



REQUEST FOR PROPOSAL (RFP)

TENDER NO: IMDTS/SPS/03/2026

**REQUEST FOR PROPOSAL FOR SUPPLY, DELIVERY, IMPLEMENTATION,
TESTING AND COMMISSIONING OF SOLAR POWER SOLUTION**

IMARIKA DT SACCO LTD

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MARCH 2026

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SECTION 1 (A) - REQUEST FOR PROPOSAL (RFP)

Invitation Letter

Date: **6th March 2026**

Reference No.: **IMDTS/SPS/03/2026**

To: All Eligible and Qualified firms.

NAME OF ASSIGNMENT: TENDER NO IMDTS/SPS/03/2026 – REQUEST FOR PROPOSAL FOR SUPPLY, DELIVERY, IMPLEMENTATION, TESTING AND COMMISSIONING OF SOLAR POWER SOLUTION.

Dear Messrs. **All Eligible and Qualified Firms**

1. Imarika Sacco invites proposals to supply, deliver, implement, test and commission of solar power solution at Imarika Plaza. More details on the Services are provided in Section 5 Terms of Reference.
2. A complete set of RFP document can be obtained by interested bidders from our website www.imarika.org for free or at the procurement office, Imarika Sacco, 1st Floor, Imarika Plaza, Kilifi upon payment of a non-refundable fee of **Ksh.1,000.00, from 8: 30am – 4:00 pm Monday to Friday.**
3. All bidders who download the RFP document from the website should submit/register their contact details to/with procurementunit@imarika.org
4. There will be a pre-bid meeting to be held on **Monday 16th March 2026 at 10am.** The venue of the meeting shall be at the Imarika Sacco Boardroom located at the 2nd floor of Imarika Plaza, Kilifi.
5. The request for proposals (RFP) includes the following documents:
Section 1: Letter of Request for Proposals
Section2: Instructions to Tenders
Section 3: Technical Proposal
Section 4: Financial Proposal
Section 5: Terms of Reference
Section 6: Evaluation criteria
Section 7: Standard Forms
6. The financial proposal should be net inclusive of all taxes and must be expressed in Kenya shillings and shall remain valid for 120 days from the closing date of the RFP, well indicated and tabulated where applicable.
7. Completed tenders must be delivered to the address below on or before **Monday 23rd March 2026 at 10:00 a.m.** Electronic tenders will not be permitted. Hard copies of the tender documents shall be deposited in the tender box situated at Imarika Sacco, Imarika Plaza, Ground Floor, Along Kenyatta Road, Kilifi or be addressed to

The Chief Executive Officer
IMARIKA DT SACCO LTD
P.O BOX 712 – 80108,

Kilifi, Kenya.

Bulky tenders which will not fit in the tender box shall be delivered to the office of the Procurement Officer, situated on 1st Floor Imarika Plaza, Along Kenyatta road, Kilifi.

8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date. Tenders will be publicly opened in the presence of the Tenderer's designated representatives who choose to attend at the address above.
9. All clarifications required and inquiries regarding this bid shall be promptly sent via email to; procurementunit@imarika.org with the subject- SUPPLY, DELIVERY, IMPLEMENTATION, TESTING AND COMMISSIONING OF SOLAR POWER SOLUTION.

The request for clarification or additional must be received by Imarika Sacco 7 days before the closing date. Imarika Sacco will advise all Bidders of its response to such requests where appropriate and applicable through the bidder's emails.

Yours sincerely,

George Yongo Ngala
CHIEF EXECUTIVE OFFICER

SECTION 2. INSTRUCTIONS TO TENDERERS

Introduction

- 1.1. The tenderers are invited to submit a Technical Proposal and a Financial Proposal, for the services required for the assignment. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected tenderer.
- 1.2. The tenderer should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified. Attending any such pre-proposal conference is optional and is at the tenderers' expense.
- 1.3. The Procuring Entity will timely provide, at no cost to the tenderers, the inputs, relevant project data, and reports required for the preparation of the tenderer's Proposal as specified
- 1.4. Please note that
 - I. The costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and
 - II. The Client is not bound to accept any of the proposals submitted.
- 1.5. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 1.6. The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

