



**Procurement No:
DTET/04/HOB/MISC/2024**

**DOCUMENT FOR
REQUEST FOR PROPOSAL**

FOR

**Procurement of Renting out the Rooftop of Selected Buildings of
Technical Collages and Collages of Technology under Department of
Technical Education and Training for Grid Tied Roof Top Solar PV
System**

Request for Proposal (RFP)

1. The Chairman of the Department Procurement Committee (DPC), on behalf of the Director General of the Department of Technical Education and Training, is inviting Requests for Proposals (RFP) from reputed and well-established investors for renting out the roofs of the buildings of Technical Colleges and Colleges of Technology listed below, which belong to Department of technical Education and Training (DTET). The selected investor must be capable of designing, supplying, installing, testing, commissioning, and maintaining a Grid-Tied Roof-Top Solar PV System for a period of 20 years. Interested investors are invited to submit proposals for each college separately after inspecting the roofs of the respective colleges. The Department of Technical Education and Training will not be responsible for any expenses or losses which may be incurred by the bidders relating to inspection or preparation, submission and participation in this bid.
2. The rooftops of the buildings under DTET will be provided for the installation of solar PV systems on a long-term lease basis for 20 years. During this period, the investor will be responsible for attending to any minor repair work on the roofs. All necessary approvals from CEB/LECO and other relevant authorities, connection charges, system insurance, and any related costs will be borne by the investor.
3. The interested firms and individuals in the above field are invited to submit their **proposals**. Relevant documents for RFP could be obtained from the Accounts Division (2nd floor) of the department during the office hours from 9.30 a.m. to 2.30 p.m. from 20th October 2024 until 15th November 2024, upon payment of non-refundable fee of Sri Lanka Rupees Three Thousand (SL. RS. 3,000.00)
4. Pre-bid meeting will be held at 10.00 a.m. on 20th November 2024 at Conference Hall of DTET.
5. Proposed companies or individuals must submit their proposals to the Accounts Division of the Department of Technical Education and Training on or before 10:00 a.m. on 30/12/2024. The proposals will be opened immediately after the submission deadline (10:00 a.m. on 30/12/2024). Bidders or their authorized representatives are allowed to participate in the proposal opening event.
6. Each bid shall be accompanied by a "Bid Security" of Rs.100,000/-, which must be an unconditional on-demand guarantee obtained from a Commercial Bank approved by the Central Bank of Sri Lanka, in the format provided in the bid document. The Bid Security must be valid until 29.04.2025. The bidder is required to provide a separate Bid Security of Rs. 100,000 for each college.
7. Bids prepared in English language shall be deposited in the Tender Box which will be kept in the at the Chief Accountant office, 2ND Floor of DTET.
8. Calling of bids will be closed on the date and time mentioned above and will be opened immediately after closing of bids.

Chairman,
Department Procurement Committee (DPC)
Department of Technical Education and Training
Olcott Mawatha
Colombo 10
18.10 .2024

Instruction to Bidders

1. Objective

Request for Proposals (RFP) are being called to select a bidder who offers the highest rental income for DTET. The successful bidder will be responsible for completing the entire project at their own cost and providing a monthly rental for the use of selected college rooftops for solar PV systems.

The bidder shall carry out all measurements of the building roofs and assess the structural integrity of the roofs on their own cost.

2. Responsibilities of Department of Technical Education and Training

- Authorize access to the site premises for the purposes of this project
- Leasing out the roof tops for Solar PV system for 20 years for selected bidder
- Assist in coordination with CEB/LECO
- Entering into an agreement with the selected bidder

3. Responsibilities of bidder

- Conducting detail survey and designing a solar PV system
- Supplying, installing, testing, certification and commissioning the solar PV system
- Repairing any damage in the roofs before installation of the solar panels
- Proper maintenance of the said system and roofs of the buildings
- Coordination with CEB/LECO and enter into agreements with the institutions if required
- Providing comprehensive insurance policies for construction and operational periods
- Obtaining all the concurrences, approvals etc. from the CEB /LECO with bidder's own cost
- Obtaining recommendations, from a structural engineer before and after completion of the project and rectify any error/ fault of the said system if recommended by the structural engineer.
- All the cost related to synchronize with grid such as installation of transformer and other equipment will be borne by the bidder.

