



WWF-Kenya
Property no.118, Along Dagoretti Road,
Karen P.O BOX 62440-00200, Nairobi
Tel: 0722203407, 0202124744
www.wwfkenya.org

ADVERTISEMENT

**REQUEST FOR PROPOSAL
FOR**

POWERBACKUP SOLUTION FOR WWF-KENYA OLOITOKITOK OFFICES

RFP NO. WWFK /LTK/048

To be received on or before 5.00 P.M.

On Tuesday 9th April 2024.

E mail: tenders@wwfkenya.org

1.0 Letter of invitation

World Wide Fund for Nature Kenya (WWF-Kenya) is a locally registered non-governmental conservation organization; an affiliate of WWF International. WWF has been working in Kenya since 1962 alongside the government, civil society, private sector organizations, and local communities to contribute towards providing an enabling environment for the achievement of a healthy natural environment supporting people and sustainable development in Kenya.

WWF Kenya is in the process of sourcing for proposals for Power backup Solution For WWF-Kenya Oloitokitok Offices

Prices quoted should be net inclusive of all costs and taxes, must be expressed in Kenya shillings and shall remain valid for a period of 120 days from the closing date of the tender.

Eligible candidates should submit completed Proposal Documents marked with the Tender Name and Number addressed to the Procurement Coordinator and sent via email to tenders@wwfkenya.org to be received on or before **Tuesday 5 pm on 9th April 2024**.

For any clarifications, please email your query to kenya.procurement@wwfkenya.org no later than 3rd April 2024, at 5pm.

2.0 General Requirements

2.1 Eligible Applicants

2.1.1 This Request for Proposal is open to all suppliers eligible as described in the application documents. Successful applicants shall later be contacted for the provision of services as required by WWF-KENYA.

2.1.2 Applicants shall adhere to WWF-KENYA Prevention of Fraud, Bribery and Corruption (Revised). Please find the link where this policy is located:

<https://wwfke.awsassets.panda.org/downloads/wwf-kenya-revised-policy-on-prevention-of-fraud-bribery-and-corruption---third-party-.pdf>

2.1.3 Applicants shall bear all costs associated with the preparation and submission of their application and WWF-KENYA will not be responsible or liable for those costs regardless of the conduct or outcome of the application process.

2.1.4 The applicants shall furnish, as part of the application, documents establishing the applicant's eligibility to apply and their tender to perform the contract if accepted.

2.1.5 The documentary evidence of the applicant's tender to perform the contract if the application is accepted:

- a) That the applicant has requisite financial and technical capability necessary to execute the contract
- b) That the applicant has an established physical and postal address for ease of contact and is accredited by the Kenyan Government to trade in the category applied for.
- c) That the applicant is willing to do business with WWF-Kenya and shall allow credit facilities as per WWF Kenya's terms and conditions of contract.

- d) That the questionnaire is to be fully and comprehensively completed in all respects and all documents must be submitted in English Language
- e) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets
- f) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, WWF-Kenya reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- g) Applicants will meet all costs associated with preparation and submission of their applications
- h) Any information given and later found to be incorrect shall lead to disqualification of the Applicant
- i) The completed document shall be signed off and initialled by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided
- j) Canvassing will lead to automatic disqualification of the Applicant.
- k) Late submission will not be accepted. Any application (s) received after the date of closure will be considered as late and disqualified.
- l) Applicant is not listed on the UN and other Global Watchlists

2.2 Goods/Services eligibility and conformity

- 2.2.1** The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application documents of all goods/services which the applicant proposes to supply if accepted.
- 2.2.2** The documentary evidence of the eligibility of goods and services shall consist of a statement in the price schedule, brochures, catalogues of the goods and services offered; which in some case shall be confirmed against the certificate of origin issued at the time of shipment.

