

## **INVITATION TO BID**

**“GDFCS/03/2020/2021: TENDER FOR PROPOSED SOLAR PV POWER 1000Kw”**

**Leasing Option (Zero Initial Investment)**

**20-year Operation and Maintenance (O&M) for a PV Solar Plant with  
a capacity of**

**1000kW/1,683,673kWh/year for Githunguri Dairy Farmers**

**Co-operative Society, Kiambu County, Kenya.**

**Hard copies must be delivered to:**

GITHUNGURI DAIRY FARMERS CO-OPERATIVE SOCIETY LTD,  
PO BOX 3-00216,  
GITHUNGURI.

No later than (6<sup>th</sup> October, 2020 at 10.00am).

**Proposals shall be opened immediately thereafter at the Plant’s procurement office in  
the presence of the candidates or their representatives who choose to attend.**

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## 1. Invitation Letter

Client - Company name and address

GITHUNGURI DAIRY FARMERS CO-OPERATIVE SOCIETY LTD  
PO BOX 3-00216  
GITHUNGURI.

Bidder - Company name and address

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Dear Mr./Ms.

You are invited to participate to the Bid for a Leasing Agreement and 20 Years Operation and Maintenance (O&M) of a PV Power Plant with a capacity of 1000Kw/ 1,683,673kWh/year for Githunguri Dairy Farmers Co-operative Society, Kiambu County, Kenya

This Bid process contains 2 phases:

1. Phase 1 – Leasing & O&M Contract Bid
2. Phase 2– Awarding of Leasing & O&M Contract

**Bid Phase 1 - Leasing & O&M Contract Bid** - includes the bid process for the Leasing & O&M Contract. The selected bidders will present the offer according to the functional description of the power plant and the procurement conditions of the Client.

- The offer must include:
- Bill of Material (BOM)
- Bill of Quantity (BOQ)
- Delivery and Construction Time Line
- LEASING offer (USD/EUR/kWh/year/month)

**Bid Phase 2 - Awarding of Leasing & O&M Contract** - the client will evaluate the technical and the commercial offer, will negotiate and award the Leasing & O&M Contract to the selected bidder.

Looking forward to receiving your offer and thank you in advance for your interest in participating to the Bid.

Date 16/09/2020.

