REQUEST FOR PROPOSAL: TO CONDUCT AN ENERGY AUDIT, AND ADVISE ON SUSTAINABLE ENERGY SOURCES FOR VARIOUS AMERICAN UNIVERSITY OF NIGERIA (AUN) SEGMENTS AND FACILITIES

DATE: 28TH June 2023

RFP No.	**AUN/RFP/28062023EA**
Issue Date	28TH June 2023
Submission Date	7TH July 2023
Submission Format	E-copy via the email address provided below
RFP inquiry deadline	Till 12:00 Noon, 6th July 2023
RFP submission email	procurement@aun.edu.ng
RFP inquiry email	Jude.b@aun.edu.ng

Project Description:

With rising electricity costs, there is a need for energy management improvement in order to reduce and control energy consumption. The University energy consumption rate is huge, resulting in high energy bills. This prompted the need to evaluate its energy depletion and efficiency level to determine and implement energy sources (Solar to Microgrids) for energy saving, sustainability, and cost reduction.

To accomplish this purpose, the American University of Nigeria hereby invites prospective bidders to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject. **proposal shall comprise Technical and Financial RFP, and be submitted to the email address provided above.** The email should be received by AUN no later than **7th July 2023**.

Objectives:

The main purpose of the project is to identify a proposer that will evaluate the university's energy consumption structure, within the university campus and residential buildings, and advise on a methodology and energy source that deliver energy usability solutions covering the following.

- Save electricity and cut costs on monthly energy bills.
- Reduce overall energy consumption which has a significant impact on the university's operational cost.
- Decrease the use of electricity from fossil fuels to ensure a more secure energy future for the entire University environment
- Detect areas where there are equipment malfunctions and other maintenance issues that can lead to major breakdowns around the University facilities

- Identify and correct any energy usage issues, and electricity/power and advise based on findings whether the university should consider the implementation of renewable energy or not.

. **RFP General Instructions:**

1. AUN hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions, or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by AUN in the form of Supplemental Information to the RFP.

2. Submission of a Proposal shall be deemed as an acknowledgment by the Proposer that all obligations stipulated by this RFP will be met and unless specified otherwise, the Proposer has read, understood, and agreed to all the instructions in this RFP.

3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by AUN. AUN is under no obligation to award a contract to any Proposer as a result of this RFP.

4. In responding to this RFP, AUN requires all Proposers to conduct themselves in a professional, objective, and impartial manner, and they must at all times hold AUN's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to AUN and seek AUN's confirmation on whether or not such conflict exists.

Proposal Contents:

- Proposal Submission Cover Letter Form
- Documents Establishing the Eligibility and Qualifications of the Proposer
- Technical Proposal
- Financial Proposal
- Any attachments and/or appendices to the Proposal

Proposal clarification process

Proposers may request clarifications of any of the RFP documents no later than the date indicated above prior to the proposal submission date. Any request for clarification must be sent via email and through the inquiry email provided. AUN will respond in writing, response to the query to all Proposers who have provided confirmation of their intention to submit a Proposal.

AUN shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of AUN to extend the submission date of the Proposals unless AUN deems that such an extension is justified and necessary.

Adjustment of Proposals:
At any time prior to the deadline of Proposal submission, AUN may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information

to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP by email.

In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, AUN may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. AUN shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and AUN, shall be written in English language ONLY

Technical Proposal Format and Content:

The Proposer shall structure the Technical Proposal as follows:

- The expertise of Firm/Organization – this section should provide details regarding the management structure of the organization, organizational capability/resources, and experience of the organization/firm, the list of projects/contracts (both completed and ongoing, both domestic and international) which are related or similar in nature to the requirements of the RFP, and adequacy of resources to complete the services required by the RFP.
- components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the requirements while ensuring the appropriateness of the approach to the local conditions and the rest of the project operating environment. Details of the technical proposal along with such methodology must be laid out and supported by an implementation timetable

Financial Proposals

- The Financial Proposal shall list all cost components associated with the services and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately in a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

- All prices shall be quoted in Naira Only. Proposal in any other currency will not be accepted

Confidentiality

- Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

- Any effort by a Proposer to influence AUN in the examination, evaluation, and comparison of the Proposals or contract award decisions may, at AUN's decision, result in the rejection of its Proposal.
- In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with AUN for a debriefing. The purpose of the debriefing is to discuss the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to AUN. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

EVALUATION OF PROPOSALS

AUN shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements. The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP, particularly the demands of the RFP general instructions, which also means that it fails to achieve the minimum technical requirements.

In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review.

The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the table below;

Evaluation method to be used in selecting the most responsive Proposal

Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum qualifying score of technical proposal is 70%

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(TP Rating) x (Weight of TP, e.g. 70%)
+ (FP Rating) x (Weight of FP, e.g., 30%)

Total Combined and Final Rating of the Proposal

Criteria for Preliminary Examination of Proposals

Bid is received on or before the date and time specified Company Profile (not more than 15 pages) Technical Bid/Proposal Form duly accomplished (i.e. no standard contents deleted, no reservations added) The bid is strictly for the full scope of requirements (i.e. partial offer is not allowed) Details of the organization/firm Personnel Latest Certificate of Registration of Business submitted Latest Audited Financial Statements submitted

Required Documents that must be submitted to Establish the Qualification of Proposers

1. Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogs relevant to the services being procured
2. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation
3. Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
4. Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, including Environmental Compliance Certificates, accreditations, awards, and citations received by the Bidder, if any
5. Statement of Satisfactory Performance from the Top two (2) clients in terms of Contract Value the past five (3) years.

Criteria for Essential Eligibility/Qualification of key personnel

1. If bidders do not meet any of the above-listed criteria, their proposal may not be considered for further evaluation.
2. Bidders meeting the above listed criteria are required to submit evidence (details/documents) in support – otherwise proposal may be disqualified.

Summary of Technical Proposal Evaluation Forms		**Score Weight**	**Points Obtainable**
1.	Expertise of Firm / Organization	20%	200
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	40%	400
	Total		**1000**
Technical Proposal Evaluation		Points obtainable	

Expertise of the Consulting Firm/Organization		
1	Must have at least 10 years of proven experience in conducting energy audits	100
2	Must have at least 15 years of proven experience in conducting full-scale Feasibility Studies for Renewable Energy and Energy Efficiency Solutions using appropriate Cost-Benefit Assessments	100
		200

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
1	To what degree does the Proposer understand the task mentioned	70
2.	Did the proposal address in sufficient detail the important aspects of task?	120
3	Are the planned to be implemented in a cohesive manner?	70
4	Is the conceptual framework adopted appropriate for the task?	70
5	Is the scope of task well defined?	70
		400

RFP must be submitted on or before the deadline stated above to be considered for review and evaluation. Any Proposal submitted after the deadline will be rejected by AUN.

Purchasing & Procurement Department.
American University of Nigeria (AUN)