

## TERMS OF REFERENCE

### REQUEST FOR QUOTATION OF EQUIPMENT FOR DATA COLLECTION AND ANALYSIS FOR INDUSTRIAL ENERGY EFFICIENCY (IEE) AND RESOURCE EFFICIENT CLEANER PRODUCTION (RECP)

#### Project Title

*Improving Nigeria's Industrial Energy Performance & Resource Efficient Cleaner  
Production through Programmatic Approaches & the Promotion of Innovation in  
Clean Technology Solutions*

No. 3000089025

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## **1. BACKGROUND INFORMATION**

### **1.1 Beneficiary country**

Federal Republic of Nigeria.

### **1.2 Contracting authority**

ECOWAS Center for Renewable Energy and Energy Efficiency (ECREEE).

### **1.3 Introduction**

The ECOWAS Centre for Renewable & Energy Efficiency (ECREEE) is the project execution partner. The objectives of ECREEE are to assist the ECOWAS countries to improve energy access, energy security and climate change mitigation by promoting an enabling environment for RE & EE investment in various fields of sustainable development. ECREEE will function within the scope of a project knowledge management partner and as a vector for regional dissemination of the different project methodologies as well as a mechanism for international expertise retention.

The project: “Improving Nigeria's Industrial Energy Performance & Resource Efficient Cleaner Production through Programmatic Approaches & the Promotion of Innovation in Clean Technology Solutions (NGN IEE-RECP Project)” aims to accelerate the adoption of Industrial Energy Efficiency (IEE) and to improve enterprise environmental performance under the wider umbrella of Resource Efficiency and Cleaner Production (RECP) best practices and innovative approaches within selected small, medium and large scale industrial enterprises in Nigeria. This will not only inculcate industrial energy efficiency and optimization, materials, water and chemicals efficiency and cleaner production but also contribute to environmental sustainability, increased energy access and industrial financial improvement.

The Project will primarily [but not exclusively] target the following sub-sectors within the industrialized zones in Nigeria (Warri, Asaba/Onitsha, Aba, Port Harcourt, Calabar, Kano, and Kaduna): (i) building materials (brick, cement, wood and other input materials); (ii) iron and steel; (iii) non-ferrous metals; (iv) food processing; (v) agriculture; (vi) glass; (vii) breweries and distilleries; and (viii) manufacturing sub-sectors including automotive vehicle production. Regarding the thematic area of RECP, the Project will deploy and nationally institutionalize UNIDO's standards RECP technical assistance package which entail the continuous application of preventive environmental strategies to processes, products and services in order to increase efficiency and reduce risks to humans and the environment. RECP addresses three sustainability dimensions individually and synergistically: (i) Production efficiency, which emphasizes the optimization of productive use of natural resources - materials, chemicals, energy and water; (ii) Environmental management, which deals with the minimization of impacts on environments and nature through the reduction of waste and emissions; and (iii) Social enhancement, which targets the minimization of industrial/chemical risks to the well-being of workers and communities. The Nigerian (NGN) IEE/RECP Project contains five primary activity components and a sixth Monitoring & Evaluation Component:

- i. Component One: Strengthening of National Industrial and Environmental Policies and Regulatory Frameworks for IEE and Environmental Management Standards*



- ii. Component Two: Modular IEE EnMS/ESO and RECP Industrial Enterprise and Engineering Consultancy Base Training and Capacity Building Programme*
- iii. Component Three: EnMS, ESO, and RECP Piloting and Demonstration Programme*
- iv. Component Four: Enhanced Investment in industrial Energy Efficiency Improvement and Cleaner Production within Relevant Sub-Sectors of the Nigerian Industry*
- v. Component Five: Industrial and Commercial EnMS, ESO and RECP Awareness, Promotion, Service Demand Generation and Sharing of Lessons Learned.*

## **2. OBJECTIVES OF THE ToR**

ECREEE is to provide some necessary measuring equipment for both the IEE and RECP data collection and analysis to conduct the implementation of the Energy Management System (EnMS) based on ISO 50001 and the implementation of the RECP based on the ISO 14000 series. As a result, ECREEE has hired an international and professional consultant, Fegerl Consulting – Studio Salzburg, to identify some relevant equipment that will be used for the implementation of the project.

