

NMB BANK PLC

REQUEST FOR INFORMATION
(“RFI”)

**‘SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF GRID TIED SOLAR SYSTEM FOR NMB
HEAD OFFICE’**

You are **hereby** authorized to use this document in preparing a response to **NMB BANK PLC**
REQUEST FOR INFORMATION FOR “SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF
GRID TIED SOLAR SYSTEM FOR NMB HEAD OFFICE.

The address of the Requestor is:

SECRETARY
NMB BANK PLC, MANAGEMENT TENDER COMMITTEE,
NMB HEAD OFFICE,
OHIO/ALI HASANI MWINYI ROAD JUNCTION, PO Box 9213,
Dar es Salaam, Tanzania.

Telephone: +255222322442, Telefax: +255 222 322775
Email: tendersubmission@nmbbank.co.tz

*Please escalate your concerns confidentially about any unacceptable practices by any Bank staff
involved in this tender process through the following channels:*

*NMB’s Postal Address: Attn. to CEO [envelope marked “strictly private and confidential”] Toll Free
Phone Numbers: 0658 / 0779 / 0685 /
0800 751 000 Email Address: whistleblowing@nmbbank.co.tz NMB Website:
www.nmbbank.co.tz [then select the Whistle Blowing Section.*

1. Request for Information (RFI)

Summary of details for this request for information: -

Title of this RFI	RFI FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF GRID TIED SOLAR SYSTEM FOR NMB HEAD OFFICE
Issue Date	4 th April 2024
Deadline for receiving clarifications	Monday 15th April 2024
Address for requesting clarifications	procurement@nmbbank.co.tz
RFI Closing Time & Date	Monday 22nd April 2024 at 15H00 EA Time.
Delivery Address (Email Submission)	tendersubmission@nmbbank.co.tz (maximum document size 20MB)
	<ul style="list-style-type: none"> • Hard Copy delivery in sealed envelopes and deposited at the TENDER BOX located on ground floor of NMB Bank Head Office, at Ohio/Alì Hassan Mwinyi Road, Dar es salaam; or • Delivery by courier and addressed to Secretary, NMB Bank Plc Management Tender Committee P.O. Box 9213, Dar es Salaam.

2. Brief Overview of NMB BANK Plc.

NMB Bank Plc. (“NMB”) is a full-service commercial bank incorporated in the United Republic of Tanzania. Through its 3 main business divisions: Retail, Wholesale, and Treasury, NMB provides a suite of financial services and products to retail customers, farmers, SMEs, Corporates, Institutions, and the Government.

Euromoney awards for excellence selected NMB as the “Best Bank in Tanzania” for 10 times in 11 years (2013-2023). The bank has also been named The Safest Bank in Tanzania for the year 2023 by Global Finance Magazine. NMB Bank was also awarded as the Best Blended Finance Partner in Africa for banks working with International Finance Corporation (IFC) of the World Bank Group in 2019.

3. Information Request

Information is requested from your company to provide the below mentioned information to NMB Bank Plc.

This RFI is not an offer to purchase and NMB Bank is under no obligation to accept any proposals in this process and/or the subsequent RFP which may be issued hereafter. As this is a Request for Information only, no business will be awarded through this process. The submission should include in detail your proposed methodology, and preliminary program of expected activities. From the RFI and response and/or submissions thereto, NMB Bank will compile an RFP document, which will include business requirement document with an indicative schedule of activities and timelines.

In responding to this RFI, NMB Bank Plc encourages all RFI respondents to put their best effort into the construction and development of the proposal.

4. Project Scope

4.1 Functionalities and general requirements:

Scope of work covers Design, Supply, Installation, Commissioning, and a comprehensive warranty Maintenance and Operation of Grid Connected Rooftop Solar Power system with module mounting structure, surge overvoltage protection, data logger with its sensors, and system monitoring via GSM/Ethernet.

The installation will be done at the NMB Head office building located in Dar Es Salaam Tanzania. The solar system is expected to substitute/supplement to the maximum of the available technology the main grid electricity supply of the building, and fully replace the backup generators use.

NMB has a rooftop area size of 1600 square meters where the installation is expected to be implemented without necessarily modifying the building current architecture.

The implementation is expected to be environmentally friendly, meeting NMB Bank Sustainability ambitions of embracing the use of clean renewable energy and improving energy efficiency and subsequently reducing greenhouse gas emissions.

4.2 Technical and Operational Specifications

4.2.1 General

The NMB HQ Building has TANESCO main grid supply as a primary source of power and three Generators as secondary sources. The secondary source is the backup to the primary source and works only when the primary source is experiencing outages.

The building consumes an approximate of 230,500kWH and 643kVA of power per month, and an average of 14,000 litres of diesel is used to power the generators in a month.

4.2.2 Operational

The system will operate as follows:

- i. The system will be an 'Grid Tied Solar system', supplying electricity directly to the building distribution board where both generators and TANESCO mains are connected.
- ii. The system should feed into the main board and will be protected against back-feed.
- iii. All system components must meet guarantee/warranty terms and high-quality standards (provide certification) to ensure long-term sustainability of the PV system.
- iv. The local conditions must be taken into consideration (close proximity to the sea, strong wind, dusty surroundings).

- v. The system will be constructed such that a user can perform routine maintenance and replacing works, and a technician can easily perform system diagnostics or replace components.
- vi. The bidder will provide the most appropriate system integration, components, assembly, and packaging that meet all specifications.

5. Supplier Specific Information

5.1.1 Provide below list of Requirements.

S/N	Required Documents
1	Valid Business License from the region/country of operation
2	Company Certificate of Incorporation
3	Taxpayer Identification Certificate (If Applicable)
4	Company's Litigation Statement
5	Power of Attorney authorizing signatory
6	Company's Audited Financial statements for the past three years (from 2021, 2022 and 2023)

5.1.2 Shareholder's Information

Full Name	Number of Shares or % shareholding	Nationality	Identity Number (Passport)

5.1.2 Capability Assessment

Please indicate where you have fulfilled similar requirements on other completed or ongoing projects of a similar nature, type, scale and / or complexity before. Provide at least three references from current clients who you have provided the similar solution.

	Reference 1	Reference 2	Reference 3
Client's Name			
Address			
Contact Name			
Phone Number			
Email Address			
PV system size (kW)			
Area covered (SQM)			

6. Environmental, Ethical and Sustainability Assessment

- a. Does your organization engage with local communities to promote social sustainability? If yes then how?
- b. Can you provide examples of past projects where your organization has successfully integrated environmental sustainability principles?

7. Declaration of Interest

- 6.1. Has any Director, Partner, Associate, Company Secretary, Senior Manager or Manager in your organization been employed by NMB BANK PLC? If YES, please give details.
- 6.2. Does any Director, Partner, Associate, Company Secretary, Senior Manager, Manager or any person connected with the RFP, have any relationship (family, friend, other) with a person employed in the department concerned with the administration of this RFP and/or any person who may be involved with the evaluation or adjudication of this RFP? If YES, please give details.

8. Disclaimer

Respondents are hereby advised that, NMB Bank is not committed to any course of action because of its issuance of this RFI and/or its receipt of submissions in response to it. In particular, please note that NMB Bank reserves the right and at its sole and full discretion to:-

- i. Utilize any information provided to it in response to this RFI to draft the scope of requirements for inclusion in the RFP;
- ii. Select and shortlist respondents for RFP participation based on Bank's procurement policy and procedures;
- iii. Change the dates of submission;
- iv. Increase or decrease the scope as indicated in the RFI;



- v. Request audited financial statements or other documentation for the purposes of a due diligence exercise;
- vi. Validate any information submitted by Respondents in response to this RFI. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting your application, Respondents hereby irrevocably grant the necessary consent to NMB Bank to do so;
- vii. Kindly note that NMB Bank will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission and subsequent process that may follow including but not limited to presentations, demonstration of the system and other meetings.

I, the undersigned, certify that the information furnished in this RFI document is correct.

Company's Name -----

Name of Authorized Officer -----

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Signature of Authorized officer -----

Title of Authorized Officer-----

Official Company Phone Number -----

Official Company Email Address-----

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Company Stamp-----

Date-----