Clarification and Amendment of RFP Documents

- 1.7. Tenderers may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Appendix "ITT". The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited tenderers who intend to submit proposals.
- 1.8. At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited tenderers and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

Site visit and pre-bid meetings

- 1.9. The Bidder is advised to visit and examine the Sites of Work and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for execution of the Works. The costs of visiting the Site shall be at the Bidder's own expense

- 1.10. There will be a pre-bid meeting to be held on **Monday 16th March 2026** at 10am. The venue of the meeting shall be at the Imarika Sacco Boardroom located at the 2nd floor of Imarika Plaza, Kilifi.

Preparation of Technical Proposal

- 1.11. The tenderers proposal shall be written in English language
- 1.12. In preparing the Technical Proposal, tenderers are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal
- 1.13. While preparing the Technical Proposal, tenderers must give particular attention to the following:
 - I. If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Tenderers shall not associate with the other tenderers invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
 - II. For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
 - III. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
 - IV. Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
 - V. Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

The Technical Proposal shall provide the following information using the attached Standard Forms.

- I. A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate inter alia, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- II. Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- III. A description of the methodology and work plan for performing the assignment.
- IV. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- V. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.

- VI. Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
 - VII. A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix “A” specifies training as a major component of the assignment.
 - VIII. Any additional information requested in Appendix “A”.
- 1.14. The Technical Proposal shall not include any financial information.

Preparation of Financial Proposal

- 1.15. In preparing the Financial Proposal, tenderers are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including
- (a) Remuneration for staff (in the field and at headquarters), and;
 - (b) Reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.
- 1.16. The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix “A” specifies otherwise.
- 1.17. Tenderers shall express the price of their services in Kenya Shillings.
- 1.18. Tenderers and gratuities, if any, paid or to be paid by tenderer and related to the assignment will be listed in the Financial Proposal submission Form.
- 1.19. The Proposal must remain valid for 120 days after the submission date. During this period, the tenderer is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the tenderer shall agree to the extension.

Submission, Receipt, and Opening of Proposals

- 1.20. The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals
- 1.21. For each proposal, the tenderer shall prepare the number of copies indicated in Appendix “A”. Each Technical Proposal and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 1.22. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked

“FINANCIAL PROPOSAL” and warning: “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix “ITT” and be clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.”

- 1.23. The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITT”. Any proposal received after the closing time for submission of proposals shall be returned to the respective tenderer unopened
- 1.24. After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

Proposal Evaluation General

- 1.25. From the time the bids are opened to the time the Contract is awarded, if any tenderer wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix “ITT”. Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the tenderer’s proposal.
- 1.26. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

SECTION 3. TECHNICAL PROPOSAL

In preparing the Technical Proposal, a tenderer is expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

The Technical Proposal shall provide the following information:

- I. Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- II. A description of the methodology and work plan for performing the assignment.
- III. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- IV. CV of the consultant (s)
- V. Estimates of the total staff input (professional and support staff-time) needed to carry out the assignment.
- VI. A detailed description of the proposed methodology, staffing and monitoring of training.

The Technical Proposal shall not include any financial information.

SECTION 4. FINANCIAL PROPOSAL

The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies, and other charges imposed under the law on the energy regulations

The tenderer shall express the price of their services in Kenya Shillings.

The Financial Proposal must remain valid for 120 days after the submission date.

Submission Proposals

The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated. Any proposal received after the closing time for submission of proposals shall be returned to the respective tenderer unopened.

After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department.

SECTION 5. TERMS OF REFERENCE

Introduction

With over 100,000 members and operations spanning 8 sites across 5 counties in the coast region of Kenya, Imarika DT Sacco aims to enhance its energy efficiency and sustainability through a reliable solar power system.

1.1 Background

The Sacco seeks to adopt a sustainable and cost-effective energy solution in line with ESG compliance by installing a solar power system at its premises. This initiative aims to reduce electricity costs, enhance energy reliability, and contribute to environmental sustainability. The solar power solution will serve as the primary power source for our Headquarter premises located in Kilifi town.

