INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI

Procurement & Facilities Department

REQUEST FOR QUOTATION (RFQ)

Energy Audit Services — Karachi Main Campus & Karachi City Campus

Quotation Validity	As per the details mentioned in the document
Sites Covered	Karachi Main Campus and Karachi City Campus (two sites only)

1. Introduction & Purpose of this RFQ

The Institute of Business Administration, Karachi ("IBA") invites quotations from qualified and experienced energy audit firms for the conduct of a professional energy audit covering both the Karachi Main Campus and the Karachi City Campus ("the Campuses").

Electricity is one of IBA's largest recurring operating costs, with combined spending across the two campuses of approximately PKR 400 million per annum. IBA has already invested in approximately 2 MW of solar generation capacity across the two campuses and has an ongoing LED lighting retrofit programmed. IBA now wishes to commission **an independent, measurement-backed energy audit to establish a verified consumption baseline, validate the performance of the existing solar investment, and identify and rank further cost-reduction opportunities.**

This RFQ sets out the scope of work, deliverables, timeline, eligibility criteria, and submission requirements against which bidders are asked to quote. IBA will evaluate quotations on a combined technical and financial basis as described in Section 8.

This document has been prepared drawing on a scope of work shared with IBA by a prospective energy-audit provider; it is issued here on a vendor-neutral basis so that IBA can obtain and compare competitive quotations from multiple qualified firms, including but not limited to that provider.

2. Objectives of the Audit

- Establish a verified, measurement-backed baseline of electricity consumption and cost across both campuses.
- Review K-Electric tariff structures and connections for each site and identify tariff-side savings (reclassification, demand management, power-factor correction).
- Conduct physical walkthrough surveys and instrumented spot measurements of electrical distribution, backup generation, HVAC, lighting, and other significant loads. Also analyze the building design efficiency.
- Validate actual performance of the installed ~2 MW solar PV capacity against expected yield and identify causes of any underperformance.
- Produce a costed, ranked register of savings opportunities — from no-cost operational changes to capital projects — with expected annual PKR savings and simple payback.
- Present findings and a recommended savings pathway to IBA leadership.

3. Scope of Work

The audit is expected to be conducted to a walkthrough-plus-measurement standard broadly equivalent to an ASHRAE Level 2 energy survey, and to cover exactly two sites: the IBA Karachi Main Campus and City Campus. Bidders should confirm in their technical proposal that their methodology meets or exceeds this standard or explain any variance.

3.1 Baseline & Tariff Analysis

- Analysis of 12–24 months of K-Electric billing for every meter/account on both campuses, including monthly kWh, peak demand (kW), power factor, and any penalties or surcharges.
- Tariff review for each connection (category, sanctioned load vs actual demand) and identification of tariff-side savings.

- Campus- and building-level energy-use intensity (EUI) benchmarking against covered area, compared with regional and international university benchmarks.

3.2 Site Surveys — Both Campuses

- Electrical distribution — transformers (ratings, loading, condition), HT/LT arrangement, sub-metering coverage.
- Backup generation — diesel generator fleet (kVA, age, run-hours, fuel consumption and cost), UPS/battery systems, grid-vs-genset operating pattern.
- HVAC and cooling — system types and tonnage, age and efficiency of major units, operating schedules, setpoints and controls.
- Lighting — status and coverage of the LED retrofit, remaining non-LED stock, lighting controls.
- Occupancy and scheduling — building operating hours, term vs vacation patterns, hostel and 24/7 loads.
- Other significant loads — data center, water/RO pumping, lifts, kitchens and laboratory equipment.

3.3 Spot Measurements

- Power-quality and load measurements (kW, kVA, power factor) at main incomers and major feeders.
- Lux-level sampling in representative spaces.
- Thermal imaging of transformers, distribution panels, and solar arrays to identify losses, hotspots and degradation.

All measurements must be non-intrusive and must not require any shutdown of campus operations.

3.4 Solar PV Performance Validation

- Verification of installed capacity across both campuses (approximately 2 MW per IBA's records) against as-built reality — panel counts, inverter ratings, install dates.
- Analysis of actual monthly generation logs vs expected yield for the installed capacity, identifying underperformance from soiling, degradation, shading, or inverter issues.
- Review of the net-metering position with K-Electric — export volumes, credits, and any unrealized value.
- Assessment of remaining viable roof/ground capacity for future solar expansion.

3.5 Analysis & Recommendations

- End-use breakdown of consumption per campus.
- A costed savings register — every identified opportunity ranked with indicative capital cost, expected PKR savings per year, and simple payback.
- Tariff, power-factor and demand-management recommendations implementable with little or no capital.
- Solar performance findings with corrective actions and expansion potential.

3.6 Out of Scope

The following are explicitly excluded from this audit and may be scoped separately if required: detailed engineering design and investment-grade (Level 3) audit work; implementation of any recommended measure; supply of equipment; installation of permanent sub-metering or monitoring systems; thermal (gas) and water utilities beyond data readily available from bills; and any site other than the Karachi Main Campus and Karachi City Campus.

4. Required Deliverables

Bidders must confirm that their proposal covers, at minimum, the following four deliverables. Additional value-added deliverables may be proposed separately.

