



CEEC /GEA/2019/01

Request for Proposal (RFP) For General Energy Audits

Invitation to Submit Proposal

Date: March 19, 2019

To: Bidder

Subject: RFP for General Energy Audits

1. You are requested to submit a proposal for consulting services in respect of the above referenced subject. Your proposal could form the basis for a contract between your firm / institution and the Kenya Association of Manufacturers (KAM).
2. To enable you submit a proposal, please find enclosed :
 - a) Annex I: Proposal submission: Description of requirements for proposal submission;
 - b) Annex II: Terms of Reference (TOR), containing a description of KAM requirements for which these services are being sought.
3. Pre-qualification documents containing detailed terms and conditions of pre-qualification may be downloaded from the KAM website: www.kam.co.ke. Interested bidders will be required to pay a non-refundable fee of Kshs. 2,500 to the bank and provide original banking slip on top of the bid documents. The payment shall be made to: Kenya Association of Manufacturer KAM Collection A/C NO: 0948598736. Branch: Queensway House

Note:

This letter is not to be construed in any way as an offer to contract with your firm/ institution.

Yours Sincerely,

Phyllis Wakiaga
Chief Executive

ANNEX I

Manner of submission

1. Your proposal shall be prepared in the English Language
2. Your proposal shall comprise the following separately bound documents in separate covers :
 - a) Technical component and
 - b) Financial (price component)
3. Your proposal shall be prepared in duplicate with one marked “original” and the other marked “copy”. In the event of any discrepancy between them, the original shall govern.
4. Please insert dates and address as necessary

Content of Proposal

i) Technical Component

- a) Description of the firm and the firm’s qualifications;
- b) Copy of Company Certificate of incorporation
- c) Valid Certified Energy Manager (CEM) certificate or an equivalent qualification of key personnel(s) of the energy audit team.
- d) Valid Energy Regulatory Commission (ERC) license to conduct energy audits
- e) Brief description of Understanding of the requirements for services, including assumptions;
- f) Proposed approach and methodology;
- g) Timing of activities and reports;
- h) Outputs, including how to measure those outputs;
- i) Proposed team structure;
- j) Proposed project team members.
- k) Executive brief of relevant similar projects undertaken in the past 2 years.

ii) Financial (Price Component)

The price component shall have a cover letter wherein your firm / institution’s authorized representative affirms the following:

- a) A summary of the price;
- b) Break-up of the cost build up
- c) The period of its validity;
- d) Cost of a **General energy audit**.
- e) Statutory KRA PIN and VAT certificate copies

In addition, the price component must cover all the services to be provided and must itemize the following:

- a) Unit and total fees per person for each team member to be assigned to the mission in the field and a rate for his/her work at the office, if any.
- b) Other costs if any (indicating nature and breakdown)
- c) Taxes

Mandatory Documents Required:

- 1. Copy of company VAT registration Certificate
- 2. Copy of company PIN certificate
- 3. Tax Compliance certificate
- 4. True copies of valid certified energy Auditor/Manager Certificate or equivalent certifications.
- 5. Valid ERC License to conduct Energy Audits
- 6. Curriculum Vitae for the Lead Energy Auditor.

Payment terms (provisions)

Kenya Association of Manufactures policy is to pay for contractual services based on performance of contractual services rendered. **For this task, KAM intends to make all payments upon completion of the assignment**

Evaluation of proposals

A two stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component. Scores will be awarded for the technical proposal.

The price component proposal will be opened only for those firms/ institutions whose technical component meets the requirements for the assignment, as indicated by a score of more than 70%.

Deadline for Submission

The proposals are to be submitted to **AAM resources, Purshotam House, Chiromo Lane, Next to Diagnostics centre, by April 5, 2019, at 12.00 p.m.** Late submissions will not be opened.

