



Netherlands
Development
Organisation

Request for Quotation # SP1459-LSK-173

28th April 2021

Dear Sir/ Madam,

You are invited to submit your tender in response to the attached Request for Quotations.

SNV intends to enter into a contract to purchase Energy Auditing Services with the winning bidder.

Your quotations are due to SNV no later than 5:30PM on 14th May 2021. Late bids will be disqualified.

In the attached package you will find:

- Request for Quotations (RFQ)
- Specification

We look forward to receiving your quote,

Kind regards,

Sarah Mubanga
Procurement and Contracts Officer

Request for Quotations for Energy Auditing Services to Alliance Ginneries Ltd.

Reference #: SP1459-LSK-173

CLOSING DATE: 14/05/2021

SECTION 1

1.0 INSTRUCTIONS

1.1 INTRODUCTION

SNV NETHERLANDS DEVELOPMENT ORGANISATION would like to invite interested Vendors to perform the contract of supply of Energy Auditing Services to SNV's office in Lusaka

1.3 INVITATION TO BID

You are invited to submit your tender documents to SNV Office in soft copies so they may be evaluated. SNV requires prospective Vendors to supply mandatory information for tender.

1.4 EXPERIENCE

Prospective Vendors must have carried out successful supply and delivery of similar items of similar size and complexity. Potential Vendors must demonstrate the willingness and commitment to meet the tender criteria.

1.5 RFQ DOCUMENT

This document includes questionnaire forms and documents required of prospective Vendors.

In order to be considered for the tender, prospective Vendors must submit all the information requested herein.

1.6 SUBMISSION OF DOCUMENTS

One copy of the complete quotation and other information requested should be submitted to reach as a single bound document with all pages serialised and stamped or initialled by the appointed authorised signatory to the following address:

zambiaprourement@snv.org

Not later than 17:30 (local time) on 14/05/2021

The RFQ Reference **SP1459-LSK-173** should be clearly indicated in the subject line of the email alongside with the Vendor's company name.

1.7 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the RFQ documents should be directed to Procurement whose address is given in 1.7 above.

1.8 ADDITIONAL INFORMATION

SNV reserves the right to request submission of additional information from prospective Vendors.

All data submitted will be maintained securely by SNV and used only for programming purposes. Data will be destroyed after 10 years in accordance with national law.

SECTION 2

2.1 TAXES ON IMPORTED GOODS

The Vendors will have to pay custom duty and VAT as applicable for the mobile phones to be supplied.

2.2 CUSTOMS CLEARANCE

The Vendors shall be responsible for custom clearance of the mobile phones

2.3 CONTRACT PRICE AND CONTRACT

The contract shall be of unit price type. A sample contract is included in this package.

2.4 PAYMENTS AND CURRENCIES

Payments are made within 30 days of receipt of a valid invoice. Payments will be made in ZMW (Zambian Kwacha). The Quotation shall be expressed in ZMW.

2.5 BID VALIDITY

Your tender must be valid for 7 days.

SECTION 3

3.1 WITHDRAWAL OF RFQ

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the SNV Zambia could substantially change the performance and qualification of the Vendor or

his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV Zambia reserves the right to reject the tender from such a Vendor.

3.2 EVALUATION CRITERIA

SNV will determine the winning supplier on the basis of cost, meeting specifications, delivery period and payment terms.

Goods to be delivered to SNV’s offices in Zambia at the address listed in 1.6 above. All costs of delivery to be included in the offer.

SECTION 4 – only include Sections 4 and 5 if Vendors are not on your Roster

All firms must provide:

- (a) Firm Data shown in Section 4
- (b) Signed Sworn Statement as in Section 5

4. 1 FIRM DATA

Name of Vendor	
Trading Name (if different from above)	
Postal Address	
Physical location of Business Premises	Town
	Street
	Plot No.
	Building name
	Floor
Primary Contact Person	Name
	Mobile number
	Email
Nature of organisation (e.g. Sole Proprietorship, NGO, Public Limited Company, Partnership, etc.)	
Names of the Proprietor, Directors or Partners and their nationality	
Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	

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Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
Vendor's Operations	Year established/registered:
	Duration of Operation:
	Objectives, Mandate, Mission:
Outside of your registered physical premises listed above, list the address of any and all offices from which you operate to provide services	

Vendor Registration No. and Country of Registration (Attach Copy)	Country of Registration: Number:
VAT Registration No. (Attach Copy)	Number
Tax Identification Number Registration.(Attach Copy)	Number
Trade Licence/ Business Permit (Attach Copy)	Number

4.2 ELIGIBILITY

Do any of the following apply to your Firm/ Company or Organisation, or to (any of) the Director(s) / Partner(s) / 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	<i>If Yes give details</i>
Have you been convicted of a criminal offence related to business or professional conduct?	Yes / No	<i>If Yes give details</i>
Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the client?	Yes / No	<i>If Yes give details</i>

4.3 CONFLICT OF INTEREST

Please provide answers to the following statements:

To the best of your knowledge, have you or any employee or staff member of your organization or firm, ever been employed by SNV?	Yes or No
If Yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period, the country of employment.	
Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV in Zambia?	Yes or No
If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship.	

