



REQUEST FOR PROPOSAL

SOLAR PV SYSTEM SUPPLY AND INSTALLATION AT BRITAM TOWER

RFP-2024-012/001

RELEASE DATE: 5th December 2024

CLOSING DATE: 28th December 2024

EXPRESSION OF INTENT TO PARTICIPATE IN TENDER

This form is to be completed on receipt of the tender document from Britam Holding Company (Kenya) Limited.

This page is to be completed immediately and scan copy in PDF format e-mailed to Procurement 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 Holding Company Limited (“Britam”) invites qualified firms to submit their proposals for the Solar PV System Supply and Installation at Britam Tower.

This Request for Proposal (RFP) is being made available to interested service providers on a restricted 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 **Solar PV system supply and installations at 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. 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 . The subject on the email should be **“CLARIFICATION ON THE RFP SOLAR PV SYSTEM SUPPLY AND INSTALLATION AT BRITAM TOWER”**.

- All responses from Britam to the Bidder shall be channelled through the Procurement Officer.

- 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.
- All clarifications must be sought at the latest 5 days prior to the close of the RFP.
- **Mandatory site visit will be on Tuesday 10th December at 2pm – Britam Tower.**

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 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

Suppliers are key stakeholders in the operation of Britam Holdings Plc. They're on boarding process is required to be fair, transparent, and competitive devoid of any malpractices as provided for in the Procurement Policy. To achieve this objective, the process of prequalification shall be carried out through a third-party consultant with proven track record in delivery and execution with utmost professionalism.

3.1 Objective of the RFP

1.1 Project Proposal I: Flat Roof with Solar Panel Installation

This project involves the construction and installation of a solar photovoltaic (PV) system on the rooftop of the Britam Tower parking silo. The proposed system will be mounted on a purpose-built flat-roof steel structure designed to serve dual purposes:

1. Primary Function:

- Housing a grid-tied solar PV system optimized to maximize energy output by fully utilizing the available rooftop space.

2. Secondary Function:

- Providing a multipurpose space beneath the structure for social events and other activities.

Key Features of the Project:

Structural Design:

- A robust steel framework will support the solar panels while creating a usable shaded area beneath.

Auxiliary Amenities:

- Provision for washrooms to support events held in the space.
- Installation of windbreaker glass around the perimeter to enhance comfort and safety.
- Integration of mechanical, electrical, and plumbing (MEP) services to ensure functionality.
- Soundproof flooring to minimize noise and improve the acoustic experience

The Solar PV system will be grid-tied and designed to maximize energy output by fully utilizing the available rooftop space.

1.2 Project Proposal II; Solar Panels Mounted on Metallic Pillar Structure 1.5m Height

This project involves the construction and installation of a solar photovoltaic (PV) system on the rooftop of the Britam Tower parking silo. The system will be mounted on metallic pillar structures at a height of 1.5 meters, providing an efficient and functional setup for energy generation.

Key Features of the Project:

Structural Design:

- Solar panels will be elevated on a durable metallic pillar framework, allowing optimal sunlight exposure for maximum energy output.

- The 1.5m height ensures sufficient clearance for maintenance activities while maintaining a streamlined rooftop profile.

Energy Integration:

- The solar PV system will be grid-tied, seamlessly connecting to the building's energy network to offset electricity costs and enhance sustainability.

Space Utilization:

- The design maximizes the available rooftop space while maintaining accessibility for future system maintenance or upgrades.

Project Location

Britam Tower Parking Silo Rooftop.

2. Business Requirements: Proposal I (Flat Roofing with Solar Panels installed on it)

Key Specifications

Steel Structure and Iron sheet roofing:

- a. *Height:* 3.5 meters to facilitate the use of the space beneath for social events.
- b. *Fabrication and Construction:* The steel structure and roofing must be designed and constructed to support the solar panel system while withstanding environmental conditions.
- c. *Joint Venture Requirement:* The contractor must enter into a joint venture with a specialist in steel structures to ensure superior workmanship in the fabrication and construction of the support structure. This partnership will guarantee that the steel structure is built to high standards, ensuring long-term durability and safety.

Solar Panel System:

- d. The system must be grid-tied and optimized to fully utilize the rooftop space for maximum solar energy output.
- e. The contractor should design the system with the potential for future expansions.

Washrooms

➤ **Design Requirements:**

- f. Washrooms should be integrated into the space beneath the roof, with provisions for both male and female users.

➤ **Specifications:**

- g. Male Washrooms: 2 toilet cubicles and 2 urinals.
- h. Female Washrooms: 3 toilet cubicles.

Windbreakers

- i. The contractor should design and implement Tamped glass at 9mm with a 1.0m height to act as windbreakers along the perimeter walls.

Soundproofing

- j. Flooring use soundproof materials to minimize noise and enhance the functionality of the space

MEP Services

Design and Implementation:

- k. Incorporate MEP services to ensure the space is functional and convenient for users, supporting both events and solar infrastructure operations.

- **Anchoring Requirements**

- l. The contractor is responsible for proposing a method to anchor the steel structure to the parking silo's rooftop, taking care not to compromise the waterproofing work that has already been done.
- m. Special precautions must be taken to prevent any future water leakage issues, ensuring that the waterproofing remains intact throughout the installation process and the lifetime of the structure.

Deliverables

- n. ***Design and Joint Venture Plan:*** A comprehensive design for the solar panel system and the steel support structure, as well as documentation of the joint venture with a specialist steel fabricator.
- o. ***Fabrication and Installation:***
 - a. Fabrication of the steel structure by the joint venture partner.
 - b. Installation of the steel structure and the solar panels, along with all necessary electrical components.
 - c. Integration of the system with the local electrical grid.
- p. ***Protection Plan:*** A detailed proposal on how the existing waterproofing will be protected during installation and throughout the system's lifespan.
- q. ***Testing and Commissioning:*** System testing and commissioning to ensure the solar panel system functions efficiently and adheres to safety standards.
- r. ***Additional Considerations***
 - s. All work must adhere to local building codes, safety standards, and regulations.
 - t. The dual-purpose design for the rooftop space must be maintained, allowing for both the solar panel system and the hosting of social events.
 - u. The contractor must minimize disruption to the parking silo's operations during the installation process.

Business Requirements: Proposal II (Solar Panels installed on Metallic Pillar Structure height 1.5m)

Key Specifications

Steel Structure:

- a. *Height:* 1.5 meters to allow for installation of the panels.
- b. *Fabrication and Construction:* The steel structure must be designed and constructed to support the solar panel system while withstanding environmental conditions.
- c. *Workmanship & Structural Integrity:* The contractor must demonstrate ability and capacity to deliver superior workmanship in the fabrication and construction of the support structure. The contractor must guarantee that the steel structure is built to high standards, ensuring long-term durability and safety.

Solar Panel System:

- d. The system must be grid-tied and optimized to fully utilize the rooftop space for maximum solar energy output.
- e. The contractor should design the system with the potential for future expansions.

Anchoring Requirements

- f. The contractor is responsible for proposing a method to anchor the steel structure to the parking silo's rooftop, taking care not to compromise the waterproofing work that has already been done and maintain the integrity of the structure.

Deliverables

Design: A comprehensive design for the solar panel system and the steel support structure.

Fabrication and Installation:

- Fabrication of the steel structure.
- Installation of the steel structure and the solar panels, along with all necessary electrical components.
- Integration of the system with the local electrical grid.
- Provision of supporting hardware and software.

Protection Plan: A detailed proposal on how the existing waterproofing will be protected during installation and throughout the system's lifespan.

Testing and Commissioning: System testing and commissioning to ensure the solar panel system functions efficiently and adheres to safety standards.

Additional Considerations

- All work must adhere to local building codes, safety standards, and regulations.
- The contractor must minimize disruption to the parking silo's operations and existing building users during the installation process.

Timeline

The contractor shall provide a detailed project timeline, outlining milestones from the design stage through to final commissioning.

Warranty and Maintenance

- The contractor must provide a warranty for both the solar panel system and the steel structure.
- A maintenance plan, covering routine inspections and upkeep of the solar panels and steel structure, must also be provided.

3.2 Technical Proposal

Potential respondent to provide the following **mandatory** information.

- I. **Company Profile:** Document detailing the company including its background, Products & services, clients, and expertise.
- II. **Functional documentation:** Comprehensive product documentation detailing the systems functional capabilities.

- III. **Project execution Plan:** Comprehensive and clear project execution plan with timelines for each activity.
- IV. **Project Team:** Documentation detailing the proposed project team including the Professional qualifications, experience, and role.
- V. **System maintenance and support plan:** Document detailing Respondent proposed post implementation system maintenance and support plans.
- VI. **References:** Potential vendor to provide references and summary of similar jobs undertaken in last 3 years. Kindly following details project baseline and actual timelines, project scope, project outcomes.

3.3 Financial Proposal

Provide competitive financial proposal for outright purchase.

4 FORMAT OF RESPONSE TO TENDER

4.0 MANDATORY 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.

4.1 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 recognised jurisdiction.
- (ii) **Tax compliance certificate** (or its equivalent) that is valid in accordance with any legally recognised jurisdiction.
- (iii) Current County **Trade license/Business permit**
- (iv) **Accreditations** or a licence 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 **Non-Disclosure Agreement** (document to be provided to accompany this RFP)
- (viii) Britam **Supplier Code of Conduct** (document to be provided to accompany this RFP)
- (ix) Britam Business Litigation and Probity; and Lead Time and Credit Period Declaration Form (document to be provided to accompany this RFP).

4.2 Organization, Product, and service information

- I. **Company Profile:** Document detailing the company including its background, Products & services, clients, and expertise.
- II. **Functional documentation:** Comprehensive product documentation detailing the systems functional capabilities.
- III. **Project execution Plan:** Comprehensive and clear project execution plan with timelines for each activity.

- IV. **Project Team:** Documentation detailing the proposed project team including the Professional qualifications, experience, and role. Briefly highlight the profiles and technical qualifications of the staff to be involved in the project. This could include the numbers of years of experience in a role; level of professional qualification with reputable bodies; and any other relevant qualification. The firm must have at least two qualified Specialist from a reputable body.
- V. **System maintenance and support plan:** Document detailing Respondent proposed post implementation system maintenance and support plans.
- VI. **References (see 4.3):** Potential vendor to provide references and summary of similar jobs undertaken in last 3 years. Kindly following details project baseline and actual timelines, project scope, project outcomes.
- VII. **Depth of the firm's practice** in serving local and global clients of the scale and scope of Britam.

4.3 Reference Sites

Statement of capabilities and references in similar projects undertaken over the last three (3) years including a brief description of the projects undertaken and reference letters. The firm needs to have conducted similar work with an insurance company Financial Institution in Africa of the same or bigger, size and operation with Britam.

By responding to this Tender, the service provider confirms that they have no objection to Britam obtaining independent references from their current customers in furtherance of this Tender.

4.4 Particulars of the Project Deliverables

This section shall provide details including but not limited to your methodology and deliverables as outlined in paragraph 3.2.

4.5 Bid Preparation and Submission

RFP For Solar PV System Supply and Installation at Tower RFP-2024-012-001

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

tenders@britam.com

with a clear subject line "*RFP FOR SOLAR PV SYSTEM SUPPLY AND INSTALLATION AT BRITAM TOWER RFP-2024-012/001*"

Offers 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 SOLAR PV SYSTEM
SUPPLY AND INSTALLATION AT BRITAM TOWER.**
- The file with commercial proposal should be identified as follows:
NAME OF THE COMPANY, COMMERCIAL / FINANCIAL PROPOSAL

5 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

- 5.6.1. Delivery and performance of the Transaction shall be made by the successful Bidder in accordance with the time schedule as per Agreement.

- 5.6.2. 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.
- 5.6.3. 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.

5.7. 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.

5.8. 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.

5.9. 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.

5.10. Successful Bidder's Obligations

The successful bidder:

- 5.10.1. 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.
- 5.10.2. 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.

- 5.10.3. Will be responsible for managing the activities of its personnel, or subcontracted personnel, and will hold itself responsible for any misdemeanours.

- 5.10.4. 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.

6 BRITAM SUPPLIER CODE OF CONDUCT

6.1 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 into 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.

6.2 PROVISIONS

In particular, Suppliers must comply with the following:

6.2.1 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.

6.2.2 Bribes, Conflicts of Interest, Gifts and other Courtesies

6.2.2.1 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.

6.2.2.2 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.

6.2.2.3 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.

6.2.3 Compliance and implementation

6.2.3.1 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.

6.2.3.2 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.

6.2.4 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

6.2.5 Variations

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