

TERMS OF REFERENCE (TOR):  
INSTALLATION OF SOLAR POWER SYSTEM FOR A  
MOSQUE IN NABIGANJ



SWISS  
FOUNDATION  
FOR TECHNICAL  
COOPERATION

*We create opportunities*

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

### Background

Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development cooperation and has carried out its mandated projects since 1961. Based in Zurich, Swisscontact currently manages over 130 projects in 41 countries on behalf of public and private funding partners.

### Project Brief

The project is being implemented by Swisscontact over a five-year period from 2023 to 2028. It aims to enhance teachers' capacity through targeted training, address health and hygiene issues—particularly for female students—and provide logistical support to schools to increase student participation in sports and extracurricular activities. In addition, the project focuses on capacity development and employment opportunities for local youth, promotes cooperative governance and

micro-savings, addresses community health challenges, and advances environmental conservation while exploring innovative solutions to meet local needs.

The project is implemented through six key components: **Education, Skills Development, Health, Cooperative Governance, Environment and Community Safety, and Technology Innovation**

The innovation component of the SMILE Project focuses on introducing practical and sustainable solutions that improve community resilience and livelihoods. The component supports initiatives such as agricultural technology, climate-smart solutions, renewable energy adoption, environmentally sustainable practices, and community-based infrastructure that address local challenges while promoting long-term socioeconomic and environmental wellbeing.

In line with this approach, Swisscontact intends to support a mosque in Nabiganj Upazila of Habiganj District through the installation of a **3kW** off

grid/hybrid solar power system with battery backup depending on the actual electricity requirement. The intervention aims to address persistent electricity disruptions and load shedding that affect regular religious activities and community engagement, while promoting the use of clean and renewable energy as a sustainable long-term solution.

With this backdrop, Swisscontact is now inviting proposals from prospective vendor(s)/manufacturer(s) to undertake the installation of a **3kW** solar power system, based on the actual requirements. This document provides detailed Terms of Reference (ToR) for this assignment.

**Place of delivery:** A mosque in Nabiganj Upazila of Habiganj District

### **Objective of the assignment**

The objective of this initiative is to ensure uninterrupted and sustainable electricity supply at a mosque through the installation of a renewable solar power system. The intervention aims to promote climate-resilient and environmentally responsible energy solutions while enhancing community wellbeing and supporting long-term sustainability through clean energy adoption. This approach will ensure uninterrupted power supply for the mosque while promoting environmentally responsible practices aligned with climate resilience and net-zero ambitions.

### **Roles and responsibilities**

Both Swisscontact and the vendor/manufacturer will strive to accomplish the above-mentioned objective by undertaking the following roles and responsibilities:

### **Task and specific deliverables**

The bidders will perform the following tasks:

- Conduct a site assessment prior to installation.
- Prepare system design, load calculation, and installation layout.
- Supply all required materials, accessories, and components as per approved specifications.

- Install solar panel(s), inverter(s), batteries, mounting structures, and associated electrical systems.
- Ensure proper connection and functioning of all designated electrical loads, including lights, fans, bathroom facilities, motor, microphones, and any other related equipment within the mosque premises. *(please check Annex 01 for more details)*
- Ensure all wiring, earthing, and safety measures comply with standard electrical practices.
- Conduct system testing and performance verification after installation.
- Ensure the system operates effectively under load conditions.
- Provide operational orientation to mosque representatives regarding system usage and basic maintenance.
- Handover all warranty documents, manuals, and technical documentation.

### **Task of Swisscontact**

The Swisscontact team will facilitate the work to ensure that the selected vendor/manufacturer responds to the objective by carrying out the following tasks:

1. Facilitate coordination with the mosque committee and local stakeholders.
2. Conduct field monitoring during installation and post-implementation phases.
3. Review installation quality and compliance with agreed specifications.
4. Document implementation progress through field visits and photographs.
5. Approve deliverables and completion documents before final payment processing.

### **Desired criteria for vendor/manufacturer**

- Minimum 2-3 years of experience in solar system supply and installation.
- Proven experience implementing off-grid or hybrid solar solution.
- Demonstrated technical expertise in solar energy systems and electrical installation.

