

Attachment D: Bidder Information and Technical Proposal Form

Please type answers to all questions in the boxes below, ensuring that you keep to the word limits specified. Handwritten answers will not be accepted.

Please note –

- The project's **Administrative Lead Organisation** is considered the primary Bidder and is responsible for the overall project and proposal documentation.
- The project's **Technical Lead Organisation** is responsible for the technical design of the project. This may be the same organisation as the Administrative Lead or a different organisation, depending on the project structure.

1. Administrative Lead Organisation (primary Bidder) (max. 600 words)

Please provide the following:

- Organisation name*
- Contact name and title/position*
- Contact phone number and email address*
- Main office address*
- Website/social media address*
- Primary business focus*
- Cities where organisation has offices/workshops*
- Manufacturers/brands that the organisation represents, the type of representation (agent, dealer, authorised manufacturing representative, etc.) and whether it is exclusive*
- Ownership details, including owners/shareholders and whether the organisation is local or foreign owned*

**2. Technical Lead Organisation – if different from the Administrative Lead Organisation
(max. 600 words)**

Please provide the following:

- a) Organisation name*
- b) Contact name and title/position*
- c) Contact phone number, email address*
- d) Main office address*
- e) Website/social media address*
- f) Primary business focus*
- g) Cities where organisation has offices/workshops*
- h) Manufacturers/brands that the organisation represents, the type of representation (agent, dealer, authorised manufacturing representative, etc.) and whether it is exclusive*
- i) Ownership details, including owners/shareholders and whether the organisation is local or foreign owned*

3. Project title (max. 20 words)

4. Project location (max. 100 words)

Please provide name of site, coordinates, LLG, District, and Province.

5. Mini-grid owner (max. 200 words)

Please provide the name and details of the proposed mini-grid owner.

6. Mini-grid operator (max. 200 words)

Please provide the name and details of the proposed mini-grid operator.

7. Project description / approach (max. 1000 words + supporting documents)

Please describe the project, including details of the following:

- a) Project context and rationale*
- b) Distance from the existing PNG Power network*
- c) Project approach and main activities*
- d) Technology used and technical sustainability of it*
- e) Number and type of households and buildings (such as health centres and schools) to be connected*
- f) Direct beneficiaries (people) – who will be connected to electricity, including estimated number of these direct beneficiaries*
- g) Other beneficiaries (people) – who will benefit from the electricity (e.g. patients, students, etc.), including estimated number of these other beneficiaries*
- h) Approvals from landowners for the use of the land or roof spaces for the mini-grid generation system and distribution grid (please attach any approvals)*
- i) Gender equity considerations*
- j) Current stage of the project*
- k) Parties involved and their roles*
- l) Funding history*
- m) Reasons that the project will be successful*

8. Technical design (max. 1000 words + supporting documents)

Please provide/attach your technical design for the renewable energy mini-grid, which may include the following: pre-feasibility/feasibility study, load assessment, system sizing/modelling, diagrams, drawings, maps, photos, and component specifications and datasheets. Please refer to Attachment A: Statement of Work for the detailed design documentation typically required during Milestone 1 of the project. A list of USAID-PEP's technical and safety requirements and standards for renewable energy mini-grids is provided in Attachment G: USAID-PEP Technical Requirements and Standards.

9. Payment and sustainability model (max. 600 words)

Please provide details of your proposed payment and sustainability model. Payments for electricity must be made by households / electricity users, using pre-paid meters or another reliable method of collecting payments, to ensure the long-term sustainability of the mini grid. The sustainability model must also include a description of the project's approach to training for the electricity users and mini-grid operator personnel, and the project's approach to operations & maintenance (O&M).

10. Risks assessment (max. 600 words)

Describe and assess any risks (security issues, social-cultural issues, issues with neighbouring villages, etc.) that have affected the project, or could affect the implementation of the project. The risk assessment must include measures that will be taken to mitigate the risks.

11. Project delivery schedule (max. 600 words + any supporting documents)

Please provide/attach a project schedule that describes how the project can meet the installation and commissioning target of October 15, 2024, including schedule items for: funding approval, building/land/environmental approvals/permits, detailed design, procurement (incorporating lead times and stock availability), shipping/logistics, mobilisation, installation stages, testing and commissioning, and training, at minimum.

12. Administrative Lead Organisation background and capabilities (*max. 600 words + any supporting documents*)

Please provide the following:

- a) Details of key personnel and attach their CVs*
- b) Years in operation*
- c) Details of experience with renewable energy and/or mini-grids*
- d) Details of experience in PNG and internationally*
- e) Details on previous experience working on USAID-funded projects or previously awarded projects funded by USAID*
- f) A list and/or details of previous clients/projects*
- g) If your organisation is based outside of PNG, please describe how you would effectively service and support a future contract*
- h) Please attach a company profile or capabilities statement*

13. Technical Lead Organisation background and capabilities - if different from the Administrative Lead Organisation (*max. 600 words + any supporting documents*)

Please provide the following:

- a) Details of key personnel and attach their CVs*
- b) Years in operation*
- c) Details of experience with renewable energy and/or mini-grids*
- d) Details of experience in PNG and internationally*
- e) Details on previous experience working on USAID-funded projects or previously awarded projects funded by USAID*
- f) A list and/or details of previous clients/projects*
- g) If your organisation is based outside of PNG, please describe how you would effectively service and support a future contract*
- h) Please attach a company profile or capabilities statement*

14. Past performance on similar work (max. 600 words + any supporting documents)

Please provide/attach at least three client references for similar work by either the Administrative or Technical Lead Organisation. The references must include the following:

- a) Name of the client reference organisation, contact person / project manager, contact email and phone number*
- b) A description of the work performed and feedback*
- c) The dates of the work and amount of the contracts (specify the currency)*

15. Other information (max. 600 words)

Please provide any other relevant information that has not been provided above.