



**KENYA SCHOOL OF MONETARY STUDIES**  
**P. O. Box 65041 00618, Tel: 8646000, 0727-600668, 0733-600668, Nairobi,**  
**E-mail: ksmscommunication@ksms.or.ke**

**TENDER NUMBER KSMS/PROC/011/2016-2017**

**FOR**

**PREQUALIFICATION OF SUPPLIERS FOR DESIGN AND  
IMPLEMENTATION OF A SOLAR PHOTOVOLTAIC (PV)**

**POWER GENERATION PLANT**

**CLOSING DATE**

**TUESDAY, 15<sup>TH</sup> NOVEMBER, 2016**

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## SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

**Tender No. KSMS/PROC/011/2016-2017**

### **Tender Name : PREQUALIFICATION OF SUPPLIERS FOR DESIGN AND IMPLEMENTATION OF A SOLAR PHOTOVOLTAIC (PV) POWER GENERATION PLANT**

- 1.1 The Kenya School of Monetary Studies (KSMS) intends to prequalify candidates for design construction, supply, installation, testing, commissioning and handing over of a centralized 2.0 MVA grid connected Solar Photovoltaic (PV) power generation plant as a turnkey project.
- 1.2 Prequalification is open to eligible Suppliers.
- 1.3 Interested eligible candidates may obtain further information from Procurement Office at Kenya School of Monetary Studies from Monday to Friday between 8.00am to 5.00pm normal working hours. A complete set of prequalification documents may be obtained by interested candidates from the Schools website [www.ksms.or.ke](http://www.ksms.or.ke) and Government portal; [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke) for free.
- 1.4 Bidders who download the prequalification document are advised to sign a tender register at Procurement Division or email their contact address using the email: [procure@ksms.or.ke](mailto:procure@ksms.or.ke) before the tender closing date.
- 1.5 A minimum requirement for qualification is to have successfully carried out design and installation of a Solar Photovoltaic (PV) power generation plant as a turnkey project.
- 1.6 Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the **Tender No. KSMS/PROC/011/2016-2017** should be deposited in the **Tender Box** next to the reception on the ground floor of KSMS Administration Block on or before **15<sup>TH</sup> November, 2016 at 10.30 a.m.**
- 1.7 Tenders will be opened on **15<sup>TH</sup> November, 2016 at 10.30 a.m.** in the **KSMS Boardroom, Administration Block A on 2<sup>nd</sup> Floor.**
- 1.8 All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications.
- 1.9 Only candidates prequalified under this prequalification process will be invited to tender for design construction, supply, installation, testing, commissioning and handing over of a centralized 2.0 MVA grid connected Solar Photovoltaic (PV) power generation plant as a turnkey project.
- 1.10 Canvassing or lobbying for the prequalification of the above tender directly or through a proxy shall lead to automatic disqualification of the bidder.

**Executive Director (KSMS).**

## SECTION II - INSTRUCTIONS TO CANDIDATES

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## SECTION II - INSTRUCTIONS TO CANDIDATES

### 2.1 Scope of Tender

1.11 2.1.1 The Kenya School of Monetary Studies hereinafter referred to as the procuring entity intends to prequalify contractors for design construction, supply, installation, testing, commissioning and handing over of a centralized 2.0 MVA grid connected Solar Photovoltaic (PV) power generation plant as a turnkey project.

It is expected that prequalification applications will be submitted to be received by the procuring entity not later than *15<sup>th</sup> November, 2016 at 1030 hours*

2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.1.3 General information on the climate, hydrology, topography, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period, facilities, services provided by the procuring entity and (other relevant date) are as specified in the appendix to instructions to candidates. The contract will be a unit price/lump sum/turnkey contract. The tender documents will be (*the tender document to be used after prequalification*).

### 2.2 Submission of Application

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at (address and location) or be addressed to (*procuring entity's name and address*) so as to be received on or before Tuesday, *01 November, 2016 at 10.30 am*. The procuring entity reserves the right to accept or reject late applications.

