

**ABUJA ELECTRICITY DISTRIBUTION  
COMPANY PLC**



**STAGE 1**

**Request for Qualifications**

for

**Energy Services Companies**

for

**Distributed Energy Solutions Strategy for AEDC  
(DESSA) Program**

**RFQ Issue Date: 8<sup>th</sup> March, 2022**

**Qualifications Submission Deadline: 12<sup>th</sup> April, 2022**

## PREFACE

Abuja Electricity Distribution Company Plc (“**AEDC**”) has prepared this Stage 1 Request for Qualifications (“**RFQ**”) document to invite Energy Services Companies (“**ESCOs**”) to apply to become **Pre-Qualified Organizations**. Pre-Qualified Organizations will be able to:

- **Large Commercial & Industrial:** Submit proposals for a Stage 2 Request for Proposal (“**RFP**”) to procure an ESCO – also called a Mini-Grid Operator under Nigerian regulations – to develop, finance, build, own and operate an undergrid solar photovoltaic (“**PV**”), energy storage, and diesel/compressed natural gas (“**CNG**”) generator energy system (collectively, “**Mini-Grid**”) for a large commercial/industrial project in Abuja (RFP is expected to be released on 9<sup>th</sup> May, 2022 ; and,
- **Rural Community Mini-Grids:** Submit proposals for a Stage 2 RFP to procure an ESCO – also called a Mini-Grid Operator under Nigerian regulations – to develop, finance, build, own and operate an undergrid solar PV, energy storage, and diesel generator energy system (Mini-Grid) for a rural community project in Nasarawa State (RFP is expected to be released on 9<sup>th</sup> May, 2022 ; and,
- **Commercial Streets:** Submit proposals for a Stage 2 RFP to procure an ESCO – also called a Franchisee under Nigerian regulations – to sub-franchise and serve a street of small to medium commercial customers (“**Commercial Street**”) in Abuja. This includes developing, financing, constructing, owning, and operating an undergrid solar PV, energy storage, and diesel generator energy system as well as operating, maintaining, and balancing a distribution network to ringfence and enable power supply to the Commercial Street (“**Franchisee Electricity Supply System**”) (RFP is expected to be released on 8<sup>th</sup> May, 2022 ; and,
- Become part of a repository of Pre-Qualified Organizations which can bid on future Phase 2 RFPs released by AEDC for ESCOs.

AEDC is seeking qualified ESCOs to collaborate with to provide better electricity supply to select large commercial and industrial customers, rural communities, and commercial streets in AEDC’s service territory (collectively referred to as “**Customers**”).

**Stage 1:** Bidders must respond to this RFQ by submitting all materials required and meet the qualification requirements to become a Pre-Qualified Organization.

**Stage 2:** AEDC will issue confidential Stage 2 RFPs for ESCOs to provide improved service to customers using distribution energy resources (“**DER**”), which include solar PV, batteries, and/or diesel/CNG generators. The Stage 2 RFPs will only be shared with Pre-Qualified Organizations, and only bids from Pre-Qualified Organizations will be accepted. Pre-Qualified Organizations who bid and are selected as the ESCO in Stage 2 RFPs will have the opportunity to sign Tripartite Agreements with Customers and AEDC or Franchisee Agreement with AEDC (depending on the customer type).

This is a Stage 1 (of 2 total stages) RFQ in the DESSA program, which is the collective program for DER projects being developed and executed to augment power supply for AEDC Customers in collaboration with ESCOs.

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

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

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

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## 1. INTRODUCTION

Abuja Electricity Distribution Company (AEDC) is one of the 11 power distribution companies that was privatized on 1 November, 2013. AEDC has a franchise for the distribution and sale of electricity across an area of 133,000 km<sup>2</sup> in the Federal Capital Territory, Niger State, Kogi State and Nasarawa State. In addition, AEDC is required to manage meter installations, carry out servicing and billing, co-ordinate consumer credit, and revenue collection.

