

**CHURCH WORLD SERVICE (CWS)
GENERAL TENDER DOSSIER TEMPLATE**

SECTION I: TENDER FACT SHEET

Item	Details
Tender Reference No.	CWS/KE/NBO/006/FY26
Tender Title	Technical Power Needs Assessment for Off-Grid / Hybrid Solar PV Systems CWS Facilities – Kenya, Tanzania, and the Democratic Republic of Congo
Procurement Type	Request For Proposal (RFP)
Submission Platform	Coupa
Clarifications Contact	procurement@cwsafrica.org
Closing Date & Time	18th May 2025
Validity Period	90–120 days
Questions and Answers (Q&A)	If any, Submit Questions in writing to: Procurement@cwsafrica.org Last Day for Questions: 18th May 2025; 12 Noon Questions will be answered by: 12th May 2026; 1700 EAT All questions received will be consolidated and responses will be shared with all vendors
Award Date (Tentative)	TBD

SECTION II: INVITATION TO TENDER

Church World Service (CWS) is a global humanitarian and development organization dedicated to serving the vulnerable through relief, development, and refugee resettlement services. CWS Africa implements programs across Kenya, Tanzania, Uganda, and other countries within the region, including remote and underserved communities

Church World Service (CWS) hereby invites eligible and qualified bidders to submit proposals for the Technical Power Needs Assessment of Off-Grid / Hybrid Solar PV Systems at CWS facilities. Bidders may submit proposals covering a single country or multiple countries, depending on their capacity and expertise

SECTION III: BACKGROUND

Church World Service (CWS) operates field offices in remote and semi-remote locations in **Kenya, Tanzania, and The Democratic Republic of Congo (DRC)** where access to reliable electricity is limited or inconsistent. To support uninterrupted humanitarian and development operations, CWS intends to deploy **off-grid or hybrid solar photovoltaic (PV) systems** at selected facilities.

The targeted locations include:

- **Ngurunit Office (Marsabit County, Kenya) – Kukar Joshua Residence – Ngurunit Marsabit County**
- **Minjila Office (Tana River County, Kenya) – YWCA office Minjila – Off Hola Road.**
- **Kasulu Field Office (Tanzania) - Kasulu District, on Juhudi Street within Murusi Ward, Block A, Plot Number 1014, House Number 22.**
- **Kananga Filed Office – DRC, Lukunga, Gombe, Justice 75, Kinshasa, RDC**

Prior to final system design and procurement, CWS seeks to engage a qualified service provider to conduct a **technical power needs assessment** to establish actual electricity demand, load patterns, and system requirements at each site

SECTION IV: OBJECTIVES OF THE PROCUREMENT

The purpose of this assignment is to generate **accurate, evidence-based data** to inform the sizing and design of future hybrid solar PV systems by:

- Establishing actual and projected power and energy requirements
- Analysing load behaviour and operational priorities
- Confirming site suitability for roof-mounted solar installations
- Recommending optimal system capacities (PV, inverter, and battery storage)

The assessment will directly inform CWS's subsequent **procurement and installation phase**.

SECTION V: SCOPE OF WORK

5.1 Scope of Work

The consultant/service provider shall perform the following tasks:

5.1 Site Assessment and Inspection

- Conduct physical site visits to all identified locations
- Inspect roof structures, available installation space, orientation, shading, and access
- Review existing electrical systems, distribution boards, grounding, and wiring conditions
- Assess grid availability, reliability, and any existing backup power sources (e.g., generators)

5.2 Load Inventory and Demand Assessment

- Develop a detailed inventory of all electrical loads, including:
 - Office equipment (ICT, printers, servers)
 - Lighting and security systems
 - Refrigeration, pumps, or specialized equipment
- Identify critical and non-critical loads
- Determine:
 - Peak load demand (kW/kVA)
 - Daily and monthly energy consumption (kWh)
 - Load variability and operational hours

