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## **Request For Proposal**

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### **SOLAR POWER GENERATION SYSTEM**

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RFP/SG/ADMIN/007/SOLARPOWERGENERATIONSYSTEM-  
2019: SOLAR POWER GENERATION SYSTEM

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## ATTACHMENTS

A: Scope of Work

B: Potential Solar Cites

C: Supplier business questionnaire

D: Site visit certification form

## REQUEST FOR PROPOSALS- TENTATIVE SCHEDULE

ACTIVITY	DATE/TIME
RFP ISSUANCE	26 <sup>th</sup> February 2019
MANDATORY SITE SURVEY	6 <sup>th</sup> March 2019
LATEST DATE/TIME FOR PROPOSERS' SUBMISSION OF RFP QUESTIONS	11 <sup>th</sup> March 2019
STANDARD GROUP PLC RESPONSES TO PROPOSERS' QUESTIONS	14 <sup>th</sup> March 2019
PROPOSERS' SUBMISSION OF PROPOSAL	22 <sup>nd</sup> March 2019

## **1. OVERVIEW**

Through this RFP, The Standard Group Plc seeks to identify and select a highly qualified and cost and value competitive vendor for the survey, design, installation, commissioning, and service of a “turnkey” solar energy system providing solar energy. The overarching objective of the Project is to provide the greatest level of expected return on the capital investment through savings over the years to come, subject to the Group’s budget constraint, site constraints as presented and overall cost effectiveness considerations.

Pursuant to this RFP, the Group is soliciting individual written proposals for solar project implementation comprising integrated solar systems at The Standard Group Centre along Mombasa road.

Proposers will provide proposals for engineering design, procurement, construction, start-up, and ongoing operations, maintenance, and monitoring services of approximately 420 kilowatts, of solar system capacity, together with associated warranties and output guarantees as specified herein. The integration of the on-site solar system with the other power sources for the site will be the responsibility of the selected Proposer. Proposals must include all costs to achieve full integration and operation.

The Group intends to procure these solar systems by utilizing below options:

- Own the facility fully by paying for cost of installation
- Proposer leasing on terms to be agreed or as per proposal submitted

As part of its solar system procurement the Group expects to secure an Operations and Maintenance service agreement between 10 and 25 years and a corresponding 10-25 year Performance Guarantee agreement from the winning vendor.

The Groups award of contract, if any, will be made in accordance with an evaluation of the Proposers’ respective skills, experience, and qualifications; overall solar systems’ price and long term cost of operations; cost per unit output; expected long-term savings; proven performance; technology components; operations and maintenance support; guarantee of stated kWh output of the solar Systems; and overall thoroughness of proposal and responsiveness to the RFP and during the RFP process. In making its solar system vendor selection, the Group reserves the right to consider, evaluate and weigh these factors as it sees fit.

## **2. SITE**

### **2.1 Proposed Site**

The Standard Group Centre Building [See exhibit B]

**2.2** Provider shall promptly provide notice to The Standard Group Plc upon becoming aware of any condition or circumstances arising under this Agreement or the work contemplated hereunder that may require action for OSH compliance or may otherwise have a significant effect on the environment.

## **3. RFP PROCESS**

### **3.1 Overview**

Each Proposer shall be a licensed contractor pursuant to the Business and Professions Code and shall hold and maintain, solar contractor license as well as any other required license for the Project.

**Minimum Qualifications:** Proposers must be able to demonstrate experience with procurement, installation, and monitoring of at least five successful solar projects of a similar type and size as described in this RFP.

This RFP is part of the process for the Group's selection of a qualified vendor provide services for Solar Systems to be installed at The Standard Group Centre. This is not a request for bids or an offer by the Group to contract with any party responding to this RFP.

The Group's award of contract, if any, will be made in accordance with criteria outlined in this RFP. The Group reserves the right to reject any and all Proposals, to waive any irregularity, and to sit and act as sole judge of the merit and qualifications of the materials and services offered therein.

