**Request for Qualification (RFQ) Template**

**for Utility-Enabled Distributed Energy Resources (DERs) Procurement**

 

May 2024 



|  |  |
| --- | --- |
|  |  |

**Notes to Readers:**

* This RFQ template has been designed by RMI with support from the Global Energy Alliance for People and Planet (GEAPP) as part of a distributed energy resource (DER) toolkit that aims to accelerate DER project development in Nigeria.
* This is a generic template and is not based on any existing project.
* Neither RMI, nor any other party involved in the development of this document make any warranties, express or implied, with regard to use of this document and nothing herein shall be construed as creating any liability or responsibility for the consequences of using this template. This template is shared publicly in good faith to support Nigeria’s energy sector.
* References to electricity sector regulations do not, and are not intended to, constitute legal advice and are provided for general informational purposes only. Information in this document may not constitute the most up-to-date legal or other information.
* Confidential customer information should be treated according to Nigeria Data Protection Regulations from 2019 and should not be publicized to DER developers or others without the consent of the customer or the necessary confidentiality agreements first.
* Numbers in brackets [] and/or highlighted in yellow are placeholder numbers that can be modified to suit on project-specific considerations.
* Phrases enclosed in brackets are simply placeholders that should be replaced with the appropriate project-specific information.
* Throughout this template, footnotes and comments are used to provide commentary on specific aspects of the RFQ. It is important to note that these footnotes are not part of the RFQ and are only intended to guide users of this template as they edit it for their specific projects.

**[Placeholder – DisCo Name]**

**[LOGO]**

**Request for Qualifications**

**for**

**Energy Services Companies**

**RFQ Issue Date: [Placeholder – Date]**

**Qualifications Submission Deadline: [Placeholder – Date]**

**PREFACE**

**[Placeholder – DisCo Name]** has prepared this Request for Qualifications (“**RFQ**”) document to invite Energy Services Companies (“**ESCOs**”) to apply to become **Pre-Qualified Organizations**. Successful applicants will be included in a repository of Pre-Qualified Organizations that will be eligible to participate in future procurement processes to develop, finance, build, own and operate renewable energy systems comprising solar photovoltaic (“**PV**”), energy storage, and diesel or natural gas generation. The systems will be designed to serve different types of customers such as a [Placeholder - large industrial cluster, a group of small and medium-scale agro-processors, or a single large commercial/industrial customer in **[Placeholder – DisCo Name]** service territory.

The initial phase of the project involves deploying three projects with a cumulative Solar PV capacity of up to XXMW. Projects will be developed under a collaborative energy solution that takes advantage of cheaper solar PV generation during the day, while [PLACEHOLDER – DISCO NAME] provides power at night. To increase reliability and lower service interruptions, battery and/or generator backup will be used and customers will be expected to pay a premium blended tariff for these solutions.

[PLACEHOLDER – DISCO NAME] is seeking qualified ESCOs to collaborate with to provide better electricity supply to select large commercial and industrial customers, rural and peri-urban communities, and commercial clusters in [PLACEHOLDER – DISCO NAME]’s service territory (collectively referred to as “**Customers**”).

Bidders must respond to this RFQ by submitting all materials required and meet the qualification requirements to become a Pre-Qualified Organization.

[PLACEHOLDER – DISCO NAME] or any stakeholder providing assistance to [PLACEHOLDER – DISCO NAME] shall not in any way be responsible in connection with erroneous information or data provided to it by any third party, or for the effects of any such erroneous information or data, whether or not contained or referred to in this document.

This information is provided on the basis that it is non-binding to [PLACEHOLDER – DISCO NAME] , its staff, advisors or any other stakeholder providing assistance to [PLACEHOLDER – DISCO NAME] . [PLACEHOLDER – DISCO NAME] reserves the right not to proceed with the initiative as well as the right not to discuss the initiative further with any respondent.

[PLACEHOLDER – DISCO NAME] reserves the right to jointly amend, modify or withdraw this document or any part of it or to terminate or amend any of the procedures, processes or requirements detailed in this document at any time without prior notice and without liability to compensate or reimburse any person pursuant to such amendment, modification, withdrawal, or termination.