2.3 Corrupt and Fraudulent practices

- 2.3.1** WWF-Kenya requires that applicants observe the highest standards of ethics during the procurement processes and the execution of contract. In pursuance of the WWF-Kenya Prevention of Fraud, Bribery and Corruption Policy available at: <https://wwfke.awsassets.panda.org/downloads/wwf-kenya-revised-policy-on-prevention-of-fraud-bribery-and-corruption---third-party-.pdf> WWF-Kenya:
 - a) Defines for the purpose of this provision, the terms set forth below as follows
 - i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of WWF-Kenya officers in the procurement process or in contract execution including acceptance of this application.
 - ii. “Fraudulent practice” means a misinterpretation of facts in order to influence a procurement process of execution of a contract to the detriment of WWF-Kenya and includes collusive practices among suppliers (prior to or after application submissions) designed to establish item

prices, artificial noncompetitive levels and to deprive WWF-Kenya the benefit of free and open competition.

- b) Will reject a proposal for award if it determines that the applicant recommended for award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application (acceptance in question)
- c) Will declare an applicant ineligible either indefinitely or for a stated period of time to be awarded any contract if it at any time determines that the applicant has engaged in corrupt or fraudulent practices in competing for the contract.

2.4 Special Provisions

All suppliers should comply with WWF'S ESSF and statement of principles. Refer to the link below:
https://wwf.panda.org/discover/people_and_conservation/advancing_social_policies_and_principles/

3.0 Requirements in response to the Scope of Works

3.1 Mandatory Statutory Documents

Bidders that do not submit the following documents will not be considered for evaluation.

- Company Profile
- Company PIN certificate
- Certificate of Registration
- Valid Tax Compliance Certificate
- Bank details
- CR12
- Industry Accreditation NCA, EPR etc, licenses or registration letters from the relevant regulatory authority for these services
- Application form duly signed by the authorized signatory and Completed Business Questionnaire

3.2 Technical Proposal

Refer to the BoQ and Evaluation Matrix

3.3 Financial Proposal (Fill in the Bill of Quantities (BoQs) document

Note: The contractor should submit a separate financial and technical proposal.

3.4 Taxes

The Contractor is responsible for government taxes and insurance. WWF-Kenya shall retain gross fee withholding tax as per the Income Tax Act, Cap. 470, Laws of Kenya, and subsequently make remissions to the Kenya Revenue Authority.

4.0 Evaluation Matrix

Evaluation Criteria	Evaluation Details	Maximum Score
Experience	<ul style="list-style-type: none"> -Proof of a minimum of 5 years of experience similar works -Attach 3 reference/ recommendation letters of similar works -Attach 3 contracts/PO's for similar works - Schedule of ongoing contracts; 	30%
Capacity/ Skills and Organizational Structure	<ul style="list-style-type: none"> -The project manager CV [Min 5Years in relevant field] - Qualifications and CV of Proposed key personnel -Organization structure and company profile -Proposed equipment and machinery- indicate whether owned or leased (copies of agreements) 	30%
Schedule of Services	<ul style="list-style-type: none"> -Attach work plan -Indicate delivery period 	10%
Financial Statement	2 Years audited financial statement	5%
Financial Proposal	(Lowest Evaluated Bid/Bidders Price*20)	25%
Total Score		100%

5.0 Completed Business Questionnaire and trade references

1	Name of Organization	
2	Postal Address	P.O Box..... Code.....
3	Physical location of Business Premises	Town..... Street..... Building Name..... Floor.....
4	Contacts	Telephone..... Fax No..... Email..... Website.....
5	Nature of Organization (e.g. Sole Proprietorship, Public Limited Company, Partnership etc.)	
6	Names of the Proprietor, Directors or Partners - Proprietor	1.
	Partnership	1. 2. 3. 4.
7	Business Operations	Year established..... Duration of Business Operation.....
8	Company Registration No. (Attach)	Number.....
9	VAT Registration No. (Attach Copy)	Number..... Attached copy? Yes No.
	PIN	Number.....