**The Group may accept or reject any proposal for any reason. The Group is not required to accept the lowest price. Instead, the Group will evaluate proposals based upon the "best value" for the Group in its sole discretion.**

### **3.2 RFP Distribution**

This document and any attachments, appendices and addenda will be distributed by notice on the Group's website and publication in at least one local newspaper of general circulation.

All requests for access and questions on this RFP shall be submitted in writing via email to John N Kipkemboi: [jkipkemboi@standardmedia.co.ke](mailto:jkipkemboi@standardmedia.co.ke). Proposers are responsible for ensuring that electronic communication is functioning and that online documents are accessible. Should there be any questions or uncertainty that documents cannot be accessed or questions are not being received, Proposers are responsible for following up with the Group by e-mail at [procurement@standardmedia.co.ke](mailto:procurement@standardmedia.co.ke)

### **3.3 RFP Modification**

**To be considered, questions must be received by the Group no later than 5:00 p.m. on 11<sup>th</sup> March, 2019.** The Group may, if deemed necessary, respond to such questions by issuance of formal written addenda, interpreting or clarifying the requirements of this RFP. The Group may also issue addenda to modify the RFP as deemed advisable by the Group. All such addenda shall be part of this RFP and binding upon each proposer. The Group may, upon inquiry, direct a proposer's attention to specific provisions of the RFP which cover the subject of the inquiry. However, all supplemental information provided by the Group during the RFP process shall not be binding unless communicated by formal written addenda. All addenda will be posted on the Group's website. Each proposer is solely responsible for obtaining all addenda posted on the Group's website.

The Group expressly reserves the right to modify any portion of this RFP prior to the latest date/time for submission of Proposals, including without limitation, the cancellation of this RFP. Modifications, if any, made by the Group to the RFP will be in writing; potential Proposers who have obtained this RFP from the Group prior to any such modifications will be issued any modifications to the RFP by written addenda.

The Group will not provide any oral clarifications or modifications to the RFP or the requirements hereof. No employee, office, agent or representative of the Group is authorized to provide oral clarifications or modifications to the RFP. Proposers shall not rely on any oral clarification or modification to the RFP. Inquiries must be submitted not later than the time/date indicated elsewhere in this RFP.

### **3.4 Public Records**

Except for materials deemed Trade Secrets and materials specifically marked “Confidential” or “Proprietary,” all materials submitted in response to this RFP are deemed property of the Group and public records upon submission to the Group. This specifically includes schematics and other technical drawings and/or plans. The Group is not liable or responsible for the disclosure of Proposals, or portions thereof, deemed to be public records, including those exempt from disclosure if disclosure is required by law, by an order of a court of competent jurisdiction, or which occurs through inadvertence, mistake or negligence on part of the Group or its agents or representatives. If the Group is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a Proposal, by submitting a response to this RFP, each Proposer agrees to defend, indemnify and hold harmless the Group in any action or proceeding from and against any liability, including without limitation attorneys’ fees arising therefrom.

All responses sent to the Group prior to recommendation for actual award of contract under certain circumstances are sent as confidential documents. No part of the responses will be made public or shown to any persons outside of the Group and its screening and selection panels until after a recommendation for award has been made to the Board, or until after actual award of contract under certain circumstances, at which time all documents will be public record except for documents otherwise exempt. Furthermore, the Group will have no liability to the Proposer or other party as a result of any public disclosure of any Proposal or Contract.



If proposer believes any portion of its proposal contains confidential or proprietary information, exempt from public disclosure under the Act, proposer must submit that information with its proposal in a separate sealed envelope labelled "Confidential Information" Except as compelled by court process, the Group will not release any such documentation claimed to be exempt that is submitted in said manner without prior written notice to the proposer.

### **3.5 Site and Document Examination**

Each Proposer shall, at its sole cost and expense, inspect the Site and become fully acquainted with the Contract Documents and conditions affecting the Work. The failure of a Proposer to receive or examine any of the Contract Documents or to inspect the Sites, or any portion thereof, shall not relieve such Proposer from any obligation with respect to the Proposal, or the Work required under the Contract Documents. The Group assumes no responsibility or liability to any Proposer for, nor shall the Group be bound by, any understandings, representations or agreements of the Group's representatives, agents, employees or officers concerning the Contract Documents or the Work made prior to execution of the Contract which are not in the form of RFP Addenda duly issued by the Group. The submission of a Proposal shall be deemed prima facie evidence of the Proposer's full compliance with the requirements of this section.