2.2.2 The name and mailing address of the applicant may be marked on the envelope.

2.2.3 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.2.5 A consultations and clarifications meeting will be held at (*place, date and time*) at which applicants may request clarifications of the prequalification document. Attendance of this meeting will be voluntary

Note *“The information in 2.2.5 should only be used if a consultations and clarifications meeting is necessary and planned. Such meetings are normally called only for very large and/or complex procurements.*

### **2.3 Eligible Candidates**

2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya’s Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

### **2.4 Qualification Criteria**

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant’s general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant’s response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 When highly specialized inputs (especially for execution of the contact) are required by the applicant from specialist sub-contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)

2.4.3 General Experience. The applicant shall meet the following minimum criteria  
(a) Average annual turnover as main contractor (defined as billing for works in progress and completed) over the last \_\_\_\_\_ (15) years of Kshs. \_\_\_\_\_ (16) and  
(b) Successful experience as prime contractor in execution of at least three projects (17) of a nature and complexity comparable to the proposed contract within the last \_\_\_\_\_ (15) years. This experience should include \_\_\_\_\_ (18)

Note (15) *This time is normally five years but may be less if circumstances warrant it*

(16) *Usually not less than 2 ½ times the estimated annual cash flow in the proposed contract or works (based on a straight line projection) the coefficient may be smaller for very large or very small contract, but not less than 1.5, and should take into consideration special contract/work circumstances*

(17) *May be reduced or increased*

(18) *Indicate in this part the critical experience for the proposed works/contract*

2.4.4 Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions (19)

Position	Total experience (years)	In similar works (years)	As manager of similar works (years)
Project Manager			
Other Position			
Other position			

Note (19) *List only Key management specialist positions. Do not include principals, head office personnel who are not key to the project/works and other non-specialist personnel. The experience requirements should be specified*

2.4.5 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal

Equipment type and characteristics	Minimum number required
1)	
2)	
3)	

Note *Paragraph 2.4.5 applies mainly to construction works. However, it may be adapted for some heavy engineering contract, supply and installation and other contracts requiring production capacity. Insert a list of the key equipment need based on specific items or on performance criteria appropriate. The items listed shall be limited to major items of equipment that are crucial to the proper and timely execution of the contract, and items that applicants may not readily be able to purchase, hire or lease in the required time frame.*

2.4.6 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the construction cash flow for a period of \_\_\_\_\_ months, estimated at Kshs. \_\_\_\_\_(21), net of the applicants commitments for other contracts.

Note (21) *This figure should be accurate to adequately reflect the financial cash flow commitment for the contract*

2.4.7 The audited Accounts (22) for the last \_\_\_\_\_ (23) years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

Note (22) *Audited Accounts requirement may be relaxed by the procuring entity especially for firms owned by individuals and partnerships where the law does not require them to be prepared.*

(23) *This period is usually five years but may be reduced in special contract/works circumstances.*

2.4.8 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## **2.5 Joint Venture**

2.5.1 Joint ventures must comply with the following:-

(a) Following are the minimum qualification requirements.

(i) The lead partner shall meet not less than (not less than (85%)) of all the qualifying criteria in paragraphs 2.4.3 and 2.4.6 above (24)

Note (24) *Care should be exercised in drafting this clause. In certain types of projects, joint ventures are formed by assembling the specialist skills of various contractors (e.g. civil, electrical, mechanical, and industries). In such cases, the provisions referring to the lead partner and "other partners" must be tailored to particular circumstances o the project*

(ii) The other partners shall meet individually not less than  (60 %)  \_\_\_\_\_of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above

(iii) The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above.