1.2 Purpose of the ToR

This document outlines the scope, objectives, roles, and deliverables for the successful implementation of a solar power solution for Imarika DT Sacco.

2. Project Objectives

The key objectives of this project are:

- To reduce operational costs by lowering dependence on grid electricity.
- To provide a reliable and uninterrupted power supply.
- To promote environmental sustainability through renewable energy adoption.
- To ensure compliance with relevant energy regulations and standards.

3. Scope of Work

The project will cover the following key activities:

3.1 Feasibility Study & Energy Audit

- Conduct an energy consumption assessment at Imarika Plaza in Kilifi town.
- Determine optimal solar system size based on energy needs.
- Assess site suitability (roof space, shading, structural integrity).

3.2 System Design & Proposal

- Design an on-grid Solar PV (Photovoltaic) System.
- Recommend components (solar panels, inverters, batteries, mounting structures).

- Provide cost estimates, payback period, and return on investment (ROI) analysis.
- Use Smart inverters for real-time monitoring with intelligent control algorithms for tracking solar panels and their output and adjusting to factors such as shading and change in temperature.
- Give option for on-grid Solar PV (Photovoltaic) System.

3.3 Procurement & Installation

- Source high-quality solar equipment from reputable suppliers.
- Install the solar power system with proper safety and technical standards.
- Integrate with existing electrical systems.
- Solar cells quality to be tolerant to heat.
- Installer should provide warranties covering product equipment, system performance and should not be less than 15 years.
- Solar mounting structures should be all weather proof and withstand wind force

3.4 Testing & Commissioning

- Conduct performance tests to ensure system efficiency.
- Provide training for Sacco staff on system operation and maintenance.
- Hand over system documentation (warranties, manuals, compliance certificates).

3.5 Monitoring & Maintenance

- Set up a monitoring system for energy production tracking.
- Provide initial maintenance schedule and support during liability period.

4. Roles and Responsibilities

Stakeholder	Responsibilities
Imarika DT Sacco Ltd	- Provide site access and energy consumption data. - Approve designs and budgets. - Facilitate coordination with relevant authorities.
Solar Contractor	- Conduct feasibility study and system design. - Procure and install equipment. - Provide training and maintenance support.
Regulatory Bodies	- Approve permits and grid connection. - Ensure compliance with energy laws.
Project Supervisor	- Oversee implementation and quality assurance. - Report progress to Sacco management.

5. Deliverables

- Feasibility study and energy audit report.
- Solar system design and financial proposal.
- A project plan with timelines for each stage of the project.
- Installed and commissioned solar power system.
- Solar power monitoring system.

- Training manuals and maintenance guidelines.
- Performance reports and compliance certificates.

6. Project Timeline

Phase	Duration	Expected Completion
Feasibility Study	1 weeks	
System Design & Approval	2 weeks	
Procurement & Installation	4 weeks	
Testing & Commissioning	1 week	
Handover & Training	1 week	

7. Qualifications and Experience

The firm submitting the proposal must have:

- Proven experience in the design, supply, installation, and maintenance of solar power systems.
- A team of qualified engineers and technicians.
- A strong track record of successful projects.
- Financial stability and the capacity to undertake the project.
- Relevant certifications and licenses.

8. Proposal Submission

Interested firms should submit a detailed proposal that includes:

- Company profile and experience.
- Technical proposal, including system design, equipment specifications, and installation methodology.
- Financial proposal, including a detailed cost breakdown.
- Project plan and timeline.
- References from previous clients.

9. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Technical expertise and experience (20%)
- System design and technical specifications (35%)
- Cost-effectiveness (20%)
- Project plan and timeline (5%)
- Firms experience (references) (15%)
- Firms financial capability (5%)

SECTION 6. EVALUATION CRITERIA

Preliminary Evaluation

A preliminary evaluation shall determine whether the bidder meets the requirements and has submitted all mandatory documents. Where a bidder fails to submit any of the listed documents/requirements, the bidder shall be automatically disqualified and shall not proceed to the technical evaluation stage.

