REQUEST FOR PROPOSAL (RFP)

ASSESSMENT, DESIGN, SUPPLY, INSTALLATION, CONFIGURATION, TESTING AND COMMISSIONING OF POWER BACKUP SYSTEMS FOR KISII AND LAIKIPIA BRANCHES

Egerton University SACCO Society Limited (EUSACCO) ICT Department, P.O. Box 178 - 20115, Nakuru, Kenya

RFP Reference No.: EUSACCO/ICT/POWER-BACKUP/2026

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1. Introduction and Background

EUSACCO invites suitably qualified and experienced companies to express interest and submit proposals for the assessment, design, supply, installation, configuration, testing and commissioning of reliable power backup systems for its **Kisii** and **Laikipia** Branches.

The objective is to supplement Kenya Power (utility) supply and maintain continuity of critical ICT systems, network infrastructure, security systems, office equipment and other essential branch operations during power interruptions.

The two branches are **independent assignments**. Each bidder **must** conduct a physical site survey of each branch it bids for and submit a branch-specific technical solution and quotation based on actual electrical load, existing infrastructure, operational requirements and survey recommendations. **EUSACCO will not prescribe battery or inverter capacity in advance; the bidder must determine suitable capacity and configuration professionally.**

2. Objectives and Critical Loads

The proposed systems shall maintain continuity whenever utility power is unavailable, unstable or interrupted. Critical and essential loads may include:

i. ICT and network equipment: computers/workstations and servers where applicable; routers, switches and Internet equipment.
ii. CCTV/NVR, alarm, security and access-control systems, and FOSA/transaction-related equipment.
iii. Critical-area lighting, printers and other essential office equipment.
iv. Air conditioning and other loads only where justified by the site assessment.

Bidders shall clearly distinguish critical from non-critical loads and recommend an appropriate backup arrangement.

3. Procurement Approach

1. Bidders may bid for **Kisii only, Laikipia only, or both branches**.

2. A bidder bidding for both branches must submit **separate technical and financial proposals for each branch**.
3. Kisii and Laikipia will be assessed, designed, quoted and evaluated **independently**. The same system size or configuration must not be assumed for both branches; each proposed capacity must be supported by its own physical survey.
4. A **physical site survey is mandatory** before submission. A quotation submitted without the required site survey may be considered non-responsive.
5. The procurement is deliberately **performance- and assessment-based**: bidders must survey each site, measure and assess the loads, distinguish critical and non-critical circuits, design an appropriate solution, calculate inverter and battery capacity, state expected autonomy and provide a complete turnkey price.
6. **Generic, equipment-only or catalogue quotations are not acceptable.**

4. Scope of Work: Site Survey and Load Assessment

Before final quotation, the bidder shall physically assess the respective branch, including:

i. Existing electrical infrastructure and utility arrangement, distribution boards and circuits.
ii. Existing backup, UPS and batteries, and what may be reused.
iii. Current, peak and average consumption and criticality of loads.
iv. Equipment locations, available space, ventilation and environmental conditions.
v. Cable routes, protection devices and changeover arrangements.
vi. Generator availability, security requirements and anticipated future loads.

A **detailed load assessment** shall cover ICT/network equipment, computers, servers, routers/switches, CCTV/NVR, security and access control, FOSA equipment, lighting, printers, air conditioning and other equipment. The bidder shall provide **calculations** supporting the recommended inverter and battery capacities and the expected backup autonomy.

5. Proposed Turnkey Solution

Depending on survey findings, the solution may include:

i. Inverter; lithium-ion or other suitable batteries; battery management system (BMS); UPS where applicable.
ii. Automatic transfer/changeover equipment; distribution boards; circuit and surge protection; earthing and bonding; cabling.
iii. Local and remote monitoring; solar PV integration where technically and economically justified; generator integration where applicable.
iv. All accessories, works and equipment required for a complete, safe and operational solution.

Bidders shall justify their choice of battery chemistry and technology (including lifecycle, depth of discharge, operating temperature, safety and warranty), and shall explain how the design is **scalable** for future load growth.

6. Installation, Testing and Commissioning

The successful bidder shall deliver, position and install all equipment; and perform cabling, distribution modifications, changeover, protection, earthing, surge protection, labelling, configuration, integration, testing and commissioning, using **appropriately qualified personnel**. Work shall minimize disruption to branch operations. Any required shutdown must be agreed with EUSACCO in advance, and **no installation shall commence without EUSACCO authorization**.