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

As part of its commitment to improve power supply for its customers, AEDC has developed the Distributed Energy Solutions Strategy for AEDC (DESSA). A program that enables customers who are underserved by the grid to better meet their electricity needs using DERs — including solar photovoltaics, battery storage, and diesel generators as emergency backup. The DESSA program currently focuses on three customer types: large commercial and industrial customers, rural communities, and commercial streets (collectively, the Customers). The Nigerian Electricity Supply Industry (“**NESI**”) faces many challenges (e.g., supply shortages, lack of capital to finance network improvements, etc.) that prevents AEDC from being able to supply its Customers with uninterrupted power supply.

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

This also gives DER developers and AEDC the opportunity to work together towards the mutual goal of providing high-quality power to Customers. AEDC has seen success collaborating with ESCOs – as shown by the Wuse Market project success. AEDC will continue to grow the DESSA program, connecting DER developers with a continued pipeline of projects for large commercial and industrial, rural communities, and commercial street customers.

Through DESSA, AEDC:

- identifies Customers who are currently not receiving adequate power quantity, quality and reliability from AEDC’s grid;

- works with those Customers to procure an ESCO to meet the Customers’ power needs; and,
- performs grid upgrades to improve grid power supply depending on the arrangement.

As part of this program, AEDC is working with specific customers in and near Abuja to procure ESCOs to provide reliable, affordable electricity using DERs.

At this time, AEDC is issuing this RFQ prior to issuing three separate RFPs to procure up to three ESCOs for three projects (one large commercial & industrial project, one rural community project, one Commercial Street project). There will be one Stage RFQ for all three projects (this RFQ); there will be three separate RFP processes for each of the three projects. Only developers that pass the RFQ process to become Pre-Qualified Organizations will be invited to submit proposals for the three RFPs. Since proposals submitted for each RFP will be scored separately of proposals submitted for the other RFPs, a different ESCO may be chosen for each project, or one ESCO may be chosen for all projects or two projects. For example, the RFP process for the large commercial/industrial customers will be separate to the RFP process for the rural community; so, the same ESCO may win both projects or different ESCOs may each win one project depending on which bidder had the highest score in each RFP process.

## 2. GENERAL INFORMATION

- 2.1. This RFQ is being issued to support the requirements of AEDC to provide Customers with safe, reliable electricity in the most cost-efficient manner.
- 2.2. This RFQ is not a commitment by AEDC to contract with any Bidder and it does not bind AEDC or its affiliates in any manner. AEDC will solely determine to which Bidders, if any, it wishes to give the status of Pre-Qualified Organization.
- 2.3. As a result of this RFQ, AEDC is developing a repository of Pre-Qualified Bidders. When a Stage 2 RFP is issued for an ESCO, only Pre-Qualified Bidders that have been qualified through Stage 1 by AEDC will be invited to participate in the Stage 2 RFP.
- 2.4. A Stage 2 RFP for a large commercial customer in Abuja is expected to be issued on 2<sup>nd</sup> May, 2022 driving the timeline of this Stage 1 RFQ.
- 2.5. Additionally, a Stage 2 RFP for a rural community in Nasarawa State is expected to be issued on 2<sup>nd</sup> May, 2022 .
- 2.6. Additionally, a Stage 2 RFP for a Commercial Street in Abuja is expected to be issued on 2<sup>nd</sup> May, 2022 .

