



**REQUEST FOR PROPOSAL**

**REQUEST FOR PROPOSAL – INSTALLATION OF CAR CHARGING STATIONS AT THE PARKING AREA FOR BRITAM TOWER**

**RFP-2024-005-001**

**RELEASE DATE: 14.05.2024.**

**CLOSING DATE: 24.05.2024, 5PM EAT**

**EXPRESSION OF INTENT TO PARTICIPATE IN TENDER**

This form is to be completed on receipt of the tender document from Britam Holdings Plc.

This page is to be completed immediately and scan copy in PDF format e-mailed to Procurement [Tenders@britam.com](mailto:Tenders@britam.com). The data contained in this form will be used to send out any addenda that may arise. Firms that do not register their interest by completing this form may not be sent addenda that may arise.

Name of the firm's representative completing this form:

\_\_\_\_\_

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by (Name): \_\_\_\_\_

Position in Firm: \_\_\_\_\_

## 1 INTRODUCTION

### 1.0 Purpose of the Tender

The Britam Holdings Plc (“Britam”) invites qualified firms to submit their quotations for installation of car charging stations at the parking area of Britam tower.

This Request for Proposal (RFP) is being made available to interested service providers on an open tender basis. This document is intended to provide vendors with sufficient understanding of the Britam’s requirements to enable them to respond.

For the purposes of the RFP, it is necessary to disclose information in this document, and its schedules, which is considered confidential and should therefore not be used (otherwise other than in furtherance of this tender) or disclosed to any third party without explicit prior written consent of Britam.

Britam on its part also acknowledges that it is requesting through this RFP for information that is confidential and therefore commits in equal terms to reciprocal confidentiality.

### 1.1 Acknowledgement of Bidding Documents

Britam invites proposals for installation of car charging stations at the parking area of Britam tower in accordance with the requirements set out in this document. Within three (3) working days of receipt of the RFP, the Bidder is required to acknowledge receipt of the RFP and notify his intention to submit a bid by email to Britam at [Tenders@britam.com](mailto:Tenders@britam.com). The mail will include the signed registration template on Page 4 of this document.

Working days are defined as being any day of the week between Monday and Friday (0800 – 1700 Hrs) excluding weekends and gazetted public holidays in the Republic of Kenya).

Failure to do so shall be perceived as an intention not to submit a bid and the Bidder will be eliminated from the bid process and required to destroy the RFP document in keeping with confidentiality requirements.

### 1.2 Point of Contact

All enquiries or correspondence concerning the details of this tender should be addressed, in the first instance by e-mail to: [Tenders@britam.com](mailto:Tenders@britam.com) . The subject on the email should be **“REQUEST FOR CLARIFICATION - INSTALLATION OF CAR CHARGING STATIONS AT THE PARKING AREA FOR BRITAM TOWER”**.

- All responses from Britam to the Bidder shall be channelled through the Procurement Officer.
- **Mandatory site visit will be on Friday 17<sup>th</sup> May at 10am – Britam Tower.**

- It is the responsibility of the Bidder to obtain any further information required to complete this RFP.
- Any clarification request and their associated response will be circulated to all Bidders.

## **2 ABOUT BRITAM HOLDINGS PLC**

### **2.0 Organization Profile**

Britam Holdings PLC (“Britam”) is a leading diversified financial services group, listed on the Nairobi Securities Exchange. The group has interests across the Eastern and Southern Africa region, with operations in Kenya, Uganda, Tanzania, Rwanda, South Sudan, Mozambique, and Malawi. The group offers a wide range of financial products and services in Insurance, Asset management, Banking and Property. For more information, please visit <http://www.britam.com>.

The Group offers a wide range of products and services to individuals, small businesses, corporations, and government entities. The range of products includes life insurance, pensions, health insurance, and general insurance through its insurance businesses in the region. The financial solutions which include, unit trusts, investment planning, wealth management, offshore investments, retirement planning and discretionary portfolio management which are offered through its asset management business. In addition, the company carries out property development, and has substantial investments in the banking sector. For More information, please visit <http://www.britam.com>

### **2.1 Britam Vision**

To be the LEADING diversified financial services company in our chosen markets across Africa.

### **2.2 Britam Mission**

Providing you with financial security EVERY STEP OF THE WAY.

### **3 OVERVIEW OF THE PROPOSAL**

#### **3.0 Overview**

The increasing adoption of electric vehicles necessitates the availability of charging infrastructure in Britam Tower to cater to the needs of EV owners.

Installing car charging stations demonstrates the organization's commitment to sustainability and supports the growing trend towards eco-friendly transportation.

#### **Objective of the RFP**

- Provide convenient and accessible charging options for employees, tenants and visitors with electric vehicles
- Enhance Britam Tower's amenities and attract environmentally conscious customers and tenants
- Generate additional revenue streams through charging fees or partnerships.

#### **3.1 Scopes of Work**

##### **1 Site Assessment:**

- Conduct a thorough assessment of Britam Tower's layout to determine suitable locations for installing charging stations.
- Consider factors such as proximity to electrical infrastructure, parking availability and accessibility for EV owners.

##### **2. Design and Engineering**

- Develop detailed design plans and engineering drawings for the car charging stations.
- Ensure compliance with local building codes, regulations and permitting requirements.

##### **3. Materials and Equipment**

- Specify the materials, components and equipment required for constructing car charging stations.
- Provide details on the quality specifications and sourcing of materials and equipment.

##### **4. Construction and Installation**

- Outline the construction process for building the car charging stations.
- Include timelines, milestones and deliverables for each phase of the construction and installation process.
- Specify any special considerations, safety measures or environmental precautions to be followed during construction.

##### **5. Electrical Infrastructure Evaluation:**

- Assess the capacity and condition of the existing electrical infrastructure to support the additional load from the car charging stations.
- Identify any necessary upgrades or modifications to electrical panels, circuits and wiring

##### **6. Charging Station Selection**

- Choose appropriate charging station models based on usage needs, considering factors like charging speed, compatibility, and network connectivity.

##### **7. Equipment Procurement**

- Procure all necessary charging station equipment, including charging units, mounting hardware, and related accessories.

**8. Installation of Charging Stations**

- Install charging stations, ensuring proper mounting, electrical connections, and integration with the power supply.

**9. Network Setup and Integration**

- Configure necessary network connectivity and set up software platforms for monitoring, management, and user authentication.

**10. Safety and Compliance**

- Implement safety features, such as signage and ground markings, and ensure compliance with industry standards and regulations.

**11. Testing and Commissioning**

- Conduct thorough testing of each charging station to ensure proper functionality and commission the entire system to meet safety and performance requirements.

**12. User Training**

- Provide training for end-users and facility management on operating and maintaining the charging stations.

**13. Maintenance Plan**

- Develop a maintenance plan outlining routine inspection, preventive maintenance, and troubleshooting procedures.

**14. Documentation**

- Compile comprehensive documentation, including as-built drawings, equipment manuals, and warranty information

**15. Post-Installation Support**

- Provide ongoing support for addressing issues, establishing a point of contact for user inquiries, and ensuring compliance with contractual obligations

**16. Monitoring and Reporting**

- Implement monitoring systems to track usage, performance, and generate regular reports on charging station activity and system health.

**17. Project Closeout**

- Complete administrative tasks, including final inspections and documentation submission, ensuring compliance with contractual and regulatory requirements.

**Detailed technical specifications of the system.****4 Business work flow**

- Payment gateway integration
- Account wallet for quick transactions
- Tariff based on Kwh or Time duration assigned per charger (Time and Energy)
- Sessions based on Money or Time (Time and Energy)
- Reports (Any time generation)

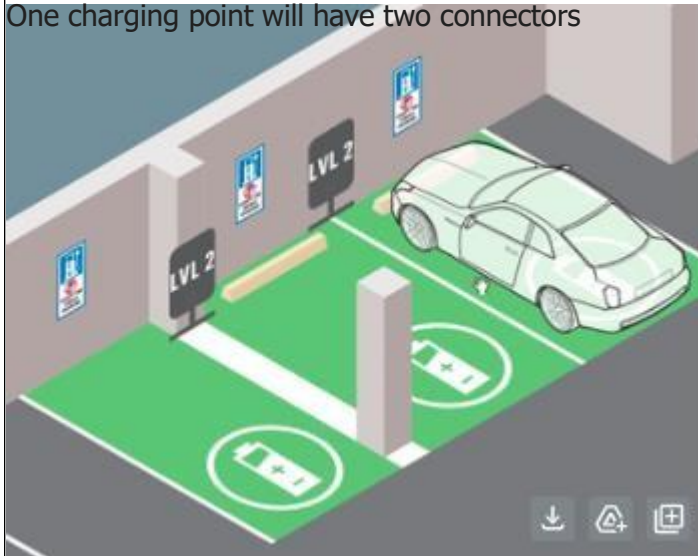
## 5 Asset Administration

- Charge Station and Point administration and configuration
- Remote Start and Stop
- Transactions details for all sessions
- Technical Alerts and Logs
- RFID management with assignment to users and account
- Remote Hard and soft reset (reboot) -Charger must be switch off and on

## 6 Site assessment

One sided parking with markings and signage;

One charging point will have two connectors



## 7 Site design elements

### a) Installation

The following are considerations for initial site planning and designs as they are important in determining costs and the type of charging equipment to install.

- Proximity to power
- Parking space dimensions
- Number of Parking spaces
- Number of floors
- Mounting approach (Wall of Pole)
- Charging Level (Type of Charger) – Level 2 (22kwh)
- Number of charging cords -
- Environmental conditions -
- Hazards

### b) Access

Access site design elements are crucial in relation to user experience at the facility. They include;

- Lighting
- Signage and way finding
- Proximity to building entrance
- Proximity to traffic
- Accessibility
- Network connection
- Pedestrian traffic
- Proximity to elevator

### c) Operation

These design elements relate to day-to-day use of the charging equipment and long-term strategies of the charging equipment hosts and the operator

- Equipment host and operator agreements
- Metering
- Visibility
- Location in lot

**Z.** Provide a detailed plan for the installation process, including timelines, milestones and any potential disruptions to operations?

**Specify the charging equipment and components proposed for use?**



**Emphasize the user experience, features such as easy to use interfaces, payment options and any additional services like mobile apps for monitoring and payments.**

- Notifications via SMS, Email
- RFID Card access supported.
- Account creation with self login using OTP
- Reservation of chargers
- Payments using Credit / Debit cards

**Highlight the energy efficiency of the system and any sustainable practices integrated into the system**

**9. Costing**

Provide detailed costs estimates, including the following options:

- Outright/full financing of the project
- Lease option
- Recovery from power selling option

**1. Outright Purchase**

<b>Cost Component</b>	<b>Cost</b>
Electric Vehicle Charger Unit	
Electrical Systems Upgrades	
Civil Works	
Permitting and Approvals	
Installation labour	
Network Setup and Integration	
Safety and Compliance	
Miscellaneous Costs	
Total	

**2. Leasing Model**

**3. Share revenue model.**

### 3.3 EVALUATION CRITERIA

#### STAGES OF EVALUATION:

A) Mandatory requirements will determine the satisfactory responsiveness of a tenderer, failure to meet any of these set requirements as noted hereunder will render a tender nonresponsive and will automatically be disqualified.

B) Technical Evaluation: Only bidders who will attain an overall score of 70marks and above in the technical evaluation will have their financial proposals evaluated.

C) Financial Evaluation Stage award criteria: The lowest evaluated tender for the complete schedule will be recommended for award.

#### i. PRELIMINARY EVALUATION CRITERIA

	CRITERIA	COMPLIANCE
1	Attach a Copy of Certificate of Registration / Incorporation	Mandatory
2	Attach System Generated Copy of CR12 Certificate (for Incorporated Firms) issued within the last 3 months.	Mandatory
3	Copy of a Valid KRA Tax Compliance Certificate	Mandatory
4	Must submit copy Licences and certification from professional bodies - EPRA	Mandatory
5	Valid Business License from the region they are offering services, clearly indicating location of Registered Office.	Mandatory
6	Must demonstrate physical location/address of the office e.g Lease agreement, title or lease documents with latest utility bill.	Mandatory
7	Site visit Certificate- Attach a Filled and Signed tender site viewing certificate by a designated officer at Britam Tower Office	Mandatory

- **Technical Evaluation Criteria**

TECHNICAL EVALUATION REQUIREMENTS			
No	CRITERIA DESCRIPTION	WEIGHT	SCORE
1	Firm's experience: The firm should have five (5) recommendation letters where they have undertaken EV Charging Stations services within the last 5 years. <b>Note:</b> Attach copy of letters from corporate clients to score marks 4 marks for each letter	20	

Commercial-In-Confidence

2	<b>Staff capacity.</b> List at least one Engineer with relevant training (Minimum of a Diploma) who will be in charge of the contract implementation if awarded the contract. (20 points) List of at least four 4 Technical Staff ( attach CV and Copies of Certificates for both categories of employees) (20 points) <b>Attach evidence of the above.</b>	40	
3	<b>Methodology –</b> Attach work plan of contract execution if awarded (Deployment of staff, work plan) (10 points)	10	
4	Proposed product solutions ( Including technical requirements, intergrations, timeline and product functionality)	25	
5	Warranty and Support services proposed	5	
	<b>TOTAL MARKS</b>	<b>100</b>	

References - Please provide in the table below details of at least Five (5) projects you have undertaken relevant to the job you are bidding for and performed over the last three (3) years. Provide copies of Letter of award, LPO, Contract and recommendation Letters.

No	Customer Organization (name)	Customer contact name and phone number	Contract reference and brief description:	Date contract awarded.	Value of businesses transacted: (Kshs)
1					
2					
3					
4					
5					

Only bidders who score 70 marks and above will be subjected to Financial Evaluation. Those who score below 70 marks will be eliminated at this stage from the entire evaluation process and will not be considered further.

### **Financial – (Scores - 30%)**

Provide a competitive financial proposal detailing the project costs (please include applicable taxes).

### 3.4 PRICE SCHEDULE

Provide detailed costs estimates, including the following options:

- Outright/full financing of the project
- Lease option
- Recovery from power selling option

### 8. FORMAT OF RESPONSE TO TENDER

- Information to be provided by bidders.

All bids should contain ALL INFORMATION REQUESTED IN SECTIONS 4.1 TO 4.5. The information should be in the following order.

- **General Information about the firm**

Provide the following documentation in respect of your company.

- (i) Certificate of registration (or its equivalent) that is valid in accordance with any legally recognized jurisdiction.
- (ii) Tax compliance certificate (or its equivalent) that is valid in accordance with any legally recognized jurisdiction.
- (iii) Current County Trade license/Business permit
- (iv) Accreditations or a license where applicable
- (v) Company Profile, with a clear organogram and area of speciality
- (vi) List of Directors (Name, ID Number/passport number, Nationality, Telephone and physical address
- (vii) Britam Supplier Code of Conduct (document to be provided to accompany this RFQ)

- **Bid Preparation and Submission**

Bid documents in soft copy must be submitted in two separate documents, 1(one) technical- and 1 (one) commercial bid, password protected and clearly identified as:

- The file with the technical proposal should be identified as follows:

**NAME OF THE COMPANY, TECHNICAL PROPOSAL FOR INSTALLATION OF  
CAR CHARGING STATIONS AT THE PARKING AREA FOR BRITAM TOWER**

- The file with commercial proposal should be identified as follows:

**NAME OF THE COMPANY, COMMERCIAL / FINANCIAL PROPOSAL**

All Tenders may also be posted/ delivered earlier than the deadline to the below email:

[Tenders@britam.com](mailto:Tenders@britam.com)

All bids must be submitted in soft copy. No hard copies will be accepted.

Both files **must be password protected** and electronically submitted as prescribed on this RFP document.

Passwords should be shared 30 minutes after the closing date of the RFP and not earlier.

## **9. GENERAL CONDITIONS OF CONTRACT**

### 5.1 Introduction

Specific terms of contract shall be discussed with the bidder whose proposal will be accepted by the Company. The resulting contract shall include but not be limited to the general terms of contract as stated below from 5.2 to 5.14.

### 5.2 Award of Contract

Following the opening and evaluation of proposals, the Company will award the Contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid. Britam will communicate to the selected bidder its intention to finalize the draft conditions engagement in consultation with the bidder.

### 5.3 Application of General Conditions of Contract

These General Conditions (sections 5.2 to 5.14) shall apply to the extent that they are not superseded by provisions in other parts of the Contract that shall be signed.

### 5.4 Bid Validity Period

Bidders are requested to hold their proposals valid for ninety (90) days from the closing date for the submission.

### 5.5 Non-variation of Costs

The prices quoted for the service and subsequently agreed and into the contract shall be held fixed for the contract period.

### 5.6 Delays in the Bidder's Performance

- 3.1.1. Delivery and performance of the Transaction shall be made by the successful Bidder in accordance with the time schedule as per Agreement.
- 3.1.2. If at any time during the performance of the Contract, the Bidder should encounter conditions impeding timely delivery and performance of the Services, the Bidder shall promptly notify the Company in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the Bidder's notice, the Company shall evaluate the situation and may at its discretion extend the Bidder's time for

performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

- 3.1.3. Except in the case of “force majeure” as provided in Clause 5.14, a delay by the Bidder in the performance of its delivery obligations shall render the Bidder liable to the imposition of liquidated damages pursuant to Clause 5.7.

### **3.2. Liquidated damages for delay**

The contract resulting out of this RFP shall incorporate suitable provisions for the payment of liquidated damages by the bidders in case of delays in performance of contract.

### **3.3. Governing Language**

The Contract shall be written in the English Language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall also be in English language.

### **3.4. Applicable Law**

This agreement arising out of this RFP shall be governed by and construed in accordance with the laws of Kenya and the parties submit to the exclusive jurisdiction of the Kenyan Courts.

### **3.5. Successful Bidder's Obligations**

The successful bidder:

- 3.5.1. Is obliged to work closely with Britam staff, act within its own authority, and abide by directives issued by the Company that are consistent with the terms of the Contract.
- 3.5.2. Will abide by the job safety measures and will indemnify the Company from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Bidder's negligence. The Bidder will pay all indemnities arising from such incidents and will not hold the Company responsible or obligated.
- 3.5.3. Will be responsible for managing the activities of its personnel, or subcontracted personnel, and will hold itself responsible for any misdemeanours.

3.5.4. Will not disclose the Company`s information it has access to, during the course of the work, to any other third parties without the prior written authorization of the Company. This clause shall survive the expiry or earlier termination of the contract.

**SITE VISIT CLEARANCE CERTIFICATE  
BRITAM  
RFP – INSTALLATION OF CAR CHARGING STATIONS AT THE PARKING AREA FOR  
BRITAM TOWER  
TENDER NO. RFP-2024-005-001**

This is to certify that M/s. \_\_\_\_\_ have visited, inspected and Verified the scope of works.

<b>NO.</b>	<b>STATION</b>	<b>NAME OF REPRESENTATIVE</b>	<b>SIGN</b>	<b>DATE OF VISIT</b>
1.	Britam Towers			

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## **10. BRITAM SUPPLIER CODE OF CONDUCT**

### **7.1 GENERAL**

This Code is applicable to all Britam suppliers (hereinafter "Supplier" or "Suppliers") and their employees (be they temporary, casual, or permanent) and sub-contractors throughout the world. Britam requires all Suppliers to conduct their business dealings with Britam in compliance with this Code and in compliance with all laws applicable to the Supplier's' business, wherever conducted. By entering business transactions with Britam, the Supplier agrees to abide by the terms of this Code and acknowledge that compliance with this Code is required to maintain the Supplier's status as a Britam Supplier. Britam shall have the right to terminate any Supplier's contract for failure to comply with the provisions of this Code. Britam recognizes that local laws may in some instances be less restrictive than the provisions of this Code. In such instances Suppliers are expected to comply with the Code. If local laws are more restrictive than the Code, then Suppliers are expected to comply with applicable local laws.

### **7.2 PROVISIONS**

In particular, Suppliers must comply with the following:

#### **7.2.1 Relations with competitors**

Suppliers will be required to comply with applicable antitrust or competition laws and will not engage in any restrictive trade practices. Suppliers will at all times act in a manner that will uphold and encourage healthy competition.

#### **7.2.2 Bribes, Conflicts of Interest, Gifts and other Courtesies**

##### **7.2.2.1 Bribes**

Suppliers shall not make or offer bribes or payments of money or anything of value to any Britam employee or any other person including officials, employees, or representatives of any government or public or international organisation, or to any other third party for the purpose of obtaining or retaining business with Britam. For the avoidance of doubt Britam considers an act of bribery to include the giving of money or anything of value to anyone where there is belief that it will be passed on to a government official or Britam employee for this purpose. Suppliers are required to comply with all applicable local anti-bribery laws.

##### **7.2.2.2 Gifts and other business courtesies**

Suppliers shall ensure that any expenditure incurred in relation to any particular Britam employee or government official is in the ordinary and



proper course of business and cannot reasonably be construed as a bribe or so as to secure unfair preferential treatment. A general guideline for evaluating whether a business courtesy is appropriate is whether public disclosure would be embarrassing to the Supplier or Britam.

Britam employees may accept unsolicited gifts from Suppliers provided:

- they are items of nominal value – Kes1500 or less, or
- they are advertising or promotional materials having wide distribution e.g., calendars, stationaries, diaries, etc.; and
- Acceptance of the gift does not violate any applicable law.

#### 7.2.2.3 Conflicts of Interest

No supplier shall enter into a financial or any other relationship with a Britam employee that creates a conflict of interest for Britam. A conflict of interest arises when the material personal interests of the Britam employee are inconsistent with the responsibilities of his/her position with the company. All such conflicts must be disclosed and approval to the transaction given.

### 7.2.3 Compliance and implementation

#### 7.2.3.1 Licenses and Returns

The Supplier will be required to obtain and renew, in accordance with any law or regulations all permits, licenses and authorizations required for it to carry out its business. In addition, the Supplier will be required to prepare and file any returns that it may be required to file under its incorporation statute, the Companies Act.

#### 7.2.3.2 Taxation, Financial Integrity, and Retention of Records

- The Supplier will comply with all revenue laws and will not evade tax.
- Suppliers will be required to maintain accurate and reliable financial and business records and shall not have any false or inaccurate accounting books or records related to Britam for any reason. Suppliers shall maintain all business records at the minimum in compliance with the provisions outlined by the Kenya Revenue Authority or local revenue authorities from time to time.

- When any government investigation or audit is pending or ongoing then Suppliers will not destroy any relevant records until the matter has been investigated and closed.

#### 7.2.4 Violations

If a Supplier becomes aware of any known or suspected improper behaviour by another Supplier in relation to their dealings with Britam or if a bribe or other inducement is requested from a Supplier by any Britam employee or any other person with the promise of influencing Britam's position as far as that Supplier is concerned or if the Supplier feels that a conflict of interests exists with one of Britam's employees then all pertinent details should be reported in confidence to the following Contact Address

Procurement [procurement@britam.com](mailto:procurement@britam.com)

#### 7.2.5 Variations

Britam reserves the right to vary this Code at any time.