4. Proposed Location for Installation

The proposed locations for the installation of the solar PV system are the rooftops of the buildings in the following Colleges:

	Name of the Technical Collages /Collages of Technology	Address
1	College of Technology - Badulla	Greenlane Drive, Badulla
2	College of Technology - Galle	Kaluwella, Galle
3	College of Technology - Jaffna	Browns Road, Jaffna
4	College of Technology - Kandy	Aruppola, Kandy
5	College of Technology - Kurunegala	Puttalam Road, Kurunegala
6	College of Technology - Ratnapura	Palm Gardens, Colombo Road, Ratnapura
7	Technical College - Akkaraipattu	Main Road, Akkaraipattu

8	Technical College - Anamaduwa	Gamuda Bhumiya, Tammennagama, Anamaduwa
9	Technical College - Balapitiya	Wandaduwa, Station Road, Balapitiya
10	Technical College - Bandarawela	St. Thomas Road, Wewatenna, Bandarawela
11	Technical College - Batticaloa	Manchantuduwai, Batticaloa
12	Technical College - Beliatta	Puwakdandawa, Beliatta
13	Technical College - Dambulla	Matale Road, Dambulla
14	Technical College - Dehiattakandiya	Mahawanawela, Dehiattakandiya
15	Technical College - Embilipitiya	Hambantota Road, Embilipitiya
16	Technical College - Gampaha	Werellawatta, Yakkala
17	Technical College - Hasalaka	Yodha Ela Rd, Hasalaka
18	Technical College - Homagama	Godagama, Homagama
19	Technical College - Kalutara	Kalamulla, Kalutara
20	Technical College - Kegalle	Kachcheri Road, Kegalle
21	Technical College - Mannar	Madu Road, Vattuvan Janc. , Pannai
22	Technical College - Matale	M.C. Road, Matale
23	Technical College - Matara	Meddawatta, Matara
24	Technical College - Medagama	Medagama, Bibila
25	Technical College - Moneragala	Potuvil Road, Sirigala, Moneragala
26	Technical College - Nuwara Eliya	Jayathilaka Mawatha, Nuwara Eliya
27	Technical College - Pathadumbara	Navayalatenna, Katugastota
28	Technical College - Polonnaruwa	Vidyapura, Polonnaruwa
29	Technical College - Ratmalana	Galle Road, Ratmalana
30	Technical College - Sammanthurai	Ampara Road, Sammanthurai
31	Technical College - Trincomalee	Mahindapura, Trincomalee
32	Technical College - Vavuniya	Manner Road, Vavuniya
33	Technical College - Warakapola	Ambagala Road, Warakapola
34	Technical College - Wariyapola	Chilaw Road, Wariyapola
35	Technical College - Weerawila	Weerawila, New Town

5. Minimum Qualifications

The following criteria shall be applied by Consultation Procurement Committee (CPC) to determine whether Bidders meet minimum qualifications. Failure to meet any one of the below criteria may render a Proposal non-responsive:

5.1 Criteria

- Financial and technical capability
- The bidder should be a duly registered organization under the Laws of Sri Lanka
- Bidder must be registered/recommended organization of the Sri Lanka Sustainable Energy Authority or contract with such registered organization.
- The bidder should have qualified engineers to develop the system or should have contracted those qualified personal.

5.2 Conditions of the contract

1. The Successful bidder should sign an agreement with Department of Technical Education and Training.
2. Upon signing the agreement, buildings and roofs has to be insured by the successful bidder within one month. The repairs and maintenance work of roofs are vested with the successful bidder.
3. Before implementing the project, the successful bidder has to get the concurrence from the CEB/LECO to sell generated electricity.
4. Any damages or losses incurred in case of installation and maintenance of solar PV system should be borne by the investor.
5. Minimum monthly revenue share for DTET is 12% of monthly gross revenue generated by the Solar system for each collage.
6. The Installation and maintenance of the Solar PV system should be carried out with minimal disruption to collage activities.

