



Request for Proposal

Consultancy Services for Comprehensive Energy Audit and Energy Management Compliance Assessment at ILRI NAIROBI Campus

Key Dates

1. Advertisement	3rd August 2026
2. Clarification submission deadline by Firms	10th August 2026
4. RFP Submission deadline	14th August 2026

BACKGROUND

The International Livestock Research Institute (ILRI) Nairobi Campus operates a large and complex research, office, residential, and utility infrastructure system. The campus includes laboratory buildings, research facilities, offices, conference facilities, residential housing units, cold rooms, recreational facilities, specialized research equipment, water supply and pumping systems, an electrical transformer, electrical distribution networks, UPS systems, Generator backup power systems, and a Grid tie solar photovoltaic system .

ILRI Nairobi undertook its last campus energy audit in 2021 which was not conclusive due to the Corona pandemic effects of a partial halt of many campus activities. The primary focus of the audit was energy optimization and identification of energy-saving opportunities. Since then, the campus energy profile has evolved due to increased research activity, growth in office and laboratory demand, additional critical equipment, expanded cold-chain requirements, and installation of additional solar systems.

The planned energy audit shall therefore have a broader scope. In addition to identifying energy-saving opportunities, the assignment shall assess ILRI's readiness and alignment with the energy Act 2019 and EPRA regulations, directives, and technical guidelines related to energy efficiency, energy auditing, energy management, reporting, licensing, and compliance.

The Facilities and Project Management Unit is responsible for energy management at ILRI Nairobi Campus. The Electrical Supervisor assumes the day-to-day energy management responsibility and shall serve as the main technical focal person for the assignment, working closely with the consultant, Engineering and Facilities teams, EOHS team, and other relevant institutional units.

The assignment shall support ILRI's operational efficiency, cost reduction, sustainability reporting, greenhouse gas accounting, decarbonization efforts, and institutional energy management improvement.

Legal, Regulatory, and Technical Context

The consultant shall carry out the assignment with due consideration to applicable regulations in the Energy Act 2019, directives, technical procedures, and relevant international good practice. These include, but are not limited to:

1. Regulations of electrical Energy (Cap. 314)section 167;
2. EPRA Regulations as per the energy Act 2019 (Cap.314) section III;
3. Any Directions under the ACT given and gazetted by the cabinet secretary ;
4. The energy Act 2019 part VIII on energy efficiency and conservation ;
5. The energy Act 2019 part VIII section 204 on conduct of energy audits;
6. The energy Act 2019 part VIII section 205 annual reporting of energy audits reports and energy use;
7. ISO 50001 principles for energy management systems;
8. ISO 50002- 2014 principles for energy audits;
9. GHG Protocol principles and relevant sustainability reporting frameworks, including UNGC/GRI and SBTi-aligned reporting requirements where applicable.

The consultant shall review the applicability of the above frameworks to ILRI Nairobi Campus and provide a clear compliance assessment and practical roadmap.

SECTION 1: TERMS OF REFERENCE

1.0 Scope of Work

The consultant shall carry out a standard-to-detailed energy audit covering all major energy-consuming facilities, systems, and operations within ILRI NAIROBI Campus. The scope shall include technical, financial, environmental, management, and compliance dimensions.

1.1 Inception and Audit Planning

The consultant shall:

1. Hold an inception meeting with ILRI Facilities and Project Management Unit, Electrical Supervisor, Engineering team, EOHS team, and other relevant stakeholders;
2. Confirm the audit objectives, scope, boundaries, methodology, deliverables, work plan, data requirements, and site access requirements;
3. Confirm the facilities, buildings, systems, and equipment to be covered;
4. Identify critical systems requiring detailed measurements;
5. Prepare a detailed audit methodology aligned with EPRA audit procedures and relevant ISO 50002 principles;
6. Prepare data collection templates, checklists, questionnaires, and measurement plans;
7. Submit an Inception Report for ILRI review and approval.

