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ROYAL NAIROBI GOLF CLUB

REQUEST FOR PROPOSAL

SOLAR PHOTOVOLTAIC (PV) SYSTEM

DESIGN, SUPPLY, INSTALLATION, COMMISSIONING AND

OPERATION & MAINTENANCE (5 YEARS)

RFP Reference	RNGC-RFP-2026/SOLAR-001
Release Date	13 th July 2026
Closing Date	2.00 P.M 27 th July 2026
System Size	120 kWp (Grid-Tied)

Royal Nairobi Golf Club | Ngong Road, Nairobi, Kenya

EXPRESSION OF INTENT TO PARTICIPATE IN TENDER

This form is to be completed immediately upon receipt of the RFP document from Royal Nairobi Golf Club.

The data contained in this form will be used to communicate any addenda that may arise. Firms that do not register their intent by completing this form may not be sent addenda and may be eliminated from the bid process.

Firm's Name	
Contact Person	
Physical Address	
Telephone Number	
Email Address	
Signature	
Date	
Position in Firm	

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1. INTRODUCTION

1.0 Purpose of this Tender

Royal Nairobi Golf Club ('the Club') invites qualified firms to submit proposals for the Design, Supply, Installation, Commissioning and Operation & Maintenance of a 120 kWp Solar Photovoltaic (PV) System at its premises along Ngong Road, Nairobi, Kenya.

This Request for Proposal (RFP) is available to pre-selected service providers on a restricted tender basis. It is intended to provide vendors with sufficient understanding of the Club's requirements to enable them to respond competitively. The RFP process will be fair, transparent, and competitive.

This document, and its schedules, contains confidential information that must not be used for any purpose other than this tender, nor disclosed to any third party, without the prior written consent of Royal Nairobi Golf Club.

1.1 Acknowledgement of Bidding Documents

Within three (3) working days of receipt of this RFP, the Bidder is required to acknowledge receipt and notify their intention to submit a bid by completing and emailing the Expression of Intent form on the preceding page. Working days are defined as Monday to Friday (0800 – 1700 Hrs), excluding weekends and gazetted public holidays in the Republic of Kenya.

Failure to do so will be treated as an intention not to submit a bid and the Bidder will be eliminated from the bid process.

1.2 Point of Contact

All enquiries and correspondence must be directed by email, using the subject line:

"CLARIFICATION ON RFP RNGC-RFP-2026/SOLAR-001"

Procurement Contact	Peter Langat
Email	procurement@royalnairobicg.com
Telephone	+254 715574977
Mandatory Site Visit	Within 7 days from the release date
Pre-Bid Conference	To be confirmed

- All responses from the Club to Bidders shall be channeled through the designated Procurement Officer -procurement@royalnairobicg.com
- Any clarification requests and their responses will be circulated to all registered Bidders.

- All clarifications must be sought at least Seven (7) working days prior to the RFP closing date.
- A mandatory site visit will be organized. Attendance is compulsory; bidders who do not attend will be disqualified.
- Pre-bid conference will be organized and communicated to all interested bidders

2. ABOUT ROYAL NAIROBI GOLF CLUB

2.0 Organization Profile

Royal Nairobi Golf Club is one of Kenya's oldest and most prestigious sports and social clubs, established in 1906. Located along Ngong Road in the heart of Nairobi, the Club serves a large membership and hosts a wide range of golfing, social, and corporate events throughout the year.

The Club operates a full-service clubhouse, catering facilities, pro shop, and maintenance workshops, resulting in significant year-round electricity consumption. Recognizing the opportunity to reduce its energy costs and environmental footprint, the Club commissioned a detailed Solar PV Feasibility Study, which concluded that a 120 kWp rooftop grid-tied solar system is technically and financially viable.

