

BOTSWANA COMMUNICATIONS REGULATORY AUTHORITY



REQUEST FOR QUOTATION

FOR

**PROVISION OF PROJECT MANAGEMENT SERVICES FOR THE
INSTALLATION OF ROOFTOP SOLAR PHOTOVOLTAIC SYSTEM
PROJECT FOR BOCRA**

Reference No: BOCRA/RFQ/0042/2025.2026

Postal Address: Private Bag 00495, Gaborone

Physical Address: Plot 50671, Independence Avenue, Gaborone

Tel: +267 368 5500

Fax: +267 395 7976

E-mail: tenders@bocra.org.bw

Date: 23 July 2025

Date: 23 July 2025

Dear Sir / Madam,

1. You are kindly invited to submit a quotation for Provision of Project Management Services for the Installation of Rooftop Solar Photovoltaic System Project for BOCRA.
2. Proposals should be submitted in a sealed envelope clearly marked with tender title **Provision of Project Management Services for the Installation of Rooftop Solar Photovoltaic System Project for BOCRA**, and tender no. **BOCRA/RFQ/0042/2025.2026**.
3. Compulsory site visit:

BOCRA Head Office
Date: 31 July 2025
Time: 1000hrs

Spectrum Monitoring Office
Date: 31 July 2025
Time: 1430hrs

4. Proposals and all supporting documents should be submitted not later than **10:00hrs** on **06 August 2025** or such other later date as the Authority may advise in writing, to the following address. Quotations should be deposited in the Tender Box situated by the Reception Area of the following address;

Botswana Communications Regulatory Authority
Plot 50671
Independence Avenue
Gaborone

5. Telegraphic, telex, telephone, and email quotations will NOT be considered.
6. Evaluation process shall follow the **Least Cost Based Selection (LCBS) Evaluation Method**. Prior to determining the Least Costed Bid, all quoted prices shall be assessed for reasonability and competitiveness
7. A One Envelope System will be followed.

8. The tender offers shall remain valid for at least 90 (Ninety) days from the date of tender opening.

9. Evaluation Process

9.1 Stage 1: Compliance Check

At this stage, proposals will be checked for compliance with the stipulated compliance checklist below. Bids that pass this stage will proceed to Stage 2 of the evaluation process.

Table 1: Compliance Check list

	Description	Yes	No.
1.	Copy of valid Tax Clearance Certificate issued by Botswana Unified Revenue Services (BURS) or exemption certificate from tax. Alternatively, bidders may submit Certificate Number and Tax Identification Number (TIN) for verification online.		
2.	CIPA registration name. Verification will be done online on CIPA website.		
3.	PPRA registration name under: Code 311: Project Management Subcode 01: General Project Management and, Code 304: Electrical Engineering Services Subcode 01: Electrical design – general		

	PPRA registration will be confirmed online.		
4.	Duly completed Declaration for Beneficial Ownership		
5.	Duly completed Declaration for Tendering Purposes		
6.	Duly completed Integrity Agreement Form		
7.	Duly completed Certificate of Authority of Signatory Form		
8.	Duly completed Experience of Tenderer Form		
9.	Curriculum Vitae (CV) of Key Personnel Form		

In a case where a bidder fails to satisfy above requirements, they will be requested to submit during evaluation within 2-5 days of notification. Bidders will be notified through email and those who do not comply shall be disqualified immediately and shall not be considered at further stages of evaluation or award.

9.2 Stage 2: Technical Evaluation Stage

This stage shall consider conformity of the Technical Proposal to the Terms of Reference or Specifications. Bidders who meet minimum specifications contained in this RFQ document shall proceed to Stage 3 of Financial Evaluation.

The criteria for evaluation shall be as shown in the table below;

Table 2: Technical Evaluation Criteria

No.	Evaluation Criteria	Maximum attainable points
1.	Organisational Capability and Experience	

1.1	Bidders shall demonstrate market experience of having provided similar services. Bidders shall also provide a list of Companies and other Institutions at which they have rendered the services.	20
1.2	Bidders shall provide two (2) traceable reference letters from past clients of not more than five (5) years back. The letters should contain the client's address and contact numbers, contract title, contract amount, and contract period.	15
2.	Proposed Project Team	
	<ul style="list-style-type: none"> Bidders shall provide CVs of Key Personnel with detailed relevant experience and qualifications for the proposed project team including the Project Manager and system design. Bidders shall provide at least two (2) detailed reference letters for each proposed project team member for similar services they have undertaken. Bidders shall submit a clear project team structure, outlining the key role(s) and work programme(s) of each member of the team. 	15
3	Approach and Methodology	