5.3 Load Profiling and Energy Analysis

- Develop daily and weekly load profiles for each site
- Assess seasonal variations where applicable
- Evaluate simultaneous load usage and diversity factors

5.4 System Requirement Assessment

- Based on the load analysis, determine indicative requirements for:
 - Solar PV array capacity (kWp)
 - Inverter size and configuration
 - Battery storage capacity and autonomy duration
 - Hybrid integration requirements (solar, battery, grid, diesel generator if applicable)

5.5 Environmental and Technical Considerations

- Review solar resource availability
- Assess environmental factors (temperature, dust, wind exposure) relevant to system design
- Confirm structural suitability of rooftops for PV installation

SECTION VI: DELIVERABLES

Deliverable	Description
1	Site-Specific Assessment Reports for each location
2	Detailed load schedules and demand calculations
3	Recommended system sizing parameters with assumptions clearly stated
4	Preliminary single-line diagrams or conceptual system layouts
5	A consolidated Executive Summary Report highlighting key findings, risks, and recommendations

All deliverables shall be provided in English, in both PDF and editable formats.

SECTION VII: PROPOSAL STRUCTURE

7.1 Technical Proposal

Must include:

Methodology, work plan & schedule

The service provider shall clearly outline their assessment methodology, which may include:

- On-site measurements and observations
- Review of utility bills (where available)
- Stakeholder interviews with CWS staff
- Engineering calculations and standard solar assessment tools

Duration of the Assignment

The assessment is expected to be completed within a short, clearly defined timeframe, to be agreed upon with CWS, considering site accessibility and travel logistics.

Consultant Qualifications

The assignment shall be undertaken by a firm or consultant with:

- Proven experience in **solar PV feasibility or power needs assessments**
- Demonstrated work with **NGOs, humanitarian organizations, or institutional facilities**
- Qualified technical personnel (renewable energy engineers, electrical engineers, or energy auditors)
- Familiarity with **East African operational contexts**, including Kenya and Tanzania.

Reporting and Coordination

The consultant will work under the guidance of **CWS's designated focal person** and provide periodic progress updates during the assessment period.

Use of Assessment Results

All findings and outputs from this assessment shall remain the **property of Church World Service (CWS)** and will be used to support future procurement, design, and implementation of hybrid solar PV systems.

Ethical and Professional Standards

The consultant shall carry out the assignment with independence, objectivity, confidentiality, and in accordance with professional engineering and ethical standards.

Travel and Accommodation Costs

The consultant shall explicitly factor all costs related to travel and accommodation required to complete the assignment into their financial proposal.

These costs may include, but are not limited to:

- Local and international travel to and between assessment sites
- Ground transportation to remote locations (e.g. vehicle hire, fuel, driver costs)
- Accommodation and subsistence during site visits
- Any applicable travel-related taxes, insurance, or permits

CWS will not reimburse travel or accommodation costs separately unless explicitly agreed in writing. All such costs should therefore be clearly itemized and included in the consultant's proposed fees.

The consultant is expected to propose cost-effective and reasonable travel arrangements, considering the remote nature of some locations and the need to complete the assignment within the agreed timeframe.

7.2 Financial Proposal

Interested consultants shall submit a separate Financial Proposal as part of their application. The Financial Proposal shall be presented in local currency, clearly itemized, and structured as a lump-sum cost for completion of the assignment.

The Financial Proposal shall include, at a minimum:

- Professional fees for conducting the power needs assessment
- All travel and accommodation costs, in accordance with Section 11 (Travel and Accommodation Costs) of this ToR
- Local transportation and logistics required to access all assessment sites
- Any applicable taxes, duties, or statutory charges

Travel and accommodation costs must be clearly itemized within the Financial Proposal. CWS will not provide separate reimbursement for these costs unless otherwise agreed in writing.

Incomplete financial proposals, or proposals that exclude travel and accommodation costs, may be considered non-compliant.

