



REQUEST FOR PROPOSAL

CONSULTANCY ON ELECTRICAL MAINTENANCE SERVICES

(RFP/GAKB/ELECTRICAL MAINTENANCE SERVICES /OCTOBER 2025)

1. ABOUT GATSBY AFRICA

Gatsby Africa (GA) is a private foundation set up by Lord David Sainsbury, with a long history of engaging in East Africa across government, business, and society. We are committed to helping build stronger and more inclusive economies in East Africa through the transformation of sectors that have the potential for inclusive, resilient, and competitive growth over the long term. We currently work in diverse high-potential sectors: Agricultural Inputs, Aquaculture, Commercial Forestry, Livestock, Textiles and Apparel, Water and Tea. We believe that, if successfully transformed, these sectors can inspire a step change in the region's growth, generating hundreds of thousands of jobs and additional incomes.

Our approach is founded on global insights, as well as experience from 30+ years of working in East Africa. We have an empowering mandate from David Sainsbury to think long-term, take calculated risks, innovate, reflect, and learn, so that we can continuously adapt and improve our work to achieve our ambitious goals. Central to this mandate is the recognition that GA cannot address sector transformation alone - we partner with governments and sector stakeholders, working together to facilitate the transformation of key sectors. As we build our understanding of what works, we are refining our approach and sharing our first-hand experience with others to help catalyse broader change.

For more information on our work, visit our website: www.gatsbyafrica.org.uk

2. CONTEXT

This Scope of Works (SOW) defines the electrical maintenance services to be provided under the Service Level Agreement (SLA) for Gatsby Africa. The purpose is to ensure uninterrupted, safe, and efficient electrical power distribution and management across all office spaces. The scope covers preventive, corrective, and emergency maintenance of all electrical installations, systems, and equipment.

3. OBJECTIVES OF THE ASSIGNMENT

The objectives of the Electrical Maintenance services include:

- Ensure the safe and reliable operation of all electrical systems.
- Minimize downtime through scheduled preventive maintenance.
- Provide timely corrective maintenance and repairs.
- Maintain compliance with electrical safety standards and statutory requirements.
- Ensure efficient energy use through optimal functioning of lighting and power systems.



4. SCOPE OF WORK

The selected service provider will be responsible for the following:

4.1 Uninterruptible Power Supply (UPS)

- Routine inspection and testing of UPS units.
- Load testing and capacity checks.
- Battery health checks, replacements, and disposal of worn-out batteries.
- Cleaning of vents, terminals, and ensuring proper ventilation.
- Emergency response for UPS failures to ensure continuity of power supply

4.2 Lighting Systems

- Maintenance and replacement of light fittings, bulbs, LED panels, and emergency lights.
- Scheduled cleaning of fixtures to maintain illumination levels.
- Adjustment, repair, or replacement of faulty light switches and dimmers.
- Verification of emergency lighting compliance with safety standards.

4.3 Power Sockets and Outlets

- Testing and replacement of damaged or malfunctioning sockets.
- Inspection of socket load distribution to prevent overloading.
- Labeling and documentation of power outlets for structured management.

4.4 Power Supply Distribution

- Inspection and servicing of main distribution boards, sub-distribution panels, and circuit breakers.
- Thermal scanning for hot spots and potential failures.
- Tightening of loose connections and busbar inspections.

4.5 Electrical Cable Management

- Inspection of cable trays, conduits, and trunking for wear or obstruction.
- Securing and re-routing loose or unsafe cabling.
- Replacement of damaged cabling in compliance with safety standards.
- Regular assessment of structured cabling in collaboration and workstation areas.

5. AREA-SPECIFIC COVERAGE

5.1 Ground Floor:

- Reception
- Meeting Rooms & Collaboration Spaces
- Terrace Space
- Store
- Server Room



- Cafeteria

5.2 First Floor:

- Workstations
- Mothers' Room
- Coffee Points
- SMT Offices
- Meeting Rooms & Collaboration Spaces
- Server Room
- Kitchenette
- Store
- Collaboration Spaces
- Ladies' toilet

6. PREVENTIVE MAINTENANCE SCHEDULE

The service provider shall ensure:

- **Monthly:** Basic visual inspections, socket checks, lighting fixture tests, UPS monitoring.
- **Quarterly:** Detailed UPS load testing, circuit breaker testing, emergency light compliance check, cleaning of fixtures, and cable routing inspections.
- **Bi-Annually:** Thermal scanning of distribution boards, server room power audits, and comprehensive cable integrity assessments.
- **Annually:** Full electrical system audit, load balancing, and statutory certification.

7. CORRECTIVE & EMERGENCY MAINTENANCE

- **Response Time:**
 - Critical systems (UPS, server room supply, cafeteria kitchen supply): within 2 hours.
 - Non-critical systems (general lighting, office sockets): within 24 hours.
- **Corrective Measures:**
 - Fault diagnosis, replacement, and repair of defective components.
 - Root cause analysis and reporting to prevent recurrence.

8. METHODOLOGY

A proposed clear methodology on how the Electrical Maintenance will be done.

9. DOCUMENTATION & REPORTING

- Maintenance logs for each visit.
- Incident and corrective action reports.
- Energy efficiency and load reports (semi-annual).
- Compliance certification updates.



10. EXCLUSIONS

The following are outside the scope unless otherwise agreed:

- Major infrastructure upgrades beyond maintenance.
- Utility provider faults or external grid issues.
- Unauthorized modifications by non-approved personnel.

11. SERVICE STANDARDS

The service provider shall comply with:

- International and local electrical safety codes (e.g., IEC standards).
- Occupational Health and Safety requirements.
- Manufacturer's recommendations for equipment.

12. PROPOSAL REQUIREMENTS

Interested service providers should submit a proposal strictly in one pdf document that includes:

- Company Profile** - Overview of the organization, history of data centre operations, and key personnel.
- Technical Proposal** - Detailed description of scope of this assignment
- Service Level Agreement (SLA)** - showing the engagement terms & conditions.
- Pricing Structure** - Itemised costs with any applicable taxes included.
- References** - At least three (3) references of clients with similar low-touch server deployments.

13. MANDATORY

- Certificate of registration/incorporation
- Tax Compliance Certificate
- KRA PIN

14. EVALUATION CRITERIA

Annex 1: Criterion for evaluation is outlined as per the table below:

Item No.	Evaluation Criteria	Score (%)
No.1	Provision of relevant documents i.e., Certificate of Registration/Incorporation, Tax Compliance Certificate, KRA PIN, Business permit and VAT Certificate (where applicable)	Mandatory
No. 2	Provision of Company Profile with CV(s) for key personnel involved highlighting their qualifications and relevant experience to deliver on the assignment	10



No.3.	Technical capabilities/ capacity and demonstrated experience in undertaking similar assignments in the past (including but not limited to at least Three Reference letters)	30
No.4.	Service Reliability, Security Measures & customer support	25
No.5.	Flexibility to respond to emergencies as and then they occur	10
No.6.	Clear methodology and work plan	10
Subtotal		85
No.7.	Financial proposal (Breakdown of the costs)	15
Total		100%

15. PROPOSAL INSTRUCTIONS, ENQUIRIES & SUBMISSION DATES

- Interested firm(s) are encouraged to submit their applications attaching CVs of relevant key personnel and a technical proposal that includes methodology, indicative work plan and financial proposal for the delivery of the assignment.
- You are required to direct any communication regarding this assignment to the GA procurement team via email on rfq@gatsbyafrica.org.uk.
- Responses to questions will be distributed by GA, to all interested parties not later than **Tuesday, October 17th, 2025**, and all enquiries must strictly be on an email.
- The proposals and enclosed documents must be sent to rfq@gatsbyafrica.org.uk and received no later than **Friday, October 29th, 2025**, at 4.00 PM East African Time.
- Kindly ensure that the technical and the financial proposals are sent as separate documents, ensuring all documents are in PDF format, with the pages clearly and sequentially numbered.

The subject line for the proposal submission should be **RFP/GAKB/ELECTRICAL MAINTENANCE SERVICES /OCTOBER 2025**

Failure to comply with the guidelines provided will result in outright disqualification.

Gatsby Africa has the exclusive rights to conduct the evaluation process.