3.1.	<p>Bidders shall demonstrate adequate understanding of the Scope of Services. They shall provide a proposal setting out its methodology, including the manner in which the services are to be provided to ensure that the deliverables and requirements are met.</p> <p>Bidders shall also highlight any anticipated challenges that may arise during the provision of services and how they plan to mitigate them.</p>	20
	TOTAL	70

Bidders will be expected to score a minimum of 70% under Technical Evaluation stage for them to proceed to Financial Evaluation Stage.

9.3 Stage 3: Financial Evaluation Stage

- a. The Financial Proposals will only be evaluated after the Technical Evaluation has been completed, and it will be based on the following;
 - i. Checking if the bidder has prices for all the items,
 - ii. Correction of arithmetic errors,
 - iii. Checking applicable Taxes,
 - iv. Reasonableness of the quoted prices basing on the market
- b. Bidders should be guided by the following table in pricing for the services:

Pricing Format

No.	Team Member	Position	Hourly Rate	Hours/ Weeks	Input (Weeks)	Cost (BWP)
1.		e.g. Project Manager				
2.						
3.						
	Sub-total					
	14% VAT					
	Grand Total:					

10. Delivery Period

The project is expected to take a maximum of **twelve (12) months**.

11. BOCRA has adopted the PRINCE2 methodology in managing its projects and thus bidders are expected to follow the processes and use the appropriate templates for project tracking and reporting. The templates are a guide and subject to reviews from time to time.

ANNEXURES (RETURNABLE DOCUMENTS)

ANNEXURE I: Declaration of Beneficial Owners

Form M (reg. 96(1))

Declaration of Beneficial Owners

Declaration to establish beneficial owners of a citizen owned contractor or a joint venture with a non-citizen owned contractor.

1. Declaration to establish eligibility for reservation and price preferences for citizen contractor and any other entity.
2. The declaration shall be signed by all contractors tendering for reserved contracts and contracts subject to preferences as a condition of each tender.
3. Definitions –

The following definitions shall apply to this declaration:

- a. **Citizen Contractor**: a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana;
- b. **Control**: the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business;
- c. **Beneficial Owner**: means a natural person, who directly or indirectly through any contract, arrangement, understanding, relationship or otherwise;
 - i. in relation to an incorporated body, ultimately owns or has a controlling ownership or exercises ultimate effective control

through positions held in the incorporated body or is the ultimate beneficiary of a share or other securities in the body corporate,

ii. in relation to a trust or other legal arrangement, is the settlor, trustee or ultimate beneficiary of the trust or legal arrangement or has the power, alone or jointly with another person or with the consent of another person, to –

- dispose of, advance, lend, invest, pay or apply trust property or property of the legal arrangement,
- vary or terminate the trust or legal arrangement,
- add or remove a person as a beneficiary or to or from a class of beneficiaries,
- appoint or remove a trustee or give another person control over the trust or legal arrangement, or
- direct, withhold consent or to overrule the exercise of a power referred to in subparagraphs (i) – (iv),

iii. is the ultimate beneficiary of proceeds of a life insurance policy or other related investment services when an insured event covered by the policy occurs, or

iv. a transaction is conducted on his or her behalf;

d. **Net Amount:** the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor; and

e. **Owned:** Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements.

4. **The company operates banking and savings accounts, and the only authorised signatories are:**

i.....

.....

.....

(Bank name and name of signatory)
/Passport)

(Oman No.

ii.....

.....

.....

(Bank name and name of signatory)
/Passport)

(Oman No.

ii.....

.....

.....

(Bank name and name of signatory)
/Passport)

(Oman No.

iv.....

.....

.....

(Bank name and name of signatory)
/Passport)

(Oman No.

5. I hereby provide a current list of beneficial owners for the
company/partnership/ society/joint venture/ private
foundation/statutory body, or any other **(please specify)**

.....

	List of beneficial owners	Capacity company	in Nationality	Percentage
1				
2				
3				
4				
5				
6				

6. Undertakings:

The tenderer confirms that it is a citizen contractor and undertakes to remain a citizen contractor for the duration of the contract. I acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring entity shall be terminated immediately, and we may be barred from future tendering for Government services and liable to possible prosecution.