Any proposed deviations from the terms, conditions and requirement of this RFP must be specifically identified by Proposers. Any exceptions shall be considered proposed changes and shall not alter the requirements of the RFP or contract documents until agreed upon and formally accepted by the Group and the successful Proposer.

### **3.7 The Standard Group Plc Rights**

The Group reserves the right to accept or reject any and all submittals, or any portion or combination thereof, to contract services with whomever and in whatever manner the Group decides, to abandon the services entirely, to award on the basis of the total submittal, and to waive any informality or non-substantive irregularity, as the interests of the Group may require.

The Group is not responsible for late delivery. To ensure fairness, responses received after the deadline will not be accepted or reviewed. The Proposer is responsible for ensuring that the responses are submitted on time to the proper location.

Proposer's submittal and any other supporting materials submitted to the Group in response to this RFP will not be returned and will become the property of the Group. Neither this

document nor any submittals provided in response to the RFP, requires the Group to negotiate or award a contract with any responding firm or individual.

The Group shall not be liable for any costs incurred in preparing and submitting responses to this RFP and makes no representation that a contract will be awarded. Furthermore, Group reserves the right to consider additional firms for this RFP if it is found to be in the best interest of the Group. All Proposers should note that the execution of any contract pursuant to this RFP is dependent upon successful negotiation of terms and fees and approval by the Procurement Committee.

Proposers shall provide only complete and accurate information. Proposers acknowledge that the Group is relying on the truth and accuracy of the responses contained herein. Each Proposal must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Proposer on whose behalf that person is signing. If any information provided by a Proposer becomes inaccurate, the Proposer must immediately notify the Group and provide updated accurate information in writing, under penalty of perjury. Should a Proposer omit requested information or falsify information, the Group may reject the Proposal.

Prior to contract execution, proof of all insurances at the levels specified in the specific contract will be required.

#### **4. PROPOSAL SUBMISSION**

Completed documents should be submitted in a plain and sealed envelope. Clearly marked:-

**RFP/SG/ADMIN/007/SOLARPOWERGENERATIONSYSTEM/2019-SOLAR POWER GENERATION SYSTEM**

Addressed to:-The Procurement Manager The Standard Group Plc P.O. Box 30080-00100 **Nairobi.**

Delivered to:-

Tender Box at the Main Gate Reception, Standard Group Centre along Mombasa Road or be addressed and posted to **'The Procurement Manager, P. O. Box 30080-00100, Nairobi** to be received on or before **17.00hrs (5pm) Friday, 22<sup>nd</sup> March 2019.**

Successful applicants will be contacted and notified of the outcome of the tender process within 30 days from closing date.

Before submitting its proposal, proposer must fully inform itself of the terms, conditions, and specifications of the items or services required. Failure to do so will be at the proposer's own risk and it cannot secure relief on the plea of error.

Proposer must state prices in units and quote items separately. In cases where it is possible to do so, and beneficial to the Group, award may be split into differing proposers for items solicited in multiples of two or more or that are specified differently, whether or not the Group requests individual total proposal price(s) for each Items).

Proposer, subcontractors, shall comply with all applicable state, and local laws, rules and regulations in regard to non-discrimination in employment because of race, colour, ancestry, national origin, religion, sex, marital status, age, medical conditions, disability, or any other reason.

Handwritten corrections made to proposal must be legible and initials. Where there are conflicts between unit prices and extended prices, unit prices will govern. Where there are conflicts between words and figures, words will govern.

The Group's acceptance of proposer's offer shall be limited to the terms herein, including all attachments hereto, unless expressly agreed in writing by the Group's authorized representative. Proposals offering terms other than those shown herein may be declared non-responsive and may not be considered. By submission of a signed proposal, proposer consents to be bound by all terms and conditions set forth in the pages of this solicitation and all attachments hereto.