1.2 Review of Existing Data and Documentation

The consultant shall collect and review relevant data and documentation, including but not limited to:

1. Electricity consumption records for at least the last 24 months, preferably 36 months;
2. Grid electricity bills and tariff information;
3. Solar PV generation and performance data from the inverters data logs;
4. Diesel or fuel consumption records for generators and other energy systems, if applicable;
5. Generator operation logs;
6. Major equipment inventory and nameplate data;
7. Load schedules and connected load information;
8. Transformer and distribution system data;
9. UPS and backup system data;
10. Maintenance and planned preventive maintenance records;
11. Cold room and refrigeration system records;
12. HVAC and ventilation system records;
13. Pumping system operation records;
14. Building occupancy and operating schedules;
15. Existing energy, sustainability, GHG, and utility reports;
16. Relevant drawings, single-line diagrams, site plans, and system schematics;
17. Previous energy audit reports, if available;
18. Future expansion or major project plans likely to affect energy demand.

1.3 Site Inspection and Facility Assessment

The consultant shall conduct detailed site inspections of major energy-consuming facilities and systems, including:

1. Office buildings;
2. Laboratory buildings and specialized research facilities;
3. Cold rooms, freezers, and other temperature-controlled facilities;
4. Conference and meeting facilities;
5. Recreational Facilities(Gym, Cafeteria, etc.)
6. Residential units, where relevant;
7. Workshops and service facilities;
8. Water supply and pumping systems;
9. HVAC and ventilation systems;
10. Lighting systems;
11. IT, office equipment, and plug loads;
12. Transformers, main distribution boards, and sub-distribution boards;
13. UPS systems and backup power systems;
14. Diesel generators and associated fuel systems;
15. Grid tie solar PV systems, including inverters and integration to the power system;
16. Any other significant energy-consuming equipment or systems identified during the audit.

1.4 Measurements and Monitoring

The consultant shall undertake measurements and monitoring as required to establish reliable energy profiles and support the analysis. Measurements shall include, as appropriate:

1. Load profiling at selected main feeders and high-consumption facilities;
2. Peak and average demand measurements;
3. 24-hour or longer energy logging for selected systems;
4. Power factor assessment;
5. Power quality assessment at critical points;
6. Spot measurements for major equipment;
7. Lighting level measurements;
8. Temperature and humidity measurements in selected buildings, cold rooms, laboratories, and conditioned spaces;
9. Pump, motor, and HVAC performance measurements;
10. Solar PV output, inverter performance, and utilization assessment;
11. Generator load and fuel-use assessment, where applicable.

The consultant shall use appropriate calibrated instruments and shall include measurement data, assumptions, and analysis in the annexes of the final report.

1.5 Energy Baseline and Energy Balance

The consultant shall establish a campus energy baseline and energy balance, including:

1. Total annual energy consumption by source;
2. Grid electricity consumption;
3. Solar PV generation and utilization;
4. Diesel/fuel use, if applicable;
5. Energy consumption trends;
6. Energy cost trends;
7. Peak demand trends;
8. Consumption by building type;
9. Consumption by major system or end-use;
10. Energy intensity indicators, such as kWh/m² or other function-based indicators;
11. Baseline greenhouse gas emissions associated with energy consumption.

Where direct sub-metered data is not available, the consultant shall use reasonable engineering estimates and clearly state assumptions.

1.6 Demand Analysis

The consultant shall conduct demand analysis to identify:

1. Peak demand periods and drivers;
2. Night loads and unoccupied-hour consumption;
3. Start-up and shutdown demand patterns;
4. Load cycling and abnormal operating patterns;
5. Demand-side management opportunities;
6. Load shifting opportunities;
7. Power factor correction opportunities;
8. Opportunities for peak shaving through solar PV, operational scheduling, controls, or storage, where applicable.

1.7 Solar PV Performance Assessment

The consultant shall undertake a dedicated assessment of the Grid tie solar PV system, including:

1. Review of real-time and historical solar generation data;
2. Assessment of generation versus expected performance;
3. Assessment of solar contribution to campus energy consumption;
4. Review of self-consumption ratio;
5. Identification of curtailment, export, losses, downtime, or underperformance issues;
6. Review of inverter and system performance;
7. Assessment of solar integration with campus load profile;
8. Opportunities for load matching, peak shaving, demand-side integration, or storage optimization;
9. Recommendations to improve solar utilization, system reliability, and reporting.

The consultant shall provide a separate Solar System Performance Assessment section or annex within the final report.

1.8 Energy Conservation Measures

The consultant shall identify practical Energy Conservation Measures covering operational, technical, management, renewable energy, and strategic opportunities.