7. Sanctions relating to reserved treatment:

Any changes in ownership or control which violate the definition of a citizen contractor shall be sufficient reason for the procuring entity to terminate the contract.

8. All the beneficial owners, partners/directors/shareholders and Administrators of (name of company) have read this declaration and agree to its contents:

a. All the Beneficial owners, partners/directors/shareholders and Administrators hereby give consent and verification of the information provided above and understand that this may include but is not limited to the verification of assets, liabilities, accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this declaration within seven (7) days of such occurrence; and

b. I understand and declare that each matter here deposed to is essential for the tender validity of

..... (name of company)

NB: The procuring entity reserves the right to confirm the authenticity of the information provided above.

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT _____ ON THIS _____ DAY OF _____ 2025, AT ____AM / PM, THE DEPONENT HAVING ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS CONSCIENCE.

COMMISSIONER OF OATHS

CAPACITY:

ANNEXURE II: Declaration Form for Tendering Purposes

BOCRA	TENDER RETURNABLE DOCUMENT	DECLARATION FOR TENDERING PURPOSES
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Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender.

PART A

I, _____ (full name), in my capacity as (state position in Entity)

hereby declare that on my behalf, and on behalf of the owners, partners / directors/ shareholders /administrators and/or Other (Please specify)

.....
...

.... of:..... (*name of Entity*)

of
:
.....
...

..... (*Postal/physical address*)

that, in connection with the enclosed tender,

All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the Entity and/or its Representatives. I state that the (State Name of Entity) and/or its representatives confirm that they have not, through other entities, participated in the same tender and offer the same products in response to the same items.

NOTE THAT: In the case of competing franchises, the franchises may bid for the same item but with different products. Item means the commodity required by the procuring entity indicated in the ITT. Product means the commodity offered by the bidder.

I declare and confirm that the Entity and/or its Representatives have in fact not participated in the same tender and offered the same products in response to the same items, through any other registered company or other entity. I hereby provide a current list of Directors/ Administrators/ Partners/ Members and/or Shareholders for the Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body and/or other (Please specify)

	DIRECTORS/MEMBERS / PARTNERS NAME and/OR Other (Please Specify)	CAPACITY IN ENTITY	NATIONALITY	PERCENTAGE OF SHAREHOLDING
1				
2				
3				
4				
5				
6				
7				

	SHAREHOLDERS NAME	NATIONALITY	PERCENTAGE OF SHAREHOLDING
1			
2			
3			
4			
5			
6			
7			

If more space is required attach additional sheet. Note that Public companies should state which stock exchange the company is listed under.

I further acknowledge that should any of the directors, partners, and shareholders, members/administrators /(others please specify) be found to be associated in a similar or other manner in another company/entity, participating in this tender and offering the same products in response to the same items, this shall disqualify this Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body, and whichever company or other entity the said director/partner/shareholder/member and/or administrator is consequently involved in.

I further acknowledge that should the Company /Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body or any of its affiliates or subsidiaries be found to have participated in the same tender and offered the same products in response to the same items, the said Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/(others please specify) and its affiliates and/or subsidiaries shall be disqualified.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body/(others please specify), through its agents, employees or directors has not illegally communicated with any member of the procuring department or the Public Procurement and Asset Disposal Board, except as may be permitted in the relevant “instructions to tenderers” or by law.

The Company/Partnership/Society/JointVenture/Private Foundation/Statutory Body/(others please specify), through its agents, employees, partners, members, administrators and/or directors has not paid or offered to pay any consideration, favour or promise to any member of the procuring department or any person employed by or associated with BOCRA or its Committees.

I declare that this tender is submitted by us in our own right and we have not colluded in any way with any other /potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.

I acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring department and/or BOCRA shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

I confirm that our entity has undertaken not to collude to withdraw from a tender award, only for the reason that an unsuccessful bidder be awarded the tender. I confirm further that the entity has undertaken not to engage in frivolous complaints and litigation that frustrates project implementation.

SIGNED:

NAME:

DATED:.....

ENTITY :.....

STAMP

PART B

1. Declaration to establish Eligibility for Reservation and Price Preferences for 100% Citizen Owned Contractor / Companies and other Entities.
2. The declaration shall be signed by all Businesses tendering for reserved contracts and contracts subject to preferences, as a condition of each tender.
3. The 100% citizenship requirements for shareholders, etc contained therein shall not withstand any previous consents and practice, be pre condition for the award of any reserved tender.

