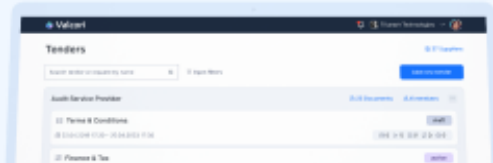




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Valcori tender template **Energy supplies**



Tender template: energy supply services



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Confidentiality Disclaimer

This Request for Proposal (RFP) and all associated documentation, whether transmitted electronically or in hard copy, and any subsequent discussions or disclosures are confidential and intended solely for the recipient or recipient organization. The contents must not be disclosed in whole or part to any third parties without the express written permission of our organization.

The information contained in this RFP is provided in good faith. However, it is subject to change without notice and is not binding on our organization unless expressly incorporated into a formal, written agreement. Recipients of this RFP are responsible for any costs incurred in the preparation and submission of their responses.

By responding to this RFP, respondents agree to keep the information contained herein and any related communications confidential. Furthermore, respondents confirm that they will only use the information for the purpose of preparing and submitting a response, and to meet any subsequent contractual obligations.

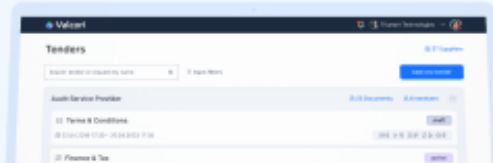
Any violation of this confidentiality disclaimer may lead to disqualification from the tendering process and may result in legal actions for breach of confidentiality.

Terms & abbreviations

| Term | Definition |
|------|--------------------------|
| RFP | Request for Proposal |
| SLA | Service Level Agreement |
| PDF | Portable Document Format |
| EUR | Euro |
| SPOC | Single Point Of Contact |

Company introduction

[Insert company introduction]



Start your company description with your organization's name, industry, and location. Briefly include its significant history or milestones. Highlight your guiding mission or values and outline your primary products or services. Aim to provide an informative snapshot of your company in a few concise sentences.

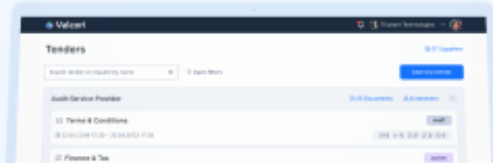
Introduction RfP

This Request for Proposal (RFP) is the culmination of an extensive market analysis and identification of potential opportunities, diligently conducted by our dedicated internal team. We have meticulously structured the requirements for the energy supply services needed in a clear format.

We expect the bidders to reciprocate with clear and direct responses to these requirements, as defined within the scope of this RFP. All proposals should be submitted strictly via the procurement platform Valcor in one of the following digital formats via the digital formats: Microsoft Word (.doc, .docx), Microsoft Excel (.xls, .xlsx), or PDF (.pdf).

This allows us to facilitate a seamless and efficient review process. Please be aware that our organization reserves the right to disregard any late submissions, incomplete responses, or proposals that do not comply with the specified submission format and procedures outlined in this RFP. Non-compliant responses will not be entertained. It is imperative that your responses are direct, concise, and complete. Any failure to provide a response to an item will be interpreted as an inability to provide the corresponding service. This may adversely affect the evaluation of your proposal. While additional supporting information in the form of appendices is welcome, it is important that the main body of your response should be self-sufficient, referencing appendices for details where necessary.

Our organization will thoroughly review all material submitted. However, our primary focus will be on the material that directly addresses our needs, as outlined in the requirements of this RFP. We look forward to engaging with energy supply service providers who can meet our specific demands and maintain the high cleanliness standards that our organization aspires to uphold.



Instructions

Timeline

| No. | Date | Milestone |
|-----|----------|---|
| 01 | DD.MM.YY | Issuance of RFP to selected suppliers. |
| 02 | DD.MM.YY | Deadline Request for Information (RfI) |
| 03 | DD.MM.YY | Deadline Request for Quotation (RfQ) |
| 04 | DD.MM.YY | Short list supplier decision, negotiation and detailed demo |
| 05 | DD.MM.YY | Final supplier decision |
| 06 | DD.MM.YY | Contracting |



Structure your entire RfP timeline automatically in **Valcor**. Full transparency for the internal team and suppliers in a few clicks!

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Contact person

[Insert contact person: Name - Title - Email - Phone number]

Written questions

Should participating suppliers have any questions regarding this RFP, they are required to submit them in writing and may email them to the designated contact person in accordance with the schedule set out in the timeline.

Our organization is not obliged to respond to any inquiries received after the deadline or submitted in any manner other than as instructed above. All questions will be answered in writing and, if deemed necessary, responses will be distributed to all participating suppliers.



Don't want to manage your mailbox with all questions and answers of suppliers? Chat directly with your suppliers in **Valcor** and collect all questions in one place.

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Proposal submission

Proposals must be received according to the schedule outlined in the timeline. Any proposal received after the specified deadline will not be considered. All communication should be conducted in English.

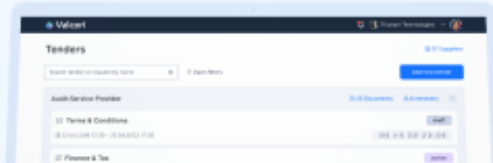
Ensuring that proposals are delivered by the stipulated deadline is solely the responsibility of the participating supplier. Our organization will not be held responsible for, nor accept as a valid excuse, any delays in the method of delivery used by the supplier, unless it can be established that our organization was the exclusive cause of the late receipt.