6. Content of the proposal

6.1 Cover page

The cover page should include “[Organization]”, business name, primary address, contact person, contact information

Section 1 -Company profile and Business Registration information

Respondent should provide a summary of background information about its/his company/business organization. RFP shall include:

- Description of bidder’s capabilities in providing its products and/or services
- Organizational background and experience in execution of solar projects.

Section 2 -Registration

Details of registration with recommendation of the Sri Lanka Sustainable Energy Authority or such confirmation. Proofs should be attached.

6.2 The proposal shall include following additional information

1. Investment plan (Total investment, and sage of investment)
2. Cost breakdown of the investment in Sri Lankan Rupees (LKR)
 - Cost for feasibility study
 - Roof repair cost
 - Designing and development cost
 - Implementation cost
 - Average repair and maintenance cost
3. Work plan (Details of Completion time, time of power generation)
4. Maintenance plan

5. Safeguard or security of the asset
6. Disposal of the panel, inverter, other equipment and accessories etc. after the period of agreement

6.3 Financial information shall include followings

- Maximum Monthly Revenue Share to be offered to DTET from each collage separately.
- Any other facilities that can be provided to the DTET (can be measurable in monetary terms)
- Financial capability of the bidder (The way in which the bidder is going to finance the project) working capital, Credit line facility, other financial resources, documentary evidence should be submitted

7. Preparation of Proposals (should be completed in duplicate)

7.1 Cost

The Bidder shall bear any and all costs related to the site visits, attending meetings, preparation and/or submission of the Proposal regardless of whether its Proposal was selected or not. The DTET shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

7.2 Language

The Proposal, as well as any and all related correspondence exchanged between the Bidder and the DTET, shall be written in English. Any printed literature furnished by the bidder written in a language other than English language must be accompanied by a translation in the English language. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the English language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the successful bidder and the DTET.

The bidder warrant that:

- (i) All information it submits is complete and accurate in all material respects and is not misleading whether by omission or otherwise;
- (ii) None of the information it submits breaches any third party's rights, including intellectual property rights, and the use of the information in relation to this RFP will not breach such rights;

7.3 Alternative Proposals

Alternative proposals shall not be considered.

7.4 Validity Period

Proposals shall remain valid for a period of **91 days**, commencing from the submission deadline of the proposal. A Proposal valid for a shorter period shall be immediately rejected and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, the DTET may request Bidder to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

8. Submission and opening of Proposals

Sealed Proposals must be submitted individually with “REQUEST FOR PROPOSAL” written on the top of the envelope, the name of the college for RFP should be written on the top of the left side of the envelope. The envelopes MUST carry the name of the Bidder. The outer envelope shall bear the address of DTET and shall include the bidder’s name and address, as well as a warning “not to be opened before the time and date for proposal opening”. The Bidder shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the bidder.

Bidders are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested in this RFP, or lack of clarity in reference to this project, may result in the rejection of the Proposal. The Bidder shall assume responsibility regarding erroneous interpretations or conclusions made by the bidder in the course of understanding the RFP out of the set of information furnished by the DTET.

8.1 Deadline for Submission of Proposals and Late Proposals

Any Proposal that arrives after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the bidder.

8.2 Withdrawal, Substitution, and Modification of Proposals

A bidder may withdraw, substitute or modify his/its Proposal after it has been submitted by sending a written notice, duly signed by an authorized representative accompanying a Power of Attorney. All notices must be received by the DTET prior to the deadline for submission. The respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION”.

Proposals requested to be withdrawn shall be returned unopened to the Bidder, after the deadline for submission of Proposals and shall not be considered for evaluation.