Definition

4. The following definitions shall apply to this declaration:

100% Citizen Owned Contractor / Company: a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana.

Control: the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business.

Net Amount: the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor.

Owned: Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements

5. The company operates banking and savings accounts, the only authorised signatories are:

i.
.....
.....
.....
(Bank Name and Name of signatory) (Omang No. /Passport)

ii.
.....
.....
.....
(Bank Name and Name of signatory) (Omang No. /Passport)

iii.
.....
.....
.....
(Bank Name and Name of signatory) (Omang No. /Passport)

iv.
.....
.....
.....
(Bank Name and Name of signatory) (Omang No. /Passport)

6. Undertakings

The Bidder confirms that it is a 100% Citizen-owned contractor/company and undertakes to remain a Citizen Contractor for the duration of the Contract. The Bidder further undertakes not to subcontract more than 30% of the Net Amount to non-Citizen Contractors in the performance of the Contract.

7. Sanctions relating to reserved treatment

Any changes in Ownership or Control which violate the definition of a Citizen Contractor or the subcontracting of more than 25% of the Net Amount of the Contract to non-Citizen Contractors shall be sufficient reason for the Procuring Department to terminate the Contract.

8. All the shareholders of (Name of company) have read this declaration and agree to its contents.

- a) All the shareholders hereby give consent verification of the information provided above and understand that this may include but not limited to the verification of assets, liabilities, accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this Declaration within seven days of such occurrence.
- b) I understand and declare that each matter here deposed to is essential for the tender validity of (Name of company)'s

NB: The Procuring Entity reserves the right to confirm the authenticity of the information provided above.

**THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS
AT _____ ON THIS _____ DAY OF
_____ 2025, AT _____AM / PM, THE DEPONENT HAVING
ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE
CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS
CONSCIENCE.**

**COMMISSIONER OF OATHS
CAPACITY:**

ANNEXURE III: Integrity Agreement Form

Form F (reg.44)(2)(e)

Declaration on Ethical Conduct, Fraud and Corruption (applicable to the Bidders)

1. Pursuant to Section 56 (2) and (3) of the Act, a bidder shall complete and submit this form with a bid.

2. We the undersigned confirm the following in the preparation of our bid:

neither we, nor any of our employees, associates, agents, shareholders, consultants, partners, beneficial owners or associates have any relationship that could be regarded as a conflict of interest as set out in the bidding documents;

should we become aware of the potential for such a conflict, we will report it immediately to the procuring entity;

that neither we, nor any of our employees, associates, agents, shareholders, partners, beneficial owners, consultants or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal; and

that no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners, beneficial owners or associates to any of the staff, associates, consultants, employees or immediate family members of such who are involved with the procurement process on behalf of the Procuring Entity, Client or Employer.

3. We understand our obligation to allow the Government including the procuring entity and Authority to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of whether we are awarded a tender or not.

4. In case of a successful bid, should we be found to be in breach of the integrity agreement, the procuring entity has the right to cancel the

procurement including termination of any resulting contract at no cost or legal obligation on her part.

Authorised signature:

Name and title of signatory:

Name of bidder:

Date: _____

Address: _____

—

**Phone
number** _____

—

**Fax
number:** _____

**Email
address:** _____

ANNEXURE IV: Certificate of Authority of Signatory

UASF	TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY
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Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR	E OTHER

A. Certificate for company

I, _____ authorised representative of _____ hereby confirm that by resolution of the board Mr/Ms _____, acting in the capacity of _____, was authorised to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

B. Certificate for partnership

We, the undersigned, being the key partners in the business trading as _____ hereby authorise Mr/Ms _____, acting in the capacity of _____, to sign all documents in connection with the tender offer for Contract _____ and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the partners. Attach additional pages if more space is required.

Furthermore we attach to this Schedule a copy of the partnership agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all partners.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms _____, an authorised signatory of the company _____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract _____ and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Furthermore, we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
Lead partner		

D. Certificate for Sole Proprietor

I, _____, hereby confirm that I am the sole owner of the business trading as _____

E. Certificate for Other

I _____, hereby confirm that I am _____ of the business trading as _____

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF
OATHS AT _____ ON THIS _____ DAY OF
_____ 2025, AT _____ AM / PM, THE DEPONENT
HAVING ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS
THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING
ON HIS CONSCIENCE.

