



CHRISTIAN HEALTH ASSOCIATION OF KENYA

Prequalification of Green Energy Technical Assistance Consultants

Deadline	Tuesday 21st July 2026, 5.00 pm
Opening date	Wednesday 22nd July 2026
Reference Number	PR No. CHAK/GEC/01/2026

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Contents

1. Introduction.....	4
1.1 Baseline energy situation	4
1.2 The Green Energy Programme	4
1.3 Prospective funding.....	5
1.4 Role of the Consultants	5
2. Objective	5
3. Scope of Services	5
Immediate priorities (Year I)	6
Longer-term services (over the framework period)	6
Phase I - Programme Planning and Project Development	6
Phase II - Procurement and Transaction Advisory	6
Phase III - Implementation Support	6
Phase IV - Regulatory, Grid Interconnection, Monitoring and Capacity Building.....	7
Grid interconnection advisory	7
4. Applicable Standards	7
5. Mandatory Eligibility Requirements	8
5.1 Minimum team composition	8
6. Evaluation Criteria	9
6.1 Mandatory Eligibility Assessment (Pass / Fail)	9
6.2 Technical Evaluation (100 marks)	10
7. Conflict of Interest	11
7.1 Declaration.....	12
7.2 Independence from the supply and delivery market	12
7.3 Mitigation measures.....	12
7.4 Complaints and appeals channel.....	12
8. Confidentiality.....	12
9. Terms and Conditions	13
9.1 Indicative timeline.....	13
10. Prequalification Outcome	14
11. Submission Instructions.....	14
Appendix I: Business Questionnaire	15
1. Corporate Information.....	15
2. Financial Information	16
3. Personnel and Team Composition	17
4. Relevant Consultancy Experience.....	17
5. Management Policies	17
6. Certifications, Accreditations and Approvals	18

7. Business Probity and Litigation	18
8. Insurance	18
9. Mandatory Documents Checklist	19
10. Declaration	19

List of Tables

Table 1: Representative Facility Energy Profile and Preliminary Solar PV Sizing Estimates	4
Table 2: Mandatory eligibility assessment	9
Table 3: Technical evaluation criteria.....	10
Table 4: Indicative timeline.....	13
Table 5: Corporate information.....	15
Table 6: Financial information	16
Table 7: Personnel and team composition	17
Table 8: Relevant consultancy experience	17
Table 9: Management policies	17
Table 10: Business probity and litigation	18
Table 11: Insurance	18

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I. Introduction

The Christian Health Association of Kenya (CHAK) is a national faith-based organization established in 1946 and is the largest network of Protestant church health facilities and programmes in Kenya. Through its Secretariat and 607 Member Health Units (MHUs) distributed across all 47 counties of Kenya - ranging from Level 4, Level 5 and Level 6 hospitals to health centers, dispensaries and community health programmes - CHAK supports the delivery of quality, affordable and accessible healthcare to millions of Kenyans, collectively reaching an estimated 40% of the country's population. CHAK Business Services Ltd (CBSL) is CHAK's social enterprise arm, providing innovative business solutions across health information systems, property development and medical engineering.

Reliable, affordable and sustainable energy is fundamental to quality healthcare delivery. However, many CHAK Member Health Units continue to experience high and unpredictable electricity costs, unreliable grid supply, frequent and prolonged outages, over-dependence on costly diesel generators, inadequate power quality for sensitive and critical medical equipment, and rising operational and carbon costs associated with conventional energy. These challenges are particularly acute for facilities operating theatres, intensive care units, cold chain and diagnostic laboratories, where power reliability is a patient-safety imperative.

I.1 Baseline energy situation

To ground the programme in evidence, CHAK is compiling a baseline of the energy situation across a representative sample of Member Health Units, covering current blended cost of electricity (grid tariff and generator running costs), the frequency and duration of outages, monthly diesel consumption and spend, the condition and capacity of existing generators and UPS systems, and the critical-load profiles of priority facilities. This baseline will inform facility prioritization, system sizing and the value-for-money case for investment, and the appointed Consultants will be expected to build upon and validate it.

The table below presents an indicative summary of the baseline energy characteristics for selected health facilities. It provides sample information on existing energy demand, indicative solar PV system sizing, investment costs, expected energy generation, and potential electricity cost savings. These estimates are for planning purposes and will be validated by the Consultant during the baseline assessment.

