC 62716 Certifications from TUV SUD 				
Inverters	50 KW On-Grid Solar Inverter String Inverter <ul style="list-style-type: none"> - High quality On-Grid inverter from world known manufacturers - Rated AC Power Output 50 KW AC - Efficiency: $>$97.8% - 3-4 MPPTs for 50 KW inverter - Rated Line Voltage 380-400 V - Rated Frequency 50 Hz - Noise Emission $<$65 db @ 1m - THD $<$ 3% - Ambient Temperature Range -25 ~ +60 °C - Integrated data logger supports string monitoring function, with Intelligent monitoring via APP & Web - Standards: IEC 62109, IEC 61000-6, EN62477-1, IEC 61727, IEC62116, IEC62920 	1	PCS		
PV Mounting Structure	Galvanized Steel, Structural Calculations Report (after Award), Local made	50KW	L.S		
DC Cables	<ul style="list-style-type: none"> - Solar Type, Single-core, Double insulation, UV resistant, Temperature range: -40 ~ +85 °C - Cable cross sectional area: at least 6mm². - minimum voltage 1000 volt 		L.S		

DC BOX	<ul style="list-style-type: none"> - DC panels waterproof (IP>65) and have DC circuit breakers double poles according to international standards with a voltage rating of 1000 VDC or more for each string. - all dc panels with glands - double protection when needed according to JDECO regulations 		L.S		
AC panel	<ul style="list-style-type: none"> - AC lines must be double-protected (i.e. inverter-side AC protection and on the side of existing/Proposed AC distribution panel) - Appropriately sized 4-pole AC circuit breakers according to international standards. 		L.S		
DC SPD	Surge protection at DC side SPD breaker phoenix brand		L.S		
AC cable	<ul style="list-style-type: none"> - Voltage Rating: 1.0/0.6 KV - Size 5*16 (55 ampere rated current for inverter) - Voltage Rating: 1.0/0.6 KV 		L.S		
Earth System	<ul style="list-style-type: none"> - The earthing system should be implemented according to IEC requirements and according to internationally accepted standards - Each PV module grounded (to steel structure) using at least 6 mm² cross section cables, or as per distribution utility approved way. - Ground all metal cable trays with at least 10 mm² armored wire and suitable fixing accessories. - all-earth system according to JDECO regulations 		L.S		
Cable trays and accessories	<ul style="list-style-type: none"> - All PV modules cables fixed properly by durable cable ties and accessories. - All cables from PV strings to inverters, and from inverter to electrical panel which exposed to sun and weather conditions must be inserted in cable proper steel perforated and covered cable try/duct. - all needed accessories as JDECO regulations 		L.S		
Labeling	Labels, signs, plans		L.S		

Civil defense Requirements	Fulfill all civil defense requirements, Includes not limited to Fire Extinguishers, including FM200 firefighting system and Fire Extinguishers at PV Site Location, if it is required		L.S		
Test and commission	<ul style="list-style-type: none"> - Complete supply metering panel, installation and commissioning of production kWh meters. - Price includes fees for JDECO 		L.S		
Total (\$) in figures:					
Total (\$) in words:					

Notes:

- Supply, test and commission
- KWH DB for solar system beside kwh MDB
- Contractor must be licensed from JDECO
- Price does not include JDECO fees
- Inverter must be from local market from distributor على المقاول احضار شهادة تثبت ان المواد من الوكيل المعتمد
- PV modules must be grading A from distributor يجب ان تكون من موزع رسمي
- Price includes design