Please Label the Envelope **“General Energy Auditing Proposal”**

ANNEX II

Terms of Reference **For** *General Energy Audits in Kenyan Companies*

Introduction

The Kenya Association of Manufacturers (KAM) is collaborating with the Government of Kenya and other partner to implement energy efficiency activities in the country, with a view to reducing energy costs to Kenyan companies.

Whereas many Kenyan companies are now aware of the benefits of energy efficiency, reluctance to invest in energy saving measures is still evident. This is attributed to the following factors:

- Little knowledge regarding viability of energy saving measures
- Skepticism regarding actual quantities, timings and risks of savings
- Lack of proven financing mechanisms for energy efficiency projects
- Lack of technical capacity to develop and implement energy efficiency projects

The energy audits will assist manufacturers identify opportunities to reduce production costs through increased energy efficiency, thereby increasing profits, increasing employment and alleviating poverty. In addition, this exercise will help reduce greenhouse gas emissions and thus contribute to mitigation of climate change.

What is General Energy Audit?

The general audit alternatively called a mini-audit; or comprehensive site energy audit expands on a walk through audit by collecting more detailed information about facility operation and performing a more detailed analysis and evaluation of energy conservation measures identified. Utility bills are collected for a 12 to 36 month period to allow the auditor evaluate the facility's energy/demand rate structures, and energy usage profiles.

In-depth interviews with facility operating personnel are conducted to provide a better understanding of major energy consuming systems as well as insight into variations in daily and annual energy consumption and demand. Additional metering of specific energy-consuming systems is often performed to supplement utility data. Sufficient detail is provided to justify project implementation.

Objective

The objective of this assignment is to assist selected enterprises in Kenya identify Energy saving and energy efficiency measures resulting in demonstrable economic and environmental benefits. These

will serve as successful case studies, which will be documented and disseminated to other Kenyan industries.

The audits will be carried out in 1 (one) or more manufacturing and other service enterprises within a stipulated time period as per contract.

The specific objectives include:

- Identify energy saving opportunities and advise enterprises on modern technologies in energy efficiency
- Increased energy savings among KAM members and other energy users thereby improving on energy intensity;
- Document potential cost savings to those companies that will participate in the program;
- Environmental benefits in terms of carbon dioxide emission reductions;
- KAM image enhancement as a source of beneficial services cost effectively to members – resulting in increased membership.

Activities

The activities will include:

1. Establishing a working relationship with the selected facilities and collection of requisite data from them;
2. Desk study of the energy consumption and billing profiles of the selected companies vis-à-vis the level of output of those companies;
3. Establishment of baseline conditions in terms of energy consumption and production;
4. Identification of energy saving measures, including justification for further pursuit of such measures. At least three such measures must be identified in each industry and the auditor must satisfy KAM that each identified measure is profitable and sizeable enough to be worth pursuing;
5. Presentation of results to KAM and each audited company;
6. Reports for each measure and each company.

Deliverables to KAM

1. A work Schedule for the activities, in the form of a Gantt chart in MS project;
2. Desk study of the energy consumption and billing profiles of the selected companies vis-à-vis the level of output of those companies;
3. Hold in-depth consultations with the participating industry's operating personnel,
4. Conduct field-testing, measurements and operational trials as necessary
5. Energy consumption vs. production baseline conditions established;

6. Carry out detailed technical and financial analysis on the identified energy efficiency measures to determine energy saving potential and investment requirement for each measure based on detailed implementation cost estimate and advise on viability.
7. Sufficient detail is provided on opportunities for identified Energy Efficiency measures so as to justify project implementation,
8. Power point presentation of findings to KAM and each company's management. The KAM presentation will come first, so that KAM can approve the presentation before making it to the company;
9. Submission the results of findings and recommendations are summarized in a final report Separate audit reports for each respective company with detailed descriptions of each identified energy saving measure;
10. Camera ready material for a brochure summarizing the identified energy saving measures;
11. A mission report showing how the activities were carried out in relation to the Gantt char