(b) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the



procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

2.5.2 The pre-qualification of a joint venture does not necessarily pre-qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

## **2.6 Public Sector companies**

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.7. Conflict of Interest**

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **2.8. Updating Pre-qualification Information**

2.8.1 Pre-qualified candidates shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre-qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

S/No	Clause reference.	Appendix to Instructions to candidates
1	2.1.1	<p>The Kenya School of Monetary Studies (KSMS) aspires to be a fully green/clean and sustainable energy campus. Towards this end, the School has planned to implement a centralized 2.0 MVA grid connected Solar Photovoltaic (PV) power generation plant. The 2.0 MVA generation capacity will be implemented in phases of approximately 500 KVA each. The aim of the project is to drastically reduce the School's dependence on the national power grid through on-site solar power generation and consumption. The School will transfer any excess capacity to the national power grid through a power purchase agreement (PPA) with Kenya Power.</p> <p><b>CURRENT SITUATION</b></p> <p>Currently, all the School's power requirements are fully sourced from Kenya Power. The School has mains power connected capacity of 1.5MVA supplied through an 11KV line and metered at 11KV, through a metering CB. The power is locally distributed at 415V, 3-phase. The power is also backed up by a combined 1.5MVA capacity standby diesel generator power. Other loads in the School are supplied from the national power grid through separate 415V lines.</p> <p><b>REQUIRED MODE OF SYSTEM OPERATION</b></p> <p>The Solar PV system is expected to supplement the day time electrical power needs of the School with excess generation capacity being transferred to the national power grid. The system will not have a battery storage system. In the event of any PV power shortfall during the day, this should seamlessly be bridged from the power national grid. There being no battery backup system, the School's power demand at night will predominantly be supplied from the mains national grid.</p> <p><b>SCOPE OF WORK</b></p> <p>The work involves design, supply, construction/installation, testing and commissioning of Solar PV power plant at the Kenya School of Monetary Studies (KSMS). This will include but shall not be limited to the following:</p> <ol style="list-style-type: none"> <li>a) Survey and analysis of the current situation to inform detailed PV Solar system design.</li> <li>b) Full system design.</li> <li>c) Oral presentation of the proposed system design to client.</li> <li>d) Production of proposed system schematics, detailed equipment</li> </ol>

		<p>specification, Bills of Quantities (BQs) and costs. The bills of quantities shall include all provisions necessary to make the system fully functional, as well as making the existing installations to continue to function as required.</p> <ul style="list-style-type: none"> <li>e) Obtain all legal and statutory requirements for installation and operation of solar PV power plant in Kenya.</li> <li>f) Facilitate connection of the plant to the Kenya Power National Grid.</li> <li>g) Facilitate negotiations with Kenya Power leading to signing of a power purchase agreement.</li> <li>h) Supply and installation of solar modules, tie inverters, mounting structure, DC and AC wiring, energy meters, and all accessories to make the Solar PV systems work as designed.</li> <li>i) Transportation of the Solar PV equipment and accessories to the site.</li> <li>j) Installation, testing and commissioning of Solar PV system and integration to the existing electrical supply system.</li> <li>k) The solar modules will be mounted on the suitable structures which will in turn be mounted on existing roof-tops.</li> <li>l) Provide for Acceptance Testing (Factory and/or site).</li> <li>m) Provide for training on operation and maintenance of installed PV solar system and equipment to selected KSMS maintenance staff. The training should be carried out in a live site and be hands-on <u>BUT</u> should also include theoretical foundations and concepts.</li> <li>n) Production of as built drawings and system/equipment manuals.</li> <li>o) Operation, monitoring and documentation of key system parameters and overall performance.</li> <li>p) Provision of warranty for all equipment and installations (at least 1 year).</li> <li>q) Provision of operation and maintenance support for a period of 3 years after hand over. Costing (quotation) of the proposed operation and maintenance to be based on power production per kilowatt hour (kwh).</li> <li>r) Correction of all defects arising within the defects liability period.</li> <li>s) Any other actions necessary to make the system fully functional.</li> <li>t) Prepare handing over documents including pre-commissioning tests</li> </ul>
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		<p>report, system performance report, training and knowledge transfer report, as built drawings etc.</p> <p>u) Handover a fully functional plant/system.</p>
	2.1.2	Prequalification is open to all eligible applicants as defined in section 55 of the Public Procurement and Asset Disposal Act 2015
	2.1.3	General information on climate – This is not applicable in this prequalification tender.
2	2.2.1.	<p><b>Submission of Application</b></p> <p>The tender shall be deposited in the Tender Box at KSMS Reception Main Entrance to Block along Noordin Road, Off Thika Road, Nairobi so as to be received on or before Tuesday <b>15<sup>th</sup> November, 2016 at 1030hours.</b></p>
	2.2.2	<p>Name and address of bidder</p> <p>The applicant may choose to put the name and their mailing address at the back of the envelope.</p>
	2.2.3	Language- <i>Language for the tender shall be English</i>
	2.2.4	Provision of required – Information required in the tender document for purposes of evaluation of both mandatory and technical evaluation shall be provided otherwise the bidder will be disqualified.
	2.2.5	No meetings will be held for consultations and clarifications; however bidders may seek for clarifications within 7 days before closing date of the tender in writing through the following email address; procure@ksms.or.ke.
2	2.3.0	<b>Eligibility--</b>
	2.3.1	<b>As in 2.1.2 above</b>
	2.3.2	Employees of the Central Bank, Board Members their Spouses and Children shall not participate in the Tender
	2.3.3	Bidders who will meet all the mandatory requirements and <b>score 85%</b> or above in the technical evaluation shall be prequalified to participate in the tender.
3	2.4.1	<p>Qualification Criteria:</p> <ul style="list-style-type: none"> <li>• Prequalification will be based meeting all the set Mandatory Requirements set in the Prequalification Document. This will be marked as YES or NO depending on the bidder's response.</li> <li>• Bidders meeting the Mandatory requirements will have to score the minimum threshold set as the pass mark. This shall be 85%.</li> <li>• Bidders attaining 85% and above shall be prequalified to participate in the subsequent tenders.</li> </ul>
	<b>2.4.2</b>	Sub-Contracting will not be allowed in this tender for prequalification.
	2.4.3	<p><b>General Experience</b></p> <p><b>1</b> Similar project within the last 5 years. This experience should include experience in Designing, installing, operating and maintaining solar systems in</p>