**TABLE OF CONTENTS**

[1. INTRODUCTION 4](#_Toc153368042)

[2. GENERAL INFORMATION 5](#_Toc153368043)

[3. QUALIFICATIONS REQUIREMENTS 6](#_Toc153368044)

[4. DOCUMENTS TO INCLUDE IN QUALIFICATIONS 7](#_Toc153368045)

[5. RFQ PROCESS 11](#_Toc153368046)

[6. RFQ QUALIFICATIONS EVALUATION 13](#_Toc153368047)

[7. CONFIDENTIALITY 15](#_Toc153368048)

[8. DATA PROTECTION 16](#_Toc153368049)

[9. BIDDER’S RESPONSIBILITES 17](#_Toc153368050)

[10. REASONS PRE-QUALIFIED ORGANIZATIONS CAN LOSE STATUS 18](#_Toc153368051)

[11. CONTACT INFORMATION 19](#_Toc153368052)

[12. APPENDICES: REQUIRED BIDDER DOCUMENTATION 20](#_Toc153368053)

[APPENDIX 1: AFFIDAVIT 21](#_Toc153368054)

[APPENDIX 2a: APPLICANT’S ORGANIZATION\* 23](#_Toc153368055)

[APPENDIX 2b: ASSOCIATED ORGANISATION\* 24](#_Toc153368056)

[APPENDIX 3: COMPANY OWNERSHIP 25](#_Toc153368057)

[APPENDIX 4: BOARD AND SENIOR MANAGEMENT 26](#_Toc153368058)

[13. SUPPORTING EXHIBITS 28](#_Toc153368059)

[EXHIBIT A: BIDDER QUALIFICATIONS CHECKLIST 28](#_Toc153368060)

[EXHIBIT B: MUTUAL CONFIDENTIALITY AGREEMENT 28](#_Toc153368061)

# INTRODUCTION

[PLACEHOLDER – DISCO NAME] is one of the 11 power distribution companies that was privatized on November 1, 2013. [PLACEHOLDER – DISCO NAME] has a franchise for the distribution and sale of electricity across [PLACEHOLDER - #OF STATES IN SERVICE TERRITORY] states –[PLACEHOLDER – STATES IN DISCO’S SERVICE TERRITORY] Kano, Katsina and Jigawa. In addition, [PLACEHOLDER – DISCO NAME] is required to manage meter installations, carry out servicing and billing, co-ordinate consumer credit, and revenue collection.

[PLACEHOLDER – DISCO NAME] is cognizant of the requirement to maintain power quality in line with prevailing Nigerian regulations as set by the Nigerian Electricity Regulatory Commission (the “**Commission**”) in their Customer Service Standards of Performance, together with Internationally accepted standards (IEC 60050: Area 601 Generation, Transmission and Distribution of Electricity-General). As a result, the Company has prioritized plans to improve power supply and technical efficiency through investment in the network to reduce electrical losses.

As part of its commitment to improve power supply for its customers, [PLACEHOLDER – DISCO NAME] has developed a program that enables customers who are underserved by the grid to better meet their electricity needs using Distributed Energy Resources (DERs) — including solar photovoltaics, battery storage, and diesel and natural gas generators as emergency backup. The Nigerian Electricity Supply Industry (“**NESI**”) faces many challenges (e.g., supply shortages, lack of capital to finance network improvements, etc.) that prevent [PLACEHOLDER – DISCO NAME] from being able to supply its Customers with uninterrupted power supply.

Currently, many Customers supplement or even replace grid power with self-generation (such as diesel generators), which is often costly and inefficient. By using DERs during daytime hours to optimize solar output and using reinforced grid supply during other hours (backed up by the DER), [PLACEHOLDER – DISCO NAME] and an ESCO can provide reliable electricity to underserved Customers at a lower cost than existing self-generation.

This also gives ESCOs and [PLACEHOLDER – DISCO NAME] the opportunity to work together towards the mutual goal of providing high-quality power to Customers.