10	State Credit Period Proposed is (30 days Minimum) NB: WWF K will not make any advance payments.	
11	State Tender Validity Period (Minimum Proposed is 120 days)	State Tender Validity Period (Minimum Proposed is 120 days)
12	Performance Bond The Contractor shall procure and deliver to WWF Kenya a performance bond for an amount equivalent to 10% of the total amount payable. If the total cost is equivalent or more than Ksh 3,000,000	
13	Contact Person.....	Job Title.....
14	Registration with Regulatory relevant bodies	Registration Body..... Category of Registration.....
Provide contact details for three referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further reference to you. (Attach documentary evidence of existence of the contract)		
A	Have you previously been contracted by WWF-Kenya? (Tick one)	<p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>Describe the contract and nature of works And for how long..... When.....</p>
B	Others Organizations or Companies	
1.	Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided
2.	Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided
3	Organization Name Contact Name and Position Office &

Mobile	Tel.No.....
Email.Address
Service provided

TRADE REFERENCES

Do any of the following apply to your Organization, or to (any of) the Director(s)/Partners/Proprietor(s)		
Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?	Yes/No	If Yes give details
Has been convicted of a criminal offence related to business or professional conduct	Yes/No	If Yes give details
Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client?	Yes/No	If Yes give details
Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?	Yes/No	Attach certificate of Tax compliance

Application Form

(To be submitted in the letterhead of the tenderer)

Date: _____

To: P.O. BOX 62440-00200

NAIROBI.

Property no.118, Along

Dagoretti Road, Karen

1. Having examined the tender documents including, Ref. No..... (insert number),the receipt of which is hereby duly acknowledged, we the undersigned, submit our tender for.....
..... (Description of Goods and Services)
.....at a total cost of Kshsincluding VAT.....and
WHT.....
in conformity with the said application documents all or part of the items that may be required and are within our capability to supply.
2. We undertake, if our application is accepted, to deliver services in accordance with the delivery schedule and credit terms specified in the schedule of requirements or official order, signed by authorized staff of WWF-KENYA.
3. We agree to abide by this application for the period of processing. preparation and execution of the tender application together with acceptance thereof which together shall constitute a binding agreement between us.
4. We agree to abide by and uphold WWF-KENYA’s general terms and conditions of contract
5. We agree to abide by and uphold WWF-KENYA policy on Prevention of Fraud & Corruption and WWF’S ESSF and statement of principles.
6. We understand: -
 - a) That this is a tender/quotation application for consideration to supplier for goods/services.
 - b) That WWF-KENYA is not bound to accept this application or any other that it may receive.

Details of Authorised Signatories

Should award of this tender be made to us, the following person is authorized to execute the contract (Director/CEO/Manager).

Name.....

Designation.....

Email.....

Phone.....

Dated this _____ day of _____ 20_____

(Signature)

(In the capacity of)

Duly authorized to sign tender for and on behalf of _____

Rubber Stamp/Company Seal

TERMS OF REFERENCE (ToR)

CONSULTANCY TO CONDUCT ASSESSMENT AND INSTALLATION OF SOLAR PV SYSTEM AT WWF-KENYA OLOITOKTOK OFFICE

Terms of Reference: Oloitokitok office Power backup system.

1.0 Who We Are

World Wide Fund for Nature Kenya (WWF-Kenya) is a locally registered non-governmental conservation organization; an affiliate of WWF International. WWF has been working in Kenya since 1962 alongside the government, civil society, private sector organizations and local communities to contribute towards providing an enabling environment for the achievement of a healthy natural environment supporting people and sustainable development in Kenya.

Our Mission: To stop the degradation of our planet's natural environment, and build a future in which humans live in harmony with nature.

2.0 Context

Kenya has made significant Progress in energy transition, with 89% of electricity generated from renewable sources, solar power accounting for 1% in 2021. The country has an estimated solar potential of 15,000 MW as it is located near the equator, with an average of 5-7 Sunshine hours each day. This presents an opportunity for organizations like WWF to 'walk the talk'. An initiative by WWF Network to power the Networks offices solely on renewable energy started in 2021 and aims at illustrating renewable energy and Energy efficiency works using their offices as demonstration and education sites for policy makers and private sector companies. In addition, the WWF global Climate and Energy Program seeks to (a) halve greenhouse gasses (b) reduce Energy demand (c) increase supply of Renewable Energy from non - hydro sources including solar.

To this end, WWF-Kenya is embarking on complying with the Networks targets as well as becoming a leader in Renewable Energy and Energy efficiency in Kenya; and has therefore purposed to power the offices using Solar Energy. Currently, the offices are powered entirely by the grid and diesel generators and given the challenges including high costs of power, Solar energy and energy efficiency is expected to reduce the electricity costs for the next 20 years.