If the RFQ is seeking goods or services in excess of €5,000 from Vendors who are not on the Roster, then you need to add the following section 4.4 as well:

4.4 FINANCIAL DATA

Vendors must provide copies of the following documents:

- Annual report (incl. financial report) of last 2 financial years
- External independent audit report with management letter of the last financial year
- Organisation chart and/or bylaws
- Proofs and confirmations that statutory social insurance contributions, taxes, etc. required by the national laws have been paid.

SECTION 5

5.1 Sworn Statement

Having studied the information provided for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) We enclose all the required documents and information required for the RFQ

Date:

Applicant's Name:

Represented by:

Signature:

Designation:

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

Specifications

Terms of Reference

Energy Auditing Services to Alliance Ginneries Ltd.

1. Organization/ Project Background

SNV is a not-for-profit international development organization, working in Energy, Agriculture and Water, Sanitation & Hygiene. Founded in the Netherlands in 1965, we have built a long-term local presence in more than 27 countries in Asia, Africa and Latin America. Our global team of local and international advisors works with local partners to equip communities, businesses and organizations with the tools, knowledge and connections they need to increase their incomes and gain access to basic services. We support people to access and develop the capabilities, services and opportunities needed to live a healthy, productive and fulfilling life, while sustainably using the natural resources they depend on. More specifically, our work includes advisory services, evidence-based advocacy and implementation at scale.

Since 2019, SNV is implementing the INCREASE (Increasing Climate Resilience in Energy and Agricultural Systems and Entrepreneurship) project with funding from the Swedish International Development Agency (SIDA). The project aims to contribute to resilience in farming and agribusiness by working with the targeted private companies, to encourage the smallholder farmers to adopt climate smart agricultural practices and deploy decentralised energy systems to increase and stabilise production. The project will also work with mandated public institutions to influence formulation and/or implementation of policies that enable private enterprise in the 3 agricultural value chains to thrive. INCREASE is running from 2020 for an initial 3 years and will work with leading private sector companies in dairy, cotton and horticulture. The geographic focus is Southern, Lusaka, Central, Copperbelt and Eastern Provinces.

2. Purpose of the Consultancy

The purpose of the consultancy is to undertake a detailed energy audit of the partnering cotton value chain company - Alliance Ginneries Ltd. with operations in Kafue - towards identifying potential energy management opportunities (***renewable energy and energy efficiency***).

The specific objectives shall include:

- Identify feasible energy management opportunities (***renewable energy and energy efficiency***) in both electrical and thermal energy systems existing in the facility
- Undertake an economic and financial analysis of identified energy management opportunities

- Compile a detailed energy audit report including renewable energy and energy efficient technology and practice recommendations

3. Scope of work

The scope of the energy auditing assignment will include the following:

- 3.1 Undertake a detailed energy audit planning with a lens on both electrical and thermal energy use of the SME/facility
- 3.2 Review the existing and planned energy needs and services of the SME/ facility
- 3.3 Assess the existing historical energy utilization, energy cost data and load profiles of the facility
- 3.4 Undertake onsite measurements/logging for electrical and thermal energy systems in the facility with appropriate calibrated equipment
- 3.5 Conduct an energy utilization, economic and financial analysis based onsite energy use measurements and energy tariff structure
- 3.6 Quantify the total energy savings (kWh) and energy cost savings (ZMW)) as per energy efficient and renewable energy opportunities identified.
- 3.7 Prepare and submit a detailed energy audit report with a complete technology and economic analysis of the energy management opportunities (renewable energy and energy efficiency options)
- 3.8 Prepare a detailed draft implementation plan for the identified energy management opportunities including identification of potential vendors for RE and EE solutions
- 3.9 Prepare and present the audit findings and identified energy management recommendations to SNV and audited facility.

4. Methodology

A standard energy audit methodology shall be adopted from energy audit planning to closure. We propose that the energy audit be undertaken according to the ISO 50001¹ EnMS: Energy Management System in line with ISO 50002:2014 Energy Audits-Requirements with guidance for use methodology.