2.1 Feasibility Study Summary

A detailed Solar PV feasibility study was carried out in June 2026. Key findings are summarized below:

Site Location	Royal Nairobi Golf Club, Ngong Road, Nairobi (-1.2958, 36.80996)
Proposed System Size	120 kWp
System Type	Grid-tied (no battery storage)
Main Feed-in Point	Club Power House
Mounting Type	Rooftop
Annual Solar Offset	Approximately 39% of annual grid electricity consumption
Average Peak Sun Hours	5.09 peak sun hours per day
Peak Electricity Demand	Approximately 100 kW (during daytime hours)
Structural Assessment	Roofs confirmed structurally fit to carry panel weight and walkways

The feasibility study confirmed that the Club's peak electricity consumption aligns well with daylight hours, making solar PV an excellent fit. The 120 kWp system is sized to maximize self-consumption without exporting excess power to the national grid.

3. SCOPE OF WORK

3.0 Overview

The successful bidder will be required to deliver a complete turnkey solar PV solution, including design, supply, installation, commissioning and operation & maintenance (O&M) for a period of five (5) years. The system shall be a 120 kWp(o.n.o) grid-tied rooftop photovoltaic system installed at the Club's premises. The proposed system shall have provisions for future integration of a Battery Energy Storage System (BESS) of no specific brand.

3.1 Technical Specifications

3.1.1 Solar PV System

- System capacity: 120 kWp (grid-tied, no battery storage required)
- System type: Grid-tied with export limitation to prevent power export to the national grid
- Mounting: Rooftop installation on existing club structures (confirmed structurally adequate) or carport depending on the Contractor's discretion.
- Inverter type: Grid-tie inverters capable of operating across wide voltage and frequency ranges, with capability to withstand grid instability
- Design must be scalable to accommodate future load increases
- Solar PV Panels must be installed, leaving a minimum of one (1) meter clearance from all roof edges
- Cable trays to carry DC power from the rooftop to the power room where interconnection to PV inverters and grid takes place
- Integration of export limitation devices to prevent export to the national grid
- Fire extinguishers to be installed in the power room housing inverters
- Walking rails must be installed prior to the commencement of installation works and be kept for O&M purpose.

3.1.2 Solar Equipment Requirements

- High-efficiency monocrystalline panels (Topcon or HPBC) from a Tier-1 manufacturer (Jinko Solar, Longi or JA).
- Panels shall carry a minimum product warranty of 12 years and a performance warranty of 30 years.
- Inverters shall carry a minimum warranty of 5 years, extendable to 10 years (Huawei, Solis or SMA).
- Mounting structures shall be constructed from hot-dip galvanized steel or aluminum, rated for wind loads applicable to Nairobi region at the vendors discretion.
- All equipment shall comply with relevant IEC, IEEE or equivalent international standards.
- **DC cables** must be double-insulated, UV-resistant, and rated for ≥ 1.5 kV DC. Require cross-linked polyethylene (XLPE) insulation and tinned copper conductors.

All **AC cables** must be sized to limit voltage drop to $\leq 2\%$, compliant with IEEE & local standards.

- Remote monitoring system to be installed, with a web-based dashboard accessible to the Club. The EMS should mandate grid-code adherence, data security, and operational standards. Compliance with recognized cybersecurity frameworks (such as IEC 62443 for industrial automation) is mandatory.

3.2 Design Requirements

The contractor shall undertake a full engineering design including:

1. Detailed site survey and shadow/shading analysis
2. Structural loading calculations to confirm roof capacity or ground mounting (where applicable)
3. System design using recognized PV sizing software (PVsyst, PVSOL, or equivalent) incorporating losses for soiling, cabling, inverter efficiency and degradation
4. Single-line electrical diagrams and panel layout drawings
5. Grid interconnection design at the Club's power house
6. Energy yield report (P50 and P90 production estimates)
7. All designs to be submitted to and approved by the Club before installation commences

3.3 Installation Requirements

- Supply and installation of all solar PV panels, mounting structures, inverters, cabling, combiner boxes, protection devices, cable trays and ancillary equipment
- Integration of the solar system with the Club's existing electrical infrastructure at the power house
- All electrical works to comply with the Kenya Grid Code, IEC standards, and relevant EPRA regulations
- The contractor must obtain all necessary permits, approvals and grid connection authorizations
- Installation must minimize disruption to Club operations – works to be scheduled with prior agreement of Club management
- All civil and structural works must be carried out by competent certified engineers
- Compliance with local building codes, safety standards and environmental regulations

3.4 Commissioning

- Full system testing and commissioning including performance verification
- Grid synchronization testing and export limitation verification
- Thermographic inspection of all electrical connections upon commissioning
- Provision of a commissioning report and as-built drawings
- Training of Club facilities management staff on system operation and monitoring
- Handover of all O&M manuals, warranties and equipment documentation

3.5 Operation & Maintenance (5-Year O&M Contract)

The contractor shall provide a comprehensive O&M service for five (5) years following commissioning, covering:

Preventive Maintenance

- Scheduled quarterly inspection and maintenance visits
- Panel cleaning (minimum twice per year or as recommended by the manufacturer)
- Inspection and tightening of all electrical connections
- Inverter performance checks and firmware updates
- Vegetation management around rooftop areas
- Detailed written maintenance reports after each visit

Corrective Maintenance

- 24-hour remote monitoring with automated fault alerts
- Response to system faults within 48 hours for non-critical issues and 8 hours for critical issues affecting generation
- Replacement of faulty components covered under warranty at no extra charge
- Spare parts inventory plan to be submitted with the proposal

Performance Reporting

- Monthly production reports provided to the Club, comparing actual vs. projected generation
- Annual performance review meetings with Club management
- Performance guarantee: the contractor shall guarantee a minimum system availability of 97% (excluding force majeure events)

4. COMMERCIAL MODELS

Bidders are invited to submit proposals under one or both of the following commercial structures. The Club will evaluate both options and reserves the right to select the most favourable model.

Option A: Outright Purchase

Under this model, the Club pays the full capital cost of the solar system upfront. The Club owns the system from the date of commissioning and is responsible for ongoing O&M costs.

System Ownership	Royal Nairobi Golf Club (from commissioning)
Capital Payment	Full payment upon agreed milestones (design, delivery, commissioning)
O&M Period	5 years (included in proposal; may be extended by mutual agreement)
O&M Payment	Annual O&M fee, fixed for 5 years, payable annually in advance
Equipment Warranties	All warranties assigned to Royal Nairobi Golf Club
Insurance	Club's responsibility post-commissioning
Performance Guarantee	Minimum 97% system availability over O&M period

Bidders must provide a detailed payment schedule tied to clearly defined project milestones, with no single milestone payment exceeding 40% of the total contract value.

Option B: Lease-to-Own (5-Year Period)

Under this model, the contractor finances and installs the solar system, and the Club makes structured monthly or quarterly payments over a five (5) year period, at the end of which full ownership transfers to the Club at no additional cost.

System Ownership	Contractor (during lease period); transferred to Club after 5 years
Upfront Payment	Minimal or nil (to be specified by bidder)
Lease Period	5 years from commissioning
Payment Structure	Fixed monthly or quarterly instalments (bidder to specify)
O&M Responsibility	Contractor throughout the lease period (included in lease fee)
Equipment Warranties	Managed by contractor; assigned to Club on ownership transfer
Insurance	Contractor's responsibility during lease period

Performance Guarantee	Minimum 97% system availability; savings guarantee optional (bidder to propose)
Ownership Transfer	Full transfer to Club at end of 5-year lease term at no extra cost

Bidders proposing Option B must clearly state all applicable financing assumptions, including interest rates, and confirm that the total cost of ownership over 5 years is fully disclosed. A comparison table showing the net present value of both options is encouraged.

Where a bidder proposes both options, proposals must be submitted under separate, clearly labelled sections of the financial bid.

5. TECHNICAL PROPOSAL REQUIREMENTS

Bidders must submit a comprehensive Technical Proposal. All items below are mandatory. Incomplete submissions may be disqualified.

5.1 Company Profile

- Company background, legal status, year of establishment, and area of specialization
- Organizational chart showing key personnel
- Evidence of financial capacity (latest 2 years audited accounts and bank reference letter)
- The firm must have at least two (2) qualified solar/electrical engineers registered with a recognized professional body (e.g. EBK, EPRA)

5.2 Technical Solution

- Detailed system design concept, including proposed panel layout, inverter configuration and grid interconnection approach
- Equipment schedule listing manufacturer, model, rated capacity and key specifications for panels, inverters and mounting structures
- Datasheets and technical brochures for all major equipment
- Preliminary energy yield simulation results (software-based)
- Explanation of export limitation solution proposed
- Remote monitoring system description

5.3 Project Execution Plan

- Detailed project timeline from design through to commissioning (expected implementation period not to exceed 8 weeks from contract award)
- Milestone schedule with key deliverables and acceptance criteria
- Risk register and mitigation plan
- Health, Safety & Environment (HSE) plan
- Quality assurance plan

5.4 Project Team

- CVs of key personnel to be assigned to the project
- Identification of the Project Manager and lead electrical/solar engineer
- Professional qualifications and registration with reputable bodies
- Subcontractor details and scope (if applicable)

5.5 O&M Plan

- Detailed O&M methodology for the 5-year period
- Proposed preventive maintenance schedule and service level agreements
- Corrective maintenance response time commitments

- Spare parts inventory plan
- Sample monthly and annual performance report format
- Description of remote monitoring platform

5.6 Reference Sites

Bidders must provide evidence of similar projects completed in the last three (3) years, including:

- Client name and contact details (for independent verification)
- System size (kWp), location and year of commissioning
- Summary of project scope and outcomes
- Actual vs. baseline project timelines

Preference will be given to bidders with demonstrated similar project experience on commercial and institutional facilities in Kenya of comparable scale (50 kWp and above).

6. FORMAT OF RESPONSE AND BID SUBMISSION

6.0 Mandatory Documentation

All bids must include the following company compliance documents:

1. Certificate of Company Registration (valid)
2. Current Tax Compliance Certificate (Kenya Revenue Authority)
3. Current County Trade Licence / Business Permit
4. Relevant professional accreditations and licences (e.g. EPRA, EBK registration)
5. List of Directors (Name, ID/Passport Number, Nationality, Telephone, Physical Address)
6. Signed Non-Disclosure Agreement (attached)
7. Signed Supplier Code of Conduct declaration (attached)

6.1 Bid Structure

Bidders are required to submit their offers in two (2) separately sealed envelopes, clearly marked as "Technical Proposal" and "Financial Proposal." Both envelopes should then be enclosed in a single outer sealed envelope and deposited in the Tender Box located at the Club Gymnasium Reception on or before the tender closing date and time.

Document	Filename Convention
Technical Proposal	[COMPANY NAME] – TECHNICAL PROPOSAL – RNGC SOLAR PV 2026
Financial Proposal	[COMPANY NAME] – FINANCIAL PROPOSAL – RNGC SOLAR PV 2026

The outer sealed envelope should be clearly marked:

**"RFP RNGC-RFP-2026/SOLAR-001 – SOLAR PV SYSTEM SUPPLY AND
INSTALLATION AND OPERATE"**

6.2 Financial Proposal

The financial proposal must be provided separately for each commercial option tendered (Option A: Outright Purchase and/or Option B: Lease-to-Own). The following information is required:

Option A – Outright Purchase Pricing

- Total turnkey project cost (inclusive of all taxes) broken down by: design, supply of equipment, civil and electrical installation, commissioning, and project management
- Itemized bill of quantities (BoQ) including unit rates for all major components
- Proposed payment milestones and corresponding amounts (no single milestone to exceed 40% of total)
- Annual O&M fee for 5 years (fixed)
- Proposed performance penalty mechanism for availability below 97%

Option B – Lease-to-Own Pricing

- Monthly or quarterly lease instalment amount (fixed for full 5-year term)
- Total cumulative payments over 5 years
- Effective implied interest/financing rate disclosed
- Upfront payment required (if any)
- Ownership transfer confirmation at end of lease period (at no additional cost)
- Savings guarantee offered (if any)

General Financial Requirements

- All prices in Kenya Shillings (KES), inclusive of all applicable taxes and duties
- Prices to remain valid for ninety (90) days from the RFP closing date
- Foreign currency components to be stated and exchange rate assumptions disclosed

7. EVALUATION CRITERIA

All bids will be evaluated in two stages: technical evaluation followed by financial evaluation. Only bids meeting the minimum technical score will proceed to financial evaluation.

7.1 Technical Evaluation (70%)

Evaluation Criteria	Weight (%)	Max Score
Company profile, credentials and financial capacity	10%	10
Technical solution and equipment specifications	35%	35
Project execution plan and implementation methodology	15%	15
Key personnel qualifications and experience	10%	10
O&M plan and service level commitments	15%	15
Reference projects (demonstrated similar experience)	15%	15
TOTAL TECHNICAL	100%	100

Minimum technical score to proceed to financial evaluation: 70 out of 100.

7.2 Financial Evaluation (30%)

Financial proposals will be scored based on the total cost of ownership over five (5) years, including capital (or equivalent lease cost) and O&M fees. The lowest compliant financial proposal will receive the maximum financial score; other proposals will be scored proportionally.

Where a bidder submits both Option A and Option B, the Club will evaluate them independently and select the more advantageous option for each bidder's combined score.

7.3 Award

The contract will be awarded to the bidder whose proposal offers the best overall value to the Club, as determined by the combined technical and financial score. The Club reserves the right to reject any or all proposals without obligation to award a contract.

8. GENERAL CONDITIONS OF CONTRACT

8.1 Award of Contract

Following evaluation, the Club will award the contract to the highest-scoring compliant bidder. The Club will notify the successful bidder in writing and enter into contract negotiations. The resulting contract will incorporate these general terms and any agreed special conditions.

8.2 Bid Validity Period

Bidders must hold their proposals valid for ninety (90) days from the RFP closing date. Bids that are withdrawn or lapse within this period may result in the bidder's disqualification from future Club tenders.

8.3 Non-variation of Costs

Prices quoted and agreed in the contract shall remain fixed throughout the contract period. No price variation claims will be entertained, except in the case of exceptional circumstances as agreed in writing by both parties.

8.4 Performance and Delays

The successful bidder shall deliver the project in accordance with the agreed timeline. In the event of delays attributable to the contractor, liquidated damages equivalent to 0.5% of the contract value per week of delay will apply, subject to a maximum of 10% of the contract value. Delays due to force majeure events as defined in Clause 8.10 shall be exempt.

8.5 Warranty and Maintenance

- The contractor must provide a minimum 5-year workmanship warranty on all installation works
- Equipment warranties (panels, inverters, mounting structures) must be formally assigned to or managed on behalf of the Club
- The contractor must have a local presence and spare parts availability to honour warranty obligations

8.6 Successful Bidder's Obligations

The successful bidder shall:

- Work closely with Club staff and abide by the Club's operational protocols and site rules
- Abide by all health and safety requirements and indemnify the Club from liability arising from contractor negligence
- Be responsible for the management of subcontractors and sub-contracted personnel
- Maintain strict confidentiality over all Club information accessed during the project
- Obtain all required permits, licences and regulatory approvals

8.7 Intellectual Property

All design documentation, engineering drawings, software configurations and as-built records produced under this contract shall be the property of Royal Nairobi Golf Club upon completion of the project or at the end of any lease period.

8.8 Insurance

The contractor must maintain, at its own cost throughout the project and O&M period (or lease period under Option B), the following minimum insurance cover:

- Contractors' All Risks (CAR) insurance covering the full replacement value of the installed system
- Public Liability insurance: minimum KES 50 million per occurrence
- Workmen's Compensation / Employer's Liability as required by Kenyan law
- Evidence of current insurance policies must be submitted with the proposal and maintained throughout the contract

8.9 Applicable Law

This agreement shall be governed by and construed in accordance with the Laws of Kenya. The parties submit to the exclusive jurisdiction of the Kenyan Courts for the resolution of any disputes.

8.10 Force Majeure

Neither party shall be in breach of the contract nor liable for any failure or delay in performance of obligations arising from circumstances beyond its reasonable control, including but not limited to acts of God, war, riots, pandemic or government actions. The affected party shall notify the other in writing within five (5) days of the occurrence.

8.11 Termination

The Club reserves the right to terminate the contract on thirty (30) days' written notice in the event of material breach by the contractor that is not remedied within a reasonable cure period. In the event of termination without cause, the Club shall compensate the contractor for works properly completed up to the date of termination.

9. SUPPLIER CODE OF CONDUCT

9.1 General

This Code applies to all Royal Nairobi Golf Club suppliers, their employees and subcontractors. By participating in this tender, the Bidder agrees to conduct business in compliance with this Code and all applicable laws. The Club may terminate a supplier's contract for failure to comply.

9.2 Key Provisions

Anti-Bribery and Corruption

Suppliers shall not make or offer bribes or any payments of value to any Club employee, official or government representative for the purpose of obtaining or retaining business. Suppliers must comply with all applicable anti-bribery laws, including the Bribery Act (Kenya).

Gifts and Business Courtesies

Suppliers may not offer gifts exceeding KES 2,000 in value to any Club employee. Promotional materials of wide distribution are acceptable. Any gift that could be construed as an attempt to secure preferential treatment is prohibited.

Conflicts of Interest

No supplier shall enter into any financial or personal relationship with a Club employee that creates a conflict of interest. All potential conflicts must be disclosed and approved in writing prior to contract award.

Compliance and Licensing

Suppliers must hold all permits, licences and authorizations required by Kenyan law and regulatory bodies for their scope of work. Tax obligations must be met in full.

Violations

Any known or suspected violations of this Code must be reported to the Club's Procurement function. Suppliers are encouraged to report any request for a bribe or improper inducement made by a Club employee.

APPENDICES

Appendix A: Project Timeline Template

Bidders should use the following structure when presenting their project implementation plan:

Activity	Planned Start	Planned End	Responsible Party
Site Survey and Detailed Design			
Equipment Procurement			
Mobilization and Site Preparation			
Installation of Mounting Structure			
Installation of Solar Panels			
Mounting and Wiring of Inverters			
DC and AC Cable Installation			
Grid Interconnection			
System Testing and Optimization			
Commissioning and Inspection			
User Training			
Final Handover			

Appendix B: Reference Sites Template

Client Name	
Location	
System Size (kWp)	
Year of Commissioning	
Project Scope Summary	

Actual vs. Planned Timeline	
Client Contact (Name & Tel)	
Reference Letter Attached?	

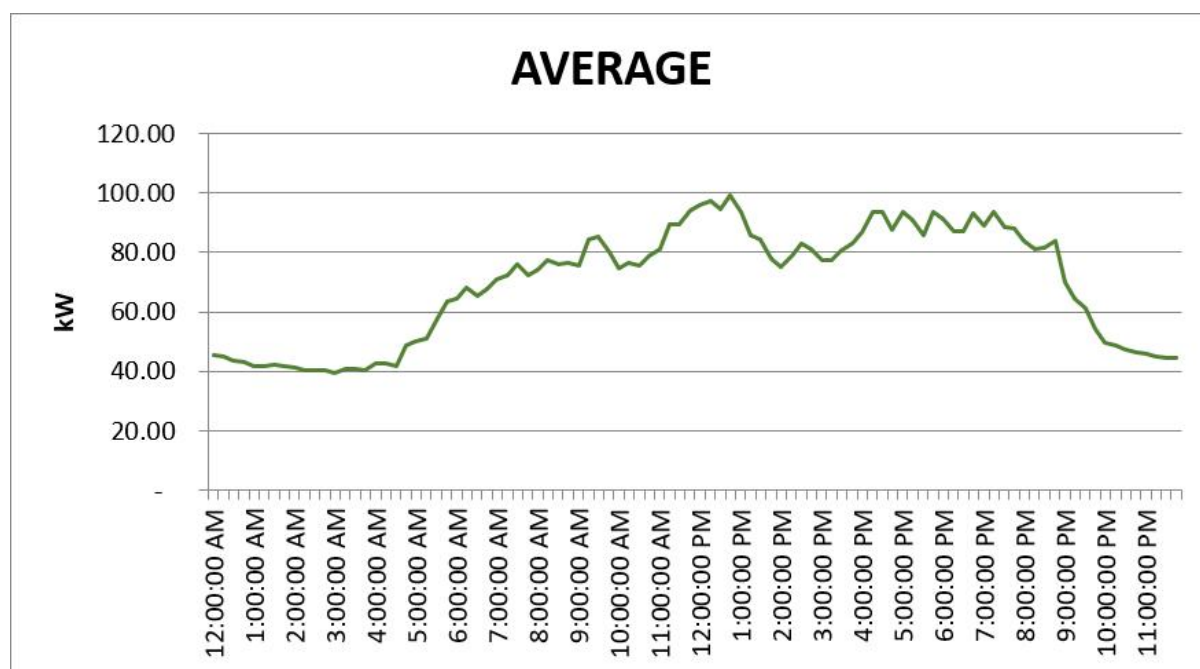
Appendix C: Bill of Quantities Template

Bidders must complete the following BoQ as part of their financial proposal. Additional line items may be added where necessary.

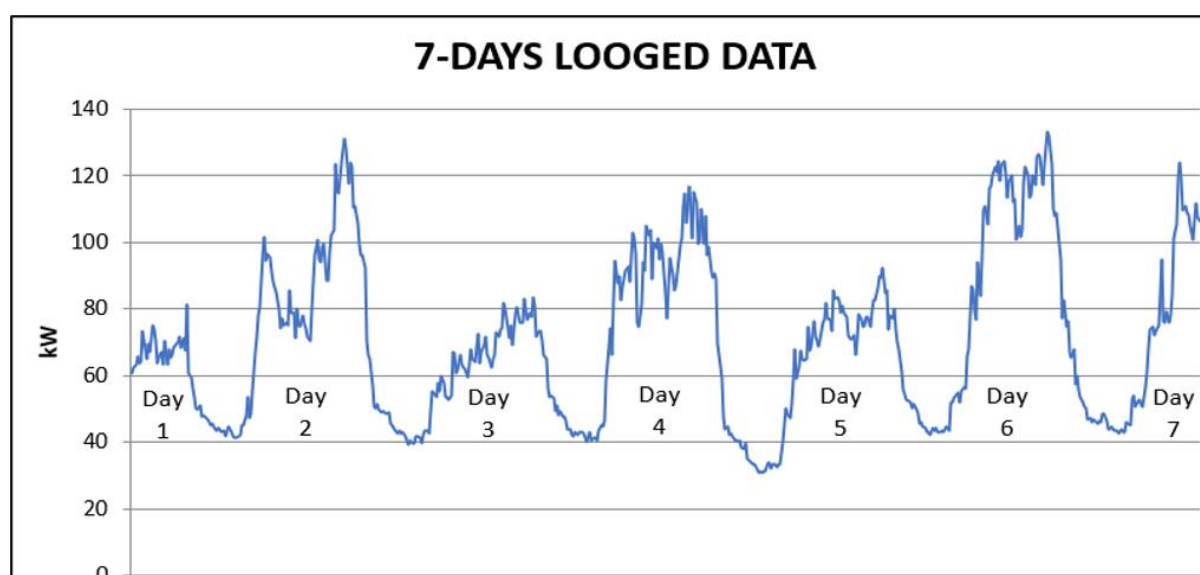
Item Description	Unit	Qty	Unit Rate (KES)	Total (KES)
Solar PV Panels (specify make/model/wattage)	No.			
Grid-Tie Inverters (specify make/model/kVA)	No.			
Mounting Structures (hot-dip galvanized)	Set			
DC Combiner Boxes	No.			
DC Cabling and Protection Devices	Lot			
AC Cabling and Protection Devices	Lot			
Cable Trays and Conduits	Lot			
Export Limitation Device	No.			
Monitoring System (hardware and software)	Set			
Civil and Structural Works	Lot			
Electrical Integration at Power House	Lot			
Commissioning and Testing	Lot			
Regulatory Permits and Approvals	Lot			
Project Management and Engineering Design	Lot			
Annual O&M – Year 1	Year	1		
Annual O&M – Year 2	Year	1		

Annual O&M – Year 3	Year	1		
Annual O&M – Year 4	Year	1		
Annual O&M – Year 5	Year	1		
TOTAL (inclusive of all taxes)				

Appendix D: Load Profile



Daily Load profile.



Weekly load profile