Proposer hereby agrees that the goods or services offered will meet all the requirements of the specifications or scope of services in this solicitation unless deviations from them are clearly

Indicated in the proposer's response. Proposer may submit an attachment entitled "Exceptions for Specification." which must be signed by proposer's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Proposals failing to comply with this requirement may be considered non-responsive. The Group reserves the right to not accept any exceptions to the specifications. Submittal of brochure or other manufacturer literature is desirable but shall not be an acceptable substitution for this requirement.

There will be a mandatory site survey on March 6, 2019 at 10:00 a.m. Bidders must attend walkthrough to be considered for the job. During the walkthrough, all conversations are considered informal and are not contractually binding unless stated in the awarded contract between Group and Consultant.

The terms Successful Proposer, Supplier, Vendor, Bidder, and Contractor may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom the Group enters into a contract as a result of this solicitation.

All services delivered under this contract must conform to the KEBS standards.

The Group reserves the right to waive informalities or technicalities in proposals.

Proposal signer represents that he/she is duly authorized to execute and sign documents on behalf of his/her respective entity.

Proposer is responsible for all fees and costs relating to the transportation of goods, performance of services, required registration, licensing, or other related fees. The proposal price must reflect all and any such required costs. Any required licensing and/or registration type obligations must be sufficiently completed at the time of delivery so the goods or services can be immediately put to use for their intended purpose. These costs, licensing, or registrations include, but are not limited to, hauling, trucking fees, shipping, transportation, drive-time, vehicle or equipment registration fees, disposal fees, certifications, special taxes. An exception is made only

if costs are clearly required to be listed separately, or if specified differently.

Any changes to this RFP are invalid unless specifically modified by the Group and issued as a separate addendum document. Should there be any question as to changes to the content of this document, the Group's copy shall prevail.

## **5. EVALUATION PROCESS**

All Proposals will be evaluated by an Evaluation Committee designated by the Group. The Evaluation Committee, upon completion of evaluating the Proposals, may recommend that Contract(s) be negotiated with selected Proposer(s). The Group reserves the right to investigate the qualifications of all Proposers under consideration and to confirm any part of the information furnished by a Proposer, or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the work.

Proposals will be evaluated according to the entire responses provided and including the following points, at the Group's sole discretion.

- 1 Overall Costs
- 2 Overall Responsiveness of the Proposal
- 3 Technical Expertise
- 4 Component Quality
- 5 Technical Proposal
- 6 Management Plan
- 7 Operations & Maintenance and Performance Guarantee Proposal

The Group intends to award a Contract to the qualified Proposer whose response conform to the RFP, whose Proposal outlines a Project which will provide the best value to the Group, best meets the Group's needs and is most likely to assist the Group in achieving its objectives, which the Group shall determine in its sole and absolute discretion.

The Group expects to complete its evaluation process to select a qualified Proposer or Proposers, but reserves the right to change key dates and action as the need arises. In the event that the successful Proposer is unable and/or unwilling to execute the Contract as

negotiated by the Group, the Group, in its sole discretion, reserves the right to make the award without further discussion with any of the Proposers.

## **6. BACKGROUND INFORMATION**

The Standard Group PLC is a leading media house in Kenya with the oldest newspaper in the region at over 100 years old. The group has operations in newspaper publishing, radio, TV, outdoor advertising and Standard Digital. The group is one of the largest publishing houses in Kenya with a number of titles: The Standard, Saturday Standard, and Sunday.

## **7. SCOPE OF WORK**

The scope of work for the solar assessment and design professional services being solicited is found in Exhibit A attached to this RFP. The successful proposal will demonstrate sufficient staff resources, expertise, relevant experience, and lack of disabling professional conflicts to perform the scope of work, along with demonstrated commitment to cost-control and client service that meets the Group's needs. Construction milestones are to be negotiated.

## **9. INFORMATION TO BE SUBMITTED IN PROPOSAL**

### **9.1 CONTENT**

#### **Section 1- Scope of Work**

State in succinct terms your understanding of the scope of work listed in Exhibit A attached hereto. Identify additional tasks, if any, that you believe are essential or advisable to constitute a more complete scope of work.