**The overall objective of this ToR** is therefore to request for the quotation of the list of the attached equipment necessary for collecting IEE data to assess EnMS based on ISO 50001 and RECP data to assess cleaner production based on ISO 14000 series.

### **Specific objectives are:**

- Quotation for the equipment for IEE and RECP (See attached list in Annex A)
- Details of equipment

### ***Power supply in Nigeria***

**N.B. Power supply requirement for electrical appliances: Nigeria operates on a 230V supply voltage and 50 Hz.**

## **3. SCOPE OF THE WORK**

The scope of work is divided into the following work packages:

- i. Price quotation of the list of the attached equipment for IEE, and RECP
- ii. Provide the user manual for each equipment.
- iii. Conduct training (virtual or physical) on the use and maintenance of the equipment.

## **4. LOGISTICS AND TIMING**

### **4.1 Location**

Services will be delivered at:

- Consultants' home office base and
- Partner institutions in Lagos, Nigeria

### **4.2 Commencement date & Duration of the assignment**

- i. Commencement of the work: May 5, 2023
- ii. End of the work: June 30, 2023.



Quotations will be sent to ECREEE at: [iee-recp@ecreee.org](mailto:iee-recp@ecreee.org)

#### 4.3 Successful candidates

The successful candidate will receive a letter of award from ECREEE to supply the equipment with specified delivery timing based on the location of the supplier, and the mode of payment to him to be agreed upon.

#### 4.4 Work packages and deliverables schedules

The schedule of the activities is given in the table 1.

**Table 1: Time frame and deliverables**

Activities /tasks	Dates	Deadlines	Deliverables
1. Publication date and deadline for the TOR publication	May 4, 2023	June 15, 2023	- TOR Published - Applications received
2. Opening of Bids	June 15, 2023	June 16, 2023	By ECREEE
3. Evaluation of Bids	June 16, 2023	June 23 2023	By ECREEE
4. Compilation of evaluation report	June 23, 2023	June 23, 2023	ECREEE
5. Selection of successful candidate letter of awards and contract signed	June 26, 2023	June 27, 2023	Supplier selected
6. Delivery of Equipment	June 28, 2023	July 28, 2023	Equipment delivered
7. Payment to the successful quotation supplier	June 30, 2023	August 15, 2023	Payment done
8. Delivery of the equipment to PMU	August 15, 2023	August 15, 2023	Equipment delivered to PMU

### 5. DELIVERY OF EQUIPMENT

The supplier should send a quotation for the equipment including:

- any necessary interconnection cables;
- Software to collect and process measurements.
- User manuals.

#### 5.1 Delivery location

All listed equipment/instruments are to be delivered to the MAN office located in Lagos, Nigeria.

#### 5.2 Delivery period

Kindly refer to table 1, above.

#### 5.3 Taxes and duty

Bids must be exclusive of VAT and other applicable taxes.