Testing shall include:

i. Simulation of utility failure and automatic transfer; test of utility restoration and battery charging/discharging.
ii. Inverter, load, critical-load, protection, earthing and surge-protection tests.
iii. Verification of backup duration, alarms and monitoring, and generator integration where applicable.
iv. Submission of a **commissioning report** documenting tests and results.

7. Safety, Compliance and Environmental Requirements

1. All works must be carried out by licensed and competent personnel, in compliance with applicable Kenyan laws and standards, including electrical installation regulations and licensing requirements (for example, the Energy Act and Energy (Electricity Licensing) regulations, and Kenya Power requirements where the utility connection is affected), and occupational safety requirements.
2. Where solar PV is proposed, the bidder shall comply with the applicable regulations of the Energy and Petroleum Regulatory Authority (EPRA) and shall state whether any permits or notifications are required.
3. Battery installations must address ventilation, fire safety, thermal management, secure mounting and safe disposal. Bidders must state the **end-of-life collection and recycling arrangement** for batteries and comply with applicable environmental regulations.
4. Equipment shall carry recognized safety and quality certifications (for example, IEC/CE) and be new and genuine from authorized channels.
5. The successful bidder shall comply with EUSACCO security, safety and access procedures and shall keep EUSACCO's premises, systems and information confidential.
6. Any proposed modification to the existing electrical installation must be clearly identified and costed.

8. Monitoring, Training and Handover

8.1 Monitoring

Where technically feasible, monitoring shall cover battery state of charge, voltage and temperature; load; input/output voltage; power consumption; backup status; faults; alarms; and overall performance. Remote monitoring is preferred where practical. The bidder shall explain how **EUSACCO ICT personnel will monitor the system and receive failure or abnormal-**

condition alerts (for example, by email or SMS). Any remote monitoring must be secured (encrypted communications, unique credentials, no default passwords).

8.2 Training

Practical post-commissioning training shall cover normal and backup operation, monitoring, battery management, basic troubleshooting, alarm interpretation, safe shutdown, emergency procedures, routine maintenance and escalation procedures.

8.3 Documentation and Handover Deliverables

- As-built electrical drawings, system configuration, equipment specifications and manuals.
- Battery and inverter specifications and manuals; warranty certificates.
- Load assessment and backup-capacity calculations; test and commissioning report.
- Maintenance requirements and a recommended preventive maintenance schedule.
- Emergency procedures and technical-support contacts.

9. Warranty and After-Sales Support

1. Bidders shall state the manufacturer and the warranty period **separately for each major component**, including the inverter, batteries, UPS where applicable, changeover equipment, protection equipment, workmanship and other components. Bidders are encouraged to state the battery warranty in both years and cycles or throughput.
2. Bidders shall describe their local technical support, response time (remote and on-site), and preventive and corrective maintenance arrangements.
3. Bidders shall state availability of spare parts, the escalation procedure and **annual maintenance costs**, where applicable, for the period after warranty.

10. Branch-Specific Submissions

Each branch bid must contain, as a minimum, the following **separate** submissions:

Branch	Minimum separate submissions required
Kisii	Site survey report; load assessment; recommended solution; equipment schedule; implementation plan; financial quotation
Laikipia	Site survey report; load assessment; recommended solution; equipment schedule; implementation plan; financial quotation

11. Site Survey and Technical Assessment Report

Bidders shall arrange the survey with EUSACCO ICT Department before the quotation deadline (see Section 20). Site visits will take place during official working hours. **All site survey costs shall be borne by the bidder.** Site survey dates: [Kisii: DD Month 2026] / [Laikipia: DD Month 2026]. Bidders should request a visit at least [3] working days in advance. EUSACCO will issue

a **Site Survey Certificate** to each bidder after each visit, and the certificate must be included in the proposal.

The brief **Site Survey and Technical Assessment Report** shall contain:

i. Site observations and existing power infrastructure; load and critical-load assessment.
ii. Recommended inverter and battery capacity and expected backup duration.
iii. Proposed system architecture and installation requirements.
iv. Risks, limitations and recommendations; equipment schedule; estimated implementation period.

12. Bidder Qualification

Bidders shall submit the following documents:

1. Certificate of Incorporation/Registration; valid Business Permit; valid Tax Compliance Certificate; VAT Registration Certificate (where applicable); company profile.
2. Evidence of relevant experience and similar projects, with **references from at least three (3) similar clients**.
3. Qualifications and certifications of key technical personnel (for example, licensed electrical contractors and engineers).
4. Manufacturer authorization (MAF) or dealership certificate where applicable.
5. Product brochures and datasheets; warranty and after-sales arrangements; physical office and contact details; relevant statutory and professional licences (for example, EPRA licence/permit where applicable).
6. Signed Site Survey Certificate(s) for each branch bid.
7. Signed Bidder's Declaration (Annex D).