		Institutions												
	2.4.4	<p><b>Personal Capabilities</b> The applicant shall provide further details of the proposed personnel and their experience record in the relevant Information Forms</p> <table border="0"> <thead> <tr> <th>Position</th> <th>Total experience</th> <th>Experience in Similar Works</th> </tr> </thead> <tbody> <tr> <td>Project manager –</td> <td>10 years</td> <td>5 years</td> </tr> <tr> <td>5 Designers</td> <td>10</td> <td>5 years</td> </tr> <tr> <td>4 Others (Technical)</td> <td>5 years</td> <td>5 years</td> </tr> </tbody> </table>	Position	Total experience	Experience in Similar Works	Project manager –	10 years	5 years	5 Designers	10	5 years	4 Others (Technical)	5 years	5 years
Position	Total experience	Experience in Similar Works												
Project manager –	10 years	5 years												
5 Designers	10	5 years												
4 Others (Technical)	5 years	5 years												
	2.4.5	<p><b>Equipment:</b> The applicant shall provide details of proposed Equipment to be used in the project.</p>												
	2.4.6	The applicants should have positive Cash flows for the past of 24 months OR Liquidity ratio of 2:1												
	2.4.7	Recent Audited accounts for the last 2 years shall be provided or Credit facility with a Bank												
	2.4.8	<b>All applicants to provide litigation history over the last 5 years or make a declaration if none.</b>												
	2.5.	<p><b>Joint Venture</b> <b>The lead partner shall meet not less than 85% of all the qualifying criteria and the other partners shall meet individually not less than 60%</b></p>												
	2.6	<p><b>Public Sectors Companies</b> They may participate and meet all the eligibility criteria</p>												
	2.7	<b>Conflict of Interest</b>												
	2.8	<b>Updating Pre-Qualification information</b>												

**SECTION III - LETTER OF APPLICATION**

**Notes on letter of application**

- 1.1 The letter of application will be prepared by the applicant and will follow the form presented herein.
- 1.2 The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.
- 1.3 The letter of application will be signed by duly authorized representatives of the applicant.
- 1.4 Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

**SECTION III - LETTER OF APPLICATION**

Date .....

To .....

.....

