# JUBA ELECTRICITY DISTRIBUTION COMPANY LTD (JEDCO)

### Request for Proposals (RFP)

Procurement of consultancy Service to study aggregate Technical and Commercial losses of distribution networks and Billing Efficiency with international practice

RFP No: JEDCO/Eng/2024

**Client: JEDCO** 

Country: Republic of South Sudan

Issued on: August 06, 2024



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#### Section 1. Letter of Invitation

Name of Assignment: procurement of consultancy Service to study aggregate Technical and Commercial losses JEDCO distribution networks and Billing Efficiency with international practice

RFP Reference No: JEDCO/Eng/2024 Country: Republic of South Sudan

Issued On: August 6, 2024

#### To:

#### Dear Sir/Madam;

- 1. JEDCO, an implementing company for which this Request for Proposals is issued. Juba Electricity Distribution company Ltd (JEDCO) is seeking a consulting firm for the purpose studying aggregate Technical and Commercial losses together with Billing Efficiency of JEDCO distribution networks with proposal
- 2. The board of directors of JEDCO has given direction to procure a consulting form capable and having international experience to carry out the study of the technical and commercial losses at the international standard.
- 3. The committee has been formed with the responsibility to prepare RFP, to set an evaluation criterion, to select the best candidate firm, and finally to negotiate the price and to sign the contract agreement with the consulting firm.
- 4. JEDCO now invites consultants to provide the following consulting services (hereinafter called "Services"): Consultancy Services to carryout the technical and commercial losses and billing efficiency of the distribution networks of Juba
- 5. This Request for Proposals (RFP) has been tendered openly to the consulting firms with international experience and capable to address the assignment to the international standard taking into consideration all the network components of Juba distribution networks.
- 1. It is not permissible to transfer this invitation to any other consulting firm.
- 2. A firm will be selected based on its Full Technical Proposal (FTP) and financial proposal standard form as described in this RFP;
- 3. The RFP includes the following documents:

Section 1 - Letter of Invitation



Section 2 - Instructions to the Consulting Firm and Data Sheet

Section 3 - Technical Proposal: FTP- Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

4. Please inform us by August 16, 2024, in writing at:

Attention to: Mr. Wondimu Tenkir,

**JEDCO** 

Head Quarter, located around Mauna, near to Mauna Clinic,

Tel: +211-928553636

Juba, RSS

Electronic mail address: ceo@jedcopower.com

- a) That you have received this Request for Proposals; and
- (b) Whether you intend to submit a proposal following Instructions to Consultants (ITC), Data Sheet 15, and 16
- (c) The dead line for submission of RFP is no later than August 26, 2024 before 11:00PM

5. Details on the proposal's submission date, time and address are provided in Clauses 17.1 to 17.9 of the ITC.

South Sudan

With Regards.

Wondimu Tenkir,

**Managing Director, JEDCO** 

#### Section 2. Instructions to consultanting Firms and Data Sheet

#### A. General Provisions

#### 1. Definitions

- (a) "Client" means the implementing agency that signs the Contract for the Services with the selected Consultant. In this case it is "Juba Electricity Distribution Company Limited, JEDCO"
- (b) "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract. In this case the consulting Firm is called as a consultant.
- (c) "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (d) "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to overwrite, the provisions of the ITC.
- (e) "Day" means a calendar day.
- (f) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Subconsultant or Joint Venture member(s).
- (g) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal.
- (h) "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.
- (i) "LOI" (this Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the Consultants, if any.
- (j) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who



- is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (k) "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.
- (1) "RFP" means the Request for Proposals to be prepared by the Client for the selection of consultants, based on the SRFP.
- (m) "SRFP" means the Standard Request for Proposals, which must be used by the Client as the basis for the preparation of the RFP.
- (n) "Services" means the work to be performed by the Consultant pursuant to the Contract. The service that should be done by the consultant is "procurement of consultancy Service to study aggregate Technical and Commercial losses distribution network and Billing Efficiency with international practice"
- (o) "TORs" (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

#### 2. Introduction

- 2.1 The Client named in the **Data Sheet** intends to select a consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the **Data Sheet**.
- 2.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.
- 2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the Consultants' expense.
- 2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required



for the preparation of the Consultant's Proposal as specified in the **Data Sheet**.

#### 3. Conflict of Interest

- 3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interest paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- 3.2 The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Bank.
  - 3.2.1 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:

### a. Conflicting activities

(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

# b. Conflicting assignments

(ii) Conflict among consulting assignments: a Consultant (including its Experts) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.

# c. Conflicting relationships

(iii) Relationship with the Client's staff: a Consultant (including its Experts ) that has a close business or family relationship with a professional staff, who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to



the client throughout the selection process and the execution of the Contract.

#### 4. Unfair Competitive Advantage

4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

#### **B.** Preparation of Proposals

### 5. General Considerations

- 5.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 6. Cost of Preparation of Proposal
- 6.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.

#### 7. Language

- 7.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the language(s) specified in the **Data Sheet**.
- 8. Documents
  Comprising the
  Proposal
- 8.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.
- 8.2 If specified in the **Data Sheet**, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract.
- 9. Only One Proposal
- 9.1 The Consultant shall submit only one Proposal, either in its own name. If a Consultant, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet**.
- 10. Proposal Validity
- 10.1 The Data Sheet indicates the period during which the



Consultant's Proposal must remain valid after the Proposal submission deadline.

10.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

10.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation.

# a. Extension of Validity Period

10.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

10.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.

10.6. The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

#### b. Substitution of Key Experts at Validity Extension

10.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

10.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.

#### 11. Clarification and Amendment of RFP

11.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the **Data Sheet**. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described



below:

- 11.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all Consultants and will be binding on them. The Consultants shall acknowledge receipt of all amendments in writing.
- 11.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.
- 11.2 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.
- 12. Preparation of
  Proposals –
  Specific
  Considerations to
  financial proposal
- 12.1 While preparing the Proposal, the Consultant must give particular attention to the following:
  - 12.1.1 The Client may indicate in the **Data Sheet** the Key Experts schedule of the auditing period. The Proposal shall be based on the Consultant's own technical and financial proposal of the Audit work.
  - 12.1.2 The Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the **Data Sheet**.
  - 12.1.3 The financial proposal shall be lamp sum and shall indicate whether it is inclusive or exclusive of taxes, is given in the **Data Sheet**.
- 13. Technical Proposal Format and Content
- 13.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non-responsive.
  - 15.1.1 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.
- 13.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the **Data** Sheet and using the Standard Forms provided in Section 3 of the RFP.



# 14. Financial Proposal

14.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b)reimbursable expenses indicated in the **Data Sheet**.

#### a. Price Adjustment

14.2 For assignments with 15 days there is no price adjustment provision for foreign and/or local inflation for remuneration rates applies if so, stated in the **Data Sheet**.

#### b. Taxes

14.3 The Consultant and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**.

# c. Currency of Proposal

14.4 The Consultant may express the price for its Services in the currency as stated in the **Data Sheet**.

# d. Currency of Payment

14.5 Payment under the Contract shall be made in the currency in which the payment is requested in the Proposal.

#### C. Submission, Opening and Evaluation

# 15. Submission, Sealing, and Marking of Proposals

- 15.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms. The submission can be done by mail or by hand. If specified in the **Data Sheet**, the Consultant has the option of submitting its Proposals electronically.
- 15.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.
- 15.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- 15.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 15.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL", "[Name of the Assignment] ",



reference number, name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE]."

- 15.6 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."
- 15.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]".
- 15.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 15.9 The Proposal or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

#### 16. Confidentiality

- 16.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.
- 16.2 Any attempt by consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.
- 16.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award



publication, if a consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.

# 17. Opening of Technical Proposals

- 17.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals. The opening date, time and the address are stated in the **Data Sheet**.
- 17.2 At the opening of the Technical Proposals the following shall be read out: (i) the name of the Consultant the name; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

# 18. Evaluation of Technical Proposals

18.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

# 19. Financial Proposals for QBS

- 19.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.
- 19.2 If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.
- 20. Opening of
  Financial Proposals
  (for QCBS, FBS,
  and LCS methods)
- 20.1 After the technical evaluation is completed, the Client shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. The Client shall simultaneously notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the



Consultants sufficient time to make arrangements for attending the opening. The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet**) is optional and is at the Consultant's choice.

20.2 The Financial Proposals shall be opened by the Client's evaluation committee assigned by the Board of Directors (BOD) of JEDCO whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion (if any), shall be read aloud (if any). The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

#### 21. Correction of Errors

- 21.1 Activities and items 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, and no corrections are made to the Financial Proposal.
- 21.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.

#### 22. Taxes

22.1 The Client's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in the Client's country in accordance with the instructions in the **Data Sheet**.

# 23. Conversion to Single Currency

For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the **Data Sheet**.

24. Combined Quality and Cost Evaluation

a. Quality- and Cost-BasedSelection (QCBS)

24.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the **Data Sheet**. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.



#### b. Least-Cost Selection

24.2 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.

#### D. Negotiations and Award

#### 25. Negotiations

- 25.1 The negotiations will be held at the date and address indicated in the **Data Sheet** with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.
- 25.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.

#### a. Availability of Key Experts

25.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.

# b. Technical negotiations

25.4 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

# c. Financial negotiations

25.5 The negotiations include the clarification of the Consultant's tax liability. If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.

# 26. Conclusion of Negotiations

- 26.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative.
- 26.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the



negotiations informing the Consultant of the reasons for doing so. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.

#### 27. Award of Contract

- 27.1 After completing the negotiations, the Client shall prepare draft Contract, if applicable; sign the Contract; publish the award information as per the instructions in the **Data Sheet**; and promptly notify the other Consultants.
- 26.1 The Consultant is expected to commence the assignment on the date and at the location specified in the **Data** Sheet.



#### **Instructions to Consultants**

#### E. Data Sheet

	A. General
ITC Clause Reference	
1 (c)	Country: The Republic of South Sudan.
2.1	Name of the Client: Juba Electricity Distribution Company Ltd (JEDCO)  Method of selection: List cost selection  The Applicable Guidelines: Selection and Employment of Consultants to study aggregate Technical and Commercial losses of distribution network and Billing Efficiency with international practice"
2.2	Financial Proposal to be submitted together with Technical Proposal: Yes The name of the assignment: procurement of consultancy Service to study aggregate Technical and Commercial losses of distribution network and Billing Efficiency with international practice"
2.3	A pre-proposal conference will be held: No
2.4	The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: Details of inputs and data to be provided are described in the Terms of Reference (Section 7).
4.1	None.
	B. Preparation of Proposals
9.1	This RFP has been issued in the <b>English</b> language.  Proposals shall be submitted in <b>English</b> language.  All correspondence exchange shall be in <b>English</b> language.
10.1	The Proposal shall comprise the following:  1st Inner Envelope with the Technical Proposal:  AND  AND



	2 <sup>nd</sup> Inner Envelope with the Financial Proposal:
	Technical Proposal and Financial Proposal shall be submitted in separate Envelope as stated above.
10.2	Statement of Undertaking is required: Yes
11.1	Participation of Key Experts and Non-Key Experts in more than one Proposal is permissible: Yes
12.1	Proposals must remain valid for 15 days calendar days after the proposal submission deadline.
13.1	Clarifications may be requested no later than 5 days prior to the submission deadline.
	The contact information for requesting clarifications is:
	Attention: Mr. Wondimu Tenkir
	JEDCO Head office
	Hai Mauna, EZRA Compound; Near to Mauna Clinic
	Juba, RSS Email: ceo@jedcopower.com
14.1.1	Consultants may associate with
	(a) non-shortlisted consultant(s): No
	Or (b) other Consultants: No
14.1.2	The Consultant's Proposal must include the minimum Key Experts.
14.1.3	Not Applicable
14.1.4 and 27.2	Not Applicable.
15.2	The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP).
16.1	Financial Proposal shall be in lamp sum for the consultancy assignment.
L	



16.2	A price adjustment provision applies to remuneration rates: No
16.3	The Consulting firm, and its experts shall be responsible for meeting all tax liabilities including all applicable local taxes. All duties, taxes, and other levies payable by the Consultant firm under the Contract shall be the responsibility of the consultant and the expert (Key experts).
16.4	The Financial Proposal shall be stated in the following currencies:
	Consultant may express the price for their Services in USD (or SSP).
	C. Submission, Opening and Evaluation
17.1	The Consultants shall not have the option of submitting their Proposals electronically.
17.4	The Consultant must submit:
	(a) Technical Proposal: one (1) original and one (1) digital copy.
	(b) Financial Proposal: one (1) original and one (1) digital copy.
17.7 and 17.9	The Proposals must be submitted no later than:
17.9	August 26, 2024 before 11:00AM
	The Proposal submission address is:
	JEDCO Head office
	Hai Mauna, EZRA Compound; Near to Mauna Clinic
	Juba, RSS
19.1	An online option of the opening of the Technical Proposals is offered: No
	The opening shall take place at:
	JEDCO head Office;
	Hai Mauna, EZRA Compound; Near to Mauna Clinic
	On August 26, 2024 at 2:30PM
19.2	In addition, the following information will be read aloud at the opening of



#### the Technical Proposals: Not Applicable.

#### 21.1 Criteria and point system for the evaluation of the Full Technical Proposals:

No	Criteria, sub-criteria	Point (%)
I	Specific experience of the Consultant (as a firm) relevant to the Assignment:	10
П	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):	55
	a) Technical approach and methodology [15%]	
	b) Work plan [5%]	
	c) Organization and staffing [5%]	
	[Notes to Consultant: The Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts]	
III	Key Experts' qualifications and competence for the Assignment:	35
	{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}	
	a) Position K-1: [Audit Manager] 12 points	
	b) Position K-2: [Audit Supervisor] 10 points	
	c)Position K-3: [Audit Senior] 8 points	
	d)Position K-4: [Technical Audit senior]7 points	
	e) Position K-5: [Procurement Auditor] 8 points	
	Total points for criteria (iii):	
	The number of points to be assigned to each of the above positions shall be determined considering the following two sub-criteria and relevant percentage weights:	
	1) General qualifications (general education, training, and experience): weight- 40 %	
	2) Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments): weight-60%	

27.1 The lowest evaluated Financial Proposal (Fm) is given the maximum financial



(QCBS only)	score (Sf) of 100.  The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:
	Sf = 100 x Fm/F, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.
	The weights given to the Technical (T) and Financial (P) Proposals are: $T=0.70$ , and $P=0.30$
	Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights ( $T =$ the weight given to the Technical Proposal; $P =$ the weight given to the Financial Proposal; $T + P = 1$ ) as following: $S = St \times T\% + Sf \times P\%$ .
	D. Negotiations and Award
28.1	Expected date and address for contract negotiations:  Date: September 2 <sup>nd</sup> , 2024
	JEDCO
	Address: Hai Mauna, EZRA Compound; Near to Mauna Clinic
30.1	The publication of the contract award information will be done as follows: UNDB online. The publication will be done within 15days after the contract award.
30.2	Expected date for the commencement of the Services:
	Date: September 10th, 2024
	Address: Hai Mauna, EZRA Compound; Near to Mauna Clinic





#### Section 3. Technical Proposal – Standard Forms

#### CHECKLIST OF REQUIRED FORMS

Required for FTP	FORM	DESCRIPTION	Page Limit
<b>√</b>	TECH-1	Technical Proposal Submission Form.	
✓	TECH-2	Consultant's Organization and Experience.  Certificate of incorporation;  Tax identification and Tax clearance;  List of clients with similar services;  Bank statement  Operational license  Audit report for the last two years	
<b>✓</b>	TECH-2A	A. Consultant's Organization	
✓	TECH-2B	B. Consultant's Experience	
✓	TECH-3	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
✓	TECH-4	Work Schedule and Planning for Deliverables	
1	TECH-5	Team Composition, Key Experts Inputs	
1	TECH-6	Curriculum Vitae (CV)	

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.



#### FORM TECH-1

#### TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}
To: [Name and address of Client]
Dear Sirs:
We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RFP: "We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.
We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.
We understand that the Client is not bound to accept any Proposal that the Client receives.
We remain,
Yours sincerely,
Authorized Signature {In full and initials}:
Name and Title of Signatory:
Name of Consultant (company's name or JV's name):
In the capacity of:
Address:
Contact information (phone and e-mail):



#### FORM TECH-2 (FOR FULL TECHNICAL PROPOSAL ONLY)

#### CONSULTANT'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. It also includes (Certificate of incorporation; Tax identification and Tax clearance; List of clients with similar services; Bank statement Operational license Audit report for the last two years)

#### A - Consultant's Organization

- 1. Provide here a brief description of the background and organization of your company and the assignment.
- 2. Include organizational chart, a list of Board of Directors (if any), and beneficial ownership (if Applicable)

#### **B** - Consultant's Experience

- 1. List only previous similar assignments successfully completed in the last [five years] years.
- 2. List only those assignments for which the Consultant was legally contracted by the Client as a company. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by the Client.

Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment
	brief description of main	brief description of main & Country of	brief description of main deliverables/outputs  Assignment  Contract value (in US\$ equivalent)/ Amount paid to



#### FORM TECH-3 (FOR FULL TECHNICAL PROPOSAL ONLY)

# DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology in response to the Terms of Reference.

(Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}
- a) <u>Technical Approach and Methodology.</u> {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.
- b) Work Plan. {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) <u>Organization and Staffing.</u> {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}



# FORM TECH-4(FOR FTP ONLY)

# WORK SCHEDULE AND PLANNING FOR DELIVERABLES

Starting Date:

		Т					T		
	TOTAL								
	ء								
onth]	:								
,	6								
of the	∞								
es [days	7								
Schedule of Deliverables [days of the ,,,,,,, month]	9								
e of Del	5								
chedul	4								
5	8								
	2								
	H								
(a to) soldenssign	Deliver dolles (D-1::::)								
-	2	D-1							

List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals.

2 Duration of activities shall be indicated in a form of a bar chart.

3. Include a legend, if necessary, to help read the chart.



Section 3. Technical Proposal - Standard Forms

FORM TECH-5(FOR FTP ONLY)

# TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS [THE CONSULTANT MAY USE OTHER SIMILAR FORMAT]

Š	Name	Expert's input	t per each D	Expert's input per each Deliverable (listed in TECH-5)	ed in TEC	(J-1)			
		Position	D-1	D-2	D-3	***************************************	D		
K	KEY EXPERTS							-	
K-1									
K-2									
K-3									
z									
킱	NON-KEY EXPERTS			-		-			
N-1									
N-2									
									-
z									



#### FORM TECH-6

#### **CURRICULUM VITAE (CV)**

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
<b>Country of Citizenship/Residence</b>	

Education:	{List	college/university	or	other	specialized	education,	giving	names	of
educational i	instituti	ons, dates attended,	deg	gree(s)/	diploma(s) ol	btained}			
						V			

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005- present]	[e.g., Audit manager/advisor/consultant to		
	For references: Tel/e-mail; Mr. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications:	
Language Skills (indicate only languages in which you can work):	



#### Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH-5 in which the Expert will be involved)	
	-4.5-

Expert	3	contact	information:	(e-mail, phone	)
--------	---	---------	--------------	----------------	---

#### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

		{day/month/year}
Name of Expert	Signature	Date
		{day/month/year}
Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date



#### Section 4. Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2. [similar format for financial proposal can be used]

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs



#### FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

		{ Date}
To: [Name and address	of Client]	
Dear Sirs:		
We, the undersigned, offer accordance with your Requ	to provide the consulting servests for Proposal dated [Insert I	ices for [Insert title of assignment] in Date] and our Technical Proposal.
amount(s) currency} {Inse accordance with Clause 23 {Insert currency} {Insert a	rt amount(s) in words and so in the Data Sheet. The estimate mount in words and figures by	{Indicate the corresponding to the figures}, excluding of all taxes in ated amount of local indirect taxes is which shall be confirmed or adjusted, tounts shall be the same as in Form
Our Financial Proposal sh Contract negotiations, up date indicated in Clause 12	to expiration of the validity pe	t to the modifications resulting from eriod of the Proposal, i.e. before the
Commissions and gratuitie preparation or submission Contract, are listed below:	s paid or to be paid by us to a of this Proposal and Contract of	n agent or any third party relating to execution, paid if we are awarded the
Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
We understand you	are not bound to accept any P	roposal you receive.
We remain,		
Yours sincerely,		
Name and Title of	re {In full and initials}:	
Address:		
E-mail:		
	ELECTRIC	NY LIMITED JEDCO 30
	30000	AUG 2024

Juta, South Sudan

# FORM FIN-2 SUMMARY OF COSTS [CONSULTANT CAN USE SIMILAR FORMAT FOR FINANCIAL PROPOSAL]

		Ŭ	Cost	
1	{Consultant must state the proposed Cos delete columns which are not used}	{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet; delete columns which are not used}	cordance with Clause 16.	4 of the Data Sheet;
	{Insert Foreign Currency # 1}	{Insert Foreign Currency # 2, if used}	{Insert Foreign Currency # 3,if used}	{Insert Local Currency, if used and/or required (16.4 Data Sheet}
Cost of the Financial Proposal				
Including:				
(1) Remuneration				
(2)Reimbursables				
Total Cost of the Financial Proposal: {Should match the amount in Form FIN-1}				





#### Section 5. Terms of Reference

# Aggregate Technical and Commercial losses of distribution network and billing efficiency with international practice

#### 1. Background

Juba Electricity Distribution Company Ltd. was established in May 2018. It is formed as a public private partnership arrangement between the Ministry of Energy and Dams, Government of South Sudan represented by South Sudan Electricity Corporation (SSEC) and EZRA Construction and Development Group with shareholding of 48% and 52% respectively.

The company started electricity distribution operations on November 21, 2019 with its objective to support the socioeconomic activities of Juba town, the capital City of the Republic of South Sudan.

JEDCO has recorded significant achievements including the expansion of the distribution networks and increase customer connectivity. The total customer connected to the grid is reaching above 40,000. The total length of the 33kV line is 185km, LV line is 567km and distribution transformer is 459.

Recently the company has been supplying power to Juba Town with the capacity of 33MW. There are also other sources of energy coming up in the grid in the near future that will help to increase the capacity and the diversity of the sources of energy. These are Ezra Group which is developing Solar PV power plant with a capacity of 20MWp PV Solar + 14MWh BESS and South Sudan Electricity Corporation (SSEC) /the government of the Republic of South Sudan/ which is developing Solar PV power plant with a capacity of 20MWp PV Solar + 35MWh BESS.

As a company we developed a mechanism to calculate the aggregate technical and commercial losses for the past four years. The combined technical and commercial losses of the distribution network (medium voltage line and LV distribution network) is 7% in 2020,



8.39% in 2021, 8.98% in 2022, 9.24% in 2023 and 9.36% up to June 2024 on net generation as calculated on average by engineering department across the four feeders.

This Terms of Reference has been prepared for the purpose of outsourcing to a consulting firm with international best practices and experienced to calculate the aggregate technical and commercial losses using appropriate methods and software, forecast the losses for the upcoming five years based on the facts and appropriate standard forecasting methodology, billing efficiency with recommendations.

#### 2. Project Description

- a) This project is intended to analyze existing and future expansion distribution network technical loss based on the existing network equipment and Material start from substation up to end consumers using appropriate engineering software such as ETAP;
- b) Analyze existing and future distribution network commercial loss and establish target.
- c) The main purpose of this Assignment is analysis aggregate technical & commercial loss and to establish Loss Targets of the distribution network as well as propose loss mitigation recommendation;
- d) To get international experience and best practice in the analysis of the aggregate technical and commercial losses using appropriate forecasting methodology and software;
- e) The aggregate technical and commercial losses should be calculated using prepaid energy metering system;
- f) Define the billing efficiency with appropriate forecast and recommendation to improve it for the coming five years.

#### 3. Objectives of the Assignment

The objectives of this study are:

- > Disaggregation of technical and commercial losses in each medium voltage line and distribution entity;
- > Introduction of Standard technical and commercial losses calculation with



international best practice;

- > Setting annual technical loss targets and frame out a strategy to reduce losses.
- Analyze commercial loss and frame out a strategy to reduce losses.
- Analyze billing efficiency and frame out a strategy to reduce losses

#### 4. Scope of Services, Tasks, Components and Expected Deliverables

#### 4.1. Scope of Services

The following are the scope of services of the consultants who would conduct a reconnaissance study but not limited to:

The main objective is to study the aggregate technical and commercial losses of the distribution networks (medium voltage and Low voltage distribution components with appropriate software, international practice and methodology.

To perform the scope of work successfully the following tasks are needed to be accomplished by the Consultant. The system loss study will be carried over in the four feeder of distribution network.

- 4.1.1. The study would assess the technical losses at 33 kV network line, distribution transformers and LV lines/service drops. It would also assess the technical losses to be allowed in metering equipment. Thereafter, commercial losses would be calculated on the basis of present inputs to the network and the energy sold and by disaggregating the commercial losses across each segment of the network.
  - The study of JEDCO Distribution loss on the basis of present metering system, energy wheeling and energy import shall be undertaken. The study will be carried on sample basis. The sample will be designated before proposal submission.
- 4.1.2. Establish and conduct sample studies, case studies and simulations and secure the assistance of JEDCO to conduct on-site measurements and accounting to establish the validity of model results.
- 4.1.3. Consultant will conduct the study using latest ETAP or other software. The existing updated single line diagram (SLD) and system data will be used for the study purpose.
- 4.1.4. The Consultant will review existing literature of aggregate system loss calculation methodologies internation best practice.
- 4.1.5. Evaluate in depth and accuracy of meters available in the respective entity to measure



- loss at each voltage level with the assistance of the entity.
- 4.1.6. Review the meters, metering points, coverage by SCADA system to facilitate distribution loss into voltage levels.
- 4.1.7. Establish the methodology for the determination of distribution losses and their disaggregation into technical and commercial losses at each voltage level, plan and conduct case studies and modeling work to develop the impacts of consumer mix, peak load, off peak load, feeder lengths, etc.
- 4.1.8. Propose and discuss ways and means of investment requirement to reduce both technical and commercial losses.
- 4.1.9. Based on agreed methodology, develop the consecutive next five year technical and commercial loss targets (e.g. FY2025-FY2030 or as agreed) at each designated entity.
- 4.1.10. Conduct a workshop to discuss and present the findings, achievements of the projects and way forward among the stakeholders.
- 4.1.11. Conduct trainings according to component of the assignment and on the software that used for calculation and simulation of aggregate system losses.

#### 5. Institutional Arrangement and reporting system

- JEDCO will directly supervise the expert and will be directly responsible to a) JEDCO's Managing Director for reporting and seeking approval/acceptance.
- The expert has to report to JEDCO, Managing Director on a weekly basis. The b) output/result should be presented to JEDCO management and the stakeholders.
- The expert will work in collaboration with JEDCO Engineering, operation, sales & c) customer care, and finance departments. JEDCO will assign engineers to have knowledge transfer.
- Based on the findings the Board of Directors will give approval to take measures d) for changing the protection relay settings and associated network components. JEDCO management will evaluate the performance based on the expected deliverable outputs.
- JEDCO will provide full accommodation and logistics for the consultant's expert. JEDCO will assign supportive engineering personnel to support the consultant.



#### 6. Duration of the Work

- a) The expected duration of the project will be three months starting from the effective date of the contract. JEDCO shall revise the duration based on the ground condition.
- b) The target date to start the work effective date of the contract and expected completion after three months. Both dates shall be revised based on the conditions.

#### 7. Duty Station

- a) The Expert duty station is in Juba 33KV substation, Juba, RSS. The consultant's experts possibly travel to all the Feeders of Juba MV network, transformers and LV networks.
- b) The consultant should also travel to EZRA Power Plant to get all the required information and data from the power plant concerning the two outgoing lines.
- c) The consultant should also travel to Nesitu and other sources of power supply entity during the project duration.
- d) The consultant should report his regular reports to JEDCO Head Office in Hai Mauna, Juba, RSS.

#### 8. Qualifications of the consultant

#### 8.1. The preferred experience of proposed key professionals are as follows:

#### i. Team Leader / Power Distribution Planning Specialist/

At least Master degree in Electrical Engineering with a minimum 15 years of professional experience in power distribution planning and modeling, distribution line design, system analysis, operation, software-based data analysis and maintenance of electric utility.

S/he will be responsible for successful implementation of the project. S/he must have worked experience as a consultant in electric utilities of developing countries on distribution and transmission system planning, facility design, system loss reduction and maintenance.



#### ii. Power Transmission Planning Specialist

At least Master degree in Electrical Engineering with a minimum 10 years of professional experience in power transmission planning and modeling, transmission line design and grid operation. S/he will assist the Team Leader to carry out the project implementation

#### iii. Distribution Modeling Engineer

At least bachelor degree in Electrical Engineering with minimum 10 years professional experience in electric utility. Distribution Modeling Engineer will assist the Power Distribution Planning Specialist to conduct modeling of the distribution network of each utility/entity and specifically assist in data preparation, metering and system analysis. S/he must have adequate knowledge in latest distribution software and network analysis

#### iv. Distribution Engineer

At least bachelor degree in Electrical Engineering with minimum 8 years professional experience in power distribution system. They will assist the Power Distribution Planning Specialist and other members of the project to conduct modeling of the distribution network of each utility/entity and specifically assist in data collection, analysis and field work.

#### 8.2. Supporting Staff

The Consultant will engage required supporting staff including the following personnel to conduct the study as scope of works:

#### a. Arc GIS and AutoCAD Operator

Diploma in Engineering with a minimum 3 years working experience in AutoCAD software.

#### b. Data Entry Operator

Minimum HSC with skill in word processing/ data processing and computing.

#### 9. Scope of Price Proposal and Schedule of Payments

The schedule of payment is in Lump sum amount mode.



JEDCO |

- i) The lump sum amount is \_\_\_\_\_ USD it's all-inclusive except transportation and accommodation;
- ii) The contract price is fixed regardless of changes in the cost;
- iii) All the accommodation and transportation costs will be handled by JEDCO
- iv) JEDCO will pay the lump sum amount after completion the work based on the deliverable/ output as follows
  - a. Inception report (30%): up on presentation of the detailed inception report and should be approved by the Board of Directors
  - b. Interim report (30%): up on presentation of detail report of the project by incorporating comments and additional input from the stakeholders. The report should be endorsed by the Board of Directors of JEDCO.
  - c. Final report (30%): upon presentation of final report after incorporation of all comments and inputs from the stakeholders. The report should be endorsed by the Board of Directors of JEDCO.
  - d. Retention (10%): can be released after implementation of the project by all departments. This may take at least six months. The departments should confirm that the project is appropriately implemented. The report should be endorsed by the Board of Directors of JEDCO.

#### 10. Recommended Presentation of Offer

The following documents are requested for the purpose of generating offers:

- a) Company documents. The consultant should attach the company document, similar experience, projects executed. The consultant should also provide audited financial statement for the last three years. The consultant should also fill the request for proposal and should present the method statement, methodology, and approaches to identify the problems and with respective mitigation strategy and recommendation. (will be attached with RFP)
- b) Personal CV or P11: the consultant should attach the key experts CV with their credentials indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate. (will be attached with RFP)



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- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. (will be attached with RFP)
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. (will be attached with RFP)

#### 11. Evaluation Criteria for the Consultants

The evaluation of consultants will be according to the categories mentioned below:

- Qualification and experience of the key professional
- > Experience in similar assignment
- Experience in 33/15/11kV/0.4 distribution Power Sector
- Work methodology and plan

The basis for evaluating offers, is:

a) Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%;

#### 12. Reporting Requirements and Time Schedule for Deliverable

At a minimum, list the following:

- (a) Reports to be submitted
- i) Inception Report: The Consultant will prepare and submit an inception report within one month from signing of the contract stating their understanding of the subject, concept on the requirements of subject to perform the study and their readiness to undertake the project.
- ii) Interim Report: The Consultant will prepare and submit an interim report within four months from the acceptance of the Inception Report.
- iii) Draft Final Report: The Consultant will prepare and submit Draft Final Report within two months from the acceptance of the Interim Report. The Consultants shall interact with the distribution entities for exchange of views for preparation of DFR. The comments received thereof shall be taken into consideration for the incorporation/preparation of the DFR.



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**JEDCO** 

iv) Final Report: Final Report shall be prepared within 1 (one) month of the acceptance of the DFR.

recet

#### 13. Approval

This TOR is approved by:

Signature

Name and Designation

Date of Signing

Mr. Wondimu Tenkir - Managing Director Of JEDCO