No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the bidder on the Proposal Submission Form or any extension thereof.

8.3 Proposal Opening

The DTET will open the Proposals in the presence of a committee appointed for this purpose. Bidder or their authorized representatives are requested to be present at the opening of proposals.

The Bidders’ names, modifications, withdrawals, the conditions pertaining to the envelope labels/seals, the number of folders/files and all other details as the DTET considers appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, in which case the Proposal shall be returned unopened to the bidder.

8.4 Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals and the recommendation, shall not be disclosed to bidder or any other persons not officially concerned with such process, even after the agreement is signed.

Any effort by a bidder to influence the DTET, in the examination, evaluation and comparison of the Proposals or decisions with regard to acceptance of a Proposal may result in the rejection of his/its Proposal.

9. Evaluation of Proposals

DTET will first evaluate the minimum qualifications given in each proposal and mainly based on Income Share given to DTET. Then, at its sole discretion, evaluate some or all of the qualified proposals that meet the minimum qualification requirements. All qualified Proposals chosen by DTET for evaluation shall be evaluated by an Evaluation Committee. Proposal submitted for each collage will be evaluated separately by the Consultancy Procurement Committee. Upon completion of evaluating the Request for Proposals, may elect to hold interviews with the firms with the top ranked proposals or may solely rely on proposals to make its selection.

The Evaluation Committee will determine the highest ranked Bidder and may recommend that a Contract be negotiated with the selected Bidder. DTET will provide Contract Administration and support immediately after the highest ranked Bidder is determined. DTET reserves the right to investigate the qualifications of all Bidders under consideration to confirm any part of the information furnished by a bidder, or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the work. During the course of the Proposal evaluation, DTET may request clarification of, or information about, any item in the Proposal. The Bidder shall respond within the time requested. If the clarification or information is not forthcoming, DTET may, at its sole discretion, disqualify a Proposal if it determines that evaluation of the Proposal cannot proceed in the absence of such clarification. However, DTET, in its sole discretion, may review and evaluate Proposals and award a Contract based solely on the materials contained in the Bidder's Proposal. DTET reserves the right to waive minor irregularities and omissions in the information contained in the Proposal submitted and to make all final determinations. There shall be no request from DTET not to review a Proposal due to being incomplete.

The Proposal, its completeness of submission by the bidder, and its evaluation by DTET, shall not give rise to any liability on the part of DTET to the Bidder or any third party or person. This is not a solicitation for bid. No guarantees are made or implied that the Project will be constructed, either in part or whole. The bidder accepts all risk and cost associated with the completeness of the Proposal without financial guarantee.

10. Award Process

DTET intends to award the Contract for each collage individually to the qualified bidder whose proposal conforms to the RFP and outlines a Project which will provide the highest rental income to DTET. In the event that the successful Bidder is unable and/or unwilling to execute the Contract, DTET, in its sole discretion, may begin negotiations with the next highest ranked Bidder.

DTET also reserves the right to grant awarding without further discussion with any other bidder. DTET reserves the right, at its sole discretion to accept a response that does not satisfy all requirements but which, in DTET's sole judgment, sufficiently demonstrates the ability to produce, deliver, design, and permit and install the Project and to satisfy the major requirements set forth in this RFP. DTET expects

to complete its evaluation process to select a qualified Bidder but reserves the right to change key dates and action as the need arises. DTET retains the right to award one or more separate Contracts to one or more Bidders, or not to award a Contract, in DTET's sole discretion.

To ensure fairness, responses received after the deadline will not be accepted or reviewed. The Bidder is responsible for ensuring that all responses are received by the deadline. All responses to the RFP will become the property of DTET and will not be returned. Proposals submitted in response to this RFP shall be held confidential by DTET until after either DTET or the successful Bidder/Bidders have completed negotiations and entered into a Contract or DTET has rejected all Proposals.