# GENERAL INFORMATION

* 1. This RFQ is being issued to support the requirements of [PLACEHOLDER – DISCO NAME] to provide Customers with safe, reliable electricity in the most cost-efficient manner.
  2. This RFQ is not a commitment by [PLACEHOLDER – DISCO NAME] to contract with any Bidder, and it does not bind [PLACEHOLDER – DISCO NAME] or its affiliates in any manner. [PLACEHOLDER – DISCO NAME] will solely determine to which Bidders, if any, it wishes to give the status of Pre-Qualified Organization.
  3. [PLACEHOLDER – DISCO NAME] is developing a repository of Pre-Qualified Organizations that will be considered for participation in subsequent procurement processes for renewable energy DER projects through a competitive tender, direct procurement, or other procurement process.
  4. Given the range in the generation capacity and technical expertise required for the DER projects that [PLACEHOLDER – DISCO NAME] will tender in [PLACEHOLDER – TARGET RFQ RELEASE PERIOD E.G., Q1 2024 ], there will be two tiers of Pre-Qualified Organizations:
     1. Tier 1 Pre-Qualified Organizations will be eligible to submit proposals for all projects.
     2. Tier 2 Pre-Qualified Organizations will only be eligible to submit proposals for a limited group of projects to be determined by [PLACEHOLDER – DISCO NAME] .
  5. [PLACEHOLDER – ADDITONAL INFORMATION]
  6. ..

# QUALIFICATIONS REQUIREMENTS

* 1. **Qualifications Deadline and Submission:** Qualifications must be complete in all material respects and received no later than 11:59 p.m. WAT on the Qualifications Due Date as indicated. Qualifications must be submitted electronically to [PLACEHOLDER – PROCUREMENT EMAIL] and (optionally) delivered by hand or sent by registered mail/ courier to:

[PLACEHOLDER – ADDRESS FOR SUBMISSION OF PHYSICAL PROPOSALS]

……

……

* 1. **Incomplete and Substantial Applications:** Incomplete Qualifications will be rejected. The Bidder must submit substantially responsive Qualifications, i.e., one which conforms to all terms, conditions, and specifications of the RFQ without material deviation or reservation. Failure to comply with this instruction will result in disqualification of the Bidder.
  2. **Use Forms Provided:** The Bidder must prepare complete Qualifications by completing the required Appendices. All items are to be entered in the prescribed forms contained in the Exhibits, Annexes, and Appendices. If necessary, additional sheets may be attached to the Qualifications.
  3. **Language:** The Qualifications and all related correspondence and documents shall be written in the English language. Supporting documents and printed literature furnished by the bidder with the Qualifications may be in any other language provided they are accompanied by a certified translation in the English language. Supporting materials which are not translated will not be considered. For the purpose of interpretation and evaluation of the Qualifications, the English language translation shall prevail.
  4. **Qualifications Costs:** The bidder shall bear all costs associated with the preparation and submission of its Qualifications. [PLACEHOLDER – DISCO NAME] will not be responsible or liable for these costs, regardless of the conduct or outcome of the procurement process.
  5. **Authority:** Each page of the Financial Qualifications, including the Annexes, Exhibits and Appendices, should be initialed by a person or persons duly authorized to sign on behalf of the Bidder and any associated individuals or Companies. Such authorization shall be indicated by one or more written *Powers of Attorney*.
  6. **Legality and Alterations:** Qualifications may be rejected if it is illegible or contains omissions, erasures, alterations, additions, or irregularities, except for those alterations necessary to correct errors made by the Bidder, in which case, such corrections shall be initialed by the person or persons signing the Qualifications.

