

**REQUEST FOR PROPOSALS FOR
THE PROVISION OF
ORGANIZATIONAL REVIEW
CONSULTANCY SERVICES FOR
THE POST HURRICANE MARIA
RESTORATION PERIOD OF THE
DOMINICA ELECTRICITY
SERVICES LIMITED (DOMLEC),
ELECTRICITY SUPPLY SYSTEM
IN THE COMMONWEALTH OF
DOMINICA**

AUGUST 2018

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1 INTRODUCTION AND OBJECTIVES

1.1 Intent of this Document

Proposals are invited for the provision of Organizational Review Consultancy services to support their post Hurricane Maria efforts to restore the Electricity Generation and Supply System (The System) of the Commonwealth of Dominica, as well as their longer term strategic objectives which includes critical objectives relating Climate Resiliency and Renewable Energy generation. Under the Electricity Supply Act of 2006, Dominica Electricity Services Limited (DOMLEC) are the current Licensee with responsibility for the restoration and post restoration operations and management of The System. DOMLEC will therefore be seeking proposals from suitably qualified entities to tender on the provision of the requisite Organizational Review Consultancy Services as detailed in attached Terms of Reference (TOR) which includes the proposed Scope of Work, is provided in **Appendix 1** of this document.

Tenderers are at liberty to append further details deemed desirable to the Tender Documents. Such details shall not be binding upon the Dominica Electricity Services Limited.

1.2 Corporate Background & Relevant Business Information

The Dominica Electricity Services Limited, hereinafter called the Requestor, is an investor-owned, vertically integrated electric utility, which supplies electricity to the island of the Commonwealth of Dominica under respective Generation (non-exclusive) and Transmission, Distribution and Supply (exclusive) licenses, in accordance with the aforementioned Act. . The Requestor operates Generation, and Transmission, Distribution and Supply (TD&S) systems summarized as follows:

1.2.2 Table 1 - Generation Plants

PLANT	GENERATING UNIT TYPE	TOTAL CAPACITY
FOND COLE POWER STATION	RECIPROCATING DIESEL	13.864 MW
SUGAR LOAF POWER STATION	RECIPROCATING DIESEL	6.830 MW
LAUDAT POWER STATION	HYDRO TURBINE	1.240 MW
TRAFALGAR POWER STATION	HYDRO TURBINE	3.520 MW
PADU POWER STATION	HYDRO TURBINE	1.880 MW
TOTAL CAPACITY		27.334 MW

1.2.3 Table 2 – TD&S System

LENGTH OF HV LINES (11 kV)	500 km
LENGTH OF LV LINES (400/240 V)	725 km
NO. TRANSFORMERS/ASSOCIATED LV CIRCUITS	1,489
NO. OF POLES	15,924
NO. OF STREETLIGHT FOR REPLACEMENT BY LED	2,500

The demand for the island is between 17 MW and 18 MW, which an off peak demand as low as 8 MW especially in the cooler months of the year.

The pre Maria customer base was over 36,000 with an average monthly electrical energy consumption of 8.4 GWh.

1.3 Impact of Hurricane Maria

Hurricane Maria made a direct hit on the Commonwealth of Dominica on September 19, 2018, resulting in widespread damage and destruction across the island and affecting all sector of the economy. The electricity sector was affected as follows:

1.3.1 Generation System

Over 60% of the DOMLEC's generating capacity affected immediately. Currently only 22% of the generating capacity remains unavailable as restoration work in this area continues.

1.3.2 TD&S System

Over 98% of this system was affected immediately following the hurricane. Our restoration efforts have seen:

1.4 Status of Restoration/Recovery

After ten (10) months, the status of our restoration is as follows:

1.4.1 Generation System

From a capacity point of view, the generation system has been restored to the 78% level. 4.2 MW/30% of the Fond Cole power station's capacity remains unavailable, and similarly, 1.88 MW/28.3% of the Hydro capacity remains

_ Dominica Electricity Services Limited Tender for the Supply of Organizational Review Consultancy

unavailable. Additional current pertinent generation system metrics are as follows:

- a) System Peak – 11.8 MW, 65% of pre Maria peak
- b) Net Energy Production (end Oct, 2017 – end July 2018) – 34.5 GWh/43% of pre Maria production for a similar period.