SECTION VIII: ELIGIBILITY & MANDATORY REQUIREMENTS

Bidders must submit:

- Certificate of incorporation / registration
- Tax registration and compliance certificate
- Valid EPRA License (Company's Valid EPRA Solar license C1 or V1 – Solar contractor/vendor)
- Valid EPRA License (Company's Valid EPRA A1 license – Electrical contractor License)
- Valid annual practicing license from the National Construction Authority as a Electrical Works Contractor Category NCA 4 and above.
- Valid registration certificate from the National Construction Authority as a Electrical Works Contractor Category NCA 4 and above.
- Signed Vendor Code of Conduct
- Signed NDA (where required)

Failure to meet mandatory requirements may result in disqualification.

SECTION IX: EVALUATION CRITERIA

Evaluation Method

Trade-Off / Lowest-Priced Technically Acceptable / QCBS

Scoring Structure

Category	Weight
Technical Evaluation	70%
Financial Evaluation	30%
TOTAL	100%

SECTION X: CODE OF CONDUCT

Vendors shall conduct business with integrity, transparency, and professionalism and must:

- Avoid fraud, corruption, and collusion
- Disclose conflicts of interest
- Comply with labor, safeguarding, and human rights standards
- Maintain confidentiality of procurement information
- Comply with environmental responsibility principles

Violation may result in disqualification, contract termination, and exclusion from future procurements.

SECTION XI: CONFIDENTIALITY & NON-DISCLOSURE

All information provided under this tender is confidential.

Bidders shall not disclose any tender-related information without prior written consent.

SECTION XII: CONFLICT OF INTEREST

Bidders must disclose any actual or potential conflict of interest.

Failure to disclose shall result in disqualification.

SECTION XIII: FRAUD, CORRUPTION & ETHICAL PRACTICES

CWS maintains zero tolerance for:

- Bribery
- Canvassing
- Collusion
- Misrepresentation

Any violation shall result in immediate disqualification and reporting to donors and authorities.

SECTION XIV: FINANCIAL TERMS & PAYMENTS

- Payment terms: [Net 30 days]. CWS is VAT-exempt, and we operate within a six-month window to process the exemption. Any VAT amounts that have not been paid and fall outside this timeline are payable.
- Payment linked to accepted deliverables.
- No advance payments unless expressly approved.
- Invoices submitted only upon acceptance.

SECTION XV: TERMINATION & REMEDIES

CWS reserves the right to terminate a contract for:

- Non-performance
- Breach of contract
- Loss of donor funding
- Ethical or compliance violations

Remedies may include payment withholding and recovery of costs.

SECTION XVI: AWARD OF CONTRACT

CWS is not bound to accept the lowest bid.

The award shall be made to the proposal offering best overall value, subject to due diligence and donor approval.

SECTION XVII: DISCLAIMER

Issuance of this Tender Dossier does not constitute a commitment by CWS to award a contract or compensate bidders for proposal preparation costs.

ANNEXES (STANDARD)

- Annex 1: Vendor Registration/Information Form
- Annex 2: Evaluation Criteria & Scoring Matrix
- Annex 3: Vendor Code of Conduct
- Annex 4: General Terms & Conditions
- Annex 5: Non-Disclosure Agreement (NDA)
- Annex 6: CWS Site Visit Form
- Annex 7: Price Offer Sheet