### 3. QUALIFICATIONS REQUIREMENTS

- 3.1. **Qualifications Deadline and Submission:** Qualifications must be complete in all material respects and received no later than 1:59 p.m. WAT on the Qualifications Due Date as indicated. Qualifications must be submitted as hard copy to AEDC's office at the address:  
**Procurement Committee  
Abuja Electricity Distribution Company  
No. 1 Ziguinchor Street, Off IBB Way,  
Zone 4, Wuse – Abuja,**
- 3.2. **Incomplete and Substantial Applications:** Incomplete Qualifications will be rejected. The Bidder must submit substantially responsive Qualifications, i.e. one which conforms to all terms, conditions and specifications of the RFQ without material deviation or reservation. Failure to comply with this instruction will result in disqualification of the Bidder.
- 3.3. **Use Forms Provided:** The Bidder must prepare complete Qualifications by completing the required Appendices. All items to be entered in the prescribed forms contained in the Exhibits, Annexes and Appendices. If necessary, additional sheets may be attached to the Qualifications.
- 3.4. **Language:** The Qualifications and all related correspondence and documents shall be written in the English language. Supporting documents and printed literature furnished by the bidder with the Qualifications may be in any other language provided they are accompanied by a certified translation in the English language. Supporting materials which are not translated will not be considered. For the purpose of interpretation and evaluation of the Qualifications, the English language translation shall prevail.
- 3.5. **Qualifications Costs:** The bidder shall bear all costs associated with the preparation and submission of its Qualifications. AEDC will not be responsible or liable for these costs, regardless of the conduct or outcome of the procurement process.
- 3.6. **Authority:** Each page of the Financial Qualifications, including the Annexes, Exhibits and Appendices, should be initialed by a person or persons duly authorized to sign on behalf of the Bidder, and any associated individuals or Companies. Such authorization shall be indicated by one or more written *Powers of Attorney*.
- 3.7. **Legality and Alterations:** Qualifications may be rejected if it is illegible or contains omissions, erasures, alterations, additions, or irregularities; except for those alterations necessary to correct errors made by the Bidder, in which case, such corrections shall be initialed by the person or persons signing the Qualifications.





#### 4. DOCUMENTS TO INCLUDE IN QUALIFICATIONS

4.1. Qualifications must include the following documents which will be assessed to determine if the Bidder is acceptable to become a Pre-Qualified Organization:

4.1.1. **Signed Bidder Qualifications Checklist (Exhibit A)**

4.1.2. **Signed Affidavit (Appendix 1)**

4.1.3. **Company Description**

4.1.3.1. Company(s) Details: Company name, country of incorporation registered address, company's website, year in which the company was established, company type of association, registration number (following the format of **Appendix 2a or 2b**)

4.1.3.2. Contact Person: Contact Name, Address, email, phone number, position in company

4.1.3.3. Company ownership: Name the direct and beneficial owners of the company and their share of ownership (following the format of **Appendix 3**)

4.1.3.4. Board and Senior Management: List the names of all members of the board and senior personnel (following the format of **Appendix 4**)

4.1.3.4.1. Certified copy of Resolution (e.g., executive management or board resolution) authorizing corporation's representative to file the Qualifications and sign subsequent agreements

4.1.3.5. Provide proof that a key management staff has sufficient experience executing hybrid DER/mini-grid projects

4.1.3.6. Provide name of the Nigerian bank account currently in use

4.1.3.7. Certificate of Incorporation with Nigerian legal authority as a supporting document

4.1.3.8. An international company is required to provide the proposed subcontractor and evidence of the local partnership. The company is still required to provide incorporation certificate from its registered country.

4.1.4. **Integrity and Reputation**

4.1.4.1. Declare any and all past criminal conviction, bankruptcy or insolvency of the firm, owners, directors, key personnel or key partners, or past insolvency of firms owned by the company's owners.

4.1.4.1.1. When there is nothing to declare, provide a sworn affidavit attesting to the request

4.1.4.2. Provide all statutory and regulatory requirement

4.1.4.2.1. Copy of tax clearance certificate for a minimum period of 2 years or for the lifespan of the company if it was established less than 2 years ago.

4.1.4.2.2. VAT registration Certificate

4.1.4.2.3. Certificate of VAT remittance

- 4.1.4.2.4. Certificate of compliance with Pension Act 2004
- 4.1.4.2.5. Newly registered company should only provide VAT certification & evidence of compliance with pension Act 2004 from the statutory and regulatory requirement since the company's purpose is to develop and manage a type of DER/mini-grid.
- 4.1.4.3. Proof of a positive credit report and bank reference letter. Letter from a bank stating the company(s) current account position can act a credit proof.
- 4.1.4.4. Demonstrate that outstanding loans are repaid in timely manner with regards to past DER/mini-grid development or deployment.