2 DESCRIPTION OF SERVICES REQUIRED

As per detailed in Appendix 1, DOMLEC requires the services outlined in the Terms of Reference (TOR) and associated Objectives and Scope of Work to:

- a) Improve the execution of its current mandate which is the delivery of a reliable electricity supply to customers.
- b) Provide the framework for improving the company's operational efficiency and effectiveness in all areas
- c) Make specific recommendations on the requisite organizational changes required to achieve the Company's strategic objectives including, but not limited to, its climate resiliency and renewable energy thrust.

2.1 Safety and Environmental Policies and Procedures

The Tenderer shall demonstrate the ability to conform with the Requestor's Health, Safety and Environmental Policies and Procedures generally, and specifically with its Contractor Safety Work Program (CSWP). The requirements of same are set out in Appendices 2-5. Tenderers who have not met the requirements as set out in the CSWP, will not be considered for award. .

2.2 Prices

The Requestor intends to have a detailed pricing arrangement for the services provided, in order to assist with the evaluation of tenders, and ultimately to facilitate prudent management throughout the engagement of the Engineering Services. Prices are to be stated in United States Dollars (US\$) and as per the pricing structure is as follows in Table 3 below:

2.2.1 Table 3 – Pricing Structure for Organizational Review Consultancy Services

ITEM	DETAIL	COST (US\$)
Consultancy Service	Professional Fees	
	Air Travel	
	Per Diem	
	Local Transportation	

	Hotel/Other Lodgings	
	Report Preparation and Reproduction	
Sub Total		
Contingencies		
Total		

2.3 Tenderer's Profile and Qualifications

The Tenderer must qualify as set out in Appendix 1, TOR for Organizational Review Consultancy Services

2.7 Project Duration

The duration of the project is expected to be from October 2018 to end January 2019, during which time it is expected that the requisite services as tendered will be provided throughout the entire duration. Table 4 below provides approximate timelines for key deliverables.

2.7.1 Table 4 – Key Project Deliverables & Timeline

DELIVERABLE	TARGET DATE
Initial Review and Benchmarking	November 2018
Organizational Skill Gap and Competency Analysis	December 2018
Report and recommendations s	January 2019

3 TENDERERS' INSTRUCTIONS

3.1 Contact Person

Any further information required for this request for proposal may be obtained from:

Dave Stamp – Generation Manager/ CDB Loan Project Coordinator
C/o Dominica Electricity Services
18 Castle Street
Roseau
Commonwealth Of Dominica
(767) 255-6170/6117 (Office), (767) 235-9965 (Mobile), (767) 448-6082(Fax)
or (dave.stamp@domlec.dm)

3.2 Submission of Tenders

Tenders may be submitted by either of the following methods:

1. In a sealed envelopes marked on the outside **ORGANIZATIONAL REVIEW CONSULTANCY SERVICES TENDER** and bearing the name and address of the Tenderer, and addressed and delivered to:

The Project Coordinator – CDB Loan
C/o Dominica Electricity Services Limited
18 Castle Street, P.O. Box 1593
Roseau
Commonwealth Of Dominica

2. Via email as follows

- a. Captioned: The Project Coordinator – CDB Loan
- b. Email address: dave.stamp@domlec.dm

3. Tenders must be delivered by **16:00 hrs. on September 14, 2018**

3.3 Evaluation Schedule

The tender “opening” shall take place at 16.30 hours on **September 17, 2018 at the Requestor’s headquarters at 18 Castle Street, Roseau.** Results will be summarized and published by 16.00 hours on September 19, 2018.

4 PROCEDURE FOR AWARDING CONTRACT

4.1 Bid Evaluations and Award

The Requestor may make such investigations as it deems necessary to determine the qualification and ability of the Tenderer to provide the requested services and the Tenderer shall furnish to the Requestor all such information and data required for this purpose.

The Requestor, reserves the right to, not accept the lowest or any tender.

After conducting its evaluations, and the Requestor will make an award/awards, and will advise both successful and unsuccessful Tenderers via written communication. Thereafter the Requestor will enter into contract negotiations with the successful Tenderer(s). If the parties are unable to conclude negotiations for a contract within three months of the award the Requestor reserves the right to select the next most eligible bid or to go back out to public tender.