Attachments to the Tender Package

Annex 1: Vendor Registration/Information Form

Please see attached Vendor registration form



Vendor Form.pdf

Annex 2: Evaluation Criteria & Scoring Matrix

S/N	Criteria	Sub-Criteria	Weight (%)	Score (0-5)	Weighted Score	Evaluator Notes
1	Technical Approach & Methodology	Clarity of methodology for site assessments, load profiling, and energy analysis	30			
		Use of engineering tools, calculations, and stakeholder engagement				
		Practicality of timelines and logistics				
2	Relevant Experience & Past Performance	Proven track record in solar PV feasibility studies	20			
		Experience with NGOs/humanitarian organizations				
		Evidence of similar assignments in East Africa				
3	Team Qualifications & Expertise	Availability of qualified renewable energy/electrical engineers	20			
		Demonstrated capacity to deliver technical reports and system sizing				
		Familiarity with local operational contexts				
4	Deliverables & Reporting	Quality and clarity of proposed deliverables	10			
		- Commitment to provide outputs in PDF and editable formats				
		Inclusion of site-specific reports, load schedules, sizing parameters, diagrams, and executive summary				
5	5. Cost Effectiveness & Financial Proposal	Transparency and completeness of financial proposal	15			
		Clear itemization of fees, travel, accommodation, logistics, taxes				
		Cost-effectiveness of proposed arrangements				
		Compliance with lump-sum requirement				

6	6. Compliance & Professional Standards	Adherence to ethical/professional engineering standards	5		
		Independence, objectivity, confidentiality			
		Alignment with CWS safeguarding and anti-fraud policies			

Scoring Matrix

Criterion	Description	Weight (%)	Scoring Guide
Technical Approach & Methodology	Clarity, feasibility, and innovation of proposed methodology; alignment with ToR requirements	30%	0-10 Poor, 11-20 Adequate, 21-30 Excellent
Relevant Experience & Qualifications	Proven track record in solar PV assessments; qualifications of key staff; NGO/humanitarian sector experience	30%	0-10 Limited, 11-20 Good, 21-30 Strong
Financial Competitiveness	Cost-effectiveness, transparency of budget, inclusion of all required costs	30%	0-10 High/unclear costs, 11-20 Reasonable, 21-30 Highly competitive
Compliance with ToR Requirements	Completeness of proposal, adherence to submission guidelines, inclusion of deliverables	10%	0-3 Non-compliant, 4-7 Partially compliant, 8-10 Fully compliant

Total Score: 100%

Annex 3: CWS Code of Conduct

Vendors seeking to work with Church World Service & Witness shall respect the following principles:

- Business Ethics: Vendor is expected to maintain the highest degree of business ethics when working with Church World Service & Witness.
- Transparency of information provision: Vendor shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour. No form of canvassing is allowed.
- Fair competition: Vendor shall not be involved in any corrupt, collusive or coercive practices.
- Officials not to benefit: The Vendor represents and warrants that no official of Church World Service & Witness has been, or shall be, admitted by the Vendor to any direct or indirect benefit arising from this Request for proposal, Purchase Order / Contract or the award thereof. The Vendor agrees that breach of this provision is a breach of an essential term of this Purchase Order/Contract.
- If at any time during the registration or procurement process Church World Service & Witness determines that the vendor is in violation of the above-mentioned principles, that vendor's request for registration or bid will be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the vendor.

Signed:

(Being duly authorized official to sign on behalf of the Bidder)

Name: _____

Designation: _____

Organization: _____

Date: _____

Annex 4: CWS Terms and Conditions

Church World Service & Witness Terms & Conditions

1. Church World Service & Witness does not make any advance payments for goods but can do so for services.
2. Payment of goods and services is made after delivery and confirmation on the condition of the goods and services.
3. Church World Service & Witness encourages the participation of small, minority and women owned businesses.
4. Church World Service & Witness is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or Church World Service & Witness in the processing of emails.

Signed:

(Being duly authorized official to sign on behalf of the Bidder)

Name: _____

Designation: _____

Organization: _____

Date: _____

Annex 5 – Non-Disclosure Agreement (NDA)

Non-Disclosure Agreement (NDA)

Our Ref: CWS.....

Date: **Procurement Unit CWS Africa**

Church World Service & Witness

P.O. Box 14176-00800

Nairobi, Kenya.

Dear Sir,

RE: CONFIDENTIALITY & NON-DISCLOSURE UNDERTAKING.

We refer to the above matter and to the Request for Proposal (RFP) for the provision of (Reference Number.....)

We acknowledge that during the course of provision of services, we shall have access to and be entrusted with confidential information. In this letter, Confidential Information shall mean, all information or material that has or could have commercial value or other utility in the business or prospective business of Church World Service & Witness. Confidential Information also includes all information of which unauthorized disclosure could be detrimental to the interests of the Church World Service & Witness whether or not such information is identified as Confidential Information by Church World Service & Witness.

In consideration of you making Confidential Information available to us, we hereby irrevocably and unconditionally undertake to you:

1. That we shall hold in confidence any and all Confidential Information disclosed, and further agree not to disclose Confidential Information to third parties or to otherwise use Confidential Information, except with the express written consent from yourselves or as permitted under paragraph 3 below.
2. That we shall use the Confidential Information solely for the provision of services and not for any other purpose.
3. That this undertaking shall not prohibit disclosure of Confidential Information;
 - 3.1. To our **Staff/Partners/Directors/Agents** who need to know such Confidential Information to assist with the Implementation. To this end, we shall endeavor to ensure that such **Staff/Partners/Directors/Agents** have been specifically informed of the confidentiality of the Confidential Information and have agreed to be bound by the terms of this undertaking or have entered into an agreement of similar scope and obligations with ourselves to protect our proprietary and/or the confidential information.
 - 3.2. To the extent that such disclosure is required to be disclosed pursuant to law, court order or any requirement by any regulatory authority. In this regard, we shall promptly give notice to yourselves and provide you with sufficient time to assert any exclusions or privileges that may be available by law.
4. That upon termination of the cooperation between the parties and/or at your request, we hereby agree and undertake to return to yourselves any written information and all materials which contain and/or constitute part of the Confidential Information, and not to keep any copy thereof.
5. That this undertaking shall not apply to Confidential Information which:
 - 5.1. Is in the public domain as of the effective date of this undertaking, or legitimately comes into the public domain through no fault of ours.

- 5.2. Is demonstrated to have been known to us prior to the date of this undertaking and was not acquired, directly or indirectly, from yourselves or from a third party under a continuing obligation of confidentiality.
- 5.3. Is demonstrated to have been rightfully received by us after disclosure under this undertaking from a third party who did not require the same to hold it in confidence or limit its use, and who did not acquire it, directly or indirectly, from yourselves under a continuing obligation of confidentiality.
- 5.4. Is demonstrated to have been independently developed by our personnel who had no substantive knowledge of any information provided by yourselves.
6. That we acknowledge that the Confidential Information will not form a basis of any contract between ourselves and yourselves.
7. That we warrant that we are acting as Principal in this matter, and not as agent or broker for any person, company or firm.
8. That no failure or delay by you in exercising any right, power or privilege under this undertaking shall operate as a waiver thereof, nor shall single or partial exercise thereof or the exercise of any other right, power or privilege.
9. That by issuing this undertaking, we shall be deemed not only to have accepted and confirmed the foregoing undertaking, terms and conditions as set forth hereinabove but also to have acknowledged and confirmed that we are solely liable and responsible for full compliance with the said undertaking, terms and conditions.
10. That this Undertaking shall be governed and construed in accordance with the laws of Kenya and any dispute arising from it shall be subject to the jurisdiction of the Kenyan Courts.

Yours Faithfully,

Signed:

(Being duly authorized official to sign on behalf of the Bidder)

Name: _____

Designation: _____

Organization: _____

Date: _____

Successful bidder will be notified via the **Procurement email** (Procurement@CWSAfrica.org).

We are looking forward to receiving your proposal.

Sincerely,

Procurement Unit, CWS Africa

Church World Service & Witness

Annex 6: CWS Site Visit Form

SITE VISIT FORM

Title of the Project/Work; Technical Power Needs Assessment for Off-Grid / Hybrid Solar PV Systems CWS Facilities			
Individual			
Company			
Location			
Phone			
Email			
General comments or questions asked during the site visit: -			
Parties Representative Name	Date and time of site visit	Signature	Remarks
Church World Service & Witness Representative Name:			
Vendor Representative Name:			

Annex 6: Price Offer Sheet



Price-Offer-Sheet_Solar System.pdf