#### 4.1.5. Experience & Skills

- 4.1.5.1. Experience in the development & deployment of DER/mini-grid solutions
  - 4.1.5.1.1. Provide the years and type of experience
  - 4.1.5.1.2. Must have experience on decentralized electricity solutions in the world with a minimum capacity of 200kW.
- 4.1.5.2. Experience deploying DER/mini-grid solutions in Africa
  - 4.1.5.2.1. Provide the years, type of experience and its installed capacity
  - 4.1.5.2.2. Must have experience on decentralized electricity solution in Africa with a minimum capacity of 200kW.
- 4.1.5.3. Experience in operating a DER/mini-grid which includes the sale of its electricity
  - 4.1.5.3.1. Provide the current state of the DER/mini-grid mentioned above (operational or decommissioned). Evidence of an operating DER/mini-grid includes energy flow data, current revenue, vending receipt or a recent video etc.
- 4.1.5.4. Evidence in the development and deployment of other decentralized solutions if applicable, including the development of embedded generation, DER/mini-grids, IEDN. (Optional)
- 4.1.5.5. Experience with balance of systems and maintaining a distribution network for a multi-customer power system (Optional; preferable for rural community and Commercial Street projects)

#### 4.2. Financial Resources

- 4.2.1. Annual Turnover
  - 4.2.1.1. What is the annual turnover of the company?
    - 4.2.1.1.1. Provide three years audited financial statement for company
    - 4.2.1.1.2. Entity shall have a net asset of a least 50 million Naira (or \$120,000 USD) at the end of the last two financial years. This should be clearly stated in the financial statement provided even though if a different currency.

#### 4.3. Technical Capacity

- 4.3.1. Provide valid license to operate as an electrical contractor issued by the Nigeria Electricity Management Service Agency (NEMSA).
  - 4.3.1.1. The license can be provided by a partner.
  - 4.3.1.2. Provide agreement/MOU with technical partner if current company or partners will not be responsible in the deployment of the DER/mini-grid.
- 4.3.2. Evidence that one of the key personnel of the company or partner is a COREN registered engineer.

## 5. RFQ PROCESS

- 5.1. **Open RFQ Process:** This RFQ is an open tendering process. This RFQ is a Stage 1 (of 2 stages).
- 5.2. **Stage 1 RFQ Process:** This documents the process only for this Stage 1 RFQ. The processes for Stage 2 RFPs are not provided in this document; the processes of the Stage 2 RFPs will be provided in those RFPs when they are released.
- 5.3. **RFQ and RFP Schedule:** The schedule and deadlines set out in this section apply to this Stage 1 RFQ and to the Stage 2 RFP for a ESCO for a large commercial/industrial customer in Abuja. The schedule for the Stage 2 RFPs for the rural community and Commercial Street have not yet issued but are expected to require a similar number of total days. AEDC reserves the right to revise this schedule at any time. AEDC will notify Bidders if dates change as applicable. The proposed schedule and timetable are as follows:

No.	ACTIVITY	DATE	DEADLINE
<b>STAGE 1</b>			
1	Issue of Request for Qualifications	8 <sup>th</sup> March, 2022	
2	Deadline for submittal of queries and clarification by Bidder	15 <sup>th</sup> March, 2022	7 Days after No. 1
3	Deadline for AEDC to answer queries and clarifications	29 <sup>th</sup> March 2022	14 Days after No. 2
4	Deadline for Submission of Qualifications by Bidder	12 <sup>th</sup> April, 2022	14 Days after No. 3
5	Complete Evaluation of Qualifications and Notification of Pre-Qualified Organizations (Clarifications by AEDC will be requested from Bidders as needed during this time)	26 <sup>th</sup> April, 2022	14 Days after No. 4
<b>STAGE 2 – FOR LARGE COMMERCIAL/INDUSTRIAL CUSTOMER IN ABUJA</b>			
1	Issue of Request for Proposal	2 <sup>nd</sup> May, 2022	
2	Optional Site Walk		
3	Deadline for submittal of queries and clarification by Bidder	9 <sup>th</sup> May, 2022	7 Calendar Days after No. 2

