



CEEC /EA/2019/04

Request for Proposal (RFP) for *conducting training on Energy Auditing*

Invitation to Submit Proposal

March 19, 2019

Subject: RFP for *conducting training on Energy Auditing*:

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.

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 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.
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. Brief description of Understanding of the requirements for services, including assumptions;
- d. Proposed approach and methodology;
- e. Proposed team structure;
- f. Proposed project team members;
- g. Executive brief of relevant similar projects undertaken in the past 2 years.

II. Financial (Price Component)

- a) A summary of the price;
- b) The period of its validity;
- c) Taxes
- d) Statutory KRA PIN and VAT certificate copies

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 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%.

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 “Training on Energy Auditing”

ANNEX II

Terms of Reference For Conducting Training on Energy Auditing:

INTRODUCTION

The Kenya Association of Manufacturers (KAM) is collaborating with the Government of Kenya 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. Some reasons for this unwillingness are:

- Insufficient knowledge on viability of energy saving measures
- Skeptism regarding actual quantities, timings and risks of savings
- Lack of proven financing mechanisms for energy efficiency projects

The training on Energy Auditing will enable participants acquire skills to conduct energy audits in industry and other sectors of the economy. Through Energy audits opportunities for energy efficiency are identified and recommendations made on measures to be implemented to achieve energy savings.

Implementation of energy efficiency leads to reduced production costs, increased profits and opportunities for employment and alleviation of poverty. In addition, it helps to reduce greenhouse gas emissions and thus contribute to mitigation of climate change.

OBJECTIVE

The purpose of this training is:

- To equip participants with practical skills to conduct energy audits and
- To equip participants with technical and financial analytical skills to determine opportunities for energy efficiency based on field data
- To equip participants with necessary skills to prepare bankable energy efficiency project proposals.

CONSULTANT ACTIVITIES

The activities will include:

1. Development of detailed course content.

2. Prepare materials and make copies of training materials for the participants. The copies will be **bound** and legible and will be available for ALL the Participants and two copies for KAM (records). In addition make one soft copy for KAM.
3. Deliver lectures for 3-days with the following contents:
 - a) Introduction to energy Management
 - b) Energy data recording and processing
 - c) Plant survey
 - d) Electrical metering and tariffs
 - e) Demand management
 - f) Electric motors
 - g) Lighting systems
 - h) Insulation
 - i) Fans
 - j) Pumps
 - k) Compressed air systems
 - l) Refrigeration and heat pump systems
 - m) Fuel fired equipment
 - n) Steam generation and distribution
 - o) Heat recovery systems
 - p) Financial analysis
4. Proper delivery of training to the technical participants using recent materials. The Trainer will be expected to use practical illustrations from the industry with emphasis on the Kenyan industry
5. Conduct a **two (2)-day energy audit** in an industry to be identified by KAM (industry that uses both electrical and thermal (steam) energy. In addition the industry shall have chillers and cooling towers. The audit to involve fieldwork in which the measurement of energy parameters will be carried out. The audit will involve all the participants and relevant demonstrations on field measurements will be made by the trainer. The instruments to be used shall be provided by the trainer and shall include the following:
 - Power logger
 - Tong tester
 - Flue gas analyzer
 - Light meter
 - Infrared thermometer
 - Contact thermometer
 - Relative humidity meter

- Anemometer
- Wet and dry bulb thermometer
- Conductivity meter.

6. Carry out a technical and financial analysis of the identified energy efficiency measures

OUTPUTS

1. A training report which should include
 - all the training materials and course contents
 - An analysis of the course evaluation forms and recommendation
 - List of attendees
2. An energy audit report to be submitted to the audited industry, KAM and copied to all the course participants

APPROACH

The company will work under the direction of the CEO of KAM, and the Centre for Energy Efficiency and Conservation (CEEC). KAM will provide documents to the consultant as necessary.

TIME SCHEDULE AND LEVEL OF EFFORT

The assignment will be carried out over a period of 15 **days**. The period can be extended by the KAM CEO if deemed necessary.

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.**