# DOCUMENTS TO INCLUDE IN QUALIFICATIONS

* 1. Qualifications must include the following documents, which will be assessed to determine if the Bidder is acceptable to become a Pre-Qualified Organization. **Bidders are welcome to make joint submissions**. In the case of a joint submission, the required documents should be submitted for each organization involved in the joint bid
     1. **Signed Bidder Qualifications Checklist (Exhibit A)**
     2. **Signed Affidavit (Appendix 1)**
     3. **Company Description**
        1. Company(s) Details: Company name, country of incorporation, registered address, company’s website, year in which the company was established, company type of association, registration number (following the format of **Appendix 2a or 2b**)
        2. Contact Person: Contact Name, Address, email, phone number, position in company.
        3. Company Ownership: Name the direct and beneficial owners of the company and their share of ownership (following the format of **Appendix 3**)
        4. Board and Senior Management: List the names of all members of the board and executive management (following the format of **Appendix 4**)
           1. Certified copy of Resolution (e.g., executive management or board resolution) authorizing corporation's representative to file the Qualifications and sign subsequent agreements. Passport-size photograph of the authorized representative should be provided.
        5. Provide proof that at least one key member of the executive management staff has sufficient experience executing electricity generation projects.
        6. Provide the name of the bank currently in use.
        7. Certificate of Incorporation with Nigerian legal authority as a supporting document.
        8. Companies incorporated outside Nigeria are required to provide a proposed subcontractor or local partner. The company is still required to provide an incorporation certificate from its registered country.
        9. Provide a description of the relationship(s) between all parties in a joint submission and the roles each party will be expected to play in a DER project through a Memorandum of Understanding (MoU) between the parties on the joint submission or similar documents. (This is only required for joint submissions).
     4. **Integrity and Reputation**
        1. Declare any and all past criminal conviction, bankruptcy or insolvency of the firm, owners, directors, key personnel or key partners, or past insolvency of firms owned by the company’s owners.
           1. If there is nothing to declare, provide a sworn affidavit attesting to this.
        2. Provide all statutory and regulatory requirements
           1. Copy of most recent tax clearance certificate for a minimum period of two years or for the lifespan of the company if it was established less than two years ago.
           2. VAT registration certificate
           3. Evidence of VAT remittance. Newly registered companies are only required to provide their VAT registration certificates.
        3. Proof of a positive credit report and bank reference letter. A letter from a bank stating the company’s current account position can act as credit proof.
        4. Demonstrate that previous loans have been repaid in timely manner.
     5. **Experience & Skills**
        1. Experience developing and deploying electricity generation and distribution projects.
           1. Provide details of at least five generation and distribution electricity projects developed and deployed within the last 10 years. This should include details of the type of project, generation source(s), generation capacity, project timeline, the company’s role on the project, and the current operational status of the project.  
              The selected projects should either be the projects with the largest generation capacities or projects which include innovative technologies. At least two of the projects should have a Solar PV component.

To be qualified as Tier 2 Pre-Qualified Organizations, Bidders must have developed and deployed at least one electricity generation projects with a minimum capacity of 200kW. Bidders must have deployed and developed cumulative generation capacity of 1MW.

To be qualified as Tier 1 Pre-Qualified Organizations, Bidders must have developed and deployed at least two electricity generation projects with a minimum capacity of 3 MW. At least one of these projects must be in Africa. Bidders must have deployed and developed cumulative generation capacity of 20 MW.

* + - 1. Experience operating electricity generation and distribution projects
         1. Provide the current state of the electricity project(s) mentioned above (in construction, operational or decommissioned). Evidence of an operating electricity generation project includes energy generation data, energy transactions or sales data, current revenues from project etc.
         2. Provide list of operational generation assets, their location (country/region), and contact details of the projects’ customers. Include photographic (geo-tagged pictures) evidence
    1. **Financial Resources**
       1. Provide the audited financial statements of the company over the past three years.
          1. To be qualified as Tier 2 Pre-Qualified Organizations, Bidders must have had annual revenue of at least $500,000 **and** total assets of at least $2 million in two of the last three years.
          2. To be qualified as Tier 1 Pre-Qualified Organizations, Bidders must have had annual revenue of at least $1.5 million **and** total assets of $10 million in two of the last three years.
    2. **Technical Capacity**
       1. Provide valid license to operate as an electrical contractor issued by the Nigeria Electricity Management Service Agency (NEMSA).
       2. The license can be provided by a partner organization along with evidence of partnership.
       3. Provide evidence that at least one of the key personnel of the company or partner is a COREN registered engineer.
    3. **Implementation Capacity**
       1. Provide the full project implementation timeline for at least two projects implemented within the last 10 years, including one executed in Africa. This should include the country or region of the project, its generation capacity, and the actual start and end dates.