**All interested vendor(s)/manufacturer(s) should submit the following documents.**

- A technical proposal demonstrating understanding of the assignment, proof of relevant experience, and work plan. A separate financial proposal including a detailed budget for the assignment **[please check the Annex 1 for the specifications]**.
- Company registration document (an updated trade license)
- Tax identification number (TIN certificate)
- VAT registration number (BIN certificate)
- Proof of last submitted return (PSR)
- Bank account details (account name, account number, bank name, branch name, routing number)
- A signed statement testifying that all information contained within the proposal is correct and true.

### Evaluation criteria

	Criteria	Score
<b>Technical proposal</b>		<b>50</b>
	Understanding of the assignment	10
	Good reputation in the market for the type of goods	10
	Proven experience in delivering solar powered products	15
<b>Presentation</b>	Discussion on the brand and quality of materials	15
<b>Financial proposal</b>	Value for money	<b>50</b>
	<b>Total</b>	<b>100</b>

**Note: VAT and TAX will be deducted at source as per government rules (must be mentioned in the proposal)**

N.B.: Bidders who obtain at least **70%** marks in the technical evaluation, their financial proposals opened for further evaluation. The following method will be applicable for the evaluation of the potential firm:

- A Quality and Cost (Q&C)-based evaluation will be conducted by an evaluation team.
- The bidder achieving the highest score out of 100 will be awarded the contract, provided both parties reach an agreement on the final budget. If there is no agreement on the final budget, then the bidder with the second-highest score will be considered.

### Task Schedule and Deliverables

Task	Deadline	Deliverables
Publishing the RfP/ToR	<b>24 May 2026</b>	Distribute RfP/ToR
Submit Quotation	<b>15 June 2026</b>	Submit proposals to SCBD office
Work order to Contractor	<b>22 June 2026</b>	Work order for selected contractor
Supply of the product	<b>02 July 2026</b>	Final delivery to selected locations

### Submission Guideline

#### Technical Proposal:

Interested vendor(s)/manufacturer(s) should submit the technical proposal via email [bd.procurement@swisscontact.org](mailto:bd.procurement@swisscontact.org) mentioning “**Installation of Solar Power System for a Mosque in Nabiganj**” in the subject line.

#### Financial Proposal:

Interested vendor(s)/manufacturer(s) are required to submit a **sealed envelope** containing the hard copy of the financial proposal.

**Note: Interested vendor(s)/manufacturer(s) are requested not to submit any soft copy of the financial proposal through email or digital means.**

**Hard copies** should be submitted to the following address:

**Coordinator- Procurement & Govt. Relations**

Swisscontact Bangladesh  
House 28, Road 43, Gulshan-2, Dhaka 1212, Bangladesh  
SWISS FOUNDATION FOR TECHNICAL COOPERATION

The subject line – “**Installation of Solar Power System for a Mosque in Nabiganj**” must be mentioned on the envelope and email.

**Deadline for submission: 15 June 2026, before 5:00 pm**

Swisscontact reserves the right to accept or reject any or all proposals without assigning any reason. Also, Swisscontact reserves the right to select more than one service provider for the assignment.

***Swisscontact does not accept any email or phone call for any clarification before the submission deadline. Interested bidders are requested to submit the bid based on their understanding***

**Annex 1: Materials specifications** (please specify the warranty for each)

<b>Solar panels:</b> BIFACIAL 620-635W, Size: 7'x4'
<b>Inverter:</b> SPF 3500-5000 ES – <b>3kW</b>
<b>Battery:</b> 100AH (4-5 hours backup capacity)
<b>Mounting structure:</b> 56' x 32' with pool (custom design as required)
<b>Electrical components:</b> Cable (6RM), SPD, circuit breakers, distribution box, and associated wiring.

**Important to note:**

**The system shall be capable of supporting the mosque's present electricity requirements, including fans, lighting, water pumping, and the microphone and sound system, ensuring continuous indoor power supply and outdoor audio coverage during Azaan. In addition, the design shall incorporate scalability to accommodate future expansion of up to approximately 30 fans, 15 lights, and other electrical loads as needed.**

Please include in the budget the **transportation and other logistics cost.**