

Clean Cooking Madagascar EMD

Template for quotations

This document provides the template for quotations to proposers for the design and construction of the 2,000 – 5,000 liter per day ethanol micro distillery (EMD). This document must be considered as an attachment to the Call for Quotations, in which the bidder can find detailed information about the project and the equipment required and instructions for the presentation of the quotation.

The quotation must be expressed in the format outlined in this template. Every chapter must be filled in, not exceeding the page limit indicated for each section. Pages over the limit will not be considered in the evaluation. Detailed instructions for compiling the bid are available in the following section.

As specified in the call for quotation, the deadline for the presentation of quotations is **1st of March 2017**.

If you have any questions regarding this template and instructions for completion, please send an email to narim@madagascarethanolstoveprogram.org, putting in copy alex.k.milano@projectgaia.com and admin@projectgaia.com.

Instructions for compiling your quotation

The bidder must complete this template following the instructions provided here. This document is divided into two parts. The first part (4 pages) contains information on the document and instructions for completing this template. The second part (beginning after page 4, numbered pages 1-13) contains the actual template to be completed by the bidder.

In order to properly compile this template, the bidder must:

- 1) Delete the first part of this document (containing the instructions) or copying the second part to a new document.
- 2) Insert the bidder's heading into the new document.
- 3) Fill in all the chapters of the template (10 chapters) with the information required, taking into consideration the Call for Quotations, and adhering to the page limits indicated. Please find in the next pages a short description of what information should be contained in each chapter. The template is flexible but the bidder should not modify font type and font size.
- 4) Generate a single PDF file containing all the chapters. Please consider that only chapter 2, "Letter of Bid", must be signed. In order to reduce the size of the document, it is advisable to print, sign and scan only chapter 2, to create a PDF file from the DOC file for the other chapters and then join chapter 2 to make one file. This operation can be done using any shareware PDF creator available on the web. The PDF file must be named in the following format: "BIDDER SHORT NAME_QUOTATION_EMD_MADAGASCAR.pdf" (e.g. if the bidder's name is CCM, the file name is "CCM_QUOTATION_EMD_MADAGASCAR.pdf"). The PDF file should not exceed 5 MB. Bidders should ensure that the corresponding PDF file is of a readable quality.

Once the PDF file is ready, in order to present the quotation for evaluation, the bidder must send an email with the following format:

To: narim@madagascarethanolstoveprogram.org
Cc: alex.k.milano@projectgaia.com and admin@projectgaia.com
Subject: Quotation for the EMD Madagascar

Enclose the PDF file as an email attachment and submit by **1st of March**. Quotations received after the deadline will not be considered. Any further materials will not be considered. The bidder will receive confirmation of receipt of the quotation within 3 working days.

Instructions for compiling the chapters in the template

Front Page

This is the standard front page for the quotation. The bidder must fill in the bidder's legal name, the bidder's document reference number (if any, for bidder's internal use) and the date.

1. Bidder Information (not to exceed 1 page)

This chapter must contain basic information about the bidder and a short description of the organization (area of activity, company size, short history, reference projects, etc.). Please be sure that the email address specified for the contact person is correct.

2. Letter of Bid (not to exceed 1 page)

This chapter must contain an official letter, with which the bidder expresses its "no reservation" to the bidding documents and the evaluation criteria. The letter must contain the total price of the bid, to be itemized in the following chapters. The bidder must fill in only the missing information and sign the letter. The letter cannot be modified without previous clearance from the Purchaser.

3. References (not to exceed 2 pages)

This chapter must contain information regarding previous experience of the bidder in providing similar equipment and services. Information about at least two projects should be provided, specifying if the project is under study, in process or already completed (provide the project implementation period). If no close reference projects exist, please list other bases for experience and qualifications. Where available, experience in small- and micro-scale distilleries and projects already undertaken in Developing Countries should be highlighted. In the second part of the chapter a small description of the work experience of the bidder's personnel to be involved in the EMD project must be provided.

4. Equipment (not to exceed 10 pages)

This chapter must contain detailed technical information about the equipment to be provided, itemizing the cost for each piece of equipment and showing clearly how these costs form the final price of the bid. Information about the equipment required can be found in the Call for Quotations. This chapter should contain a description of the plant's SIZE, ethanol production process, including process schemas and diagrams and mass and energy balances. The chapter must contain a table with the breakdown of the included components and costs and a section with equipment description.

5. Training (not to exceed 2 pages)

This chapter must contain information regarding the personnel (number of people) and the knowledge (skills and experience) necessary to run the plant. Furthermore, the bidder must outline in this chapter the kind of training that will be provided to the local staff, as required in the Call for Quotations. Number of days of training, skills taught and bidder's training personnel should be specified.