#### **Section 2 - Relevant Experience and Expertise**

Describe in narrative form the experience and expertise of your firm and/or project team members in providing the service sought by the Group. Identify representative clients. Compare and contrast their size, public or private-sector status, location, and operational activities to those of the Group. Include a description of the project organization and project team experience.

#### **Section 3 - Project Team**

Identify each individual you expect to work on the project team, including sub-consultants, if any. Provide resumes for each member of the team. Describe with particularity the specific areas of expertise of each team member, and the specific education, experience, or other information that substantiates that expertise.

□ **Section 4 - Quality Assurance and Control; Conflicts**

Describe your approach to quality assurance and control for your firm's performance as well as any performance guarantees you offer. Identify all current and reasonably foreseeable actual or potential professional conflicts that could hinder the provision of the requested services and propose means of managing any such conflicts.

□ **Section 5 - Client References**

Provide contact information for representatives of four former or current clients for whom your firm or project team members have performed similar services so that the Group may interview these references. In addition, for the consultant to qualify for this work, the consultant must provide references of consultant design services for three similar projects in scope, size, and utility/commercial type applications within the last five years.

□ **Section 6 - Addenda**

Provide confirmation of receipt of all addenda issued by the Group in response to this RFP, which are posted on the Group's website. The Group may reject a proposal as non-responsive for failure to provide all information requested in this RFP.

## **9.2 COST OF SERVICES**

All proposals must include a complete and current table of all rates and charges to perform all the proposed services with detailed itemization of each task to be performed.



The rates and charges provided shall include all overhead rates to cover costs and other compensation of consultants officers, executives, principals (of partnership and sole proprietorships), general managers, engineers, architects, specialists, estimators, lawyers, auditors, accountants, purchasing and contracting agents, expeditors, timekeepers, clerks and other personnel employed by consultant whether at the site or in its principal or a branch office for general administration of the work and not specifically included in the list of personnel. Rates and charges shall also include any part of consultant's capital expenses, including necessary transportation, travel and subsistence expenses of consultant's employees incurred in discharge of duties connected with performance of the services. The rates and charges shall also include minor expenses connected with performance of the services such as copies, computers, software, on-line legal research, office supplies, postage, faxes, long-distance telephone calls, telephone, and any other expense incurred to accomplish the work. Note that no separate charges for these items will be allowed

Proposer must submit a clear and unambiguous inclusion of any and all relevant details. Proposal documents must be received at or before March 22<sup>nd</sup>, 2019 at 5:00 p.m. to below mailing address:

Completed documents should be submitted in a plain and sealed envelope. Clearly marked:-

**RFP/SG/ADMIN/007/SOLARPOWERGENERATIONSYSTEM/2019-SOLAR POWER GENERATION SYSTEM**

Addressed to:-The Procurement Manager The Standard Group Plc P.O. Box 30080-00100 **Nairobi.**

Delivered to:-

Tender Box at the Main Gate Reception, Standard Group Center along Mombasa Road or be addressed and posted to **'The Procurement Manager, P. O. Box 30080-00100, Nairobi** to be received on or before **17.00hrs (5pm) Friday, 22<sup>nd</sup> March 2019.**

**ATTACHMENTS:**

EXHIBIT A - Scope of Work

EXHIBIT B - Potential Solar Site

EXHIBIT C – Supplier business questionnaire

**EXHIBIT A**

**SCOPE OF WORK**

**(See Attachment)**

# **EXHIBIT A**

## **SCOPE OF WORK**

The work associated with this proposal includes providing a Basis of Design Report (BODR) for the evaluation and design of new solar system for offsetting existing energy costs and providing a long-term sustainable energy source for The Standard Group Plc.

The BODR will analyse the benefits and drawbacks of an owner operated solar system versus entering into a power purchase agreement (PPA). The BODR will identify any available tariffs and/or grants and will identify any obligations or ramifications associated with each tariff and/or grant. The BODR will identify any potential benefits and associated costs from incorporating energy storage into the new system and its ability to offset current and proposed peak demand charges. The BODR will develop an evaluation of cost to The Standard Group Plc to construct and maintain the new solar system and include estimates for applicable interconnection fees for the proposed system. The cost analysis will include a system advisory model (SAM) with the input parameters used. The consultant will develop thirty percent (30%) level drawings and technical specifications for the proposed solar panels and related equipment for the new solar system along with an environmental and constructability review.

