

**A. COMPANY PROFILE**

<b>Name and Brief Description of Company</b>

**B. COMPANY TRACK RECORD**

Please provide up to 4 case studies of previous energy audits conducted in light industries from the last five years. These can be anonymised to safeguard commercial sensitivities of the clients. [0.75 page per case study]

Project Name		Name of Client	
Project Start Date		Project End Date	
Please provide project description and its scope of work.			

<sup>1</sup> To include any relevant reports prepared for client where possible.

<b>Project Name</b>		<b>Name of Client</b>	
<b>Project Start Date</b>		<b>Project End Date</b>	

Please provide project description and its scope of work.

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<b>Project Start Date</b>		<b>Project End Date</b>	

Please provide project description and its scope of work.

**C. METHODOLOGY**

Please provide a brief description of how the assignment will be performed based on this ToR, including the methodologies and tools used for conducting energy audits, and the approach to identifying and assessing energy conservation measures. [Not more than 4 pages]

<b>Aspect</b>	<b>Description</b>
<b>Methodology</b>	<p><i>Briefly describe the overall approach to conducting the energy audit. This should include stages like:</i></p> <ul style="list-style-type: none"> <li>• <i>Pre-audit questionnaire distribution and analysis</i></li> <li>• <i>Site visit for data collection</i></li> <li>• <i>Data analysis and assessment</i></li> <li>• <i>Identification and evaluation of Energy Conservation Measures (ECMs)</i></li> <li>• <i>Development of recommendations and report</i></li> </ul>
<b>Data Collection Tools</b>	<p><i>List the specific tools and/or techniques you will use to collect energy consumption data.</i></p>

<p><b>Energy Analysis Tools</b></p>	<p>Identify the software or tools you will utilize to analyze the collected data. (e.g., energy modeling software, data visualization tools)</p>
<p><b>Identifying and Evaluation of Conservation Measures (ECMs)</b></p>	<p>Explain your strategy for identifying potential energy conservation measures (ECMs) within the facility. This could include consideration of lighting systems, Heating, Ventilation, and Air Conditioning (HVAC) systems, etc.</p> <p>Describe the process for evaluating the identified ECMs. This could include factors like:</p> <ul style="list-style-type: none"> <li>• Cost-effectiveness</li> <li>• Payback period</li> <li>• Annual energy savings (kWh)</li> <li>• Greenhouse gas reduction potential</li> <li>• Maintenance requirements</li> </ul>
<p><b>Reporting</b></p>	<p>Outline the format and key components of your final energy audit report. It is best if you can include a sample report (anonymised).</p>

**D. PROPOSED PROJECT TEAM**

Please provide a summary of proposed team composition and qualifications, including CVs of the staff that will be allocated to the assignment.

***Personnel 1***

<b>Name</b>	
<b>Role and Responsibilities</b> (Please identify project manager)	
<b>Educational Background</b>	
<b>Professional Qualifications/Certifications</b>	
<b>Years of Experience in Energy Audit</b>	
<b>Languages</b>	

***Personnel 2***

<b>Name</b>	
<b>Role and Responsibilities</b>	
<b>Educational Background</b>	
<b>Professional Qualifications/Certifications</b>	
<b>Years of Experience in Energy Audit</b>	
<b>Languages</b>	



**Personnel 3**

<b>Name</b>	
<b>Role and Responsibilities</b>	
<b>Educational Background</b>	
<b>Professional Qualifications/Certifications</b>	
<b>Years of Experience in Energy Audit</b>	
<b>Languages</b>	

**Personnel 4**

<b>Name</b>	
<b>Role and Responsibilities</b>	
<b>Educational Background</b>	
<b>Professional Qualifications/Certifications</b>	
<b>Years of Experience in Energy Audit</b>	
<b>Languages</b>	

**E. BUDGET**

Please provide budget based on the format provided below. As a reminder, these are the maximum fees for the various activities:

Walkthrough Audit – GBP 10,000

Investment Grade Audit – GBP 40,000

Expenses per Audit – GBP 2,000

While we have indicated the maximum costs for transparency, we encourage ESCOs to provide a competitive quote as the financial quote will form 20% of the overall evaluation criteria. The remaining 80% will be scored based on the methodology, approach, case studies and CVs of the project team put forward.

**E.1 Budget for Walkthrough Audit**

<b>Cost component</b>	<b>Quantity (number of days/items)</b>	<b>Remuneration per Unit (GBP) (daily rate or unit cost)</b>	<b>Total Rate for the Period (GBP)</b>
<b>Personnel costs for Energy Audit (A)</b>			
<i>Please indicate name of personnel and their role in the project team</i>			
<b>Sub-Total for Personnel Costs for Energy Audit (A) [in British Sterling Pounds, GBP]</b>			

<b>Personnel cost for analysis and reporting (B)</b>				
<i>Please indicate name of personnel and their role in the project team</i>				
Sub-Total for Personnel Costs for Analysis and Reporting (B) [in British Sterling Pounds, GBP]				
<b>Non-personnel costs (please provide details) (C)</b>				
<i>Please indicate an itemised list of non-personnel cost items</i>				
Sub-Total for Non-Personnel Costs (C) [in British Sterling Pounds, GBP]				
<b>Total Cost of Walkthrough Audit (A+B+C) [in British Sterling Pounds, GBP]</b>				

Expenses				
<i>Please indicate an itemised list of expense items. This may include travel and subsistence costs.</i>				
<b>Total Expenses per Walkthrough Audit [in British Sterling Pounds, GBP]</b>				

### E.2 Budget for Investment Grade Audit

Cost component	Quantity (number of days/items)	Remuneration per Unit (GBP) (daily rate or unit cost)	Total Rate for the Period (GBP)
<b>Personnel costs for Energy Audit (A)</b>			
<i>Please indicate name of personnel and their role in the project team</i>			

Sub-Total for Personnel Costs for Energy Audit (A) [in British Sterling Pounds, GBP]				
<b>Personnel cost for analysis and reporting (B)</b>				
<i>Please indicate name of personnel and their role in the project team</i>				
Sub-Total for Personnel Costs for Analysis and Reporting (B) [in British Sterling Pounds, GBP]				
<b>Non-personnel costs (please provide details) (C)</b>				
<i>Please indicate an itemised list of non-personnel cost items</i>				

Sub-Total for Non-Personnel Costs (C) [in British Sterling Pounds, GBP]					
<b>Total Cost of Investment Grade Audit (A+B+C) [in British Sterling Pounds, GBP]</b>					
<b>Expenses</b>					
<i>Please indicate an itemised list of expense items. This may include travel and subsistence costs.</i>					
<b>Total Expenses per Investment Grade Audit [in British Sterling Pounds, GBP]</b>					