Furthermore, DTET will have no liability to the Bidder or other party as a result of any public disclosure of any Proposal or Contract. DTET will not reimburse Bidders for the cost of Proposal preparation. Bidders shall provide only complete and accurate information. Bidders acknowledge that DTET is relying on the truth and accuracy of the responses contained herein. If any information provided by a Bidder becomes inaccurate, the Bidder must immediately notify DTET and provide updated accurate information in writing. Should a Bidder omit requested information or falsify information, DTET shall reject the Proposal

Work should be completed within 8 months after awarding, otherwise the contract will be terminated.

A duly signed Proposal Submission Form must be submitted for each college.

To:

The Director General
Department of Technical Collage and Training,
Olcott Mawatha,
Colombo 10.

Dear Sir/Madam:

Having examined the Request for Proposal for the execution of the above-named Revenue Based contract, we the undersigned, offer to execute and complete such Lease Based Contract in conformity with the aforesaid Conditions of the RFP,

We, the undersigned, hereby offer to undertake to Design, Supply, Deliver, Install, Test, Commission and Maintenance of a Grid Tied Roof Top Solar PV System in selected collages of DTET and pay the monthly rental for the use of roofs of selected collages as agreed.

We accept all the conditions stated in this Request for Proposal document and we agree to complete the installation of system within one year.

Our rental income offer is% per month for the technical collage of

In accordance with your Request for Proposal dated [.....] and our Proposal. We are hereby submitting our Proposal in sealed envelopes.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and

We confirm that we have read understood and hereby accept the conditions the duties and responsibilities required of us in this RFP for Design, Supply, Deliver, Install, Test, Commission and Maintenance of a Grid Tied Roof Top Solar PV System and deliver the revenue share to DTET monthly.

We agree to abide by this Proposal for [insert: period of validity as indicated in document].

We undertake, if our Proposal is accepted, to initiate the implementation of the project commencing not later than..... Days from the date of signing agreement with the DTET.

We fully understand and recognize that Department of Technical Education and Training is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that DTET will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

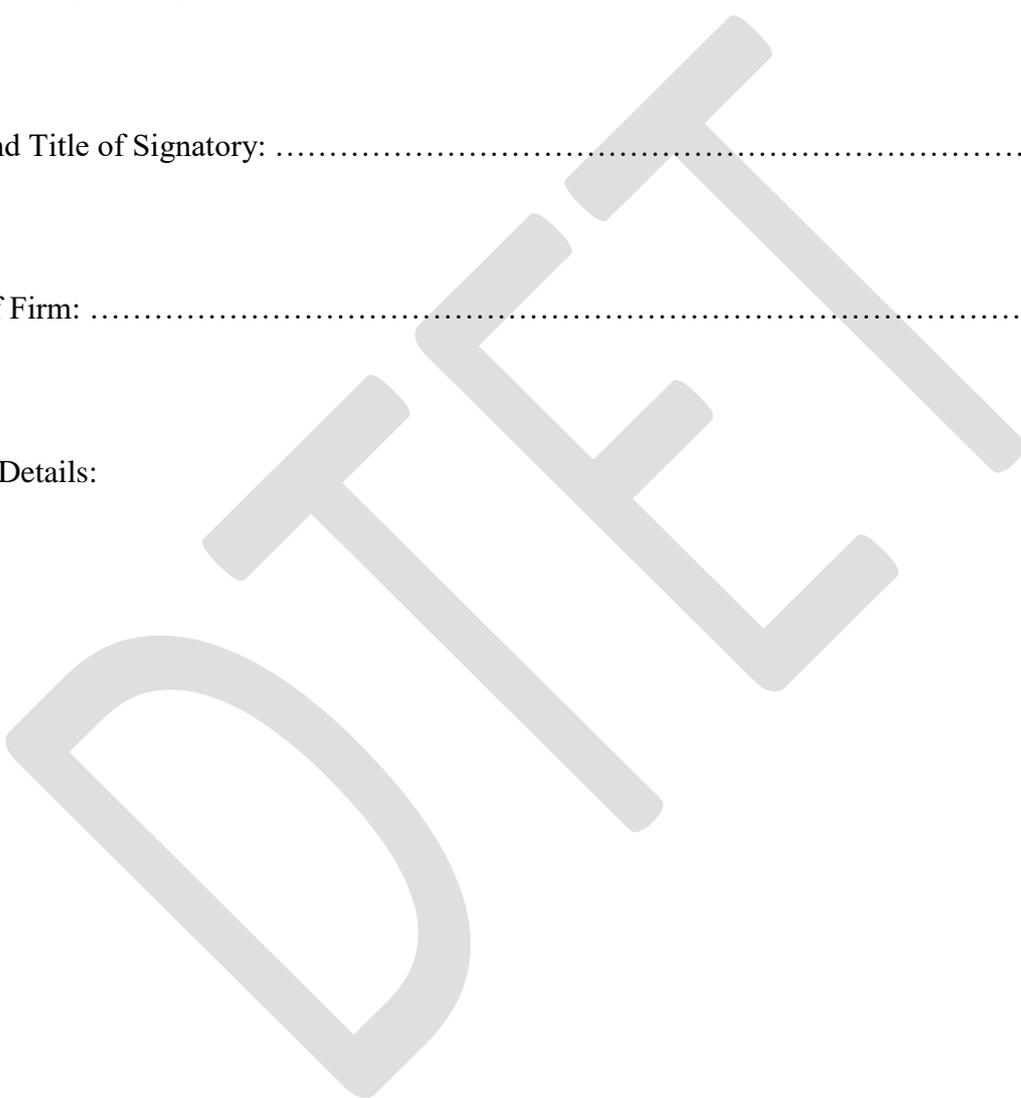
Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Contact Details:



Information of the proposal (Should be submitted for each collage separately)

No	Description	Bidder's response	Remarks
01	Business/Company Registration No		
02	Sustainable energy Authority registration No/Recommended letter No		
03	Details of survey 1. Capacity		
04	Time of completion (Maximum one year)		
05	Details of Investment 1. Cost of survey 2. Roof repair cost 3. Designing and Development cost 4. Implementation cost 5. Security/Insurance cost 6. Average repair and maintenance cost 7. Other (please specify)		
06	Financial Capability 1. Average annual Turnover 2. Available fund/Most recent working capital 3. Credit line facility 4. Other financial resources		
07	Source of Financing the project		
08	Initial investment amount of the project		
08	Rental income to be offered per month		
09	Expected KWH to be generated from the project		
09	Details of Bid Bond		

(Documentary evidence should be provided)

Signature of the bidder

STANDARD FORM (BID)

BID SECURITY

DELETE

BID SECURITY FORM (BID BOND) (Should be provided for each collage separately)

To: Director General, Department of Technical Education and Training

WHEREAS

.....
(Hereinafter called "the Bidder") has submitted his Bid dated..... For the
..... (Insert Brief Description of the
Goods) **Bid No:** (Hereinafter called "the Bid")

KNOW ALL MEN by these presents that:

WE

.....
of..... having our registered
office at (Hereinafter called "the Bank") are bound unto
DTET (hereinafter called "the DTET") in the sum of
..... (Amount of the Guarantee
in words and Figures).

Whereas we have agreed to give the Bidder a security /guarantee for which payment well and truly to be made to the said DTET, the Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this Day of 2024.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the DTET on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the DTET during the period of Bid validity:
 - (a) Fails or refuses to execute the Contract Form, when requested; or
 - (b) Fails or refuses to furnish the Performance Security, in accordance with the Instructions to the Bidder,

We undertake to pay to DTET up to the above amount upon receipt of its first written demand, without the DTET having to substantiate its demand, provided that in its demand the DTET will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two above-stated conditions, specifying the occurred condition or conditions.

THIS GUARANTEE will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the bank not later than such date.

(Name of the Bank) By

(Title) (Authorized Representative)

..... (Signature of Witness)

..... Name of Witness

..... Address of Witness