5. Proposed Energy Audit Equipment and Tools

In undertaking this assignment, the consultant is expected to ensure availability and demonstrate correct use of electrical and thermal energy auditing equipment and tools but not limited to: *Power quality analyzer (PQA); Clamp meter; Combustion analyzer (Flue gas analyzer); Thermographic camera; Infrared thermometer; Lux meter; Tachometer and Moisture meter.*

6. Duration and Deliverables

¹ <https://www.iso.org/iso-50001-energy-management.html>

The consultancy is expected to be completed within 4 weeks of signing of contract with the key deliverables as indicated below.

- a) A presentation of the energy audit findings and energy management (*renewable energy and energy efficiency*) recommendations to the facility and SNV team
- b) Draft energy audit report (*template shared*) to be reviewed by SNV team
- c) A final detailed energy audit report with an investment appraisal on the identified renewable energy and energy efficient options

Indicative Level of Effort:

#	Activities	Indicative Person-days
6.1	Drafting of inception Report	½ person day
6.2	On site audit in Kafue	1 person day travel / 2 person days actual audit
6.3	Drafting of Energy Audit Report	1 person day
6.4	Presentation of Results	½ person day
	Total	5 person days

7. Timelines and Key Milestones

#	Milestone	Date
7.0	Signing of Contract	13.11.2020
7.1	Final Inception report detailing the approach, tools, audit plan and audit team	20.11.2020 – 1 week after signing contract
7.2	Draft energy audit report	04.12.2020 – 3 weeks after signing contract
7.3	Presentation of the energy audit findings and recommendations	04.12.2020 – 3 weeks after signing contract
7.4	Final Energy audit report and Dataset of energy use and economic analysis	11.12.2020 - 4 weeks after signing contract

8. Required Qualifications and Competencies

The energy audit shall be executed at least by two experts in electrical and thermal systems respectively with the following desired qualifications and competencies.

#	Expert	Qualifications, Competencies and Experience
1	Electrical systems Engineer	<ul style="list-style-type: none"> • At least BSc. Electrical Engineering • Demonstrated understanding of instrumentation and electrical systems • At least 6 years of experience with 3 years of hands on energy auditing

		<ul style="list-style-type: none"> • Demonstrated written and oral communication skills • Being a certified energy auditor by a recognised international Organization will be an added advantage
2	Thermal energy Systems Engineer	<ul style="list-style-type: none"> • Atleast BSc. in Mechanical Engineering/Agricultural/Chemical Engineering • Demonstrated understanding of material and energy flow analysis • Atleast 6 years of field experience and 3 years of hands on energy auditing • Demonstrated written and oral communication skills • Being a certified energy auditor by a recognised international Organization will be an added advantage
3	Measurement Technician	<ul style="list-style-type: none"> • Atleast a diploma in Electrical or Instrumentation • Demonstrated experience in calibration and use of energy audit tools and equipment • Demonstrated written and oral communication skills

9. Payment Schedule

The payment for the services rendered shall be milestone-based with the agreed quality and timeliness of the deliverables. The proposed schedule is as follows:

- 20% upon submission of the inception report
- 40% upon submission of a draft energy audit report and presentation of onsite audit findings and recommendations
- 40% upon submission of a Final energy audit report and draft implementation plan

10. Supervision, reporting and compliance

The consultant shall report to the Project lead and S/he shall be the initial contact for the Organization in managing quality and effective delivery of this assignment.

The Consultant is expected to ensure utmost compliance with the general occupational health and safety guidelines and other ethical considerations that may be specific to the facility in undertaking this assignment.

11.Submission of technical and financial proposals

Interested firms or individuals can submit their technical proposal including CVs of experts and financial proposals to the email address below before zambiaprocedurement@snv.org


Only successful applicants shall be contacted.

12.Criteria for Selection

All eligible technical proposal shall be evaluated based on consultants demonstrated capacity to undertake planned energy audit as per the following assessment criteria.

