

Solar Street Light RFQ Checklist

Project Inputs, Supplier Response and Technical Comparison Guide

For EPC, municipal, tender and project procurement teams

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Prepare a common technical basis before comparing supplier prices.

Toolkit component	Use it to
PDF Checklist	Prepare the basis, understand the differences and check what remains open.
Excel Workbook	Record supplier responses, map BOQ Items to configurations and evidence, and control review records.

Use the issued RFQ, project requirements and authorized Reviewer Decision as the basis for each project.

How to Use This Toolkit

Same technical basis does not mean the same product.

An RFQ should make the Buyer Requirement, Supplier Proposal, Supplier Assumption, offered configuration, supporting evidence and remaining review decisions visible.



Use the two files together

PDF Checklist	Excel Workbook
WHAT + WHY + CHECK Prepare and review the RFQ basis.	RECORD + MAP + COMPARE + CONTROL Maintain the working records and Comparison Status.

Identify open inputs before commercial comparison. A supplier may propose an alternative configuration; make its assumptions and scope clear rather than expecting identical products.

1. Define the Project & Site Basis

What should suppliers know about the project before they configure a solution?

Project

- ☐ Project / tender reference and current RFQ Revision
- ☐ Country and city / location
- ☐ Quantity and unit, with the relevant BOQ / supply boundary
- ☐ Application / road type
- ☐ Submission deadline and time zone, where applicable

Road / geometry

- ☐ Road width and number of lanes
- ☐ Pole height, arm / outreach and mounting concept
- ☐ Pole spacing, if fixed, and Pole Arrangement
- ☐ Drawing / layout reference and its revision

Site / environment

- ☐ Existing infrastructure, access and obstacles
- ☐ Shading where relevant
- ☐ Coastal / salt-fog exposure and dust / desert conditions where relevant
- ☐ Other defined environmental conditions and their source

If an input is unknown, leave it open or mark it TO CONFIRM. Do not replace an unknown value with zero or an arbitrary default.

2. Define the Lighting & Operating Basis

Define the required lighting service and the operating schedule before comparing the offered system.

Lighting

- ☐ Lighting target / metric, unit and source
- ☐ Uniformity requirement and its defined metric
- ☐ Road / application classification and applicable document revision
- ☐ Mounting height and spacing, if defined
- ☐ Layout / lighting-design reference and revision

Operating profile

- ☐ Operating hours per night
- ☐ Full-output period, if required
- ☐ Dimming schedule and the referenced operating profile
- ☐ Motion control if required
- ☐ Seasonal / special operation if relevant

Nominal luminaire wattage alone does not define the nightly energy demand.

Ask the supplier to state the proposed operating profile and assumptions. This checklist records the basis for review; it is not a complete lighting or autonomy design calculator.

3. Make the Solar Design Basis Visible

- [] Project location used for the design basis
- [] Solar resource source, period and design basis
- [] Operating Profile Reference
- [] Autonomy Requirement if defined, including the required service and conditions
- [] Battery Technology Requirement if actually specified
- [] Environmental Design Basis and other project energy constraints

The buyer does not need to perform the supplier's system design. If an input is not fixed by the buyer, the Supplier Proposal or Supplier Assumption should be made visible for review.

Separate a requirement from a proposal

ILLUSTRATIVE EXAMPLE - NOT AN ACTUAL PROJECT

Item	Buyer Requirement	Supplier Proposal	Comparison Status
Pole spacing	30 m	-	CONFIRMED
Autonomy	Not specified	3 nights proposed	TO CONFIRM
Dimming	Not specified	Supplier schedule proposed	TO CONFIRM

These figures illustrate record roles only. They are not recommended design values or a Sunlurio project. CONFIRMED refers only to the fictional comparison basis; design and acceptance remain separate decisions.

4. Define What Is Included in the Quotation

Record what is required, optional, to be confirmed or outside the project scope. Ask who supplies each item and whether it is included in the offer.

Scope Item	Required	Optional	Supplier to Confirm
Luminaire	☐	☐	☐
Solar Module	☐	☐	☐
Battery	☐	☐	☐
Controller	☐	☐	☐
Pole	☐	☐	☐
Arm / Bracket	☐	☐	☐
Anchor Bolts	☐	☐	☐
Foundation Scope	☐	☐	☐
Installation	☐	☐	☐
Commissioning	☐	☐	☐
Training	☐	☐	☐
Spare Parts	☐	☐	☐
Technical Documentation	☐	☐	☐
Packing / Shipping	☐	☐	☐

The indicators are intentionally blank. Record NOT APPLICABLE in the project scope record where appropriate, with a reason. Clarify exclusions, by-others responsibilities and any separately charged services.