Signature Client\_\_\_\_\_

## 2. General instructions to the interested bidder

No. of copies that must be submitted	2 Copies- Original and Copy.
Document submission address	GITHUNGURI DAIRY FARMERS CO-OPERATIVE SOCIETY LTD PO BOX 3-00216 GITHUNGURI.
Deadline of Document Submission	Deadline: 6 <sup>th</sup> October,2020.
Allowable Manner of Submitting Documents	Hardcopy documents.
Contact Details for submitting clarifications/questions	E-mail address dedicated for this purpose: <a href="mailto:procurement@fresha.co.ke">procurement@fresha.co.ke</a> copy to <a href="mailto:freshadairy@fresha.co.ke">freshadairy@fresha.co.ke</a>
Required Documents that must be Submitted	<p><b>a)</b> Valid business Registration</p> <p><b>b)</b> Energy Regulatory Commission registration as solar PV system manufacturer/importer, attach proof.</p> <p><b>c)</b> Energy Regulatory Commission registration as solar PV system contractor, attach proof.</p> <p><b>d)</b> KRA Pin Certificate</p> <p><b>e)</b> Tax compliance certificate, attach proof</p> <p><b>f)</b> Up to date business permit in Kenya, attach proof</p> <p><b>g)</b> Company Profile</p> <p><b>h) Leasing Project Experience:</b> Provide the following information regarding corporate experience within at least the last two (2) years which are related or relevant to those required for this Pre-Qualification Process.</p> <ul style="list-style-type: none"> <li>• <b>Staff Experience:</b> A minimum of three (3) years of experience, of which two (2) years must be in Kenya, in civil construction, equipment supply and erection, turnkey delivery of solar power project. Provide list and individual capacity of each project.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of construction of Renewable energy systems of similar nature. Provide list and individual capacity of three (3) projects, including countries of installation.</li> <li>• A minimum of two (2) years of experience in Operations and Maintenance (O&amp;M) of solar power project. Provide list and individual capacity of each project, including countries of installation.</li> <li>• ISO or equivalent standards accreditation for Quality Assurance System, Environmental Management Systems, Occupational Health and Safety and any other Organizational Management System are NOT mandatory, but a merit. Provide copy of certifications if applicable.</li> <li>• In the bidding round the ability to adhere to internationally recognized health and safety regulations and social &amp; environmental safeguards procedures will be a selection criterion. Demonstrating familiarity with the above is a merit. Please submit the relevant certificates.</li> <li>• Experience with working as a Leasing &amp; O&amp;M contractor is essential and obligatory.</li> </ul> <p><b>i) Organizational structure:</b> The bidder must demonstrate that the core staff proposed must adequately cover: design, construction and operation of solar power plants.</p> <p><b>j) Project references:</b></p> <ul style="list-style-type: none"> <li>• Name of project</li> <li>• Client</li> <li>• Contract Value</li> <li>• Period of activity</li> <li>• Types of activities undertaken</li> <li>• Status or Date Completed</li> <li>• References Contact Details (Name, Phone, Email)</li> </ul> <p><b>k) Local representatives:</b> Official Letter of Appointment as local representative, if the bidder is submitting on behalf of an entity located outside the country;</p>
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	<p><b>l) Quality Management:</b> ISO or equivalent standards accreditation for Quality Assurance System, Environmental Management Systems, Occupational Health and Safety and any other Organizational Management System are NOT mandatory, but a merit. Provide copy of certifications if applicable.</p> <p><b>m) Financial Statements</b></p> <p>Audited Financial Statements: The Company/ Joint Venture shall submit turnover figures for financial years (2017, 2018 &amp; 2019). Figures provided should be audited and verifiable. Audited financial statements for the last three years must be inclusive of: consolidated Balance sheet, Profit &amp; Loss, and Cash flow statements.</p> <p><b>Companies or entities are expected not to be in disputes with the local authorities in relation to taxes, duties and levies.</b></p>
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### **3. Terms of Reference for the Leasing & O&M Bid**

#### **3.1 Project Description:**

##### **General information:**

Solar power plant for the production of a 1000Kw/ 1,683,673kWh/year on the roof top of Githunguri Dairy Farmers Co-operative Society, Kiambu County, Kenya.  
Site coordinates are: -1.0601715, 36.7816721

Supplier to fully finance audit, sizing, design, supply, install, operate and maintain system in a contract period of 20 yrs.

A functional description (technical requirements) of the solar power plant (**Annex 01**)

#### **3.2 Scope of the Leasing & O&M-Bid:**

The qualified bidders will be required to submit their technical and financial bids during the bidding stage, along with their expected Bill of Material (BoM) and Bill of Quantity (BOQ) in accordance to the information and formats provided in the preliminary design and engineering documentation.

##### **a) Design and Engineering Services:**

- Timeline/Project Schedule
- System description
- Equipment details, descriptions (PV Modules, Inverters, Cables, Racks, Batteries, etc.), (specifications/data sheets)
- PV module layout plan
- Equipment installation location plan
- All engineering associated with structural and mounting
- Performance of equipment components, and subsystems
- Integration of solar photovoltaic system with existing power source(s)
- Electrical grid interconnection requirements (if applicable)
- Controls, monitors, and instrumentation, including on demand web access
- Remote System performance monitoring
- Security for the system



**b) Procurement and Construction works:**

- Supply all equipment, materials, and labor necessary to install the solar power plant.
- Logistics and staging plan
- Install the solar power plant
- Testing and commissioning of the power plant and transfer to O&M

**c) Operation and Maintenance:**

- Provide as-built drawings as pdf documents and the O&M Manual. These requirements shall be delivered prior to acceptance of the solar power plant.
- Monitoring and Maintenance of the power plant

**3.3 Leasing & O&M Contract Conditions:**

The Leasing Agreement must be drafted by a local legal advisor in order to cover all local requirements, risks and liabilities.