Preference may be given to firms experienced with commercial and financial institutions, SACCOs, banks, ICT environments or high-availability facilities.

13. Technical Proposal Requirements

The technical proposal shall demonstrate understanding of EUSACCO's requirements and provide: survey findings, load and capacity calculations, proposed architecture, battery and inverter sizing, backup autonomy, installation methodology, safety arrangements, monitoring, maintenance, warranty and implementation schedule. The solution must be **tailored to the respective branch** and not merely a catalogue or generic quotation.

14. Implementation Period

The bidder shall state the proposed implementation period from receipt of the LPO/contract, for each branch. The schedule shall cover:

Activity	Bidder to indicate duration
Site survey	

Activity	Bidder to indicate duration
Detailed design	
Equipment procurement	
Delivery	
Installation	
Configuration	
Testing	
Commissioning	
Training	
Handover	

15. Expected Deliverables and Mandatory Outputs (Each Branch)

Stage	Required deliverable
Assessment	Site survey report; detailed load assessment; critical-load identification
Design	System design; equipment schedule; battery and inverter sizing calculations
Implementation	Supply and installation; configuration; testing and commissioning
Capacity building	User/ICT training
Handover	As-built documentation; warranties; O&M manuals; commissioning report

Output	Minimum content
Site survey	Observations, existing power infrastructure, load/critical-load assessment, risks and recommendations
Engineering design	System architecture, inverter/battery sizing calculations, backup duration and equipment schedule
Installation	Complete equipment supply, electrical works, protection, changeover, cabling, earthing and configuration

Output	Minimum content
Testing	Utility-failure simulation, transfer/restoration, battery/inverter/load/protection/earthing/surge tests and backup-duration verification
Monitoring	Battery, load, voltage, consumption, backup, fault/alarm and performance monitoring; remote monitoring where practical
Training	Operation, backup mode, monitoring, battery care, troubleshooting, alarms, shutdown, emergencies and maintenance
Handover	As-built drawings, manuals, specifications, warranties, commissioning report, maintenance schedule and support contacts

16. Responsibilities of the Successful Bidder

The successful bidder is responsible for the **complete turnkey solution from survey through handover**. This includes equipment delivery and positioning, electrical and distribution works, battery/inverter installation, changeover, protection, earthing/bonding, surge protection, cabling, integration, testing, commissioning, training and documentation. Works must use qualified personnel and minimize disruption to EUSACCO operations.

17. Technical Reliability and Business Continuity

The proposed solution shall be safe, reliable, scalable, energy-efficient and appropriately designed for the actual branch requirements. The primary consideration is **technical suitability and reliability, not simply the lowest equipment price**. The system shall support business continuity and ICT service availability during utility interruptions.

18. Pricing and Financial Proposal

1. Financial proposals must be submitted separately for each branch, using the price schedule in Annex A.
2. Prices shall be in **Kenya Shillings (KES)**, with VAT shown clearly. The quotation must cover a complete functional system, including all installation accessories and necessary works.
3. All bidder **assumptions and exclusions must be clearly stated**.
4. Optional items (for example, solar PV, generator integration, extended warranty or maintenance) must be priced separately in Annex B and will not form part of the baseline price comparison.
5. The quotation validity period shall be stated and shall be at least **30** days from the closing date.
6. The bidder shall state proposed payment terms.

19. Evaluation Criteria

EUSACCO will evaluate each branch bid independently, in three stages.

Stage 1 – Preliminary (Pass/Fail): submission of all mandatory documents (Section 12), Site Survey Certificate for the branch, signed declarations, and submission before the deadline.

Stage 2 – Technical Evaluation (minimum pass mark 70 out of 100):

Criterion	Marks
Site assessment quality, including load assessment and critical-load identification	20
System design and capacity calculations (inverter, battery, autonomy), tailored to the branch	25
Relevant experience and references	15
Warranty and after-sales support, maintenance arrangements	15
Implementation approach, safety arrangements and schedule	10
Monitoring, training and handover	10
Quality and compliance of proposed equipment (certifications, scalability, energy efficiency)	5
Total	**100**

Stage 3 – Financial Evaluation: financial proposals of technically qualified bidders will be evaluated on the total baseline price per branch, inclusive of all taxes. Final ranking will be based on a combined score of **70% technical and 30% financial**, or as otherwise stated by EUSACCO. EUSACCO may seek clarifications, conduct reference checks and visit completed installations. EUSACCO reserves the right to seek clarification and to accept or reject quotations in whole or in part.

