



The Government of Tokelau

REQUEST FOR PROPOSAL

For the Ongoing Remote System Monitoring and Troubleshooting Assistance, Onsite Inspections, Training and Updating of Tokelau Renewable Energy Project (TREP) Manuals

Contracting Authority: Office of the Council for the Ongoing Government of Tokelau

Responsible Agency: Department of Energy

Duration of the Contract: 3 years (2015-2018)

Deadline for Submission: 30 January 2015, 4:00pm Samoa Time

The Office of the Council for the Ongoing Government of Tokelau (OCOG) through the Department of Energy seeks the services of a contractor for the maintenance and monitoring of the three power systems established in the three atolls (Fakaofu, Atafu and Nukunonu) including training of village power system operators and Department of Energy staff.

The successful contractor will deliver on the following specific objectives:

1. To undertake remote system performance monitoring of the three (3) power systems in Tokelau
2. To provide on-demand remote troubleshooting assistance
3. To undertake on-site physical inspections of power systems
4. To train and mentor village power system operators and Department of Energy staff
5. To upgrade the Tokelau Renewable Energy Project (TREP) Operation, Maintenance and Training Manuals
6. To ensure that mechanisms are in place for:
 - identifying and managing risks associated with the performance and life span of the (3) power systems,
 - measuring effectiveness of training and local transfer of skills

- long-term systems planning (strategically addressing depreciation of equipment), aligned with the renewable energy programme's planning and budgeting process

To Apply:

Proposals must include the following:

1. Cover letter indicating your understanding of the requirements of the Request for Proposal as per Terms of Reference and identifying the primary contact for this bid. The letter must be signed by an authorised representative of the company.
2. Curriculum Vitae (CV) of the proposed contract manager: name, contact information, qualifications relevant to the technical requirements for this contract and three recent contract references.
3. At least three recent references from similar sized/type clients including current contact information. References must outline:
 - Type/ description of services provided
 - Number of years services have been provided
 - Approximate annual cost of services provided
 - Feedback on the services provided
4. At least two examples of similar projects (maintenance and monitoring of PV systems including training) completed in the last five (5) years
 - Type of project
 - Original budget and final cost
 - Name and contact information of the client
5. Financial proposal (3 years)
 - Estimate costs for the delivery of services as outlined in the ToR for the first year
 - Fee proposal should the contract be extended for two additional years

Proposals must be submitted to the General Manager - Energy, Office of the Council for the Ongoing Government of Tokelau via email to rpene@clear.net.nz (cc: whelma.villar-kennedy@undp.org) and to be received no later than 1600hr (4pm), 30 January, 2015, local Samoa time.

Evaluation:

Proposals will be evaluated generally as follows:

Quality/Completeness of Proposal Submission	5%
Contract Manager	10%
Overall Service Provision	35%

(references, scope of services, approach)

Financial Proposal

50%

100%

For additional information and detailed instructions including a copy of the **Terms of Reference** for this engagement, please email the General Manager of Energy: Robin Pene (rpene@clear.net.nz) copied to Whelma Villar-Kennedy (whelma.villar-kennedy@undp.org)