Table 1: Representative Facility Energy Profile and Preliminary Solar PV Sizing Estimates

Parameter	Facility A	Facility B	Unit / Notes
Installed capacity (kWp)	15	90	kWp
EPC cost (USD)	12000	67500	USD -EPC only (supply, install, commission)
EPC cost (KES @ 130)	1,560,000	8,775,000	KES -calculated
Annual energy yield (kWh/kWp)	1910	1802	kWh/kWp/yr -conservative Kenya average
Estimated annual generation (kWh)	28,650	162,180	kWh -calculated
P95 annual generation (KWh)	27,032	159,544	Assuming poor weather or high losses
Grid tariff (KES/kWh)	25.14	22.04	KES/kWh -Kenya Power commercial rate
Annual bill saving (KES)	679,584	3,516,205	KES -calculated (savings at tariff rate)
Monthly bill saving (KES)	56,632	293,017	KES -calculated
USD / KES exchange rate	130	130	USD/KES -March 2026



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1.2 The Green Energy Programme

To address these challenges, CHAK is implementing a Green Energy Programme to support its Member Health Units through the deployment of Solar Photovoltaic (PV), Battery Energy Storage Systems (BESS), hybrid renewable energy solutions and other innovative clean-energy technologies across its 607 MHUs. The programme is structured as a replicable, portfolio-level model designed for rapid scale across all 47 counties, and seeks to improve energy reliability, reduce operational costs, strengthen climate resilience, improve continuity of healthcare services and reduce greenhouse-gas emissions.

CHAK intends to procure through a separate Request for Proposals / Expression of Interest, a partner (or partners) for the design, financing, supply, installation, commissioning and long-term operation and maintenance of the Solar PV and BESS systems - including Energy-as-a-Service (EaaS), Power Purchase Agreement (PPA), lease-to-own and Energy Services Agreement (ESA) models. The Green Energy Technical Assistance Consultants prequalified under this notice will provide independent technical advice that supports the structuring, running and oversight of that procurement and the subsequent delivery of the programme.

1.3 Prospective funding

The Green Energy Programme is expected to be financed through a blend of sources, which may include own-source contributions from Member Health Units; individual and institutional donor funding; philanthropic foundations; development partners; county and national government support; and private-sector financing arrangements such as Energy-as-a-Service and Energy Performance Contracting delivered through Energy Services Companies (ESCOs). The financing mix will vary by facility and by phase, and the Consultants will be expected to advise on the most appropriate and cost-effective structure for each case.

1.4 Role of the Consultants

To support the successful planning, procurement, implementation, monitoring and long-term sustainability of the programme, CHAK intends to establish a framework of qualified Green Energy Technical Assistance Consultants who will serve as CHAK's independent technical advisors throughout the project lifecycle - during project planning, feasibility studies, procurement, implementation, quality assurance, regulatory compliance, commissioning, monitoring and evaluation of renewable energy projects across CHAK Member Health Units.

2. Objective

The objective of this prequalification exercise is to establish a framework of qualified and experienced Green Energy Technical Assistance Consultants to provide independent technical advisory services for CHAK's Green Energy Programme over a period of two (2) years.

The Consultants shall provide technical support throughout the project lifecycle - including programme planning, energy assessments, feasibility studies, procurement and transaction advisory, technical due diligence, engineering design review, implementation supervision, regulatory compliance, environmental and social safeguards, commissioning, monitoring and evaluation, capacity building and long-term programme optimization - in accordance with applicable Kenyan laws, donor requirements, industry best practice and CHAK policies.

3. Scope of Services

The scope of services is organized into four phases. To guide assignment planning, CHAK distinguishes between immediate priorities and longer-term services, recognizing that the framework runs for two (2) years and that individual assignments will be commissioned on an as-needed basis.



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Immediate priorities (Year I)

In the first instance, CHAK expects to draw on the Consultants for: validation of the energy baseline and facility prioritization; energy audits, load profiling and feasibility studies for priority facilities; structuring, drafting and technical support for the Solar PV and BESS procurement (EOI/RFP), evaluation and award; and technical due diligence of the selected delivery partner(s) and their proposed solutions.

Longer-term services (over the framework period)

Thereafter, and on a continuing basis, the Consultants will provide implementation supervision and quality assurance, regulatory and grid-interconnection advisory, commissioning verification, monitoring and evaluation, operation-and-maintenance and asset-management advisory, capacity building, and programme optimization and sustainability advisory.

The scope of services shall include, but not be limited to, the following:

Phase I - Programme Planning and Project Development

- Conduct energy audits, baseline studies, load profiling and energy demand assessments for health facilities.
- Undertaking technical and financial feasibility studies for Solar PV, Battery Energy Storage Systems (BESS), hybrid renewable energy systems and other clean-energy technologies.
- Prepare least-cost energy strategies and facility prioritization plans.
- Conduct solar resource assessments, system sizing, financial modelling and lifecycle cost analysis.
- Provide Environmental and Social Impact Assessment (ESIA) advisory services - including environmental and social screening, stakeholder consultations, mitigation planning, and support for statutory NEMA approvals - scaled to the size of each installation and to the expectations of international donors and lenders.

Phase II - Procurement and Transaction Advisory

- Develop technical specifications, Bills of Materials, Expressions of Interest (EOIs), Requests for Proposals (RFPs), tender documents and evaluation criteria.
- Provide technical support during bid evaluations, technical due diligence, negotiations and contract award for the Solar PV and BESS programme.
- Review engineering designs, equipment specifications and supplier technical submissions.
- Advise CHAK on appropriate procurement and financing strategies including Energy-as-a-Service (EaaS), Power Purchase Agreements (PPA), lease-to-own, Energy Services Agreements (ESA), Energy Performance Contracting (EPC) and other ESCO and renewable-energy financing mechanisms.

Phase III - Implementation Support

- Provide technical supervision during installation, testing, commissioning and project handover.
- Undertake quality-assurance inspections and verify compliance with approved specifications.
- Witness factory acceptance tests (FAT), site acceptance tests (SAT), commissioning tests and performance verification.
- Review contractor progress reports and certify technical deliverables.



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Phase IV - Regulatory, Grid Interconnection, Monitoring and Capacity Building

- Advise CHAK on regulatory compliance, including EPRA requirements, NEMA approvals, Engineers Board of Kenya (EBK) requirements, National Construction Authority (NCA) approvals and county-government approvals.
- Support development of Monitoring, Evaluation and Learning (MEL) frameworks and renewable-energy performance dashboards.
- Develop operation-and-maintenance strategies and asset-management plans.
- Build the technical capacity of CHAK staff and Member Health Units through training, mentorship and knowledge transfer.
- Provide advisory services on carbon accounting, greenhouse-gas emissions reduction, climate finance, carbon credits and sustainability reporting.

Grid interconnection advisory

Given the importance of safe and compliant connection to the national grid, the Consultants shall provide specific advisory support on grid interconnection, including:

- Kenya Power (KPLC) interconnection applications, technical studies and interconnection / wheeling agreements;
- Net-metering and captive-generation applications and compliance with the Energy (Net Metering) Regulations and the Kenya Grid Code;
- Power-quality, protection-coordination and fault-level studies, and harmonics and earthing assessments for grid-tied and hybrid systems;
- Determination of EPRA licensing thresholds and the regulatory characterization of the chosen commercial structure (for example, whether a service-fee ESA below 1 MWp constitutes a sale of electricity requiring an EPRA generation license); and
- Utility liaison, standby and backup-supply arrangements, and support for portfolio-level regulatory approvals for the MHU programme.

4. Applicable Standards

The Consultant shall ensure that all advisory services comply with applicable Kenyan legislation and internationally recognized standards, including but not limited to:

- Energy Act, 2019, and subsidiary regulations;
- Kenya Solar PV Quality Framework;
- EPRA Regulations and Guidelines (including licensing and net-metering regulations);
- Kenya Grid Code;
- Environmental Management and Coordination Act (EMCA), 1999 (as amended), and NEMA regulations;
- National Construction Authority Act;
- Occupational Safety and Health Act (OSHA), 2007;
- Engineers Board of Kenya (EBK) requirements and the Engineers Act;



CHRISTIAN HEALTH ASSOCIATION OF KENYA

Musa Gitau Road, Off Waiyaki Way, Nairobi

- Kenya Bureau of Standards (KEBS) requirements, where applicable;
- IEC 61215 and IEC 61730 (PV module design qualification and safety);
- IEC 62109 (safety of power converters / inverters for PV systems)
- IEC 62619 and IEC 62902 (secondary lithium cells/batteries for industrial use, and battery marking, second life and recycling); and
- Applicable donor environmental, social and procurement standards (for example, IFC Performance Standards and World Bank ESF) where a project is donor-financed.

5. Mandatory Eligibility Requirements

Applicants must provide copies of all of the following in their applications. Failure to submit any mandatory item will result in disqualification at the eligibility stage.

- Duly completed Business Questionnaire (Appendix I).
- Certificate of Incorporation / Registration.
- Valid KRA PIN Certificate.
- Valid Tax Compliance Certificate.
- Current Business Permit / Trade License (where applicable)
- CR12 (issued within the last twelve (12) months) for registered companies, where applicable.
- Evidence of a registered physical office in Kenya (where applicable)
- Valid Energy and Petroleum Regulatory Authority (EPRA) license / registration applicable to the services (for example, EPRA solar PV system licensing for the firm and/or its key technical personnel). This is a mandatory requirement.
- Evidence of EBK-registered engineer(s) on the team with valid license(s).
- Valid Professional Indemnity Insurance cover.
- Public Liability Insurance cover.
- Signed Declaration of Non-Debarment and Integrity.
- Signed Conflict of Interest Declaration (Section 7).
- Curriculum Vitae (CVs) of the proposed key technical personnel, demonstrating the minimum team composition below.

5.1 Minimum team composition

Given the breadth and technical depth of the scope, applicants must demonstrate access to a multidisciplinary team comprising, as a minimum:

- A Team Leader / Lead Energy Engineer - EPRA-licensed and EBK-registered, with at least ten (10) years' experience in solar PV / renewable-energy projects;
- A Solar PV and BESS Design Engineer with demonstrable system-sizing and design experience;
- An Electrical Engineer registered with the Engineers Board of Kenya (EBK);
- An Environmental and Social Safeguards Specialist registered with NEMA as a Lead or Associate Expert (for ESIA / environmental and social advisory);

**CHRISTIAN HEALTH ASSOCIATION OF KENYA**

Musa Gitau Road, Off Waiyaki Way, Nairobi

- A Financial / Transaction Analyst with renewable-energy financial-modelling and procurement-advisory experience; and
- A Monitoring and Evaluation Specialist.

A single individual holding more than one qualification may cover more than one role, provided the relevant competencies and registrations are evidenced.

6. Evaluation Criteria

The Evaluation Committee will first determine whether each application meets the mandatory eligibility requirements. Applications that satisfy all mandatory requirements will then undergo a detailed technical evaluation, with proposals scored out of a maximum of 100 marks in accordance with the evaluation criteria set out in this RFP.

6.1 Mandatory Eligibility Assessment (Pass / Fail)*Table 2: Mandatory eligibility assessment*

No.	Requirement	Outcome
1	Certificate of Incorporation / Business Registration (where applicable)	Pass / Fail
2	Valid KRA PIN	Pass / Fail
3	Current Tax Compliance Certificate	Pass / Fail
3	Current Trade License / Business Permit (where applicable)	Pass / Fail
4	CR12 (issued within the last twelve (12) months) for registered companies, where applicable / Sole Proprietor ID/ Partnership- Partnership deed	Pass / Fail
4	Valid EPRA license / registration applicable to the services	Pass / Fail
5	Evidence of EBK-registered engineer(s) on the team with valid license(s)	Pass / Fail
6	Valid Professional Indemnity Insurance cover	Pass / Fail
7	Public Liability Insurance cover	Pass / Fail
8	Evidence of a registered physical office in Kenya (where applicable)	Pass / Fail
9	Signed Conflict of Interest Declaration with no undisclosed or unmanageable conflict	Pass / Fail
10	Signed Declaration of Non-Debarment and Integrity	Pass / Fail
11	Completed Business Questionnaire (Appendix I) and minimum team composition evidenced	Pass / Fail
12	Curriculum Vitae (CVs) of the proposed key technical personnel demonstrating the minimum team composition	Pass / Fail

Any application that fails to meet all Stage 1 requirements, or in which an undisclosed or unmanageable conflict of interest is identified, will be disqualified and will not proceed to Stage 2.



CHRISTIAN HEALTH ASSOCIATION OF KENYA

Musa Gitau Road, Off Waiyaki Way, Nairobi

6.2 Technical Evaluation (100 marks)

Compliant applications will be scored against the following criteria and sub-criteria. The sub-criteria and scoring guidance are provided to reduce subjectivity; each evaluator scores independently and scores are averaged.

Table 3: Technical evaluation criteria

Criterion and scoring guidance	Sub-score	Max
A. Experience and track record (30)		
Years of relevant professional experience in renewable energy and/or Solar PV advisory services (supported by company profile or certificate of incorporation): Less than 5 years - 3 marks, 5-9 years - 7 marks, 10 years and above - 10 marks		10
Number, scale, and relevance of comparable assignments successfully completed within the last five (5) years in Solar PV, BESS, energy audits, feasibility studies, and transaction advisory services. 2 marks for each relevant assignment, based on its relevance, scope, and supporting evidence. Documentary evidence must be attached		10
Experience working with NGOs, donor-funded programmes, or similar institutions, evidenced by contracts, completion certificates, or client reference letters from different clients - NGO/Non-profit (1 mark per client; attach supporting evidence.)		5
Specific experience with energy projects in healthcare or public health facilities, evidenced by contracts, completion certificates, or client reference letters from different clients-Healthcare/public Health Facilities. (1 mark per client.)		5
B. Capacity and personnel (30)		
Firm profile, organizational capacity and depth of specialization (Company profile, organizational structure, years of experience in Solar PV and Battery Energy Storage Systems (BESS), technical and managerial capacity, geographical presence, and demonstrated ability to undertake assignments of similar complexity) 2 marks Each		10
Qualifications and relevant experience of the Team Leader, including EPRA and/or EBK registration status, years of relevant experience, and relevance to the assignment. Educational qualifications: Master's degree - 10 Marks; Bachelor's degree - 8 Marks; Diploma - 5 Marks (attach academic certificates and valid professional registration certificates/licenses)		10

**CHRISTIAN HEALTH ASSOCIATION OF KENYA**

Musa Gitau Road, Off Waiyaki Way, Nairobi

Composition, qualifications, and professional registrations of the proposed team against the minimum requirements specified in Section 5.1. Educational qualifications shall be scored as follows: Master's degree - 10 Marks; Bachelor's degree - 8 Marks; Diploma - 5 Marks (attach academic certificates and valid professional licenses/registration certificates)		10
C. Past performance and references (15)		
Quality, relevance, recency, and verifiability of client reference letters. (3 marks per reference.)		15
D. Kenyan regulatory compliance (15)		
Provide a valid EPRA license appropriate to the proposed services, including Electrical Contractor License (Class A1 - A3) and/or Solar PV System Technician/Contractor License (Classes T1-T3/SPV), as applicable.		6
EBK-registered engineers and familiarity with applicable KEBS standards as specified in Section 4. Attach valid EBK registration certificates and supporting evidence		5
Provide evidence of compliance with EMCA through the engagement of a NEMA-registered Environmental Expert. Attach a valid NEMA registration certificate.		4
E. Financial capacity (10)		
Signed audited financial statements (last 2 years-2024 and 2025) for companies. Sole proprietors / partnerships to submit certified bank statements (past 6 months) (see Appendix I)		6
Bank reference letter		4
TOTAL		100

Only applicants who satisfy all the Mandatory Eligibility requirements and attain a minimum technical score of 70% (70 marks) in the Technical Evaluation will be prequalified. CHAK reserves the right to seek written clarifications, verify the information provided, conduct reference checks, and undertake due diligence at any stage of the evaluation process.

7. Conflict of Interest

CHAK requires the highest standards of integrity and impartiality from its technical advisors. A conflict of interest arises where the loyalties or interests of an applicant (or its directors, employees or associates) are, or could



CHRISTIAN HEALTH ASSOCIATION OF KENYA

Musa Gitau Road, Off Waiyaki Way, Nairobi

reasonably be perceived to be, divided between the interests of CHAK and a private or third-party interest in a manner that could compromise the independence or objectivity of the advisory services.

7.1 Declaration

Applicants must complete and sign the Conflict-of-Interest Declaration and disclose any actual, potential or perceived conflict of interest, including any relationship with CHAK staff, governance members or suppliers, and any current or prospective interest in firms likely to bid for the supply, financing, installation or operation of Solar PV and BESS systems under the Green Energy Programme.

7.2 Independence from the supply and delivery market

Because the prequalified Consultants will provide independent advice on, and technical support to, the procurement and oversight of the Solar PV and BESS programme, a Consultant (or any parent, subsidiary, affiliate or associated entity, or any member of its key personnel) that is prequalified under this notice shall not, during the period of the assignment, also bid for, be associated with a bidder for, or hold a financial interest in, the supply, financing, EPC, ESCO or operation-and-maintenance contracts for the same programme. Applicants must declare such interest; an applicant may elect which role to pursue.

7.3 Mitigation measures

Where a conflict is disclosed, CHAK will assess whether it can be adequately mitigated. Acceptable mitigation measures may include:

- Recusal of the conflicted individual(s) from the affected assignment or decision;
- Ring-fencing and information barriers between teams, with written undertakings;
- Exclusion of the applicant or its affiliates from the related Solar PV / BESS supply or delivery procurement;
- Assignment of the affected work to an alternative prequalified Consultant; and
- Such other measures as CHAK may reasonably require.

A disclosed conflict for which adequate mitigation is agreed in writing will not, of itself, attract a scoring penalty. An undisclosed conflict, or a conflict that cannot be adequately mitigated, will result in disqualification at Mandatory Eligibility Assessment or, if discovered later, removal from the prequalified list and termination of any assignment.

7.4 Complaints and appeals channel

An applicant who believes the prequalification process has not been conducted fairly, or who wishes to raise a concern or complaint (including on conflict-of-interest matters), may submit a written complaint to the General Secretary, marked "Green Energy Consultant Prequalification - Complaint", by email to secretariat@chak.or.ke and gs@chak.or.ke, within seven (7) calendar days of becoming aware of the matter. Complaints will be reviewed impartially by a person not involved in the original decision, and CHAK will respond within fourteen (14) calendar days of receipt. This process is without prejudice to any rights the applicant may have at law.

8. Confidentiality

All information provided in the application will be treated as confidential and will be used only for the purpose of evaluating the application. By submitting an application, the applicant acknowledges and agrees to this confidentiality provision. CHAK will likewise treat applicants' commercial and personal information in confidence, save where disclosure is required by law or by a donor with audit rights.



CHRISTIAN HEALTH ASSOCIATION OF KENYA

Musa Gitau Road, Off Waiyaki Way, Nairobi

9. Terms and Conditions

- Applications shall remain valid for a period of ninety (120) calendar days from the closing date for submission. In exceptional circumstances, CHAK may request applicants to extend the validity period; any such request and response shall be made in writing.
- Applications are invited from qualified individual consultants and duly registered consulting firms/companies with relevant experience in the required areas of expertise.
- Interested applicants requiring clarification may submit their queries in writing, by email to procurement@chak.or.ke, on or before Wednesday 15th July 2026 at 3.00 p.m. CHAK will respond to all clarification requests received within the stipulated timeline, and material clarifications will be shared with all applicants who have registered an interest.
- All applications and supporting documentation shall be submitted in English. Where applicable, any financial information or costs shall be quoted in Kenya Shillings (KES).
- Completed applications shall be submitted in hard copy and deposited in the CHAK Tender Box located at the CHAK Secretariat offices, Musa Gitau Road, off Waiyaki Way, Nairobi.
- All communication regarding this prequalification shall be directed only to the email address provided above.
- Applications submitted through any means other than physical delivery to the Tender Box shall not be accepted.

9.1 Indicative timeline

The following indicative timeline is provided for the guidance of applicants. All dates are indicative and may be revised by CHAK; any revision will be communicated to registered applicants in writing.

Table 4: Indicative timeline

Milestone	Indicative date
Issue date	Tuesday 7th July 2026
Deadline for clarification requests	Wednesday 15 th July 2026, 3.00 p.m.
Responses to all clarifications	Friday 17 th July 2026, 5.00 p.m.
Submission deadline	Tuesday 21 st July 2026, 5.00 p.m.
Opening of applications	Wednesday 22 nd July 2026
Evaluation of Applications	Within two (2) weeks of opening
Notification of results to applicants	Within one (1) week of evaluation
Commencement of the framework	Upon signing of the Framework Agreement



CHRISTIAN HEALTH ASSOCIATION OF KENYA

Musa Gitau Road, Off Waiyaki Way, Nairobi

10. Prequalification Outcome

Successful applicants will be included in the list of prequalified Green Energy Technical Assistance Consultants for a period of two (2) years. Prequalification does not constitute a guarantee of award of any contract. Services will be provided on an as-needed basis in accordance with CHAK procurement procedures, and individual assignments will be subject to the conflict-of-interest provisions in Section 7.

11. Submission Instructions

Interested applicants are invited to submit their detailed applications in sealed envelopes clearly marked:

“Prequalification of Green Energy Technical Assistance Consultants - PR No. CHAK/GEC/01/2026”

addressed to:

The General Secretary

Christian Health Association of Kenya (CHAK)

P.O. Box 30690 - 00100 GPO, Nairobi, Kenya

Tel: (020) 4441920 / 0733 334419

and deposited in the CHAK Tender Box at the CHAK Secretariat offices, Musa Gitau Road, off Waiyaki Way, Nairobi. The deadline for submission is Tuesday 21st July 2026 at 5.00 p.m., after which opening will take place on Wednesday 22nd July 2026. Any applications received after the submission deadline shall not be accepted. CHAK reserves the right to accept or reject any application and is not bound to provide reasons for its decision.

**CHRISTIAN HEALTH ASSOCIATION OF KENYA**

Musa Gitau Road, Off Waiyaki Way, Nairobi

Appendix I: Business Questionnaire

This questionnaire is to be completed by each applicant wishing to be prequalified as a Green Energy Technical Assistance Consultant. It has been adapted for consultancy (advisory) services.

I. Corporate Information

Table 5: Corporate information

S/No	Details	Response
I.1	Name of organization (as registered)	
I.2	Legal status (tick as applicable)	☐ Sole proprietor / sole trader ☐ Partnership ☐ Private limited company ☐ Public limited company ☐ Limited liability partnership ☐ Not-for-profit organization ☐ Consortium of firms ☐ Other (please specify): _____
I.3	Company / organization registration number	
I.3.1	Date of registration	
I.4	Nature of services / areas of specialization (e.g. energy advisory, engineering design, ESIA, M&E)	
I.5	Full physical address of principal place of business (indicate current location)	
I.6	Full postal address of principal place of business	
I.7	Postal code	
I.8	Telephone number	
I.9	E-mail address	
I.10	Website	
I.11	KRA PIN	
I.12	VAT registration number (if applicable)	
I.13	Names of the shareholders, directors and partners	



CHRISTIAN HEALTH ASSOCIATION OF KENYA

Musa Gitau Road, Off Waiyaki Way, Nairobi

1.14	Associated / parent / subsidiary company (if any)	
1.15	Name of the organization's certified auditors (where applicable)	
1.16	Contact person for procurement enquiries (this contact and e-mail will be used for requests and notifications if successful)	Name: Title: Tel: Email:
1.17	Bank details	Bank name: Branch / branch code: Account name: Account number: Swift code:

2. Financial Information

Financial-standing requirements are standardized by legal status, as follows:

- **Limited companies / public companies:** audited financial statements for the last two (2) years, plus a bank reference letter.
- **Sole proprietors / partnerships / not-for-profit organizations:** certified bank statements for the last six (6) months, plus a bank reference letter confirming the credit position.

Table 6: Financial information

No.	Particulars	Response
2.1	Annual turnover for the last two (2) financial years (state currency and year-end)	Year ____ : KES ____ Year ____ : KES ____
2.2	Has your organization met all obligations to pay creditors and staff during the past year? If not, give reasons.	☐ Yes ☐ No
2.3	Have you had any contract terminated for poor performance in the last three (3) years, or any contract where damages were claimed? If yes, give details.	☐ Yes ☐ No
2.4	Financial documents attached (tick): audited statements (companies) or certified 6-month bank statements (sole proprietors / partnerships), and bank reference letter.	☐ Audited statements (2 yrs) ☐ 6-month bank statements ☐ Bank reference letter

**CHRISTIAN HEALTH ASSOCIATION OF KENYA**

Musa Gitau Road, Off Waiyaki Way, Nairobi

3. Personnel and Team Composition

State your total staff numbers and attach CVs for the proposed key personnel evidencing the minimum team composition in Section 5.1 (Team Leader, Solar PV/BESS Design Engineer, EBK-registered Electrical Engineer, NEMA-registered Environmental & Social Specialist, Financial/Transaction Analyst, and M&E Specialist).

Table 7: Personnel and team composition

Category	Permanent	Temporary
Technical / professional staff (engineers, specialists)		
Support staff		
Total		

4. Relevant Consultancy Experience

Provide details of at least five (5) relevant advisory assignments undertaken in the last five (5) years, preferably in renewable energy, solar PV / BESS, or healthcare / public-facility energy projects. Attach reference letters and, where available, contract or award documents.

Table 8: Relevant consultancy experience

No.	Client organization	Services provided	Period / dates	Value (KES)	Reference contact
1					
2					
3					
4					
5					

5. Management Policies

Indicate whether your organization has the following documented policies and attach copies where available:

Table 9: Management policies

Policy / system	Yes	No
Customer-service policy	☐	☐
Code of conduct / ethics	☐	☐
Membership of a professional body with a code of conduct / ethics	☐	☐

**CHRISTIAN HEALTH ASSOCIATION OF KENYA**

Musa Gitau Road, Off Waiyaki Way, Nairobi

Gender Equality and Social Inclusion (GESI) policy	☐	☐
Environmental and/or Health, Safety and Environment (HSE) management system	☐	☐
Quality management system (e.g. ISO 9001), where applicable	☐	☐

6. Certifications, Accreditations and Approvals

List relevant certifications, accreditations and licenses held by the firm and/or its key personnel - including EPRA licensing, EBK registration, NEMA expert registration, professional-body membership and KEBS certification where applicable - and attach copies. List also any agencies or partnerships relevant to the services.

7. Business Probity and Litigation

Confirm whether any of the following applies. Failure to disclose relevant information will result in exclusion as a CHAK consultant.

Table 10: Business probity and litigation

No.	Particulars	Response
7.1	Is any director, shareholder or partner currently employed, or employed in the last three (3) years, by CHAK?	
7.2	Does any director, shareholder or partner have a close relative (parent, sibling, spouse or child) employed by CHAK?	
7.3	Has any partner, director, shareholder or proposed personnel been convicted of an offence concerning professional conduct?	
7.4	Has the organization failed to fulfil obligations relating to statutory deductions or contributions (including income tax)?	
7.5	Provide any litigation or arbitration history arising from a contractual obligation. If none, state so.	

8. Insurance

Provide details of current business insurance cover, including Professional Indemnity and Public Liability (both mandatory).

Table 11: Insurance

No.	Type of cover	Sum insured (KES) / expiry
I	Professional Indemnity (mandatory)	



CHRISTIAN HEALTH ASSOCIATION OF KENYA

Musa Gitau Road, Off Waiyaki Way, Nairobi

2	Public Liability	
3	Other (specify)	

9. Mandatory Documents Checklist

Attach the following documents. This checklist is aligned with the Mandatory Eligibility Requirements in Section 5.

- Certificate of Incorporation / Registration
- Valid KRA PIN Certificate
- Valid Tax Compliance Certificate
- Current Business Permit / Trade License
- CR12 (issued within the last twelve (12) months) for registered companies, where applicable / Sole Proprietor ID/ Partnership- Partnership deed
- Valid EPRA license / registration applicable to the services (mandatory)
- Evidence of EBK-registered engineer(s) on the team (mandatory)
- Valid Professional Indemnity Insurance cover (mandatory)
- Public Liability Insurance cover
- Evidence of a registered physical office in Kenya
- Financial documents: audited statements for the last two (2) years (companies) OR certified six (6) month bank statements (sole proprietors / partnerships / not-for-profits), plus a bank reference letter
- CVs of the proposed key technical personnel evidencing the minimum team composition (Section 5.1)
- At least five (5) reference letters and supporting documents for relevant assignments
- KEBS certification, where applicable
- Signed Declaration of Non-Debarment and Integrity
- Signed Conflict of Interest Declaration (Section 7)

10. Declaration

The information provided in this application is accurate to the best of my knowledge. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with CHAK. I confirm that the organization has disclosed all actual, potential and perceived conflicts of interest in accordance with Section 7.

Authorized signature: _____

Name: _____

Designation: _____

Telephone: _____

Date: _____

Official stamp:



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