# RFQ PROCESS

* 1. **RFQ Process:** Bidders who are pre-qualified through this RFQ process will be eligible to be considered for subsequent procurement processes for renewable energy DER projects.
  2. **RFQ Schedule:** The schedule and deadlines set out in this section apply to this RFQ for [PLACEHOLDER – PROJECT NAME]. [PLACEHOLDER – DISCO NAME] reserves the right to revise this schedule at any time. [PLACEHOLDER – DISCO NAME] will notify Bidders if dates change as applicable. The proposed schedule and timetable are as follows:

|  |  |  |
| --- | --- | --- |
| **No.** | **ACTIVITY** | **DATE** |
| 1 | Issue of Request for Qualifications | [PLACEHOLDER – DATE]. |
| 2 | Deadline for submittal of queries and clarification by Bidder | [PLACEHOLDER – DATE]. |
| 3 | Deadline for [PLACEHOLDER – DISCO NAME] to answer queries and clarifications | [PLACEHOLDER – DATE]. |
| 4 | Deadline for Submission of Qualifications by Bidder | [PLACEHOLDER – DATE]. |
| 5 | Complete Evaluation of Qualifications and Notification of Pre-Qualified Organizations (Clarifications by [PLACEHOLDER – DISCO NAME] will be requested from Bidders as needed during this time) | [PLACEHOLDER – DATE]. |
| 6 | Issue of Request for Proposals | [PLACEHOLDER – DATE]. |

* 1. **Communication Channels:** All related communications between [PLACEHOLDER – DISCO NAME] and Bidders will be via email from [PLACEHOLDER – PROCUREMENT EMAIL] All other forms of communication are not considered official and are discouraged.
  2. **Sharing of Bidder Clarifications:** All clarification questions asked by Bidders and the responses to those questions that are relevant to all Bidders will be anonymized and shared with all Bidders.
  3. **Clarifications:** If necessary, after the deadline for submission of Qualifications, [PLACEHOLDER – DISCO NAME] may seek clarification from a Bidder regarding its Qualifications. The Bidder will also be advised of the date, time, and place for detailed clarification meeting(s) between [PLACEHOLDER – DISCO NAME] and such Bidder, if so required.
  4. **Additional Qualifications:** [PLACEHOLDER – DISCO NAME] reserves the right to solicit additional Qualifications, if it deems it necessary to do so, and has the right to submit requests for additional information to Bidders during the evaluation process.
  5. **Comprehensive**: Qualifications should be as comprehensive as possible to enable [PLACEHOLDER – DISCO NAME] to make a definitive and final evaluation of the Qualifications without further contact with the Bidder.
  6. **Notification of Pre-Qualified Organizations:** On completion of the evaluation process, [PLACEHOLDER – DISCO NAME] will inform organizations who satisfy the requirements of the RFQ that they have successfully become Pre-Qualified Organizations. [PLACEHOLDER – DISCO NAME] will also inform successful organizations if they have been pre-qualified as Tier 1 or Tier 2 Pre-Qualified Organizations.
  7. **Notification of Unsuccessful Bids:** On completion of the evaluation process, [PLACEHOLDER – DISCO NAME] will promptly inform organizations who do not satisfy the requirements of the RFQ that they were unsuccessful.

# RFQ QUALIFICATIONS EVALUATION

* 1. **Evaluators:** [PLACEHOLDER – DISCO NAME] is the sole evaluator of Qualifications.
  2. **Only Complete Qualifications:** [PLACEHOLDER – DISCO NAME] will evaluate and rank only Qualifications determined to be complete and substantially responsive to the requirements of the RFQ.
  3. **Right to Qualify Multiple Organizations:** [PLACEHOLDER – DISCO NAME] reserves the right to accept the qualifications of multiple organizations and provide the status of Pre-Qualified Organization to multiple organizations.
  4. **Right to Reject Qualifications:** [PLACEHOLDER – DISCO NAME] reserves the right to accept or reject any Qualifications and to reject all Qualifications, without thereby incurring any liability to the affected Bidders, their agents and/or assigns. [PLACEHOLDER – DISCO NAME] reserves the right not to award any bidder a contract in response to this RFQ and may terminate the selection process at any time without thereby incurring any liability to any Bidder, their agents and/or assigns.
  5. **Right to Provide Limited Qualification:** In lieu of rejecting Bidder(s)’ proposals to become pre-qualified organizations, [PLACEHOLDER – DISCO NAME] reserves the right to qualify Bidders to only submit bids for RFPs for certain RFPs if [PLACEHOLDER – DISCO NAME] deems the Bidder(s) do not have the qualifications to successfully execute projects in all project categories.
  6. **Combined Technical Capabilities:** To determine the combined technical capability of a Bidder comprised of more than one entity, each member shall complete and submit the applicable documents in Section 4 for evaluation.
  7. **Combined Financial Capabilities:** To determine the combined financial capability of a Bidder comprised of more than one entity, each member shall complete and submit the applicable documents in Section 4 for evaluation.
  8. ***DETERMINATION OF QUALIFICATIONS RESPONSIVENESS***
     1. **Evaluation Criteria:** The initial phase of the evaluation process is the determination of the Qualifications’ responsiveness. A bid will be deemed non-responsive if:
        1. It is not received by the due date and time established in the RFQ;
        2. It is not submitted in the required formats;
        3. Any required document is missing;
        4. Bidder Qualifications Checklist, Affidavit, and other documents requiring signatures are not signed by an authorized officer;
        5. It did not include a signed Mutual Confidentiality Agreement; or
        6. Qualifications fail to comply with any other specific requirements of the RFQ.
     2. **Minimum Threshold:** Once the complete and substantially responsive Qualifications have been identified, bids will be progressed to the next phase. Non-complete and responsive Qualifications will be rejected.

# CONFIDENTIALITY

* 1. In this RFQ, Bidder must sign a Mutual Confidentiality Agreement provided in Exhibit B. During the term of this RFQ or any RFPs, Bidders or Pre-Qualified Organizations may receive or have access to data and information that is confidential and proprietary to [PLACEHOLDER – DISCO NAME] and/or its Customers. All such data and information (“Confidential Information”) made available to, disclosed to, or otherwise made known to Bidder in connection with this RFQ or future RFPs shall be considered the sole property of [PLACEHOLDER – DISCO NAME] and/or its Customers. Confidential Information may be used by Bidder only for the purposes of performing the obligations of the Bidder hereunder. Bidder shall not disclose Confidential Information to any third party without the prior written consent of [PLACEHOLDER – DISCO NAME] and its Customers. Bidder shall not use or duplicate any proprietary information belonging to or supplied by [PLACEHOLDER – DISCO NAME] and/or its Customers, except as authorized by [PLACEHOLDER – DISCO NAME] and/or its Customers respectively. These obligations of confidentiality and non-disclosure shall remain in effect for indefinite period. The Bidder agrees that any response and discussion related to this RFQ thereto shall be considered Confidential Information. In the same vein of confidentiality, [PLACEHOLDER – DISCO NAME] shall not share, duplicate, or use the Proposals received by Bidders without the written permission of the Bidder. [PLACEHOLDER – DISCO NAME] shall not disclose Confidential Information to any third party without the prior written consent of the Bidder.