*(name and address of the procuring entity)*

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_  
(*name of firm*) (hereinafter referred to as “the Applicant” ), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining
  - (a) the Applicant's legal status
  - (b) the principal place of business and
  - (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).
  
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
  
4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
  - (b) Your Agency reserves the right to:
    - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the prequalification process, and reject all applications
  - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
  2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
    - (a) signed so as to legally bind all partners, jointly and severally; and
    - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
  3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)



## EVALUATION CRITERIA

### A: MANDATORY REQUIREMENT:

NO	REQUIREMENTS	TENDERER'S RESPONSE
<b>MR 1</b>	Provide documentary evidence of the company's Certificate of Incorporation (Legal Structure)	
<b>MR 2</b>	Provide company's <b>current/valid</b> Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA) validity period must be at least up to the tender closing date.	
<b>MR 3</b>	Submit a completed company's profile using the Confidential Business Questionnaire provided in this tender document.	

## B: TECHNICAL EVALUATION

NO	Attribute	Supplier's Response	Max Score %																
T1	<p><b>Experience</b> Provide at least <u>1 completed</u> and <u>1 ongoing</u> project of at least 500KVA in Kenya in the last 5 years (provide evidence of completion e.g. completion certificates, confirmation letters from clients etc.) or contracts, confirmation letters etc. in the case of ongoing projects.</p> <p>A fully functional project, fully operated and maintained by a supplier qualifies to be considered.</p>		<b>40</b>																
T2	<p><b>Personal Capabilities</b> The applicant shall provide details of key proposed personnel and their experience</p> <table border="0"> <tr> <td>Position</td> <td>Total experience</td> <td>in Similar Works</td> <td></td> </tr> <tr> <td>1 Project manager –</td> <td>= or &gt; 10 years</td> <td></td> <td>10 pts.</td> </tr> <tr> <td>5 Designers/installers-</td> <td>= or &gt; 10 years</td> <td></td> <td>10 pts.</td> </tr> <tr> <td>4 Others (Technical)-</td> <td>=or &gt; 5 years</td> <td></td> <td>5 pts.</td> </tr> </table> <p>Provide evidence of qualifications of proposed personnel to be deployed in the project (e.g. Academic/professional certificates and references to confirm experience in the works)</p>	Position	Total experience	in Similar Works		1 Project manager –	= or > 10 years		10 pts.	5 Designers/installers-	= or > 10 years		10 pts.	4 Others (Technical)-	=or > 5 years		5 pts.		<b>25</b>
Position	Total experience	in Similar Works																	
1 Project manager –	= or > 10 years		10 pts.																
5 Designers/installers-	= or > 10 years		10 pts.																
4 Others (Technical)-	=or > 5 years		5 pts.																
T3	<p><b>Equipment:</b> Provide details of proposed Equipment to be used in the project., make, origin, ownership, lease etc.</p>		<b>10</b>																
T4	<p>Positive Cash flow over the past 24 months Or Liquidity ratio of 2:1 Recent Audited accounts for the last 2 years shall be provided or Credit facility with a Bank</p>		<b>10</b>																
T5	<p><b>Professional certification/registration of key personnel to be deployed in the project</b> Provide list of 5 technical personnel certified as T3 professionals by ERC</p>		<b>15</b>																
			<b>100%</b>																

### Due Diligence

Due diligence checks shall be carried out to gauge/ confirm similar works done by supplier, technical capacity to operate and maintain similar installation, organizational ability, availability of qualified technical staff to implement the project, ability to stock relevant spares, availability of solar PV testing and commissioning equipment etc.