COMMISSIONER OF OATHS
CAPACITY:

ANNEXURE V: Curriculum Vitae of Key Personnel

BOCRA	CURRICULUM VITAE OF KEY PERSONNEL
Name:	Date of Birth:
Profession:	Nationality:
Current Position:	Years with the firm:
<u>Qualification and Experience:</u>	
<u>Education:</u>	
<u>Professional Membership:</u>	
<u>Experience Record:</u>	
<u>Languages:</u>	
Certification:	
I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.	
_____	Date: _____
[Signature of the team member]	

ANNEXURE VI: Experience of Tenderer

BOCRA	TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES EXPERIENCE OF TENDERER
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The following is a statement of similar works successfully executed by myself/ourselves:

Employer, contact person and telephone number.	Description of contract	Date completed

TERMS OF REFERENCE
FOR
PROVISION OF PROJECT MANAGEMENT SERVICES FOR THE
INSTALLATION OF ROOFTOP SOLAR PHOTOVOLTAIC SYSTEM
PROJECT AT BOCRA

1.0 BACKGROUND

- 1.1 The authority intends to implement a grid tied roof top/car parking solar photovoltaic system on the two buildings being Head Office and Phakalane Monitoring. Installing solar energy in Botswana has a significant positive impact by providing increased access to reliable electricity, reducing dependence on imported fossil fuels, lowering carbon emissions, and improving energy security.

2. PURPOSE

- 2.1 The purpose of this assignment is to engage a consultant to provide comprehensive expertise in solar power design, installation and commissioning for rooftop and carpark, including feasibility studies, site assessment, system sizing and design and project management to assist in achieving the goal to implement efficient, reliable and sustainable solar power systems.
- 2.2 The appointed consultant shall be a specialist in mechanical, electrical design and project management. The consultant is expected to supervise the project until its completion.

3. SCOPE OF SERVICES

3.1 Appraisal/Data Collection

- Establish the requirements of the project and preference of client
- Establish the project brief including project objectives, priorities, constraints, and assumptions
- Input into development of clear project brief
- Define scope of services and scope of work required
- Preliminary inspection of the sites, offering of advice on the necessary surveys, analysis tests, setbacks, building lines, servitudes and other tests to be taken
- Advise on criteria that could influence project life cycle cost significantly

3.2 Energy Consumption Analysis

- Stakeholder engagement, collaborate with client and company to gather necessary permissions and access to energy usage data.
- Coordinate with utility provider to obtain historical billing records

3.3 Feasibility Report

- Preparation of detailed report that assesses the technical, economic and environmental viability for the client.
- The report to include various factors, including findings from the site survey and energy consumption analysis reports

3. 4 Site layout and Detail System Design

- Developing a detailed site layout and system design for grid-tied PV solar system that optimises energy production, ensures structural integrity, meets the client requirements and adhering to technical standards and local regulations
- Prepare preliminary process design, preliminary designs, and related documentation for approval by building authorities and BOCRA, suitable for costing
- Issue the project manager with fortnightly progress report
- Performance simulation

3. 5 Project Management

- Oversee the successful delivery of the PV solar system at the BOCRA head office and Spectrum Monitoring office, ensuring quality, safety, timeliness and budget adherence
- Project plan, project timeline, budget and resource plan using tools
- Oversight and confirmation of performance testing and commissioning
- Schedule for meetings, concept design, management meetings, operational meetings, design coordination, work session, site inspections, technical

3. 6 Tender Specifications and Deliverable

- Preparation of tender documents, Invitation To Tenders (ITT)
- Work with project manager to issue a tender notice
- Respond to queries/clarifications on tender documents from tenders

- Advise, supervision and management of execution of the installation of PV solar system
- Coordinate tender site visits
- Coordinate any pre-tender meetings as might be necessary
- Prepare a schedule of works, outlining clearly what is to be done under each stage and provide estimate of the total cost for each work to be carried out
- Ensure that contractors adhere to all specifications and drawings
- Draft Project initiation document (PID)
- Draft Contract

3.7 Close Out

- Handing over the project to client
- Facilitate and/or procure final operations and maintenance manuals, guarantees and warranties
- Prepare as built drawings and documentation
- Final account
- Works and final completion