Imarika reserves the right to seek clarification from the bidder regarding the submission/non- submission of the documents listed below:

No	MANDATORY REQUIREMENT	RESPONSE YES/NO
1	Must submit Company's Certificate of Incorporation or registration	
2	Must submit two (2) copies of the tender document, clearly indicated/marked original and copy	
3	Must submit a valid Tax compliance certificate issued by KRA	
4	Must submit CR12/CR13 document issued by registrar of companies	
5	Submission of Tender security 2% of the proposed price from a bank or insurance firm listed by PPRA	
6	Submission of valid EPRA License (Company's Valid EPRA license class C1 or V1 -solar).	
7	Submission of valid annual contractor's license NCA 8 and above – electrical services or Mechanical services with solar works.	
8	Submission of evidence of an established up to date safety program, policies and work practices. Bidder to provide a written occupational health and safety policy.	
9	Must submit copy of valid business permit from respective county government	
10	Dully filled confidential business questionnaire	
11	Form SD1-Self declaration that the person/tenderer is not debarred in the matter of public procurement and asset disposal act 2015	
12	Form SD2 – Self declaration that the person /tenderer will not engage in any corrupt or fraudulent practices	
13	Properly bound document/well-presented document. All pages of the tender document including all attachments should be serialized/numbered in the format 1,2,3,4.....n	

The tenderers who do not satisfy any of the above requirements shall be considered non-responsive and will not be evaluated further.

Technical Evaluation Criteria

S/N	Item Description	Criteria on score	Marks
1	Firms Experience		15
	Previous experience of the organization in similar assignments For each assignment carried out the firm should indicate- the name of the contract, client name, value of the contract, and the duration of the assignment (Provide recommendation letters, Must be in clients letter head)	Provide recommendation letters, Must be in clients letter head. 3 marks each for 5 firms of projects of 60Kva & above	
2	Adequacy of the Proposed System design in conformity with the terms of references		40
a.	<ul style="list-style-type: none"> • System design and technical specifications • Submission Copies of relevant drawings, technical data of the system configuration • Must submit valid manufacturer authorization & warranty form on manufacturer's letter head signed and stamped • Must submit manufacturer contact details on manufacturer's letter head signed and stamped including official email address & secure website for international companies 	35 marks	

	<ul style="list-style-type: none"> • Must submit manufacturer ISO9001 :2015 certificate for quality management or KEBS certificate for key equipment ie solar PV panels, batteries, inverters & other major equipment • Must submit Manufacturers ISO 14001:2015 certificate or NEMA license for key equipment <p>Submission of catalogues & brochures containing technical data</p>		
b.	<p>Project plan</p> <ul style="list-style-type: none"> • Detailed mobilization plan and installation/construction Schedule. Should have clear timelines and indicate for each activity 	5marks	
3	Technical expertise and experience		20
a.	Team Leader / Project supervisor	8marks	
	<ul style="list-style-type: none"> • At least degree in electrical/mechanical/ renewable energy engineering • Registration with EBK as a graduate engineer • 5 Years' experience in handling solar projects/assignments of similar magnitude • EPRA license minimum T2 solar PV worker 	Attach signed Cv and proof/evidence of certificates	
b	Other team members (3)	12marks	
	<ul style="list-style-type: none"> • At least diploma in electrical/mechanical/ renewable energy engineering • Attach Singed Cv • 2 Years' experience in handling solar projects/assignments of similar magnitude • EPRA license minimum T1 solar PV worker 	Attach Cv and proof/evidence of certificates	
4	Financial capability		5
a	Attach 2 years audited financial reports (2023 and 2024) certified by an audit firm registered by ICPAK	2.5marks	
b	Evidence of financial resources (cash in hand, lines of credit, over drafts facility)	2.5marks	

	should be equal or greater to the cost of the project		
			80

The minimum technical score for the technical evaluation shall be 56 marks and bidders who shall not have attained this mark shall not proceed to the next stage of the evaluation process

Financial Evaluation

The financial proposal shall carry 20% of the marks, and the score shall be based on the R.F.P. prices.