The institution seeks a highly qualified and competitive vendor for the survey, design, installation, commissioning, and service of a "turnkey" solar energy system providing photovoltaic energy for the Oloitokitok office, which has been experiencing power blackouts with some blackouts lasting more than a day or two.

3.0 PURPOSE AND OBJECTIVE

The main objective of the Project is to contribute towards WWF-Kenya target of reducing its carbon footprint as well as the electricity cost through Installation of Solar Pv. The Solar Pv will reduce the electricity consumed thus lowering the cost burden on the organizational resources which will further be redirected to support conservation work as well as provide reliable supply of power in the office for at least 8 hours a day

4.0 SCOPE OF WORK AND DELIVERABLES

The selected vendor will be responsible for providing and implementing power backup solutions for the office. The scope of work includes but is not limited to the following:

1. Visit the Oloitokitok office to Conduct site assessment and collect relevant energy data to inform system design. Preliminary recommendations and assessment include the following:
 - a. The system should automatically switch to KPLC when there is no adequate sun
 - b. Site assessment for Installation of the solar panels Recommend suitable solution for energy storage- batteries, controller and inverters
 - c. Load to be calculated on drawings for all office equipment's requiring power

- d. Assess the equipment at the office and advise on material needed for the solution
 - e. In consultation with the Procurement & Administration Officer, advise on power saving equipment for the office.
2. Prepare and submit a comprehensive report of the assessment with a detailed breakdown of *daily, monthly, and annual energy consumption profile, peak energy demand profile, Solar resource potential simulations of different scenarios, financial analysis, recommendations, and conclusions.*
 3. Provide a proposal with the proposed solution. The proposal must include a list of all the equipment required for the solution, the make and models of the equipment, quantity, labor charges for implementing the solution, transportation charges and cost of each equipment
 4. Successfully Install the Solar PV system within agreed time frame this includes testing and ensuring the system is fully functional.
 5. Provide timely maintenance of the power back up at scheduled intervals to ensure continuity of operation.
 6. Provide a list of materials for maintenance purposes with names and contact of suppliers

5.0 SOLAR PV SYSTEM PROPOSED REQUIREMENTS.

NB: Requirements can be varied subject to consultant guidelines and latest solar

Technology

Description	Requirement
System Type	Hybrid
Mounting	Roof or ground mounted
Solar panel	should comply with ERC standards
Inverter type	String and/or micro inverters and should comply with ERC Standards
Mounting structures Aluminum or GI	Aluminum or GI
Lighting protection	According to ERC standards
Disconnects	According to ERC standards
Performance warranty of solar panel system	25 years Linear warranty
Product warranty for solar panel	> 20 year
Product warranty for inverter	> 10 years
Energy monitoring system	Online
System workmanship warranty	at least 3 years

6.0 MINIMUM QUALIFICATIONS

The following criteria shall be applied by WWF-Kenya to determine whether Proposers meet minimum qualifications. Failure to meet any one of the below criteria may render a Proposal non-responsive:

6.1 Mandatory Requirements

1. Copy of Certificate of Incorporation/Registration

2. Valid Tax Compliance Certificate from Kenya Revenue Authority
3. Copies of contracts/LPOs for consultancy contracts undertaken in the last 10 years that are relevant to required proposal & consultancy services.
4. Copies of registration certificates/evidence of certification as well as current year's renewal certificates from relevant professional/regulatory bodies e.g. (ERC)
5. Supervisory Personnel - Evidence of key technical personnel and relevant qualification attained in the Organization.
6. Past Experience – Provide at least (3) names and address of firms whom you have done business with, nature and value of contract.

How to apply

Interested Contractors should submit their separate technical and financial proposals to tenders@wwfkenya.org and clearly indicate the title and number of the tender on the subject by **5 pm on Friday 9th April 2024.**

Only shortlisted applicants will be contacted for further engagement.

PLEASE NOTE: *that WWF-KENYA reserves the right to accept or reject applications made pursuant to the tender at its own discretion without assigning any reason thereof.*