A lower quotation may simply include a different supply boundary. Confirm scope before comparing price.

5. Map the Offered Model to Its Technical Evidence



Record an Evidence Reference that can be traced to the Offered Model and Key Configuration. Confirm the document revision and Applicable Scope, not only its filename.

Document Type (where applicable)	What to check
Datasheet	Offered Model and declared configuration
IES / LDT	Model, optic and operating state used for the project calculation
Lighting Calculation	Project inputs, layout, criteria and settings
Product Drawing	Configuration, dimensions and relevant interfaces
Pole Drawing	Specified pole / mounting scope and drawing revision
Test Report	Model, method and applicable report scope
Certificate	The stated certification scope, where required
Warranty	Terms, exclusions and the relevant offered scope
Installation Document	Applicable model / configuration and document revision
Commissioning Document	Required project stage and agreed responsibility
Other	Project-defined evidence and its applicability

A document should be checked for model, revision, configuration and applicable scope before it is treated as supporting evidence.

Use the Evidence Register for actual references. A filename or a document being present does not establish validity, recognized testing scope or project approval.

6. Track Changes After the RFQ Is Issued

Clarification

A question and response. Record the Clarification No., issuer, responder, date and affected RFQ Clause / BOQ Item.



A Clarification does not automatically modify the RFQ.

Addendum / Amendment

A formal buyer-issued change under the applicable tender procedure. Record its reference, the Related RFQ Revision and the effect on supplier responses.

Technical Deviation

A supplier-declared or reviewer-identified departure from a stated requirement. Record the difference, evidence and authorized Reviewer Decision.

Situation	Record as
Buyer formally changes a requirement	Addendum / Amendment
Supplier departs from a stated requirement	Technical Deviation
Input is not fixed; supplier proposes an option	Supplier Proposal / Supplier Assumption

A deviation should be visible and reviewed. Its final treatment depends on the applicable tender rules, project authority and contract procedure.

Apply the rules for the relevant submission stage. Do not assume post-submission clarification permits unrestricted changes to price or substance. Keep superseded records and their current-revision references.

7. Confirm the Technical Basis Before Comparing Price

Use these checks to identify the basis and unresolved issues before commercial comparison. Record the Reviewer Decision in Excel.

Check area	Before price comparison
Scope	☐ Same quantity and unit? ☐ Supply boundary visible? ☐ Installation and commissioning included / excluded?
Operating basis	☐ Operating hours and dimming basis visible? ☐ Autonomy basis defined, or Supplier Proposal clearly stated?
Product / configuration	☐ Offered Model and Key Configuration identified? ☐ Pole / mounting scope clear?
Evidence	☐ Datasheet mapped? ☐ IES / LDT mapped if required? ☐ Calculations, drawings and relevant evidence identifiable?
Document control	☐ Current RFQ Revision identified? ☐ Clarifications and Addenda / Amendments reflected? ☐ Technical Deviations and remaining decisions visible?

Technically comparable does not mean technically approved, contractually compliant or selected for award.

Use the approved Comparison Status values

CONFIRMED / TO CONFIRM / DEVIATION / SUPERSEDED / NOT APPLICABLE

The status records the comparison basis. It does not replace a technical, contractual or tender-authority decision.

8. Continue the Review in the Excel Workbook

02-sunlurio-rfq-boq-comparison-workbook-v2.xlsx

README explains the controls. The six project workflow sections are:

Workbook section	Use it for
1. Project Inputs	Common inputs and supply scope
2. Supplier Response	Actual offered configuration and assumptions
3. RFQ / BOQ Comparison	Common basis and Reviewer Decision
4. Evidence Register	Model / revision / scope references
5. Clarification / Revision	Questions, responses and formal changes
6. Technical Deviation	Declared differences and project decisions

ILLUSTRATIVE EXAMPLE - NOT AN ACTUAL PROJECT

BOQ Item	Supplier	Offered Model	Evidence Reference	Technical Deviation	Comparison Status
ILL-L01	Illustrative Supplier A	ILL-MODEL-A	ILL-E01 (fictional)	ILL-DV01: foundation exclusion	DEVIATION

Condensed from the labeled fictional Excel example. No actual project or supporting document is supplied.

Preparing a Solar Street Light RFQ or Reviewing a Tender?

If available, share the BOQ / tender specification, quantity, country / location, current document revision, road drawing / layout, lighting requirements if defined, and submission deadline.

Send Your BOQ / Tender Specification

Sunlurio can review project inputs, supply scope and document requirements before preparing a project quotation.

Project document review: sunlurio.com/engineering-support/tender-documents-boq/

This is a preliminary supplier-side review. Final interpretation, acceptance and approval remain with the authorized project parties.