# DATA PROTECTION

* 1. Bidder acknowledges and agrees that, in the course of its activities hereunder, it may receive or have access to personal data and hereby agrees to comply with the terms and conditions set forth in this clause in its collection, receipt, use, transmission, storage, disposal, disclosure, or other dealings on such Personal Data (all these activities are herein collectively referred to as “processing”)
  2. Bidder shall:
     1. in processing the Personal Data, ensure full compliance with this Agreement and all Applicable Laws (especially the Nigeria Data Protection Regulation issued by the National Information Technology Development Agency – NITDA);
     2. keep and maintain all Personal Data in strict confidence, using such degree of care as is appropriate to avoid unauthorized access, use or disclosure except as permitted under this Clause;
     3. process the Personal Data solely and exclusively for the purposes for which the Personal Data, or access to it, is provided pursuant to the terms and conditions of this Agreement;
     4. not use, sell, rent, transfer, distribute, or otherwise disclose or make available the Personal Data for the Service Provider’s own purposes or for the benefit of anyone;
     5. implement administrative, physical and technical safeguards to protect the Personal Data in accordance with the international best practices on data security and shall ensure that all such safeguards, including the manner in which the Personal Data is processed comply with the Applicable Laws.
  3. For the purpose of this Clause, Personal Data means information that: (i) identifies or can be used to identify an individual (including, without limitation, names, signatures, addresses, telephone numbers, e-mail addresses, photograph and other unique identifiers); or (ii) can be used to authenticate an individual (including, without limitation, identification numbers, user account numbers, government-issued identification numbers, passwords or PINs, financial account numbers, and other such personal identifiers) or (iii) sensitive data in relation to an individual’s race or ethnicity, religious or philosophical beliefs, political opinions and views, trade union membership, etc.

# BIDDER’S RESPONSIBILITES

* 1. Each Bidder is expected to examine carefully all instructions, conditions, forms and terms in the RFQ and all clarifications and Addenda issued in connection with the RFQ. Failure to comply with the requirements of the RFQ, will be at the Bidder's own risk, and no relief will be given for errors or omissions by the Bidder. Pursuant to the RFQ, Qualifications which are not substantially responsive to the requirements of the RFQ will be rejected.
  2. It is the Bidder’s responsibility to submit all requested material by the deadlines specified in this RFQ.
  3. The Bidder should make its qualifications as comprehensive as possible so that [PLACEHOLDER – DISCO NAME] may make a definitive and final evaluation of the bidder’s qualifications without further contact with the Bidder.
  4. The Bidder will be responsible for any expenses Bidder incurs in connection with the preparation and submission of its Qualifications and/or any subsequent clarifications regarding its Qualifications in response this RFQ. [PLACEHOLDER – DISCO NAME] will not reimburse Bidders for their expenses under any circumstances, regardless of whether the RFQ process or future RFP processes proceed to a successful conclusion or is abandoned by [PLACEHOLDER – DISCO NAME] at its discretion.

# REASONS PRE-QUALIFIED ORGANIZATIONS CAN LOSE STATUS

* 1. Pre-Qualified Organizations can lose their status of being a Pre-Qualified Organization if:
     1. The time of three (3) years has passed since the Bidder(s)’s application to become Pre-Qualified Organization was approved by [PLACEHOLDER – DISCO NAME] .
     2. The Pre-Qualified Organization commits an act that results in the premature termination of an agreement at the fault of the Pre-Qualified Organization.
     3. The Pre-Qualified Organization would no longer qualify under the requirements and qualifications required by this RFQ (e.g., declaring bankruptcy since becoming a Pre-Qualified Organization).
  2. Pre-Qualified Organizations that have lost their status can re-apply to be a Pre-Qualified Organization if:
     1. The Pre-Qualified Organization lost their status due to the time period of qualification expiring.
     2. If the Pre-Qualified Organization can prove the reason they lost their status has been remedied.

# CONTACT INFORMATION

* 1. All related communications between [PLACEHOLDER – DISCO NAME] and Bidders will be via [PLACEHOLDER – PROCUREMENT EMAIL]. All other forms of communication are not considered official and are discouraged.

# APPENDICES: REQUIRED BIDDER DOCUMENTATION

* 1. All Appendices are in the following pages.

### APPENDIX 1: AFFIDAVIT

Affidavit

I, ............................................................................, being duly sworn do make oath and say as follows:

1. That I am of legal age and reside at:

........................................................................................................................

........................................................................................................................

*(Address)*

2. That I am the ..................................................................................... of the

*(Official Capacity)*

...................................................................., corporation/association/company,

*(Name of Firm)*

duly organized under the Laws of .......................................................................