ID	Deliverable	Description
D1	**Pre-audit data request pack**	Structured questionnaire and data checklist issued to IBA Facilities & Finance at signing — defines every data item needed and tracks its status
D2	**Energy audit report**	Full two-campus report: baseline and EUI benchmarking, survey and measurement findings, end-use breakdown, and solar PV performance validation
D3	**Costed savings register**	Ranked register of savings opportunities with indicative capex, expected PKR savings/year and simple payback — from no-cost operational changes to capital projects
D4	**Management presentation**	Executive briefing to IBA leadership presenting the findings and the recommended savings pathway

5. Timeline

IBA expects the audit to be completed within a maximum of six (6) weeks from contract signature / purchase order issuance, subject to IBA returning core baseline data (billing history, single-line diagrams, generation logs) within ten (10) working days of signing. Bidders should propose their own indicative timeline in their technical proposal; the table below reflects IBA's expected phasing.

Phase	Activity
Weeks 1–2	Data collection & desk analysis — D1 issued on day one; billing, tariff and asset data returned by IBA; baseline built
Weeks 2–4	Site work — walkthrough surveys and instrumented spot measurements across both campuses
Weeks 4–6	Analysis — end-use breakdown, solar validation, savings register; report writing
Week 6	D2/D3 delivered; management presentation (D4) held with IBA leadership

Bidders should note any assumptions regarding data-dependency and its effect on the proposed end date.

6. Eligibility Criteria for Bidders

Bidders must satisfy the following minimum criteria to be considered eligible. IBA reserves the right to request supporting documentation for any of the below.

1. Registered legal entity in Pakistan, with a valid NTN and (where applicable) sales tax registration.
   Also Bidder shall be a valid PEC-registered Consulting Engineering Firm having relevant PEC Project Profile Codes 1201- Public Buildings & Offices, including Educational Facilities & Complexes & 1220- Energy Planning, Conservation and Development
2. Demonstrated experience of at least 10 similar energy audit engagements in the last 10-years, ideally including educational institutions, commercial campuses, or comparably complex multi-building sites.

3. Availability of calibrated instrumentation for power-quality/load measurement, lux-level measurement, and thermal imaging, along with trained personnel to operate them.
4. Demonstrated prior experience validating solar PV system performance (generation-vs-yield analysis, net-metering review).
5. Audit methodology is equivalent to, or exceeding, an ASHRAE Level 2 walkthrough-plus-measurement survey.
6. Ability to commence within 1 week of contract award and complete within the timeline in Section 5.
7. No conflict of interest with IBA and no current or pending litigation with IBA.

7. Instructions to Bidders — Submission Requirements

Bidders must submit a proposal in two clearly separated parts: (A) Technical Proposal and (B) Financial Proposal. IBA requests that the financial proposal be submitted via email or physical as a separate, sealed document/file from the technical proposal.

7.1 Technical Proposal — should include

- Firm profile, relevant experience, and reference engagements of comparable scope (with contactable references).
- Proposed methodology and how it aligns with, or varies from, Section 3 of this RFQ.
- CVs of the proposed lead auditor and key team members, with relevant certifications (e.g., Certified Energy Auditor, CEM, or equivalent).
- List of instrumentation to be used (power-quality analysers, lux meters, thermal imaging cameras) with calibration status.
- Proposed project timeline and work plan across both campuses.
- Data and access requirements from IBA, and any assumptions made.
- Sample or redacted excerpt of a previous energy audit report and/or savings register, if available.

7.2 Financial Proposal — should include

- All-inclusive lump-sum fee covering both campuses, all site surveys, instrumented measurements, and all deliverables (D1–D4), in PKR, inclusive of all taxes (state taxes separately).
- Any assumptions or exclusions affecting the quoted fee (e.g., travel outside Karachi, extra site visits beyond an assumed number).
- Confirmation of quotation validity period (minimum 90 days requested).

7.3 Suggested Financial Proposal Format

#	Item	Amount (PKR)	Remarks
1	Energy audit fee — both campuses, inclusive of surveys, instrumentation, staff time and travel within Karachi, and deliverables D1–D4		
2	Applicable taxes		
3	Total quoted price		

9. IBA's Responsibilities & Support to the Selected Bidder

Nominate a named coordinator per campus (Facilities), plus a Finance contract for billing and tariff records.

Provide the requested pre-audit (D1) data items — K-Electric bills, single-line diagrams, floor plans, solar generation logs, generator and fuel records — within an agreed window (recommended: 10 working days of signing).

Provide escorted access to plant rooms, rooftops, distribution rooms and representative buildings during working hours on both campuses.

Make IBA leadership available for the management presentation (D4) and provide consolidated review feedback on the draft report within an agreed period (recommended: one week of delivery).

10. General Terms & Conditions

10.1 Compliance & Safety

- All measurements must be non-intrusive and must not require any shutdown or interruption of campus operations.
- The selected bidder's staff must follow IBA's site safety and security protocols at all times; thermal imaging and electrical measurements must be performed by trained personnel using calibrated instruments.
- The selected bidder must invoice with complete sales-tax and taxation compliance and provide supporting documentation to IBA on request.

10.2 Ownership & Confidentiality

- The audit report and all data collected at IBA shall belong to IBA.
- The selected bidder's audit methodology, tools and templates may remain its own intellectual property, subject to IBA's need to use the deliverables for its internal purposes.
- The selected bidder must treat all IBA data as confidential and use it solely for this engagement.

10.3 Acceptance & Revisions

The engagement will be considered complete when D1–D4 have been delivered and the management presentation held. IBA may consolidate review comments on the draft report into a single revision request within two weeks of delivery of D2/D3, which the selected bidder shall incorporate at no additional cost.

10.4 Right to Reject

IBA reserves the right to accept or reject any or all quotations, to negotiate terms with the preferred bidder, and to cancel this RFQ process at any stage without incurring any liability to bidders.