#### 5.4 Taxes Warranty and Other General Requirements

- All items should be guaranteed for a minimum period of 12 months standard and as per the warranty given by the manufacturer. The supplier should guarantee the quality and completeness of equipment as specified under above mentioned Equipment Specifications and Safety Considerations.
- Mechanical, electrical, performance and safety guarantee for supplied should be quoted for at least 12 months after delivery and acceptance of the equipment.
- All measuring equipment/instruments should have a calibration certificate valid for 12 months from the date of purchase.
- The list for the standard set of spare parts such as cable connectors and fittings for 12 months must be an organic part of the offer.
- The supplier must have a local representative/agent located in Nigeria who can maintain the equipment (if needed) and supply any required spare parts.
- All programming software (e.g., operating system) must be included.
- Equipment charging packs must be configured for the Nigerian power socket configuration.
- The following technical documentation have to be supplied in together with the bid:
  - Catalogues and any relevant information should be in English.
  - Local representative/agent/authorized dealers contact details.
- The following technical documentation must be supplied in both hard and soft formats at the delivery of the goods.
  - Assembling instructions
  - Operation manual
  - Maintenance manual - Safety maintenance and servicing manual
  - Calibration certificate
- All supply equipment should comply with the climatic conditions of Nigeria, easy to maintain, and spare parts available in Nigeria, as much as possible.

#### 6. AWARD CONDITIONS

ECREEE reserves the right to split award between any suppliers in any combination, as it may deem appropriate. If the bid is submitted on an "all-or-none" basis, it should be clearly stated as such in your response to this tender.

#### 7. QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

##### 7.1 Professional experience and technical experience

The equipment provider should have a minimum of five (5) years of general professional experience in the supply, operation and maintenance of the requested equipment. The supplier/provider should have experience working with regional organizations in West Africa or African countries and international organizations such as the UN or other international development organizations, specifically in Nigeria.

##### 7.2 Qualification requirements

- Recognized and/or registered as a legal entity (copy of Certificate of Incorporation) with at least five (5) years' experience in supplying similar equipment.
  - **Profitability**



- Profit Margin Ratio or Return on Assets Ratio should preferably be positive. In case of negative profit margin ratio, ECREEE may request additional documents and/or adapt payment terms and conditions.
  - **Solvency**
- A solvency ratio should preferably be more than one (1). In case of negative solvency, ECREEE may request additional documents and/or adapt payment terms and conditions.
  - **Turnover**
- The average annual turnover for the past three (3) years (or for the period of time the bidder has been in business if it has not yet reached three (3) years) should be at least 1 time more than the anticipated value of the contract.
- Audited Financial Statements/Balance Sheets of the past 3 years.
- Completed ECREEE Bank Information Form.
- Completed ECREEE Statement of Confirmation.

### 7.3 Evaluation criteria

- Compliance with the Technical Specifications.
- Authorized dealer/suppliers;
- Experience in supplying similar equipment in ECOWAS member states, and sub-Saharan regions.
- Delivery of equipment/tools not later than 4 weeks after order.
- Bid validity sixty (60) days.
- Local/regional representation.
- Complete catalogues and information on the offered equipment including origin of goods.

#### **Note to suppliers:**

A circular economy is an economic system that tackles global environmental challenges like climate change, biodiversity loss, waste, and pollution. It is a framework of four principles, driven by design: eliminate waste and pollution, keep products and materials in use, regenerate natural ecosystems and use of renewable energy. **Bidders are encouraged** to display the products' circularity and sustainability compliance with the Economic, Social and Governance principles. (<https://www.unglobalcompact.org/takeaction/leadership/integrate-sustainability/roadmap/supply-chain>).

## 8. REPORTS

Reports are to be in English.

#### **Deficiency of services of parties**

In order to assess progress, identify difficulties and rapidly take appropriate measures to overcome them, the service provider has to inform the ECREEE Project Management immediately in writing by email to: [cdiarra@ecreee.org](mailto:cdiarra@ecreee.org) of **any** difficulties in providing the contracted services.



### **DISCLAIMER**

All information, figures and data presented in this Terms of Reference are the property of ECREEE and protected by copyrights. No part or parts of this document shall be used for purposes other than preparing the proposal.

### **9. APPLICATION PROCEDURE**

The supplier/seller should submit the quotation in English language and electronically by June 27, 2023, 23:59 UTC-1. The supplier shall submit the **offer in English** to: **iee-recp.equipment@ecreee.org**

This TOR has been published on May 3, 2023.

### **10. ANNEXES**

***Annex A: IEE-RECP Equipment list***