20. Submission, Contacts and Timeline

Subject line for submission: "RFP EUSACCO/ICT/POWER-BACKUP/2026 – Supply, Installation, Configuration and Commissioning of Power Backup Systems – [Kisii / Laikipia / Kisii and Laikipia]"

Submit by email to **procurement@egertonsacco.coop**, cc **ict@egertonsacco.coop**, addressed to:

The Chief Executive Officer Egerton University SACCO Society Limited P.O. Box 178 - 20115, Nakuru, Kenya

Technical and financial proposals must be sent as **separate, clearly labelled files** for each branch. Bidders bear all costs of preparing and submitting proposals. Late or incomplete submissions may be rejected.

Contact for site survey and clarifications: EUSACCO ICT Department –

Contact: Email: procurement@egertonsacco.coop, cc ict@egertonsacco.coop

Activity	Date
RFP published on website	10 November 2026
Last date to register interest / request site visit	17 November 2026
Site survey period (all three locations)	11 November – 27 November 2026
Closing date for submission of proposals	27th November 2026 by COB

21. Important Conditions

- A physical site survey is **mandatory** before submission of the final quotation; non-surveyed quotations may be considered non-responsive.
- Kisii and Laikipia shall be assessed, designed and quoted independently.
- EUSACCO will not prescribe final inverter or battery capacities; bidders shall determine these professionally and support them with calculations.
- The successful bidder shall comply with EUSACCO security, safety and access procedures.
- Bidders must declare any conflict of interest. Any attempt to influence the evaluation, including offering gifts or inducements to SACCO staff or officials, will lead to disqualification.
- The successful bidder will sign a contract and a Non-Disclosure Agreement. Payment terms, performance security or retention and liquidated damages for delay will be set out in the contract.
- EUSACCO reserves the right to accept or reject any quotation in whole or in part, to cancel or amend this RFP, to award by branch, and is not bound to accept the lowest financial quotation.

22. Conclusion

EUSACCO seeks a competent and experienced service provider capable of delivering dependable power backup systems for both branches. The assignment shall result in complete, operational and maintainable systems that improve business continuity and ICT service availability. The final solution for each branch must be based on the bidder's professional site assessment and supported by clear technical and financial documentation.

Annex A – Price Schedule (Baseline), per Branch

To be completed separately for Kisii and Laikipia. All amounts in KES.

Item	Description	Make/Model	Qty	Unit Price (excl. VAT)	Total (excl. VAT)
1	Inverter / UPS				
2	Batteries and BMS				
3	Automatic transfer/changeover				
4	Distribution boards, circuit and surge protection				
5	Earthing and bonding				
6	Cabling, accessories and materials				
7	Monitoring system				
8	Installation, configuration, testing and commissioning		Lot		
9	Training and documentation		Lot		
	Sub-total (excl. VAT)				
	VAT (16%)				
	Total (incl. VAT)				

Annex B – Optional Items

No.	Branch	Option (for example, solar PV, generator integration, extended warranty, annual maintenance)	Make/Model	Qty	Total Price (incl. VAT)
1					
2					

Annex C – Load Assessment Template (per Branch)

Equipment / Load	Qty	Rated Power (W)	Hours per Day	Critical (Yes/No)	Location / Circuit
Servers / network equipment					

Equipment / Load	Qty	Rated Power (W)	Hours per Day	Critical (Yes/No)	Location / Circuit
Computers / workstations					
CCTV / NVR / PoE switch					
Security / access control / alarm					
FOSA / transaction equipment					
Lighting					
Printers / other office equipment					
Air conditioning (if justified)					
Total critical load (W) / Peak load (W)					

Bidders must also state: assumed backup autonomy (hours), depth of discharge, inverter efficiency, design margin and future growth allowance.

Annex D – Bidder's Declaration

We, **[Company Name]**, declare that: the information in our proposal is true and correct; we carried out the site survey at the branch(es) we are bidding for; we have no conflict of interest in this procurement; we have not offered and will not offer any inducement to any EUSACCO staff or official; we accept the terms of this RFP; and our proposal is valid for [90] days from the closing date.

Name: _____ Designation: _____

Signature: _____ Date: _____ Company Stamp: _____

Annex E – Site Survey Certificate

This is to certify that **[Company Name]**, represented by **[Name, Designation]**, carried out a site survey at the **[Kisii / Laikipia]** Branch of Egerton University SACCO Society Limited on **[Date]**.

EUSACCO Representative: _____ (Name, Signature, Stamp)

Bidder Representative: _____ (Name, Signature, Stamp)