*(Name of Country)*

3. That personally, and as ........................................................................ for and;

*(Official Capacity)*

on behalf of the corporation/association/company, I hereby certify that:

i. All statements made in this Bidder’s Qualifications and in the required attachments are true and

correct,

ii. These Qualifications are submitted for the express purpose of becoming a Pre-Qualified Organization,

iii. The Bidder will make available to [PLACEHOLDER – DISCO NAME] any information they may find necessary to verify any item in these Qualifications or regarding the competence and general reputation of the Bidder,

iv. That I am duly authorized by the corporation/association/company to make these representations and to sign these Qualifications.

v. The Bidder hereby represents that there are no liabilities, lawsuits, debts, etc. that could reasonably be expected to materially affect the Bidder's ability to arrange the necessary financing for the successful implementation of the proposed Project.

Signature: ...........................................................................................................

(Secretary/General Partner/ Individual Contractor/Applicant)

SUBSCRIBED AND SWORN TO before me this ................... day of .............................. 202.....

at ...........................................................................................

Notary Public/Justice of the Peace:

................................................................................................................

### APPENDIX 2a: APPLICANT’S ORGANIZATION\*

|  |  |
| --- | --- |
| Date: |  |
| Entity’s Name: |  |
| Entity’s Country of Incorporation: |  |
| Entity’s Address: |  |
| Entity’s Email Contact: |  |
| Entity’s Website: |  |
| Telephone No: |  |
| Fax No: |  |
| Address of Registered Office: |  |
| Local Contact and Address (if applicable): |  |
| Year Organized: |  |
| Type of Association: |  |
| Registration Number: |  |

\*In the event that the Applicant is comprised of more than one entity, separate forms shall be submitted for each such entity.

### APPENDIX 2b: ASSOCIATED ORGANISATION\*

|  |  |
| --- | --- |
| Date: |  |
| Entity’s Name: |  |
| Entity’s Country of Incorporation: |  |
| Entity’s Address: |  |
| Entity’s Email Contact: |  |
| Entity’s Website: |  |
| Telephone No: |  |
| Fax No: |  |
| Address of Registered Office: |  |
| Contact and Address (if applicable): |  |
| Year Organized: |  |
| Type of Association: |  |
| Registration Number: |  |

\*Individual form shall be submitted for each associated entity. Submit additional sheets as necessary.

### APPENDIX 3: COMPANY OWNERSHIP

List below all shareholders and other persons owning 5% or more of stock or other interest in the Bidder, the Associated Entities and/or the ESCO.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME | TYPES OF INTEREST OR NUMBER OF SHARES OWNED | VALUE | EXTENT OF CONTROL (%)\*\* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |

\* In the event that the Bidder is comprised of more than one entity, separate forms shall be

submitted for each such entity.

\*\* Equity holdings

APPENDIX 4: BOARD AND SENIOR MANAGEMENT

MEMBERS OF THE BOARD OF DIRECTORS

NAME DESIGNATION

.................................................... ........................................................

.................................................... ........................................................

.................................................... ........................................................

.................................................... ........................................................

.................................................... ........................................................

State below the name of the individual who is actively managing the affairs of the Company.

NAME: .................................................................................................................

ADDRESS: .............................................................................................................

DESIGNATION: .....................................................................................................

Herewith attached is a certified copy of Resolution (e.g., executive management or board resolution) authorizing corporation's representative to file the Qualifications and sign subsequent agreements.

\* In the event that the Applicant is comprised of more than one entity, separate forms shall be submitted for each such entity.

SENIOR MANAGEMENT

NAME DESIGNATION

.................................................... ........................................................

.................................................... ........................................................

.................................................... ........................................................

.................................................... ........................................................

.................................................... ........................................................

# SUPPORTING EXHIBITS

## EXHIBIT A: BIDDER QUALIFICATIONS CHECKLIST

Attached separately is the Bidder Qualifications Checklist (in Microsoft Excel). As part of the required Qualifications documents, Bidders must submit a PDF of a signed copy which has each of the "Developer" boxes ticked with an X.

## EXHIBIT B: MUTUAL CONFIDENTIALITY AGREEMENT

Attached separately is the Mutually Confidentiality Agreement that must be signed and returned with the Qualifications documents by the Bidder.

## 