Evaluation criteria

All proposals received in accordance with these RFP instructions will be evaluated to determine if they are complete and meet the requirements specified in this RFP. After the evaluation of the proposal and the samples a short list will be created and the suppliers mentioned on that short list will be contacted to prepare for actions the testing, the supplier audits and the contract negotiation.

The following criteria will be considered in evaluating the proposals:

- Quality and completeness of the proposal.
- Supplier's qualifications.
- Supplier's experience, particularly with similar projects.
- References.
- Pricing.
- *[Other]*



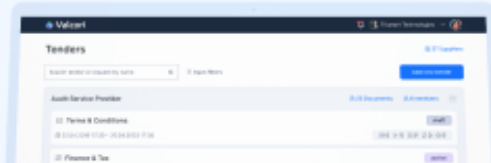
Questions (Request for Information)



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| Question | Answer Options |
|---|--|
| Topic: General questions | |
| How many years of experience does your company have in the energy supply industry? | A. Less than 5 years B. 5-10 years C. 10-20 years D. More than 20 years |
| Does your company have any sustainability or renewable energy initiatives in place? | A. Yes B. No |
| Does your company offer a dedicated account manager for handling orders, queries, and issues? | A. Yes B. No |
| Does your company have any certifications or memberships in energy industry associations? | A. Yes (please specify) B. No |
| What measures do you have in place to assure the quality of the products you supply? | Please specify |
| Does your company offer both fixed and variable rate plans for energy supply? | A. Yes B. No |
| Can your company supply energy to multiple sites across various regions? | A. Yes B. No |
| Does your company offer energy usage reports and analytics to help us manage our consumption? | A. Yes B. No |
| Do you offer any technological solutions or platforms for easy ordering, tracking, and management of office supplies? | A. Yes B. No |
| How do you handle fluctuations in the market regarding price and availability? | Please specify |
| What unique value proposition does your company offer that sets you apart from competitors in the energy supply industry? | Please specify |
| Does your company have general liability insurance? | A. Yes B. No |
| What is the coverage limit of your general liability insurance? | [Specify number in EURO] |
| Does your company have product liability insurance? | A. Yes B. No |



| | |
|--|--|
| What is the coverage limit of your product liability insurance? | [Specify number in EURO] |
| Topic: Client References | |
| Can you provide a list of 5 current clients who can serve as references? | A. No B. Please specify. |
| How many years have you been providing services to your longest-standing client? | A. Less than 5 years B. 5-10 years C. 10-20 years D. More than 20 years |
| Do you have experience providing energy supply services to clients in our industry or of a similar size to our organization? | A. Yes B. No |
| Can you provide case studies or examples of how your company has helped similar clients manage their energy costs or transition to renewable energy sources? | A. No B. Please specify. |
| Topic: Finance/billing | |
| What is your standard payment term for invoices? | A. Net 30 days B. Net 45 days C. Net 60 days D. Other (please specify) |
| Do you require an upfront deposit before providing the energy supply services? | A. Yes B. No |
| Are your energy rates fixed, or do they fluctuate with market conditions? | A. Fixed B. Fluctuates C. Both options available |
| Do you offer any discounts for early payment or long-term contracts? | A. Yes (please specify) B. No |
| Does your billing system allow for consolidated billing if energy is supplied to multiple sites? | A. Yes B. No |
| Can your company provide detailed energy consumption and cost reports to aid our budgeting and forecasting process? | A. Yes B. No |
| Topic: Delivery/Logistics | |
| What is the standard lead time from contract agreement to commencement of energy supply? | A. Less than 1 week B. 1-2 weeks C. 2-4 weeks D. More than 4 weeks |
| Does your company have a contingency plan in place to ensure continuous energy supply in the event of an unforeseen disruption? | A. Yes B. No |
| Topic: Sustainability | |
| Does your company offer renewable energy options or green tariffs? | A. Yes B. No |



| | |
|---|--|
| Can you provide documentation of your company's carbon footprint and any measures taken to reduce it? | A. Yes (please specify) B. No |
| Does your company have any certifications or recognitions related to environmental stewardship or sustainable practices (e.g., ISO 14001, LEED, Green Power Partnership)? | A. Yes (please specify) B. No |
| Topic: Service levels | |
| What is your standard response time for addressing service issues or complaints? | A. Less than 24 hours B. 24-48 hours C. 48-72 hours D. More than 72 hours |
| Do you provide a dedicated account manager or point of contact for our organization? | A. Yes B. No |
| Do you offer 24/7 customer support? | A. Yes B. No |



Pricing (Request for Quotation)

Estimated Monthly Energy Costs

[Example table]

| Facility | Energy Consumption (in kWh per month) | Energy Type Required | Price per Month (in EURO) |
|---------------------|---------------------------------------|----------------------|---------------------------|
| HQ Antwerp | 10000 | Electricity | |
| Factory Brussels | 80000 | Gas | |
| Office Ghent | 12000 | Electricity | |
| Warehouse Charleroi | 30000 | Electricity | |
| Retail Store Liege | 6000 | Electricity | |
| Research Lab Leuven | 20000 | Gas | |

*The energy consumption specified in the RfQ should be interpreted as the estimated average consumption per month for each location. It is important for the supplier to provide a flexible and responsive service that can cater to potential fluctuations in energy consumption.

Additional services

[Example table]

| Additional Service | Price per Hour (EURO). If included in standard service, write "INCLUDED" |
|------------------------------------|--|
| Green Energy Options | |
| Energy Efficiency Consultation | |
| Real-time Energy Monitoring | |
| Automated Demand Response Programs | |
| Energy Storage Solutions | |
| Regulatory Compliance Assistance | |
| Emergency Support Services | |
| Customer Account Portal | |