The consultant will organize and conduct a kick-off meeting, draft BODR review meeting, and a draft final BODR review meeting relevant to each task as described below. The consultant will create meeting agendas, prepare meeting minutes, and respond to Group comments.

## **TASK 1- EVALUATION**

- 1.1 Evaluate an Owner Operated versus Power Purchasing (Leasing) Agreement solar field for each alternative. The consultant will evaluate for the location of the solar field. The Group has attached a map of the potential site (Exhibit B of RFP). Site evaluation will include but not limited to the following:
- a. Site analysis including but not limited to land use, constructability, entitlements, easements and environmental/permitting considerations.
  - b. System sizing
  - c. Available tariffs for Owner Operated Solar projects
  - d. Available tariffs for PPA (Leasing)
  - e. Ramifications and obligations for all tariffs
  - f. Available grants for constructing solar fields and requirements for the grants
  - g. SAM model with input parameters used
  - h. Self-Generation Incentive Program (SGIP) Incentives I.
  - i. Renewable Energy Credits (REC)
  - j. Evaluation of types of solar panels in production available for the site
  - k. Project Time Line

## **ADDITIONAL SERVICES, IF REQUESTED**

From time to time and as mutually agreed upon with the Group, the Group may request the Proposer to provide additional services related to the project. The Group and the Proposer shall define the scope and nature of the additional services that the Proposer will provide. The Group may have this additional work performed as a modification to the existing agreement or by a separate change order as deemed appropriate. The Proposer will notify the Group, in writing,

prior to execution of any additional work not covered in the proposal and RFP. The Group will evaluate validity of additional work and approve or disapprove in writing.

Future work beyond this proposal scope may include:

- a. Complete plans and specifications for the selected solar project

## **DATA AND SERVICES PROVIDED BY THE STANDARD GROUP PLC**

### **DOCUMENTS AND REPORTS**

- The Group shall make available documents, reports or drawings that pertain to the project for use by the consultant. The Group will make available these documents, which are available for review at the Group Office, for informational purposes only. The Group will make available any information, which the Group possesses, that may aid in the design process.

## **CRITERIA FOR SELECTION**

### **A. PROPOSAL**

Proposals received shall be subject to an evaluation by the Group, as deemed appropriate for the purpose of selection. Proposals received after the deadline will not be accepted.

The Group will evaluate the proposals according to the following factors:

#### **1. GENERAL**

- The experience and quality of past performance of the personnel to be devoted to the work
- The proposer's current workload and level of attention to the project
- Cost of the project
- Proposer's familiarity with the design and construction of utility solar projects including the completion of three (3) projects of similar size and scope within the last five (5) years
- The estimated level of effort to complete the assignment satisfactorily

**2. PROJECT TEAM**

- An organizational chart of the proposed team, along with each team member's function and percent of time devoted to the project

**3. COST**

- Costs needed for the project team to complete the above tasks

**4. REFERENCES**

- Provide a minimum of four (4) client references for projects of similar size and scope completed within the last five (5) years

**B. FINAL SELECTION**

The Group will rate technical proposals based on the described criteria. The Group staff will present the proposal & cost with a recommendation to the Board of Directors on September 20, 2018. The cost proposal will accompany the recommendation to the Board.

The Group reserves the right to negotiate the final scope of work, staff participation, and price before entering into a contract.

**SCOPE OF WORK ATTACHMENTS**

- Exhibit B of the RFP – Aerial Map for locations at The Standard Group Centre along Mombasa Road

END OF SCOPE OF WORK

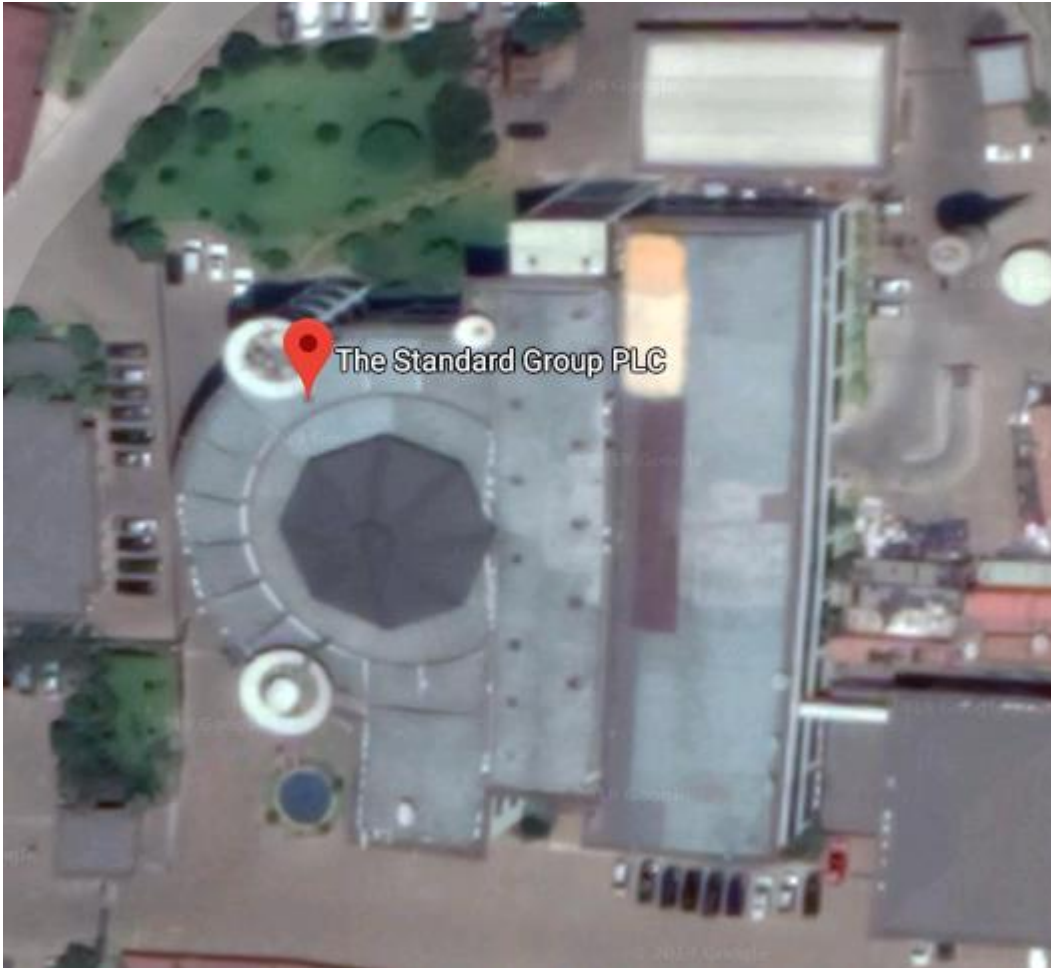
# **EXHIBIT B**

## **POTENTIAL SOLAR SITE**

**(See Attachment)**



## EXHIBIT B POTENTIAL SOLAR SITE



## 10. MANDATORY REQUIREMENTS

### 10:1: COMPANY STATUTORY DOCUMENTS

#### A: MANDATORY REQUIREMENTS

No.	Requirements	Score
1.	Copy of Certificate of Company/business Registration	Mandatory
2.	Copy Taxpayer Registration Certificate	Mandatory
3.	Copy of Valid Tax Compliance Certificate	Mandatory
4.	Valid business Permit from County Government	Mandatory
5.	Evidence of physical registered office (Proven physical location with an attached copy of lease and address of firm, Single Business Permit from County Governments, Title deeds, copy of electricity bill or water bill).	Mandatory
6.	Evidence of membership with relevant regulatory authority/professional association	Mandatory
7.	Duly filled signed Confidential Business Questionnaire (see Section 4)	Mandatory

**Tenderers have to provide all the mandatory requirements to proceed for Technical Evaluation.**

### 10:2: FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's audited accounts for the last two years.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.
- (3) State Credit period (minimum proposed is 60 days)

# EXHIBIT C

## 10.3: STANDARD GROUP PLC- BUSINESS QUESTIONNAIRE

(CONFIDENTIAL)

### DETAILS OF THE APPLICANT [FILL IN CAPITAL LETTERS]

1. Name of Entity/ Business: .....

2. Physical Address: (Building, Street, (Floor, Door, Gate or House No)

.....  
.....

3. P.O. Box .....Code..... County/Town.....

Country.....

4. Website: ..... Email Address: .....

5. Telephone Details:

Landline:

1).....2).....

Mobile No. 1).....2).....

7. PIN Registration Number (attach copy).....

6. VAT Registration Number (attach copy).....

### 8. Contact Persons

Designation	Surname	First Name/Middle Name	Phone Number	Email Address

9. Nature of Goods or Services provided:

.....

\*NB: The Standard Group Plc payment terms are 60 days from invoice date

10. Supplier invoice/transaction Currency: .....

11. Maximum value of business which you can handle at any one time:

Kshs.....

**12. TYPE OF OWNERSHIP DETAILS [FILL IN CAPITAL LETTERS]**

(Select as applicable A, B or C)

**A. Sole Proprietorship**

Title: Mr/Ms.....Name in full.....

Identity Card No/Passport No.....Age.....

Nationality.....BY.....

.....

(Birth/Naturalization/Registration)

**B. Partnership Details**

No.	Names(Surname/First name/Middle name)	Nationality	ID/ Passport No.

**C. Registered Company**

State the Nominal and Issued Share Capital of the Company

Nominal Kshs..... Issued Kshs.....

**Directors' Details**

No.	Names (Surname/First name/Middle name)	ID/ Passport No.	% of Shareholding

**13. OVERVIEW OF THE ENTERPRISE**

<b>Type of Ownership</b> [Sole Proprietorship] [Partnership] [Limited Liability]	
<b>Number of Employees</b> [0-5] [6-25] [26-49] [50-99] [100-250]	
<b>Total Annual Sales (Turn Over in Kshs.)</b>	

<b>Experience in the Sector in Years</b>	
<b>Name of insurance company that provides the liability risk for your activities</b>	

**14. BANK DETAILS**

\*NB: The Standard Group Plc payment to suppliers is via **EFT** or **RTGS** only.

Account Name:

.....

.....

Bank Name:

.....

.....

Branch:

.....

Branch Code:

--	--	--	--	--

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Swift CODE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Key:

--	--	--	--	--	--	--	--

**DECLARATION:**

**Suppliers are required to sign the declaration below:**

“The Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experience, resources, equipment and facilities to provide what is being pre-qualified”

**Name**.....

**Signature**.....

**Position**.....

**Date**.....

**Official Rubber Stamp**.....

## Section 5: LITIGATION HISTORY

Name of Applicant: \_\_\_\_\_

Suppliers/ Service providers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</b>

**Section 6: SWORN STATEMENT FOR PRE-QUALIFICATION:  
PROVISION OF TRAVEL AGENCIES SERVICES**

The Standard Group Plc intends to update its register for Travel Agencies.

Having studied the pre-qualification information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

**Date** .....

**Applicant's Name / Company's Name**

.....

**Represented by**

.....

**Signature & Stamp**

.....

**(Full name and designation of the person signing and stamp or seal)**



**EXHIBIT D**

**SITE VISIT CERTIFICATION FORM**

**NOTE:**        *FAILURE BY ANY TENDERER TO HAVE THIS FORM DULY FILLED BY STANDARD GROUP LTD REPRESENTATIVE'S WILL BE GROUNDS FOR REJECTION OF SUCH TENDERS.*

I..... (Name of The Standard Group Plc representative)

do hereby certify that.....(Name of Tender/Tenderer's representative)

Of

..... (Name of bidding Firm and address) have actually visited the proposed installation site as per below

.....  
**Signature**

.....  
**Official Stamp**