The ECMs shall include, but not be limited to:

1. No-cost and low-cost operational improvements;
2. Load scheduling and demand management;
3. Lighting optimization and LED retrofit opportunities;
4. HVAC and ventilation optimization;
5. Cold room and refrigeration efficiency improvements;
6. Pump and motor efficiency improvements;
7. Power factor correction;
8. Transformer and distribution loss reduction;
9. UPS optimization;
10. Generator efficiency and operation improvements;
11. Solar PV performance improvement;
12. Monitoring, metering, and control improvements;
13. Building envelope and passive efficiency improvements where applicable;
14. Equipment replacement or upgrade opportunities;
15. Energy-efficient procurement recommendations;
16. Staff awareness and behavioral measures;
17. Energy management and ISO 50001-readiness measures.

For each ECM, the consultant shall provide:

1. Description of the measure;
2. Affected facility, system, or equipment;
3. Baseline condition;
4. Estimated energy savings in kWh/year or relevant unit;
5. Estimated cost savings;
6. Estimated greenhouse gas emission reduction in tCO₂e/year;
7. Estimated implementation cost;
8. Simple payback period;
9. ROI, IRR, NPV, or lifecycle cost analysis for major capital measures;
10. Implementation duration;
11. Level of disruption;
12. Operational risk or dependency;
13. Responsible ILRI unit or suggested owner;
14. Priority classification.

1.9 Financial and Environmental Analysis

The consultant shall conduct financial and environmental analysis for all recommended ECMs. The analysis shall include:

1. Energy savings;
2. Cost savings;
3. Capital cost estimate;
4. Operation and maintenance implications;

5. Simple payback period;
6. Lifecycle cost analysis for major interventions;
7. ROI, IRR, or NPV for capital-intensive measures where appropriate;
8. Greenhouse gas emission reductions;
9. Contribution to ILRI sustainability and decarbonization goals;
10. Potential financing, ESCO, or performance-contracting options where applicable.

1.10 Regulatory and Compliance Assessment

The consultant shall conduct a regulatory and compliance review covering applicable EPRA, regulations, directives, and technical procedures as detailed in the energy Act 2019. The assessment shall include:

1. Applicability of Proclamation of Energy Management Policy
2. Applicability of Energy Regulations in the energy act 2019 part VIII section 189, including provisions related to designated facilities, designated buildings, periodic energy audits, energy management units, reporting, and compliance;
3. Applicability of EPRA Energy Audit Guidelines and technical procedures;
4. Applicability of Energy Efficiency Service Providers, Energy Managers, and Energy Auditor Licensing Directive Part VIII section 203.
5. Audit frequency requirement of a three-year audit cycle and the implication of non-compliance as stipulated in the Act part VIII section 204 and 205;
6. Reporting and record-keeping requirements;
7. Requirements for licensed energy auditors, energy managers, or energy service companies;
8. Any gaps in ILRI's current energy management, reporting, or documentation practices;
9. Recommended compliance roadmap.

The consultant shall prepare a Regulatory Compliance Assessment Matrix showing applicable requirement, relevance to ILRI, current status, gap, risk level, and recommended action.

1.11 Energy Management Framework

The consultant shall propose a practical ILRI Campus Energy Management Framework. The framework shall recognize that the Facilities and Project Management Unit is responsible for energy management, with the Electrical Supervisor assuming day-to-day energy management responsibility.

The framework shall include:

1. Proposed energy management structure;
2. Role of the Facilities and Project Management Unit;
3. Role of the Electrical Supervisor as energy management focal person;
4. Role of Engineering and Facilities staff;
5. Linkage with Sustainability/Reporting team;
6. Possible formation of an energy management energy committee;
7. Monthly energy data collection and review process;
8. Energy KPI reporting process;
9. Internal reporting templates;
10. Recommended energy policy elements;
11. Staff awareness and training requirements;
12. Integration with planned preventive maintenance;
13. Energy-efficient procurement recommendations;

14. Periodic audit and review cycle;
15. ISO 50001 readiness roadmap, without necessarily requiring certification.

1.12 GHG Accounting and Sustainability Reporting Linkage

The consultant shall link the energy audit outputs to ILRI's sustainability reporting and GHG accounting requirements. The consultant shall:

1. Establish baseline emissions associated with energy use;
2. Quantify Scope 2 emissions from grid electricity consumption;
3. Quantify emissions from diesel or fuel use where applicable;
4. Estimate emission reductions from each ECM;
5. Use recognized emission factors and clearly state the source and assumptions;
6. Align outputs with GHG Protocol principles;
7. Provide outputs usable for GRI energy and emissions disclosures;
8. Provide information that may support SBTi-aligned tracking, where applicable;
9. Provide an Excel-based GHG calculation file.

1.13 Energy KPI Dashboard Framework

The consultant shall propose a digital energy performance dashboard framework that can be implemented in Excel, Power BI, or a similar platform compatible with ILRI's current systems.

The proposed dashboard shall include, at minimum:

1. Total energy consumption;
2. Grid electricity consumption;
3. Diesel Generator Energy use;
4. Solar PV generation;
5. Solar contribution percentage;
6. Energy cost trends;
7. Peak demand;
8. Power factor;
9. Energy intensity by building or function;
10. Energy consumption by major system;
11. GHG emissions;
12. GHG reduction from implemented ECMs;
13. Alerts for abnormal consumption;
14. Monthly and annual trend visualization.

The consultant shall provide a dashboard template and recommend data sources, update frequency, responsible persons, and reporting format.

1.14 Quick-Win Implementation Plan

The consultant shall prepare a short-term quick-win implementation plan covering actions that can be implemented within three months. The plan shall include:

1. No-cost and low-cost actions;
2. Operational improvements;
3. Simple retrofits;

4. Control and scheduling changes;
5. Awareness and behavior measures;
6. Metering or monitoring improvements;
7. Expected savings;
8. Estimated cost;
9. Implementation timeline;
10. Responsible ILRI unit;
11. Required resources;
12. Risks or dependencies.

1.15 Energy Efficiency Investment Plan

The consultant shall prepare an Energy Efficiency Investment Plan grouping measures into:

1. Immediate quick wins: 0–3 months;
2. Short-term measures: up to 1 year;
3. Medium-term measures: 1–3 years;
4. Long-term or capital-intensive measures: beyond 3 years.

The plan shall include priority ranking, estimated budget, savings, payback, implementation approach, procurement packaging, and monitoring requirements.

1.16 Review of Previous Energy Audit Report

ILRI's previous energy audit report prepared in 2021 shall serve as a reference document for the current assignment. The consultant shall review the previous findings, verify the implementation status of earlier recommendations, assess their current relevance, and address gaps in light of current campus conditions, sustainability priorities, and applicable EPRA energy regulatory requirements.

Objective of the Assignment

2.1 Overall Objective

The overall objective of the assignment is to conduct a comprehensive campus-wide energy audit and energy management compliance assessment to improve energy efficiency, reduce operational costs, support regulatory readiness, strengthen internal energy management, and contribute to ILRI's sustainability and decarbonization objectives.

3.2 Specific Objectives

The specific objectives are to:

1. Establish a reliable campus-wide energy baseline;
2. Analyze energy use across different facility types, buildings, systems, and major equipment;
3. Assess the performance and optimization potential of the hybrid solar PV system;
4. Identify, quantify, and prioritize Energy Conservation Measures;
5. Quantify potential energy savings, cost savings, and greenhouse gas emission reductions;
6. Assess ILRI's alignment with applicable Kenyan energy efficiency, audit, reporting, and licensing requirements;
7. Determine whether ILRI Nairobi Campus, or any major facility within the campus, may fall under categories such as large energy consumer, designated facility/industry, or designated building, as may be applicable under relevant regulations and directives;

8. Propose a practical campus energy management framework, including the role of the Facilities and Project Management Unit and the Electrical Supervisor;
9. Develop a practical Energy Efficiency Investment Plan;
10. Develop a monitoring, reporting, and dashboard framework for ongoing energy performance tracking;
11. Provide an implementation roadmap covering quick wins, medium-term measures, and longer-term capital interventions.

Deliverables

The consultant shall submit the following deliverables:

1. Inception Report, including methodology, work plan, data requirements, site visit plan, measurement plan, and stakeholder engagement plan;
2. Energy Data Collection Templates and Audit Checklists;
3. Draft Energy Audit Report;
4. Final Energy Audit Report;
5. Regulatory Compliance Assessment Matrix;
6. Energy Baseline and Energy Balance Analysis;
7. Solar PV System Performance Assessment;
8. Energy Conservation Measures Matrix in Excel format;
9. Energy Efficiency Investment Plan;
10. Quick-Win Implementation Plan for the first three months;
11. GHG Emissions and Reduction Analysis in Excel format;
12. Energy KPI Dashboard Template in Excel, Power BI, or equivalent format;
13. Energy Management Framework and ISO 50001-Readiness Roadmap;
14. Measurement and Verification Framework for priority ECMs;
15. PowerPoint presentation for ILRI management;
16. All supporting data files, calculations, assumptions, measurement records, and photographs.
17. Previous Energy Audit Review Matrix showing 2021 recommendations, implementation status, current relevance, gaps, updated assessment, priority level, and recommended next actions

Required Content of the Final Report

The final report shall include, at minimum:

1. Executive summary;
2. Background and objective;
3. Audit methodology;
4. Regulatory and technical framework;
5. Campus energy profile;
6. Energy baseline;
7. Facility and system descriptions;
8. Energy balance;
9. Demand analysis;
10. Solar PV performance analysis;

11. Major energy-consuming systems assessment;
12. Energy Conservation Measures;
13. Financial analysis;
14. GHG emissions analysis;
15. Compliance assessment;
16. Energy management framework;
17. KPI dashboard framework;
18. Quick-win plan;
19. Energy Efficiency Investment Plan;
20. Implementation roadmap;
21. Monitoring and verification framework;
22. Conclusions and recommendations;
23. Annexes containing data, calculations, measurement records, photographs, instrument details, and assumptions.

Duration of the Assignment

The assignment shall be completed within eight weeks from the date of contract signing or official commencement.

The proposed timeline is:

1. Week 1: Inception, data request, kick-off meeting, and work plan;
2. Weeks 2–5: Site inspections, measurements, interviews, and data collection;
3. Week 6: Data analysis, baseline development, demand analysis, solar PV assessment, and ECM identification;
4. Week 7: Draft report preparation and presentation of preliminary findings;
5. Week 8: Final report, dashboard template, implementation plan, and management presentation.

The consultant may propose a refined schedule, provided that the overall assignment duration remains acceptable to ILRI.

SECTION 2: INSTRUCTIONS TO BIDDERS

ILRI invites suitable agencies (Bidders) who have requisite experience in Comprehensive Energy Audit and Energy Management Compliance Assessment. The details of eligibility criteria for selection are listed in the sections below:

- Interested bidders must have the manpower, experience and expertise as indicated.
- The Bidder must not have been blacklisted in the past on account of corrupt or fraudulent practices.
- The bidders must submit the quality report within the given timeline. This will not affect the timeline under any official or other obligations.
- All the information contained in this RFP and in the bid response will be kept strictly confidential by both the Provider and the Centre.
- The offer shall remain valid for at least 90 days from the date of RFP closure
- In issuing this RFP, there is no obligation for ILRI to select and procure all or some of the services offered.
- Any statement and cost-proposal made by the Provider will form the basis of any contract that may be entered into between Centre and the Provider.
- The Tenderer shall bear all costs associated with the preparation and submission of its tender, and ILRI, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- ILRI is duty and VAT exempt. All the invoices supplied to ILRI will be less the applicable VAT. ILRI will issue the supplier with a VAT exemption certificate against each invoice.
- ILRI shall not be liable for or required to pay any costs, expenses or losses that may be incurred by the Provider in the preparation of their Proposal response.
- All required information will be submitted on the documents specified in this RFP.
- ILRI does not bind itself to accept the lowest bid of any Proposal and reserves the right to accept a portion of any Proposal.
- The Provider is to submit a fully qualifying bid.
- Any clarification or enquiry relating to this bid should be sent to ILRI- ProcurementKenya@cgiar.org.
- ILRI reserves the right to conduct unannounced site visits to the Provider premises.
- ILRI may contact or arrange site visits to the referees stated in this proposal.

SECTION 3: SUBMISSION OF PROPOSALS

Proposals must be submitted on or before **14th August 2026**.

Kindly ensure that your **Technical Proposal** is submitted to ILRI-Technicalenergyaudit@cgiar.org and your **Financial Proposal** is submitted to ILRI-Financialenergyaudit@cgiar.org as **two separate, clearly labeled documents**, in strict accordance with the tender requirements.

Please note that this is a **locked tender**. All submitted proposals will remain secure and inaccessible until the official tender opening. Access to the proposals will only be granted during the scheduled tender opening session, in accordance with ILRI's prescribed procurement procedures, thereby ensuring the integrity, confidentiality, and fairness of the procurement process.