4	Deadline for Customer and AEDC to answer queries and clarifications	19 <sup>th</sup> May, 2022	10 Calendar Days after No. 3
<b>5</b>	<b>Deadline for Submission of Proposals by Bidder</b>	24 <sup>th</sup> June, 2022	<b>36 Calendar Days after No. 4</b>
6	Request for Clarifications by Customer and AEDC to Bidders (as needed)	8 <sup>th</sup> July, 2022	14 Calendar Days after No. 5
7	Complete Evaluation of Proposals and Notification of Preferred Bidder(s)	22 <sup>nd</sup> July, 2022	14 Calendar Days after No. 6
8	Complete Negotiations of Project Agreement with Preferred Bidder(s)	20 <sup>th</sup> September, 2022	60 Calendar Days after No. 7
9	AEDC's Board Approves Agreement; Parties Sign Agreement	20 <sup>th</sup> October, 2022	AEDC will aim to obtain board approval within 30 days on No. 8
10	Customer, AEDC, and Preferred Bidder sign Letter of Intent or Exclusivity Agreement; Preferred Bidder submits Agreement to NERC for Approval with the Required Additional Documentation	19 <sup>th</sup> December, 2022	60 Calendar Days after No. 9 (or other date agreed upon by the Parties)
11	Issue of Full Notice to Proceed by Customer and AEDC (Effective Date)	TBD	Upon NERC approval of Agreement
12	Date of Commercial Operation	TBD	12 Months after No. 12

5.4. **Communication Channels:** All related communications between AEDC and Bidders will be via [aedcprocurement@abujaelectricity.com](mailto:aedcprocurement@abujaelectricity.com) All other forms of communication are not considered official and are discouraged.

5.5. **Sharing of Bidder Clarifications:** All clarification questions asked by Bidders and the responses to those questions that are relevant to all Bidders will be anonymized and shared with all Bidders via the designated email above

- 5.6. **Clarifications:** If necessary, after the deadline for submission of Qualifications, AEDC may seek clarification from a Bidder regarding its Qualifications. The Bidder will also be advised of the date, time, and place for detailed clarification meeting(s) between AEDC and such Bidder, if so required.
- 5.7. **Additional Qualifications:** AEDC reserve the right to solicit additional Qualifications, if it deems it necessary to do so, and have the right to submit requests for additional information to Bidders during the evaluation process.
- 5.8. **Comprehensive:** Qualifications should be as comprehensive as possible to enable AEDC to make a definitive and final evaluation of the Qualifications without further contact with the Bidder.
- 5.9. **Notification of Pre-Qualified Organizations:** On completion of the evaluation process, AEDC will inform organizations who satisfy the requirements of the RFQ that they have successfully become Pre-Qualified Organizations.
- 5.10. **Notification of Unsuccessful Bids:** On completion of the evaluation process, AEDC will promptly inform organizations who do not satisfy the requirements of the RFQ that they were unsuccessful.

## 6. RFQ QUALIFICATIONS EVALUATION

- 6.1. **Evaluators:** AEDC is the sole evaluator of Qualifications in Stage 1.
- 6.2. **Only Complete Qualifications:** AEDC will evaluate and rank only Qualifications determined to be complete and substantially responsive to the requirements of the RFQ.
- 6.3. **Right to Qualify Multiple Organizations:** AEDC reserves the right to accept the qualifications of multiple organizations and provide the status of Pre-Qualified Organization to multiple organizations.
- 6.4. **Right to Reject Qualifications:** AEDC reserves the right to accept or reject any Qualifications and to reject all Qualifications, without thereby incurring any liability to the affected Bidders, their agents and/or assigns. AEDC reserves the right not to award any bidder a contract in response to this RFQ and may terminate the selection process at any time without thereby incurring any liability to any Bidder, their agents and/or assigns.
- 6.5. **Right to Provide Limited Qualification:** In lieu of rejecting Bidder(s)' proposals to become pre-qualified organizations, AEDC reserves the right to qualify Bidders to only submit bids for RFPs for certain RFPs (large commercial and industrial, rural community, and/or Commercial Street) if AEDC deems the Bidder(s) do not have the qualifications to successfully execute projects in all three categories.
- 6.6. **Evaluation Phases:** AEDC will evaluate Qualifications in the below Phases. Only Qualifications which are determined to be complete and substantially responsive in Phase 1 will proceed to Phase 2.
- 6.7. **Combined Technical Capabilities:** To determine the combined technical capability of a Bidder comprised of more than one entity, each member shall complete and submit the applicable documents in Section 4 for evaluation.
- 6.8. **Combined Financial Capabilities:** To determine the combined financial capability of a Bidder comprised of more than one entity, each member shall complete and submit the applicable documents in Section 4 for evaluation.
- 6.9. **PHASE 1 EVALUATION – DETERMINATION OF QUALIFICATIONS RESPONSIVENESS**
- 6.9.1. **Phase 1 Evaluation Criteria:** The initial phase of the evaluation process is the determination of the Qualifications' responsiveness. A bid will be deemed non-responsive if:
- 6.9.1.1. It is not received by the due date and time established in the RFQ;



- 6.9.1.2. It is not submitted in the required formats;
- 6.9.1.3. Any required document is missing;
- 6.9.1.4. Bidder Qualifications Checklist, Affidavit, and other documents requiring signatures are not signed by an authorized officer;
- 6.9.1.5. It did not include a signed Mutual Confidentiality Agreement; or
- 6.9.1.6. Qualifications fail to comply with any other specific requirements of the RFQ.

6.9.2. **Phase 1 Minimum Threshold:** Once the complete and substantially responsive Qualifications have been identified, they will move on to Phase 2 Evaluation. Non-complete and responsive Qualifications will be rejected.

6.10. ***PHASE 2 EVALUATION – QUALIFICATIONS OF BIDDER***

6.10.1. **Bidders That Pass Phase 1:** Qualifications which are deemed to be complete and substantially responsive, having passed the requirements in Phase 1 Evaluation, will advance to an evaluation of the Qualifications of the Bidder in Phase 2.

6.10.2. **Phase 2 Evaluation Criteria:** Phase 2 of the evaluation process is to determine the qualifications of the Bidder to successfully execute DER/mini-grid projects in AEDC's territory. Each acceptable Bidder's Qualifications will be evaluated using the Bidder Qualifications Checklist in Exhibit A.

6.10.3. **Bidder Comprised of More Than One Entity:** To determine the experience and technical capability of a Bidder comprised of more than one entity, the experience and technical capability of each member shall be combined for evaluation.

6.10.4. **Phase 2 Acceptance Threshold:** The Bidder must sufficiently pass every checklist item in the Bidder Qualifications Checklist in Exhibit A to pass and gain the status of Pre-Qualified Organization.

## 7. CONFIDENTIALITY

- 7.1. In Stage 1 of this RFQ, Bidder must sign a Mutual Confidentiality Agreement provided in Exhibit B. During the term of this RFQ or any Stage 2 RFPs, Bidders or Pre-Qualified Organizations may receive or have access to data and information that is confidential and proprietary to AEDC and/or its Customers. All such data and information (“Confidential Information”) made available to, disclosed to, or otherwise made known to Bidder in connection with this RFQ or future Stage 2 RFPs shall be considered the sole property of AEDC and/or its Customers. Confidential Information may be used by Bidder only for the purposes of performing the obligations of the Bidder hereunder. Bidder shall not disclose Confidential Information to any third party without the prior written consent of AEDC and its Customers. Bidder shall not use or duplicate any proprietary information belonging to or supplied by AEDC and/or its Customers, except as authorized by AEDC and/or its Customers respectively. These obligations of confidentiality and non-disclosure shall remain in effect for indefinite period. The Bidder agrees that any response and discussion related to this RFQ thereto shall be considered Confidential Information. In the same vein of confidentiality, AEDC shall not share, duplicate, or use the Proposals received by Bidders without the written permission of the Bidder. AEDC shall not disclose Confidential Information to any third party without the prior written consent of the Bidder.

**8. BIDDER'S RESPONSIBILITIES**

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

## 9. REASONS PRE-QUALIFIED ORGANIZATIONS CAN LOSE STATUS

- 9.1. Pre-Qualified Organizations can lose their status of being a Pre-Qualified Organization if:
  - 9.1.1. The time of three (3) years has passed since the Bidder(s)'s application to become Pre-Qualified Organization was approved by AEDC.
  - 9.1.2. The Pre-Qualified Organization commits an act that results in the premature termination of a DESSA agreement at the fault of the Pre-Qualified Organization.
  - 9.1.3. The Pre-Qualified Organization would no longer qualify under the requirements and qualifications required by this RFQ (e.g., declaring bankruptcy since becoming a Pre-Qualified Organization).
  
- 9.2. Pre-Qualified Organizations that lost their status can re-apply to be a Pre-Qualified Organization if:
  - 9.2.1. The Pre-Qualified Organization lost their status due to the time period of qualification expiring.
  - 9.2.2. If the Pre-Qualified Organization can prove the reason they lost their status has been remedied.

## 10. CONTACT INFORMATION

- 10.1. All related communications between AEDC and Bidders will be via [aedcprocurement@abujaelectricity.com](mailto:aedcprocurement@abujaelectricity.com). All other forms of communication are not considered official and are discouraged.

**11. APPENDICES: REQUIRED BIDDER DOCUMENTATION**

11.1. All Appendices are in the following pages.

APPENDIX 1: AFFIDAVIT

Affidavit

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

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

.....  
.....

*(Address)*

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

*(Official Capacity)*

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

*(Name of Firm)*

duly organized under the Laws of .....

*(Name of Country)*

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

*(Official Capacity)*

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

- i. All statements made in this Bidder’s Qualifications and in the required attachments are true and correct,
- ii. These Qualifications are submitted for the express purpose of becoming a Pre-Qualified Organization,
- iii. The Bidder will make available to AEDC any information they may find necessary to verify any item in these Qualifications or regarding the competence and general reputation of the Bidder,
- iv. That I am duly authorized by the corporation/association/company to make these representations and to sign these Qualifications.
- v. The Bidder hereby represents that there are no liabilities, lawsuits, debts, etc. that could reasonably be expected to materially affect the Bidder's ability to arrange the necessary financing for the successful implementation of the proposed Project.

Signature: .....

(Secretary/General Partner/ Individual Contractor/Applicant)

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

2021..... at .....

Notary Public/Justice of the Peace:

.....



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

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

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

## APPENDIX 2b: ASSOCIATED ORGANISATION\*

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

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

APPENDIX 3: COMPANY OWNERSHIP

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

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

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

\*\* Equity holdings

APPENDIX 4: BOARD AND SENIOR MANAGEMENT

MEMBERS OF THE BOARD OF DIRECTORS

NAME	DESIGNATION
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

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

NAME: .....

ADDRESS: .....

DESIGNATION: .....

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

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

SENIOR MANAGEMENT

NAME	DESIGNATION
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

## 12. SUPPORTING EXHIBITS

### EXHIBIT A: BIDDER QUALIFICATIONS CHECKLIST

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

### EXHIBIT B: MUTUAL CONFIDENTIALITY AGREEMENT

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