



CEEC /EM/2019/05

**Request for Proposal (RFP)  
For Conducting Training on Energy Management  
Invitation to Submit Proposal**

March 19, 2019

***Subject: RFP for conducting training on Energy Management***

1. You are requested to submit a proposal for consulting services in respect of the above referenced subject. Your proposal could form the basis for a contract between your firm / institution and the Kenya Association of Manufacturers (KAM).
2. To enable you submit a proposal , please find enclosed :
  - a) Annex I: Proposal submission: Description of requirements for proposal submission;
  - b) Annex II: Terms of Reference (TOR), containing a description of KAM requirements for which these services are being sought.

Pre-qualification documents containing detailed terms and conditions of pre-qualification may be downloaded from the KAM website:[www.kam.co.ke](http://www.kam.co.ke). Interested bidders will be required to pay a non-refundable fee of Kshs. 2,500 to the bank and provide original banking slip on top of the bid documents. The payment shall be made to: Kenya Association of Manufacturer KAM Collection A/C A/C NO: 0948598736. Branch: Queensway House

**Note:**

This letter is not to be construed in any way as an offer to contract with your firm/ institution.

Yours Sincerely,

**Phyllis Wakiaga  
Chief Executive**

## ANNEX I

### Manner of submission

1. Your proposal shall be prepared in the English Language
2. Your proposal shall comprise the following documents:
  - a) Technical component and
  - b) Financial ( price component)
3. Your proposal shall be prepared in duplicate with one marked “original” and the other marked “copy”. In the event of any discrepancy between them, the original shall govern.
4. Please insert dates and address as necessary

### Content of Proposal

#### **1. Technical Component**

- a. Description of the firm and the firm’s qualifications;
- b. Copy of Company Certificate of incorporation
- c. Brief description of Understanding of the requirements for services, including assumptions;
- d. Proposed approach and methodology;
- e. Proposed team structure;
- f. Proposed project team members;
- g. Executive brief of relevant similar projects undertaken in the past 2 years.

#### **ii) Financial (Price Component)**

- a. A summary of the price;
- b. The period of its validity;
- c. Taxes
- d. Statutory KRA PIN and VAT certificate copies

### Payment terms (provisions)

Kenya Association of Manufactures policy is to pay for contractual services based on performance of contractual services rendered. **For this task, KAM intends to make all payments upon completion of the assignment**

### Evaluation of proposals

A two stage procedure will be utilized in evaluating the proposals, with evaluation of the Technical component being completed prior to any price component. Scores will be awarded for the technical proposal.

The price component proposal will be opened only for those firms/ institutions whose technical component meets the requirements for the assignment, as indicated by a score of more than 70%.

### Deadline for Submission

The proposals are to be submitted to **AAM resources, Purshotam House, Chiromo Lane, Next to Diagnostics centre, by April 05, 2019, at 12.00 p.m.** Late submissions will not be opened.

Please Label the Envelope **“Energy Management Training”**

## ANNEX II

# **Terms of Reference For Conducting Training on Energy Management**

## **INTRODUCTION**

The Kenya Association of Manufacturers (KAM) is collaborating with the Government of Kenya to implement energy efficiency activities in the country, with a view to reducing energy costs to Kenyan companies.

## **WHY ENERGY MANAGEMENT**

Energy makes up a significant part of overall production costs in the manufacturing and service industry. In many cases this proportion is up to 25% of the total cost of production, yet up to 30% of this energy cost can be saved. In addition, increased use of energy may lead to negative environmental impacts. Energy Efficiency is therefore essential to the development of the industrial sector in a cost effective and environmentally sustainable manner.

However, due to inadequate capacity, rational energy use has not been a mainstream activity in most companies, and few formal structures exist to address energy waste or carry out programmes to promote improved efficient energy utilization.

KAM through the Centre of Energy Efficiency and Conservation (CEEC), offers training on energy management to provide participants with modern energy management principles that lead to improved energy efficiency in their enterprises and a reduction in energy costs.

## **OBJECTIVE**

The Energy Management Training is designed to equip management and technical personnel with modern approaches to energy management. Upon successful completion of this training, the participants will have covered pertinent issues on energy management.

## **CONSULTANT ACTIVITIES**

The activities will include:

1. Development of detailed course content.

2. Prepare materials and make copies of training materials for the participants. The copies will be **bound** and legible and will be available for ALL the Participants and two copies for KAM (records). In addition make one soft copy for KAM.
3. Deliver 24 hours of lectures during a 3-day Energy Management Training. The lecture content will include but not limited to the following:
  - ◆ Establishment of an energy management framework and culture within companies which can be achieved through organizational commitment
  - ◆ Identification of energy saving opportunities
  - ◆ Implementing energy saving projects/programmes
  - ◆ Financial justification of energy saving projects and
  - ◆ Monitoring and targeting with respect to energy management.
  - ◆ Formulating and implementing energy management policies at firm level
  - ◆ Implementing energy management programs at industry and national levels
  - ◆ Understanding and Implementing the Energy Act
  - ◆ Energy Management Awards
4. Proper delivery of training to the technical participants using recent materials. The Trainer will be expected to use practical illustrations from the industry with emphasis on the Kenyan industry

## **OUTPUTS**

1. A training report which should include
  - all the training materials and course contents
  - An analysis of the course evaluation forms and recommendation
  - List of attendees etc

## **APPROACH**

The company will work under the direction of the CEO of KAM, and the Centre for Energy Efficiency and Conservation (CEEC). KAM will provide documents to the consultant as necessary.

## **TIME SCHEDULE AND LEVEL OF EFFORT**

The assignment will be carried out over a period of **10 days**. The period can be extended by the KAM CEO if deemed necessary.