## **SECTION IV - STANDARD FORMS**

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Form No.	Name
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4.	Summary sheet current contract commitments/works in progress
5.	Personnel capabilities
5A	Candidate summary
6.	Equipment capability
7.	Financial capability
8.	Litigation History

## SECTION IV - STANDARD FORMS

### Notes on completion of Standard Forms

- Application Form 1 - General information  
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form
- Application Form 2 - General Experience Record  
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.
- Application Form 2A - Joint Venture Summary  
This form is to be completed by joint venture applicants only.
- Application Form 3 - Particular Experience Record  
This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.
- Application Form 3A - Details of Contracts of similar nature and complexity  
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4 - Summary sheet. Contract commitments/work in progress  
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.
- Application Form 5 - Personnel Capabilities  
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified

requirements stated for each position. The data on their experience shall be supplied on Form 5A

- Application Form 5A - Candidate Summary  
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel
- Application Form 6 - Equipment Capability  
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.
- Application Form 7 - Financial Capability  
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.
- Application Form 8 - Litigation History  
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture

## APPLICATION FORM (1)

### GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

**APPLICATION FORM (2)**

**GENERAL EXPERIENCE RECORD**

Name of Applicant or partner of a joint venture
---

Annual turnover data (Construction only)		
--	--	--

Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

**APPLICATION FORM (2A)**

**JOINT VENTURE SUMMARY**

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual construction turnover, in terms of work billed to clients, in Kshs.

Annual turnover data (construction only: Kshs.)
---

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			



**APPLICATION FORM (3)**

**PARTICULAR EXPERIENCE RECORD**

Name of Applicant or partner of a joint venture

## APPLICATION FORM (3A)

### DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture
---

Use a separate sheet for each contract.

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify	
5.	Contract role (check one) * Sole contract * Management contract * Subcontract * Partner in a joint venture	
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)	
7.	Date of award	
8.	Date of completion	
9.	Contract/subcontract duration (years and months) - years - months	
10	Specified requirements	

**APPLICATION FORM (4)**

**SUMMARY SHEET: CURRENT CONTRACT  
COMMITMENTS/WORK IN PROGRESS**

Name of Applicant or partner of a joint venture
---

Name of contract	Value of outstanding work Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

**APPLICATION FORM (5)**

**PERSONNEL CAPABILITIES**

Name of Applicant
-------------------

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

**APPLICATION FORM (5A)**

**CANDIDATE SUMMARY**

Name of Applicant
-------------------

Position	Candidate * Prime                      * Alternate
Candidate information	1. Name of candidate
	2. Date of birth
	3. Professional qualifications
Present employment	4. Name of employer
	5. Address of employer
Telephone	Contact (manager/personnel officer)
Fax	E mail
Job title of candidate	Years with present employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

**APPLICATION FORM (6)**

**EQUIPMENT CAPABILITIES**

Name of Applicant
-------------------

<b>Item of equipment</b>		
Equipment information	1. Name of manufacturer  3. Capacity	2. Model and power rating  4. Year of manufacturer
Current status	5. Current location  6. Details of current commitments .....	
Source	7. Indicate source of the equipment  * Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Applicant or partner

Owner	8. Name <hr style="border: none; border-top: 1px solid black;"/>				
	9. Address of owner .....				
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><hr style="border: none; border-top: 1px solid black;"/></td> <td style="width: 50%; border: none;"><hr style="border: none; border-top: 1px solid black;"/></td> </tr> <tr> <td style="border: none;">Telephone</td> <td style="border: none;">Contact name and title</td> </tr> </table>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	Telephone	Contact name and title
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>				
Telephone	Contact name and title				
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><hr style="border: none; border-top: 1px solid black;"/></td> <td style="width: 50%; border: none;"><hr style="border: none; border-top: 1px solid black;"/></td> </tr> <tr> <td style="border: none;">Fax</td> <td style="border: none;">Email</td> </tr> </table>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	Fax	Email
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>				
Fax	Email				
Agreements	Details or rental/lease/manufacture agreements specific to the project ..... .....				

**APPLICATION FORM (7)**

**FINANCIAL CAPABILITY**

Name of Applicant or partner of a joint venture
---

Banker	Name of banker
	Address of banker
	.....
	Telephone <span style="float: right;">Contact name and title</span>
Fax <span style="float: right;">E mail</span>	

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

**APPLICATION FORM (8)**

**LITIGATION HISTORY**

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

5. Profits before	taxes				
-------------------	-------	--	--	--	--



6. Profits after taxes				
------------------------	--	--	--	--

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER