

# KOSMOS INNOVATION CENTER

## REQUEST FOR PROPOSAL

# KIC HARDWARE CENTER OF EXCELLENCE – RENOVATION, REMODELING & CIVIL WORKS

KIC- CSR SUPPORT, GHANA

RFP No.: KIC-24-010

JULY 22, 2024



March 11, 2023

Subject: Invitation to Bid: Request for Proposal (RFP) No. **KIC-24-010**  
KIC HARDWARE CENTER OF EXCELLENCE – Renovation, Remodelling and Civil Works

Dear Sir / Madam,

Your company is invited to submit a proposal FOR KIC HARDWARE CENTER OF EXCELLENCE – Renovation, Remodelling and Civil Works to support or meet the Kosmos Innovation Center (“KIC or Company”) development of agricultural technologies and innovations.

This bid is exclusively for vendors located in **Kumasi** in the Ashanti Region.

Date to begin service contract will be communicated to contractor or consultant after contract has been awarded. Your proposal must include and will be evaluated based on the following criteria:

- References to similar work performed to named clients (with contact details of three or more clients).
- Financial proposal - cost to undertake the work (detailed fee schedule for each service proposed).
- Technical proposal details.

**Your proposal must:**

- Be prepared and submitted in strict accordance with the “Instructions to Contractors.”

Interested businesses are to submit their applications/proposals (technical and financial) of no more than eight pages highlighting their understanding of the assignment, clear approach to implementation of the assignment, demonstration of experience undertaking similar assignments in the past, especially in Ghana. Applications are to be submitted to: **rapreku@kicghana.org**

Proposals must be received no later than **5:00 PM** local time in Accra, Ghana on Tuesday, July 30, 2024 **or earlier**.

Proposals received later than this deadline may be rejected. Partial or incomplete proposals may not be considered. Please be sure to go through the scope of work as detailed in this RFP.

Proposals must be valid for a minimum of ninety days after the date of receipt of proposals.

Kosmos Innovation Center reserves the right to accept or reject any or all proposals.

Please advise the Company within one (3) calendar day of your receipt of this RFP, of your intent to submit or not submit a proposal, and the name of your designated representative.

If you choose not to bid, please immediately notify Kosmos Innovation Center, and delete/discard the RFP documents.

Kosmos Innovation Center will not be responsible for costs incurred in your preparation, participation, and submission of your bids.

All intellectual property developed during the contract will be the property of Kosmos Innovation Center.

Sincerely,

Kosmos Innovation Center

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## ATTACHMENTS

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## Section 1 - **INSTRUCTIONS TO BIDDERS / CONTRACTORS**

### 1.1 INVITATION TO BID

Company is seeking tenders from qualified Contractors / Consultants to undertake the Scope of Work to provide to support the establishment of KIC HARDWARE CENTER OF EXCELLENCE – Renovation, Remodelling and Civil Works aimed at providing best-in-class hardware and maker labs to support young entrepreneurs under KIC’s business incubated program, KIC supported businesses and other young entrepreneurs to develop innovative solutions for the agricultural sector. Kosmos Innovation Center (KIC) is transforming an existing structure into a Center of Excellence for hardware innovation to support young entrepreneurs and startups. The project involves the renovation and remodelling of spaces, furnishing, corporate site branding and finishing to create a modern and contemporary environment for hardware innovation and incubation. The facilities to be developed include three workshop spaces, administrative offices, a computer laboratory, a conference room, a multi-purpose training room, washrooms, and outdoor facilities.

### DEFINITIONS

“Company” as used herein shall mean Kosmos Innovation Center or Affiliates as applicable.

"Contractor" as used herein shall mean the company or entity submitting a response to this RFP.

“Subcontractor” herein means any subcontractor, supplier, agent, or material man providing materials or services to Contractor for the purpose of performing the Work.

“RFP” as used herein shall mean this Request for Proposal.

“Work or Services” as used herein shall mean the Work or Services contemplated in this RFP.

“Contract or MSA” as used herein shall mean the applicable Contracts located in Attachment section that shall govern the Work or Services.

“Proposal” as used herein shall mean the proposal Contractor will submit pursuant to this RFP.

### 1.2 CORRESPONDENCE

All correspondence is to be submitted via the method detailed in the RFP, as follows:

By E-Mail: rapreku@kicghana.org

Subject line should be addressed to:

**RFP No.:** KIC-24-010

### 1.3 NOTICE OF INTENT TO SUBMIT PROPOSAL

Contractors are required to send notification via email of their intent to submit a Proposal to the email address provided.

rapreku@kicghana.org **copy:**

### 1.4 PROPOSAL DUE DATE & COMMERCIAL VALIDITY

Proposals shall be submitted to the Company no later than the time and date indicated in the Cover Letter. Contractor's Proposal must be valid for a minimum period of ninety (90) days after the Proposal submittal due date.

### 1.5 CLARIFICATIONS, INQUIRIES AND RESPONSES

The contractor is responsible for examining this RFP and all addenda. Should Contractor identify discrepancies, omissions, or require any additional information concerning this RFP, Contractor may request clarifications via email within two (2) calendar days prior to the Proposal submittal due date.

The selected vendor will need to obtain permission from the **Procurement Specialist, Portfolio Manager or HR & Admin Manager** before visiting the property in Kumasi to take measurements and assess the job requirements.

## 1.6 CONFIDENTIALITY

The information contained in this RFP and information that may be provided by the Company from time-to-time in the future is confidential and shall not be released to third parties without the prior written consent of the Company. By participating in this bid process, Contractor (and Contractor's parties for which Contractor is responsible) acknowledges and agrees to be obligated and agrees to keep all information under this RFP and any other information received from Company to be confidential. All intellectual property developed during the contract will be the property of Kosmos Innovation Center.

## 1.7 PREPARATION AND SUBMITTAL OF PROPOSALS

The contractor shall submit its Proposal according to the requirements of this RFP and meet the Proposal submittal due date.

All costs to prepare Contractor's Proposal, including site visits, presentations, attendance at pre-award meetings and any other pre-award costs will be at Contractor's expense.

Proposals should be based on the information included in this RFP. Any Work resulting from this RFP will be performed in accordance with the Contract located in the Attachment section.

### **Proposal Submission Requirements:**

- Detailed company profile, including qualifications of key personnel.
- Approach and methodology for addressing the scope of work.
- Design concepts and materials to be used.
- Timeline and milestones.
- Budget and fee structure.
- References from previous similar projects.

## 1.8 EVALUATION OF PROPOSALS AND CONTRACT AWARD

### **Evaluation Criteria:**

- Relevant experience and qualifications of the contractor.
- Understanding of the scope of work and proposed methodology.
- Feasibility and innovativeness of the proposed approach.
- Quality of design concepts and materials.
- Cost-effectiveness.
- References and past performance.

Evaluation of Proposals will incorporate technical, commercial, safety, and quality criteria established by the Company.

Company may require clarification of the proposals after opening. Company will determine the most effective means for ensuring that proposals are fully understood and in compliance with the RFP.

Company may request that Contractor visit Company's offices to make a presentation on Contractor's methodology to execute the Work.

***Company reserves the sole right to select and make an award to the successful Contractor, award multiple contracts, or to not make an award.***

## Section 2 - **TECHNICAL PROPOSAL INSTRUCTIONS**

### 2.1 GENERAL REQUIREMENTS

Contractor shall submit a Technical Proposal for the Work as described in this RFP. Contractor’s Technical Proposal must include responses to each of the requirements and information requested in the Attachment section of this RFP.

**PART 1 – CONTRACTOR BUSINESS INFORMATION**

**2.1 ADMINISTRATIVE INFORMATION**

2.1.1 Contractor’s Legal Entity Name \_\_\_\_\_

2.1.2 Organizational Information:

How many years has your company been in business? \_\_\_\_\_ Years

Under present management since: \_\_\_\_\_

Has your company been bankrupt or reorganized in the past seven years? \_\_\_\_\_

Yes  No; if yes, provide details:

\_\_\_\_\_  
Type of business entity: \_\_\_\_\_

(i.e., Sole Proprietorship, Partnership, Corporation, Limited Liability Company, Joint Venture, etc.)

Business organized under the jurisdiction of:

\_\_\_\_\_

**2.2 COMMUNICATION INFORMATION**

**2.3 INSURANCE CERTIFICATE**

The contractor shall submit a current copy of its Certificate of Insurance indicating Contractor holds or may procure policies in conformity with the minimum.

**2.4 EXPORT CONTROL COMPLIANCE**

**Section 3 - COMMERCIAL PROPOSAL INSTRUCTIONS**

**3.1 GENERAL PRICING REQUIREMENTS**

Rates corresponding to each of the services required by the Company shall be *inclusive of all taxes*. Contractor's Cost Proposal will be incorporated into the Contract.

Contractor shall provide all pricing information in Ghanaian Cedi.

Except as may otherwise be specified by the Contract, Contractor's prices and rates shall remain firm for the term of any resulting Contract.

***Please note that any proposed changes to the overall commercial terms and conditions are to be negotiated before Contractor has received a Letter of Award, to be incorporated into the Master Services Agreement.***

### **3.2 RATES AND CHARGES**

Contractor shall submit its commercial Proposal using Attachment – Price Schedule in according to the instructions.

### **3.3 SEVERABLE PAY ITEMS**

Company reserves the right to reject one or more prices or rates and the related Scope of the Work with no change to prices or rates corresponding to the Work selected.

### **3.4 TAX INFORMATION**

Kosmos Innovation Center is providing the following overview of the tax regime to facilitate Contractors' understanding of the tax system. This overview does not take the place of Contractors seeking their own tax advice and coming to their own independent understanding of the tax regime.



# ATTACHMENT 1

## SCOPE OF WORK

### KIC HARDWARE CENTER OF EXCELLENCE – RENOVATION, REMODELING & CIVIL WORKS

KIC's Hardware Center of Excellence is envisioned as a comprehensive maker space comprising specialized labs and facilities designed to facilitate the development of agricultural technologies and innovations. These labs will be instrumental in transforming ideas into tangible, market-ready solutions.

## Objectives

The selected firm or organization will be responsible for the following tasks:

- **Site Assessment and Data Collection**
  - Conduct a thorough on-site inspection of all electrical systems in the buildings.
  - Review existing electrical plans and any available data on the buildings' energy usage.
  
- **Electrical System Analysis**
  - Perform a detailed analysis of the electrical systems in the three warehouse-style buildings and the two-story administration building.
  - Assess the condition and performance of electrical components, including wiring, panels, outlets, and lighting.
  
- **Energy Usage Assessment**
  - Assess the efficiency of existing and intended lighting, HVAC systems, and other energy-consuming equipment.
  - Evaluate potential energy usage based on the intended use of the buildings.
  
- **Safety and Compliance Evaluation**
  - Ensure that all electrical systems comply with local codes and safety regulations.
  - Identify any electrical hazards or areas that need safety improvements - this should include recommendations on the best electrical fire detection and fighting equipment.
  - Confirm if current electrical installation (especially cabling) can support equipment to be installed and used at the Center.
  
- **Alternative Energy Solutions**
  - Assess the feasibility of implementing alternative energy solutions such as solar, wind, and battery storage systems.
  - Provide cost-benefit analyses for different alternative energy options.
  - Propose a detailed plan for integrating alternative energy solutions into the existing infrastructure.
  
- **Site Branding:**
  - Ensure branding with outdoor signages, signposts, and indoor branding, in line with KIC Brand identity and all relevant permits are in place, working in collaboration with KIC Team.

- **Reporting and Recommendations**

- Prepare a comprehensive electrical and energy audit report for each building.
- Include detailed findings, assessment results, and identified issues.
- Provide clear and actionable recommendations for improving energy efficiency and electrical safety.
- Suggest upgrades or replacements for outdated or inefficient electrical components.
- Recommended positioning of electrical rooms.
- Recommendation for immediate alternative source of power and capacity.
- Provide a prioritised list of recommended alternative energy solutions with estimated timelines and costs.

- **Final Deliverables**

- Submit a complete electrical and energy audit report for each building in both digital and hard copy formats.
- Include detailed notes, photographs, and testing results.
- Provide a prioritised list of recommended actions with estimated timelines and costs.

## **Background**

The Hardware Center of Excellence at KIC represents a significant step towards nurturing innovation in Ghana's agricultural sector for KIC and we are looking forward to moving quickly in bringing this to reality.

## **ATTACHMENT 2**

### **TECHNICAL QUESTIONNAIRE**

KIC HARDWARE CENTER OF EXCELLENCE – RENOVATION, REMODELING & CIVIL WORKS

#### **PART 1 – INTRODUCTION**

Prepare a brief introduction of your company including a general demonstration of understanding of the scope and complexity of the Work.

1. Give a brief statement of qualifications.
2. Provide details of similar projects done elsewhere detailed in part 2 below.
3. Describe the process to maintain the schedule to meet the expected timing and deadlines.
4. Provide general information on your fee structure including terms and rates of overtime for additional work if requested by the Company.

#### **PART 2 – EXPERIENCE AND REFERENCES**

The following are the requirements of the Consultant:

- A licensed firm or organisation with experience in conducting electrical and energy audits.
- Demonstrated expertise in electrical engineering and energy management.
- Knowledge of local building codes, electrical codes, and safety regulations.
- Experience in designing and implementing alternative energy solutions.
- Strong portfolio showcasing relevant projects.

Include the following information in your response:

1. Name of project
2. Client contact information for the project

#### **PART 3 - MANAGEMENT PLAN**

**KEY PERSONNEL**

**SUBCONTRACTORS**

If subcontractors will perform any work, provide:

- 1) Name of the Subcontractor.
- 2) Portion/scope of the Work to be completed by the Subcontractor; and
- 3) Qualifications of the Subcontractor to perform the Work.

## ATTACHMENT 3

### COMPANY OVERVIEW (KIC)

#### KIC HARDWARE CENTER OF EXCELLENCE – RENOVATION, Remodeling & CIVIL WORKS

Kosmos Innovation Center(KIC) is a non-profit organization that invests in young entrepreneurs and small businesses. We empower entrepreneurs to turn their ideas into viable, self-sustaining businesses and we work alongside promising small businesses to help them scale and reach their full potential.

Each program is driven by local staff and private sector experts, resulting in a distinctive focus on commercial solutions and local knowledge. Our customized, best-in-class business support programs feature a mix of skills training, mentorship, and seed funding.

Since our inception in 2016, more than 18,000 young leaders have been trained in business skills and entrepreneurship through participation in our programs.

In 2018, KIC won the Prestigious P3 Impact Awards. In 2022, KIC was also locally recognized at the Ghana Business Awards for “Excellence in Innovation and Technology of the Year” and also won the “NGO the Year”.

Kosmos Innovation Center is an independent organization, and its policies, operations, and program decisions are determined by its own Board of Directors and senior leadership team.

KIC also engages with agribusinesses and supports them on their journey to scale. In 2017-2018, KIC ran its first Business Booster program for nine agribusinesses that had been in business for over two years. The Booster selected high-potential SMEs and provided training, coaching, and networking support to help them access growth capital, strengthen their operations, create jobs, and acquire clients. There are four main components to the KIC program: The **AgriTech Challenge** is an annual competition that identifies young people who are interested in becoming entrepreneurs and provides them with business and leadership training, mentorship, and a network of support. After training, team exercises, and market research tours across Ghana’s agricultural value chain, the AgriTech Challenge culminates in a three-round pitch competition. After each round, some teams are eliminated, until the final six to eleven teams compete in the final round to win seed funding and one year of incubation.

The KIC Incubator is a multi-year business incubation program that delivers more focused business training, specialized coaching, physical workspace for start-ups, and investor linkages to finalists of the AgriTech Challenge. Starting with the 2018 cohort, KIC invested in its own independent incubator in Accra, departing from our earlier model renting incubator services. The KIC Incubator space was officially launched in 2019 and is in active use by companies and coaches. There are currently sixteen start-ups receiving KIC Incubation services. The **Business Booster** supports later stage agribusinesses that have demonstrated potential and scalability to become investor ready. Most of these businesses have been in operation for at least three years prior to entering the program. The Business Booster seeks to cultivate market linkages, networking opportunities, professional mentorship, and specialized coaching through a five-month acceleration program. The **KIC Fellowship** is the alumni network for all three components of the KIC program, including those who participated in the AgriTech Challenge but did not make it to the final rounds. The Fellowship provides an avenue for all program alumni to benefit from free or discounted events, training sessions, resources, mentorship support, job opportunities, business services and products, publicity, and more.