SECTION 4: EVALUATION OF THE PROPOSAL

The proposal is made up of three different sections:

1. Mandatory Evaluation (Pass/Fail)
2. Technical Evaluation (70%)
3. Financial Evaluation (30%)

4.1 Mandatory Evaluation (Pass/Fail)

Bidders must submit all the required mandatory documents as listed in the tender document. Only bidders who meet all the mandatory requirements shall proceed to the next stage of evaluation.

Mandatory requirements may include but are not limited to:

No.	Mandatory Requirement	Compliance
1	Certificate of Incorporation/Registration	Pass/Fail
2	Valid Tax Compliance Certificate	Pass/Fail
3	Valid EPRA Energy Audit/Energy Service Licence or equivalent certification of the firm.	Pass/Fail

4.2 Technical Evaluation (Evaluation score 70 marks)

Technical Evaluation – The system shall award marks as per the criteria indicated below:

No.	Evaluation Criteria	Objective Evaluation Parameters	Score
1	Relevant Experience in Energy Audits (Minimum 5 assignments)	Five (5) or more completed energy audits in large facilities/campuses/institutions/commercial/industrial/mixed-use buildings, with at least two completed between 2024–2026. Evidence: signed contracts/LPOs/completion certificates/reference letters.	20
2	Registration with Professional Bodies (Key Staff)	Proposed Key staff registered with relevant professional body with valid professional registrations/licenses - Lead Energy Auditor 10 marks , Registered Electrical Engineer 5 marks and Registered Mechanical Engineer 5Marks	20
3	Methodology aligned with EPRA and ISO 50002	Methodology comprehensively addresses all of the following: project inception, data collection, site assessment, measurements, energy balance, ECM identification, financial analysis, M&V approach, reporting, implementation plan	10
4	Measurement Instruments	Evidence of ownership/access to at least six appropriate instruments (e.g., power quality analyzer, clamp meter, thermal camera, lux meter, combustion analyzer, ultrasonic flow meter, temperature/humidity meter, data loggers)	5
5	Solar PV Assessment Capability	Demonstrated experience in at least three PV feasibility/performance assessments with supporting evidence	5
6	GHG Accounting/Energy Emissions Analysis Capability	Demonstrated application of recognized GHG methodology (e.g., GHG Protocol, ISO 14064, IPCC) in at least three assignments	5
7	Deliverables and Reporting Capability	Sample deliverables include editable data files, ECM matrix, GHG calculations, dashboard template, and financial analysis workbook	5

The bidder shall demonstrate:

1. Valid license, registration, or authorization to provide energy audit, energy efficiency, or energy service consultancy in Kenya, in line with applicable requirements of EPRA;
2. Demonstrated experience in energy audits of large facilities, campuses, institutional buildings, commercial buildings, industrial facilities, laboratories, or mixed-use facilities;
3. Experience in energy analysis, demand analysis, ECM development, and energy efficiency investment planning;
4. Experience in solar PV performance assessment or renewable energy integration;
5. Ability to conduct GHG emission analysis linked to energy consumption;
6. Access to calibrated energy measurement instruments;
7. Capacity to deliver reports, data analysis files, and dashboard templates in editable formats.

Lead Energy Auditor

The Lead energy auditor shall be an Electrical Engineer Certified to carry out Energy Audits preferably a Certified Energy Auditor (CEM) and Certified Measurement and Verification professional (CMVP) trained by Energy Training Foundation or any other and approved trainer by the Association of Energy Engineers (AEE), as a Certified Energy Auditor (CEM) and Certified Measurement and Verification professional (CMVP). and should provide copies of registration documents and licenses inclusive of addresses of their physical location. An ISO 50001 - Energy Management Systems certification will be an added advantage.

The Lead Energy Auditor shall also have:

8. Relevant engineering degree;
9. Minimum seven years of relevant experience for B.Sc. holders, or minimum five years for Master's degree holders, in energy management, energy operations, maintenance, planning, or energy auditing;
10. Demonstrated experience leading comparable energy audit assignments;
11. Strong understanding of energy efficiency, energy management, measurement, verification, and financial analysis.

Required Team Composition

The consultant shall provide, at minimum, the following team composition:

12. Lead Energy Auditor;
13. Electrical Engineer / Power Systems Specialist;
14. Renewable Energy / Solar PV Specialist;
15. Mechanical, HVAC, and Refrigeration Specialist;
16. Energy Analyst / Data and Dashboard Specialist;
17. Energy Management and Compliance Specialist;
18. Instrumentation and Measurement Specialist.