#	Criteria	Max. score
1	Professional experience in the energy and energy efficiency sector	15
2	Team expertise and experience in electrical and thermal energy systems (<i>education, competencies and experiences</i>)	20
3	Adequacy and completeness of the technical proposal	20
4	Demonstrated ability to access and use energy audit equipment and tools	20
5	Demonstrated proficiency in technical report writing	10
6	Demonstrated past energy audit experience	15

Sample Contract (Here you should insert either the Purchase Order , or the Services Subcontract depending what you are procuring)

		Netherlands Development Organisation	
PURCHASE ORDER			
Goods or Services that are subject of this agreement are being procured by SNV for use in its programmes			
1. Contract Number:		2. Effective Date:	
3. Project Number:			
4. Activity:			
5. Delivery Date/Period of Performance:	From:		To:
6. Contractor/Vendor Name and Address:	7. Place of Delivery/Acceptance:		
9.Type of Order			
BILATERAL AGREEMENT: The signature of an authorized official of the Subcontractor's/Vendor's Organization is required in the space provided below. This contract shall not be in effect until the authorized representatives of both parties have affixed their respective signatures to an Original of this document.			
10. SNV TIN #:			
Total Amount			
15. General Terms and Conditions	15.1	These terms and conditions shall apply to the purchase order.	
	15.2	Unless the purchase order refers to a specific contract in which case that specific contract shall apply in conjunction with these terms and conditions in the order of priority identified in the specified contract.	
	15.3	Any purchase by SNV Tanzania is conditional upon acceptance of these terms and conditions by the Vendor of goods and services. If the Vendor does not wish to accept these terms and conditions, then should not accept the Purchase Order, and should inform SNV Tanzania immediately, otherwise the Purchase Order shall be considered as accepted.	
16. Confidentiality:	16.1	Any confidential information supplied by SNV to the Provider or vice versa (including the details of the Purchase Order) shall be kept confidential and shall only be used by the Provider for the performance of its obligations under the Purchase Order. Upon request, and in any event upon expiry or termination of the Purchase Order for whatever reason, the Provider shall either, immediately destroy, or at SNV's written request, immediately return to SNV, any confidential information provided to it pursuant to the Purchase Order.	

17. Specifications	17.1	All goods and services furnished pursuant to this Purchase Order shall strictly conform to the specifications, descriptions and warranties set forth in this Purchase Order. No change in this Purchase Order shall be made except upon written application to, and subsequent written authority of SNV.	
	17.2	All Services performed under the Purchase Order must be executed by the Provider in a timely, efficient and professional manner to the appropriate prevailing standards and to the reasonable satisfaction of SNV.	
	17.3	Unless otherwise specified, all prices include shipping & delivery.	
18. Price Variation	18.1	The prices in the Purchase Order shall apply (without variation) for both the period and/or stated quantity of the Goods and/or Services, unless specifically otherwise agreed in writing by the Parties.	
19. Extension of Time, Rescheduling or Cancellation:	19.1	If, for any cause beyond the reasonable control of the Provider, delivery of the Goods, or performance of the Services, is delayed, then unless time is of the essence the time for delivery/performance may be rescheduled by SNV (acting reasonably). Delay for any other reason shall be at the sole discretion of SNV in which case the Provider shall be responsible for any additional costs.	
	19.2	Notification of any anticipated or actual delay must be immediately communicated to SNV by the Provider specifying the reasons for the delay.	
	19.3	This agreement may immediately be terminated in whole, or in part, at the sole discretion of SNV, and the recipient will be fully notified of such termination. This agreement may also be terminated, in whole or in part, by the mutual consent of the parties to this agreement in a timeframe mutually agreed by the parties.	
	19.4	This agreement cannot be extended without signing a new contract.	
20. Business Ethics and Conflict of Interest:	20.1	The provider shall establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with SNV's best interests. This obligation shall apply to the activities of the employees and agents of the Provider in their relations with the employees of SNV and SNV Parties arising from this Agreement. Provider's efforts shall include, but not be limited to, taking all reasonable steps to prevent its employees or agents from making, receiving, providing or offering gifts or entertainment of more than nominal value, payments, loans or other considerations to anyone for the purpose of influencing individuals, firms or bodies corporate to act contrary to SNV's best interests.	
21. Branding and Relations:	21.1	Neither party shall be entitled to use the brand name, symbol, logo or company name of the other Party or to refer to any commercial relations existing between the parties in order to attract publicity, conduct promotion activities or for any other reasons without the prior written consent of the other party.	
22. Duration of Assignment:	22.1	This Agreement commences on	0 January 1900
	22.2	And runs until, unless it is terminated in accordance with the provisions of the Agreement.	0 January 1900
23. Payment:	23.1	Complete payment will be made via Bank transfer. Delivery note should be issued upon delivery of goods/services.	
AGREEMENT OF THE PARTIES			
The Vendor agrees to deliver/perform all supplies/services set forth above and on any continuation sheet(s) attached hereto for the fixed-price specified in accordance with the terms and conditions set for therein.			
Vendor Representative: Signature		SNV Netherlands Development Organisation: Signature	
Name of representative:		Name of representative:	Dr. Sue Ellis
Title:		Title:	Country Director
Date:		Date:	