The formulae for determining the Financial Score (Sf) shall be as follows:

$$\mathbf{SF = 20 X (FM/F) \text{ Where}}$$

SF: is the Financial Score,

FM: is the lowest-priced financial proposal and

F: is the proposal under consideration.

Combined technical and financial scores:

The following formula shall be used:

$$\mathbf{T.S (80\%) + F.S (20\%) = T.T.S (100\%)}$$

T.S. = Technical Score (as evaluated above)

F.S. = Financial Score (as evaluated above)

T.T.S. = Total Score

Total Score (TTS) = Technical Score (TS) + Financial Score (FS)

Award criteria

The firm that has achieved the highest score out of 100 marks (80-technical; 20-financial) will be considered for negotiation and subsequent award of the R.F.P.

SECTION 7. STANDARD FORMS

These forms shall include.

- I. Technical Proposal submission form.
- II. Firm's references.
- III. Comments and suggestions of consultants on the Terms of Reference and on data, services and facilities to be provided by the Client.
- IV. Description of the methodology and work plan for performing the assignment.
- V. Team composition and task assignments.
- VI. Format of curriculum vitae (CV) for proposed professional staff.
- VII. Time schedule for professional personnel.
- VIII. Activity (work) schedule.

TECHNICAL PROPOSAL SUBMISSION FORM

[_____ *Date*]

To: _____ [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the supply, delivery, implementation, testing and commissioning of solar power systems in accordance with your Request for Proposal dated _____ [*Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal sealed under a separate envelope.]

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ [*Authorized Signature*]:

_____ [*Name and Title of Signatory*]

_____ [*Name of Firm*]

_____ [*Address:*]

COMMENTS AND SUGGESTIONS OF TENDERERS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Lead Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed

Position: _____

Name of

Firm: _____

Name of

Staff: _____

Profession: _____

Date of

Birth: _____

Years with Firm: _____

Nationality: _____

Membership in Professional Societies (if any):

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date:

[Signature of staff member]

Date; _____

[Signature of authorized representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

Activity (Work)	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th

**[1st, 2nd, etc, are weeks from the start of assignment)*

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim report	
3. Workshop/stakeholders status reports	
4. Final Report	

FINANCIAL PROPOSAL SUBMISSION FORM

[Date] _____

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the supply, delivery, implementation, testing and commissioning of solar power solution in accordance with your Request for Proposal dated (_____) *[Date]* and our Proposal. Our

Attached Financial Proposal is for the sum of (_____) *[Amount in Words and figures]* inclusive of the taxes.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*

_____ *[Name and Title of Signatory]:*

_____ *[Name of Firm]*

_____ *[Address]*

SUMMARY OF COSTS

Costs		Amount(s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		

CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers' who choose to participate in this tender and enclosed in the technical proposals submission envelope)

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

	<p>Part 1 General</p> <p>Business Name.....</p> <p>Location of Business Premises.....</p> <p>...</p> <p>Plot No,Street/Road.....</p> <p>Postal addressTel No.Fax Email.....</p> <p>Nature of Business.....</p> <p>.....</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch</p> <p>.....</p>																									
	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full..... Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p>																									
	<p style="text-align: center;">Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4 ...</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	2.	3.	4
	Name	Nationality	Citizenship details	Shares																						
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2.																						
3.																						
4																						

	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Given details of all directors as follows</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4
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	<p>Date..... Signature of Candidate.....</p>																				

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/ TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLICPROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,, of Post Office Box being a resident of

..... in the Republic ofdo hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/PrincipalOfficer/Director of *(Insert name of the Company)* who is a Bidder in respect of **Tender No.....** for *(insert tender title/description)* for *(insert name of procuring entity)* and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its directors, and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to here in above is true to the best of my knowledge,information and belief.

.....

(Title)

.....

(Signature)

(Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box.....being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of.....
..... (*Insert name of the Company*) who is a Bidder in respect of **Tender No.** for
(*Insert tender title/description*) for (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/ or agents of..... (*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp