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## **RURAL ELECTRIFICATION & RENEWABLE ENERGY CORPORATION**

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### **GARISSA 54.6MW SOLAR POWER PLANT** **TERMS OF REFERENCE** **PANEL CLEANING & VEGETATION MANAGEMENT** **EXPRESSION OF INTEREST** **TENDER CLOSING 26/06/2020**

#### **1.0 Background**

The Rural Electrification and Renewable Energy Authority (REREC), formerly Rural Electrification Authority (REA), is a state corporation established under Section 43 of the Energy Act, 2019. The Authority's main mandate is to promote renewable energy and accelerate rural electrification throughout the country in order to provide electricity to all Kenyans as well as contribute towards sustainable socio-economic development of the country in the attainment of Vision 2030 and Big 4 agenda. The specific functions of the Corporation are articulated in Section 43 of the Act.

The Corporation has developed a 54.6MW grid connected solar power plant located in Garissa County, approximately 15Km North of Garissa Town. The plant sits on 85 hectares (210 acres). The power plant is a Government project which is run and operated by Rural Electrification and Renewable Energy Corporation (REREC). The plant consists of 206,272 solar PV panels rated at 265WP connected in 33 strings.

Towards this end, REREC is therefore seeking to recruit a contractor for routine cleaning of solar PV panels and vegetation management. The contractor shall be expected to clean the panels using the latest available technology in the market and in conformity with the relevant technical standards, specifications, protocols and regulations and shall be required to demonstrate professional, technical and financial competency to undertake the works under the terms and conditions as shall be set forth herein and in the contract.

#### **2.0 Main Objective**

The objective of the contract is to provide professional and high quality panel cleaning and vegetation management for the Garissa 54.6MW solar power plant to ensure the plant operates at the most optimal conditions.

#### **3.0. Scope of Work**

**The Contractor will be required to carry out the following tasks/activities:**

- a. Carry out routine inspection and identify panels/strings requiring priority in cleaning of the nature contemplated in the Scope of Works
- b. Carry out routine inspection and identify areas within the plant requiring clearing and vegetation management of the nature contemplated in the Scope of Works
- c. Carry out solar PV panel cleaning in the time and manner specified and prepare necessary reports on the works done for onward transmission to the plant manager.
- d. Carry out vegetation management within the plant in the time and manner specified and prepare necessary reports on the works done for onward transmission to the plant manager
- e. Safely dispose any waste generated from the panel cleaning or waste management. The disposal of waste should be done within 48hrs unless otherwise approved by the employer.

- f. Provide all equipment, tools, material and consumables required for effective and efficient panel cleaning and vegetation management
- g. Provide all the necessary PPE to the workers. All personnel are to be dressed in company braded PPE / Uniforms and name and identification badges displayed at all time.
- h. Report any defects or faults noticed within the contractor jurisdiction during contractor routine works
- i. Document, analyze and report accurately on any works done and the overall condition and cleanliness of the plant
- j. Prepare a monthly reports on work done

#### 4.0. Timeframe and Reporting

The following timeframes will apply:

- a) The contract will run for a period of two years from the date of signing the contract.
- b) The panels will be cleaned on quarterly basis, however, the contractor can schedule the work such that different strings will be cleaned at different times within the quarter. The contractor will be required to provide a comprehensive work plan together with his proposal.
- c) The vegetation management works will be on need basis upon approval by the plant manager.
- d) The performance of the contractor shall be appraised on quarterly basis and the contract may be terminated on basis of unsatisfactory performance.

The contractor will report to the plant manager

#### 5.0. Team Composition and Qualifications of Key Experts

The following are the key qualifications required for the experts positions:

- **Project Manager/Team Leader:** At least a Bachelor's Degree in a related Engineering specialization or business and with a minimum of five years of experience in the solar PV sector including at least two years of experience in solar PV panel cleaning
- **Site supervisor:** At least a Diploma in major engineering disciplines (civil, mechanical, electrical, and electronic). The site supervisor should have at least five years of experience in management of projects of similar nature. The site supervisor will be required to be on site when work is ongoing at the plant at all time.
- **Safety officer:** At least a certificate in Occupational Health with at least eight years of relevant work experience in Occupational health and safety management in power plants or similar environment.

#### 6.0. General conditions

- i. Tenderers are requested to submit with their offers the detailed brochures, catalogues, datasheets and drawings from the manufacturers for the products and technologies they intend to use. ***Downloads from the internet will not be accepted.***
- ii. The tenderers MUST offer ONLY one (1) set of technology / equipment per job or application.
- iii. Tenderers are requested to submit with their offers details of the number of personnel to be deployed on site and period of time he indents to have his team on site
- iv. All the dimensions and capacities of the equipment / technology to be used should be clearly indicated and should not compromise the integrity of the existing equipment or operation of the plant.
- v. The tenderers are requested to present information along with their offers as follows :
  - Shortest mobilization period to start work after award of contract

- Information on proper representative and/or workshop for back-up service/repair and maintenance including the names and addresses for technology or equipment to be used
  - vi. All offered equipment must comply with the relevant International (IEC) & local Standards.
  - vii. The contractor will be required to have all the necessary insurance covers as per existing labor laws.
  - viii. Water will be provided at the plant, however, the contractor will be required to make his own arrangement for moving the water within the plant from the main water point.
  - ix. Tenderers are requested to submit with their offers Man-hour rate for all the services and hourly rate for use of any of the major tools or equipment.

## **7.0. Site Visit**

- a) The tenderer is advised to visit and examine the Site and its surroundings on the set site visit date and obtain for himself on his own responsibility, all information that may be necessary for preparing the tender and entering into a contract. The costs of visiting the Site shall be the tenderer's own responsibility.
- b) The Employer shall organize a mandatory pre-tender site visit on **11/06/2020**. A representative of the Employer will be available to meet the intending tenderers at the Site on the indicated date. The bidder representative attending the pre-tender site visit should have an introduction letter in the bidding company letter head and a national ID. It's important to note this is a highly controlled site and will only be accessible to the bidders on the set date only.
- c) Tenderers must provide their own transport. The Employer representative will not be available at any other time for site inspection visits.
- d) The tenderer and any of his personnel or agents will be granted permission by the Employer to enter upon premises and lands for the purpose of such inspection, but only upon the express condition that the tenderer, his personnel or agents, will release and indemnify the Employer from and against all liability in respect of, and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which but for the exercise of such permission, would not have arisen.
- e) Each tenderer shall complete the Certificate of Tenderer's Visit to the Site, only available during the site visit described in (b).

## **QUALIFICATION CRITERIA**

The Rural Electrification and Renewable Energy Corporation (REREC) now invites eligible firms for expression of interest in providing the service for Panel Cleaning & Vegetation Management

Interested firms must provide information to demonstrate that they are qualified to perform the services through description of similar assignments undertaken in the last five years, experience of proposed staff and a brief description of carrying out the assignments, etc. Further, the Consultant should submit the following documents together with their bid:

- i. Registration Certificate
- ii. Pin Certificate with VAT and income tax obligations
- iii. Tax Compliance Certificate
- iv. CR12 not less than 3 months
- v. Audited Accounts for the last two years or bank Statements for the last one year.
- vi. Reference letter from previous clients/customers
- vii. Curriculum Vitae for the Proposed Technical Staff.

## **CREATION AND SUBMISSION OF BIDS.**

1. The Bidder shall process and submit its Bid via the Authority's e-Procurement system as follows:

(a) Login to Authority portal via url <https://suppliers.rea.co.ke:44300/irj/portal>

N/B: It is assumed that you have already completed the registration process and that your registration has been approved by REREC and you have created an employee user account to transact with REREC via url [https://suppliers.rea.co.ke:44200/supportal\(bD1lbiZjPTUwMCZkPW1pbg==\)/bspwdapplication.do#VIEW\\_ANCHOR-ROS\\_TOP](https://suppliers.rea.co.ke:44200/supportal(bD1lbiZjPTUwMCZkPW1pbg==)/bspwdapplication.do#VIEW_ANCHOR-ROS_TOP)

For the purpose of bidding, each firm must ensure the following

- Each company must have two user accounts; Admin Account and Employee Account. Ensure that the following roles are NOT ASSIGNED to the employee; Employee Administrator and Supplier Master Data manager.
- Ensure that the admin account and employee account does not share same email address
- Ensure that the Employee user name is between 4 and 12 characters.
- For the purpose of this tender bidding, the employee account shall be used to submit your RFX responses.
- Do not assign your admin account additional roles, this account comes with roles already assigned.

(b) Choose RFX and Auction link in the navigation pane

(c) Click on the event number to open RFX

(d) Click Register and then Click Participate

(e) Click Create response; you will get a notification that a response has been created and a unique number for your response for the RFX.

(Should you fail to get this notification, don't save the changes, close the Rfx and start the process of creating another response).

(f) Navigate to the Notes and Attachments tab and click on Collaboration link at the bottom of the screen (the link will be in the format "RFX Response No: Company Name". If under your notes and attachment no link is formed in the collaboration room, you are advised to delete the response and create a new one until the link is formed, in this link all the documents of the tender shall be uploaded.

N/B: You can view and download all documents pertaining to the tender from here. Ensure that all documents are uploaded to the Collaboration room in the link with "RFX Response Number: Company Name" therefore no responses shall be attached to the attachments, any such action shall be treated non-responsive, and the attachments shall not be evaluated.

2. You are to login to the collaboration link and upload all the required documents

(g) Enter bid price in the item tab and fill in all required information for the response. This price shall be read out price during the opening.

(h) No value shall be entered under the RFX information "Target Value for RFX" (Note that this will not update your tender price)

- (i) Check for errors by clicking the Check button
- (j) Click on Save to review later or Submit to send the response to REREC

### 3. Modification, Withdrawal and deadline for submission of Tenders

- a.) Modification: A bidder may before tender closing edit their RFX response by clicking edit and resubmitting after editing the response.
- b.) Withdrawal: A Bidder may withdraw a Bid after it has been submitted by clicking withdraw if they are no longer interested in participating in the tender. A withdrawn bid shall not be evaluated
- c.) Deadline for Submission of Tenders: Tenders must be submitted online on or before the time specified in the Invitation to Tender.