The key clauses in any Leasing & O&M contracts are those which impact on: Time, Cost and Quality and Price (EUR/USD for kWh) for the Energy consumption.

#### 4. Award of the Leasing & O&M Contract

As soon as the evaluation of the offers is closed the Leasing & O&M Contract will be awarded. The client will evaluate the technical, commercial offer according to the project requirements.

#### 5. Proposal Requirements

Please provide 1 original, (1) copy.

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PO BOX 3-00216,  
GITHUNGURI.

No later than (6<sup>th</sup> October, 2020 at 10am).

**Proposals shall be opened immediately thereafter at the Plant's procurement office in the presence of the candidates or their representatives who choose to attend.**

Proposals received after this time will be returned to the respondent un-opened. Proposals will not be considered for award unless submitted in the format described below. It is the responsibility of the respondent to ensure that the submittal is received in a timely manner. Fax proposals will not be accepted.

#### 6. Proposal Content

Please include the following sections in your proposal submitted in the following order:

- **Cover letter:** Cover letter must be addressed to (Githunguri Dairy Farmers Co-Operative Society Ltd) and signed by a legally authorized representative of the respondent. Cover letter must summarize key provisions of the proposal and must include name, address, phone and email of the respondent contact.
- **Executive Summary:** Include key provisions of the proposal, including understanding of Githunguri Dairy Farmers Co-Operative Society Ltd goals, pricing, respondent's role on project, brief description of proposed system, financing, relevant experience of respondent/company, and key timeline dates.
- **Company Profile:** Years in business, description of company background, business licenses, bonding capacity, H&S background and safety protocol, Insurance, Quality Assurance/Quality Control documentation.

- **Project Experience:** Include projects completed in the last three (3) years similar in scope and size to the proposed project. Include project name, system size, location, and brief 2-3 sentence project description. Highlight companies permitting and interconnection experience with local utility (if applicable).
  - **References:** Provide three (3) project references with direct client phone numbers.
- **Project Team:** Organization chart and bios (length of time with the company), key projects of key team members, capability to perform work/workload capacity. Please only profile individual that will directly be working on this project. Clearly identify the project manager.
- **List of all** subcontracted Suppliers, Subcontractors and O&M Service Provider that will be contracted for this project.
- **Technical Solution/Scope of Work:** Describe your technical approach to the design and construction of the solar project including:
  - Technical Approach, Design, Equipment, Installation
    - Panel, inverter, cables, racking, hybrid components (if applicable), etc. specifications
    - Equipment and workmanship warranties
  - Exhibits showing proposed layouts and system single line diagrams
  - PVSYST Report indicating production of the proposed system
  - Proposed monitoring system/solution.
  - Operations & Maintenance Plan offered for the project.
- **Production Guarantee:** Provide at least a 95% kWh guarantee for year 1, degrading by a maximum of 0.7%/year for 20 years. Performance guarantee should be measured, and damages should be paid on an annual basis. **(if applicable)**
- **Commercial Proposal:**
  - Provide a Leasing Price (USD/EUR/kWh/Year/Month) for the system.
  - Present year one (1) and consecutive years' financial savings
  - Please price O&M Offer separately from the Leasing Offer.
- **Safety** – Please include a brief description of the safety practices of your company, as well as the H&S Reporting Indicators for the last three (3) years.
- **Proposed Schedule** – Identify key project milestones and include any necessary review periods for Githunguri Dairy Farmers Co-Operative Society Ltd

**Annexes to this document:**

**Annex 01: PV Solar Specifications**

**Annex 02: Timeline for PV Project (Example)**

**Annex 03: Specific HSE PLAN- (Example)**

**Annex 04: Table of Content for HSE Manual (Example)**

**\*\*\*\*\*END\*\*\*\*\***