6. Maintenance and technical support (not to exceed 2 pages)

This chapter must contain information regarding the kind of engagement and technical support the bidder will offer to the Purchaser during plant operation. Information on technical support expected by the Purchaser is found in the Call for Quotations, but the bidder may add to this. Warranties on equipment and performance guarantees must also be specified in this chapter.

7. Energy analysis (not to exceed 2 pages)

This chapter must contain a detailed description of the process from an energy point of view. Energy inputs throughout the process must be identified and estimated (in terms of peak and average energy demand) both for thermal and electric energy. Fuel and technology for thermal energy supply must be specified. Energy saving measures included in the bidder's technology should be highlighted.

8. Water analysis (not to exceed 4 pages)

This chapter must contain a detailed description of the process in terms of fresh water requirements and waste water treatment. Water inputs and outputs throughout the process must be clearly identified and estimated (in terms of peak and average water demand). Water demand must be divided into dilution water for the fermentation process and water for the treatment of the distillery spent wash. Expected chemical composition of the by-products should be specified together with chemical and process treatment necessary for their neutralization. Water saving measures in the bidder's proposal should be highlighted.

9. Flexibility (not to exceed 1 page)

This chapter might contain information regarding the bidder's strategy to make the production plant adaptable to the Madagascar environment. Information on the type of yeast to be used, yeast cycle and chemicals necessary for the distillery spent wash treatment must be provided. Possibility of using local material and/or pieces of equipment for the plant construction should be highlighted. A contingency plan to face the challenges linked to the Madagascar environment might be prepared.

10. Project schedule (not to exceed 1 page)

This chapter must contain the project schedule, as outlined in the Call for Quotations. The Purchaser has outlined only some of the dates; the remaining dates must be outlined by the bidder in the quotation, according to their capacity to deliver the goods and services required. However, time is of the essence.

This is the end of the first part of the document, containing instructions. Please find the template itself, beginning on the next page.

Ethanol Micro-Distillery Madagascar

Procurement of an Ethanol Micro-Distillery

Quotation from: _____

Submitted to:

Clean Cooking Madagascar, Antananarivo, Madagascar

Reference number: _____

Date: _____

1. Bidder Information *(1 page)*

Bidder's Legal Name: _____

Bidder's Short Name: _____

Bidder's Country of Registration: _____

Bidder's Year of Registration: _____

Bidder's Legal Address in Country of Registration: _____

Bidder's Contact Person for the project:

Name: _____

Address: _____

Telephone/Fax Numbers: _____

Email Address: _____

Bidder's Brief Description: _____

2. Letter of Bid (1 page)

To: Clean Cooking Madagascar
Lot VE 21 B, Antananarivo 101
Madagascar
Phone +261 (0) 3417 555 00

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Document (Call for Quotations, Template for Quotations and Evaluation Criteria);

(b) We offer to Clean Cooking Madagascar, in conformity with the Bidding Documents, the following Plant and Installation Services: one ethanol micro-distillery able to produce _____ liters per day of hydrous and/or industrial grade ethanol at 94 – 96.4 % v/v based on sugarcane feedstock;

(c) The price of our Bid is the sum of: _____ USD, (_____),

(d) If our bid is accepted, we commit to obtain a performance security of 5% of the price of our Bid;

(e) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and

(f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive and that the selection will be carried out using the Evaluation Criteria specified in the Bidding Documents.

Name: _____ Company: _____

Signature: _____

Date: _____

3. References *(2 pages)*

Project 1 Location: _____

Project 1 Implementation Time Period: _____

Project 1 Description: _____

Project 2 Location: _____

Project 2 Implementation Time Period: _____

Project 2 Description: _____

Key Personnel 1 Name: _____

Key Personnel 1 Experience: _____

Key Personnel 2 Name: _____

Key Personnel 2 Experience: _____

4. Equipment (10 pages)

Component	Cost
TOTAL	

[Note]: Please add rows/components as necessary

***[Continued]*Equipment Notes and/or Descriptions:**

5. Training (2 pages)

6. Maintenance and technical support *(2 pages)*

7. Energy analysis (2 pages)

8. Water analysis (4 pages)

9. Flexibility *(1 page)*

10. Project schedule (1 page)

Release of bidding documents: 2017
Deadline for quotation presentation: 2017
Vendor's selection: 2017
Plant and Machinery Ordering:	_____
Basic Engineering:	_____
Detail and Extended Engineering:	_____
Ground breaking and Kick off:	_____
Target shipping date of equipment:	_____
Installation and Construction:	_____
Deficiencies check and water testing:	_____
Commissioning, performance run and start up:	_____