One person may cover more than one role if the bidder demonstrates adequate qualifications and experience.

Measurement Instruments

The bidder shall provide a list of instruments to be used, including calibration status and ownership or access arrangements. Instruments may include:

19. Energy power logger capable of at least 24-hour measurement;
20. Power quality analyzer;
21. Power clamp meter or instantaneous power meter;
22. Lux meter;
23. Infrared thermometer;
24. Temperature and humidity meter;
25. Anemometer;
26. Differential pressure meter;
27. Flow meter, where applicable;
28. Thermal imager, where applicable;
29. Multimeter;
30. Phase indicator;
31. Other instruments required for the assignment.

Only bidders attaining a minimum technical score of 50% shall proceed to the financial evaluation stage.

4.1 Financial Evaluation (evaluation score 30 marks)

Financial Evaluation - Bidders who pass the Technical Evaluation will have their financial proposals evaluated.

The proposal with the lowest evaluated price (Fm) will score 30%.

Other proposals will be scored using the formula:

$$Sf = 30\% \times (Fm / F)$$

Where:

- Sf = Your Financial Score
- Fm = Lowest priced financial proposal
- F = Your financial proposal

The contract shall be awarded to the vendor with the highest combined technical and financial score.

Bidders are encouraged to ensure full compliance with all mandatory requirements and submit a competitive financial proposal.

4.2 Combined Evaluation and Award Recommendation

The final score shall be calculated based on:

- **Technical Score: 70%**
- **Financial Score: 30%**

The technical score shall be weighted by applying the 70% technical weighting to the technical evaluation score obtained by the bidder.

The contract may be recommended for award to the bidder with the highest combined score, provided the bidder is determined to be qualified, responsive, technically acceptable, financially reasonable, and capable of performing the contract satisfactorily.

ILRI reserves the right to award, negotiate, cancel, reject, or annul the process in accordance with its procurement procedures.

4.2 Discloser/Certification

For the firm to be able to provide the quality of services required and ensure there is no conflict of interest with the Center, please submit this form together with your proposal.

The information provided by you will be handled on a Strictly Confidential basis and is for the use of the Center only.

This form must be fully completed. For those questions not applicable to your company, please fill in the blank with “N/A” or “NONE”. If the space provided after each question is insufficient, please record the information on a separate typed page and attach to the original.

1. List below the names and nationalities of all the Directors, Shareholders and/or Partners of your company.
2. List any other Companies, Holding Companies or other organizations and their addresses who hold a substantial interest in your company.

3. List the name of the Chairman and the Managing Director of the company.

4. Do any of the company employees, particularly those in management positions, have any family members or friends employed by ILRI?

Yes

No

If yes, list their names and position in either organization.

5. Do you have a code of conduct or ethics governing your director's and your employees' behavior?

Yes

No

If yes, please attach a copy with your offer.

6. List below the banks or Credit Institutions with which your company has accounts if this is not presented in your audited financial statements.

7. Does the company have Branch offices, which are owned and operated solely by the company?

Yes

No

If yes, list below the Company owned branch facilities and their physical addresses:

8. Are the company's owned or leased premises insured against fire, theft, storm, etc.

Yes

No

If yes, list below the companies Insurer(s), Classes of Policies held, Amounts Insured.

9. Are you insured for all third party or consequential liabilities?

Yes

No

If yes, what is the limit of your liability?

10. Will any other parties or companies be authorized to act as your brokers/sub-contractors?

Yes

No

If yes, list their names and physical addresses below.

CERTIFICATIONS

The following certification statements must be signed and submitted with the vendor's offer on this original form.

- A. I, _____ the Chairman/Director/ Managing Director of (company) hereby agree to all Provisions and caveats governing the submission of our offer.
- B. I further certify that Request for Proposal, has been offered with the full intent of this Company to supply the services as described at the rates we have indicated, which are guaranteed for the purposes of negotiating external audit services with the Center and that all of the rates and charges have been verified, and are correct as indicated herein, and do not require any further amendment(s).
- C. I further certify that all of the information we have supplied in the Disclosure form is full and complete and true, to the best of my knowledge.

- D. In addition, I certify that I have all of the necessary authority conferred upon me by this company to guarantee the rates and charges in this Offer, and all other information contained herein.

Signature:

Date:

Name:

Title:

Signature:

Date:

Name:

Titl