



CEEC /IGWA/2019/09

Request For Proposal (RFP) For Investment Grade Water Audits

Invitation to Submit Proposal

Date: March 13, 2019

To: Bidder

Subject: RFP for Investment Grade Water Audits

1. You are requested to submit a proposal for an Investment Grade Water Audit in respect of a medium & big enterprises in the manufacturing or service sectors of the Kenyan economy. Your proposal could form the basis of a contract between your firm / institution and the KAM
2. To enable you submit a proposal , please find enclosed :

Annex I: Proposal submission: Description of requirements for proposal submission;

Annex II: Terms of Reference (TOR), containing a description of CEEC requirements for which these services are being sought.

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:
 - 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.

Please insert dates and address as necessary

Content of Proposal

i) Technical Component

- a) Copy of Company's certificate of incorporation. Where joint venture is applicable, the signed memorandum of the joint venture to be included in the bid documents.
- b) Description of the firm and the firm's qualifications;
- c) Valid Water Auditor Certification(s) or qualification of key personnel(s) of the water audit team in water and wastewater management
- d) Understanding of the requirements for services, including assumptions;
- e) Proposed approach and methodology;
- f) Timing of activities and reports (Being a critical component as time is of essence);
- g) Outputs, including how to measure those outputs;
- h) Proposed team structure;
- i) Proposed project team members.
- j) List of similar projects undertaken by your organization for reference with contacts

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 an **Investment grade water 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 water certification.
5. Curriculum Vitae for the Lead Water Auditor.

Payment terms (provisions)

KAM's policy is to pay for contractual services based on performance of contractual services rendered. **For this task, KAM intends to make all payments upon satisfactory 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% at the technical evaluation stage.

Deadline for Submission

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

Please Label the Envelope "Investment Grade Water Audits Proposal"

ANNEX II

Terms of Reference **For** *Investment Grade Water Audit*

Introduction

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

- Little knowledge regarding viability of water saving measures
- Skepticism regarding actual quantities, timings and risks of savings
- Lack of proven financing mechanisms for water efficiency projects

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

What is Investment Grade Water Audit?

The investment grade water audit (IGWA) is a detailed water audit. It includes a water balance; a life cycle analysis of savings and costs of each recommended water saving measure; specification of the method of performance verification based on the International Performance Measurement and Verification Protocol (IPMVP). Utility bills are collected for a 12 to 36 month period to allow the auditor evaluate the facility's water/demand rate structures, and water usage profiles.

In-depth interviews with facility operating personnel are conducted to provide a better understanding of major water consuming systems as well as insight into variations in daily and annual water consumption and demand. Additional metering of specific water-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 water and waste water savings and water 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 specific objectives include:

- Increased water savings in industry;
- Environmental benefits in terms of carbon dioxide emission reductions;

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 water 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 water consumption and production;
4. Identification of water sources in the facility
5. Identification of water saving measures, including justification for further pursuit of such measures.
6. Thorough spot measurements and monitoring of parameters to generate bankable data for detailed engineering design
7. Detailed financial engineering with comprehensive financial analysis statement.
8. Proposed measurement and verification method/s for the measures recommended
9. Presentation of results to KAM and the audited company;
10. Justification for each measure recommended.

Deliverables to KAM (CEEC)

1. A Work Schedule for the activities, in the form of a Gantt chart in MS project;
2. Desk study report of the water consumption and billing profiles of the selected enterprise
3. Hold in-depth consultations with relevant personnel of the participating enterprise
4. Conduct field-testing, measurements and operational trials as necessary
5. Water consumption vs. production baseline conditions established based on historical data;
6. Carry out detailed technical and financial analysis on the identified water efficiency measures to determine water saving potential and investment requirement for each measure based on detailed implementation cost estimate and advise on viability. A complete Life cycle assessment to be carried out indicating projected savings and expenses for each recommended measure. Note that the financial justification must be according to the clients own criteria for accepting projects, e.g. if a client only accepts projects with an IRR of 15%, only measures meeting that criterion will be considered
7. Sufficient detail is provided on opportunities for identified Water Efficiency Measures so as to justify project implementation,
8. A water balance and circuit for the enterprise
9. Specification on measurement of performance improvement based on IPMVP Criteria.
10. Power Point presentation of findings to KAM and the site management. The KAM presentation will come first, so that KAM can approve the presentation before making it to the audited enterprise;
11. Submission: The results of findings and recommendations are summarized in a final report with detailed descriptions of each identified water saving measure;

12. Camera ready material for a brochure summarizing the identified water saving measures;
13. A mission report showing how the activities were carried out in relation to the Gantt chart.