



# Request for Proposal





# Request for Proposal (RFP) for Solar Energy Services

RFP released: 31/03/2025

RFP Closing Date: 21/04/2025

Ngā Tāngata Tiaki o Whanganui  
357 Victoria Ave  
Whanganui





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## About Us

Ngā Tāngata Tiaki o Whanganui was formed in 2014 following the signing of Ruruku Whakatupua, the Deed of Settlement between Whanganui Iwi and the Crown regarding the Whanganui River. This settlement was later formalised through legislation with the passing of Te Awa Tupua, Whanganui River Claims Settlement Act in March 2017.

Before Ngā Tāngata Tiaki o Whanganui (NTT) was established, the Whanganui River Māori Trust Board led negotiations. It worked alongside Iwi on various issues affecting the river and surrounding lands. One significant concern was the ongoing impact of the Tongariro Power Development Scheme on the health and wellbeing of the Whanganui River. This and the continued water extraction from our catchment for energy generation have been a persistent issue. As a result, our people—particularly our Marae—have long been focused on exploring alternative energy solutions.

In 2024, NTT launched a project to enhance the energy resilience of our Marae by examining their electricity consumption and investigating alternative energy options. This Request for Proposals (RFP) is part of that effort to explore potential suppliers for solar energy solutions. The project will also investigate other renewable energy options, such as water and wind generation.



## SECTION 1: Key information

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### 1.1 Context

- a. This Request for Proposal (RFP) invites qualified electrical or solar energy companies to submit proposals for the design, supply, and installation of a solar energy system for local Marae across Ruapehu and Whanganui. The selected company will provide a detailed quote, offer expert recommendations, supply all necessary components, and oversee the system's installation.
  - b. This project will act as a pilot for installation, possibly expanding to other buildings in the future.
  - c. An Interested Party refers to any individual, organisation, business, or entity that submits a Proposal in response to the RFP. This includes its officers, employees, contractors, consultants, agents, and representatives.
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### 1.2 Our timeline

- a. Here is our timeline for this RFP.

**Steps in the RFP process:**

**Date:**

RFP Release Date:

31/03/2025

RFP Questions and Enquires Closing Date

21/04/2025

RFP Closing Date:

28/04/2025 (5:00 pm)

- b. All dates and times are dates and times in New Zealand.
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### 1.3 How to contact us

- a. All enquiries must be directed to one of our Points of Contact. We will manage all external communications through these Points of Contact.

- b. **Our Points of Contact**

**Name:** Kiri Wilson (Kaiarotahi) or Troy Brown (Project Manager)

**Email address:** [Kiri@ngatangatatiaki.co.nz](mailto:Kiri@ngatangatatiaki.co.nz) or [Troy@waihuia.nz](mailto:Troy@waihuia.nz)

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### 1.4 Developing and submitting your proposal

- a. This RFP is an open, competitive tender process. The RFP sets out the step-by-step process and conditions that apply.
  - b. Take time to read and understand the RFP.
  - c. Ask us to explain if anything needs clarification or if you have a question. Email our [Points of Contact](#).
  - d. Check that you have provided all requested information in the format and order requested.
  - e. Please ensure you get your proposal to us before the RFP Closing Date! No proposals received after this deadline will be considered.
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### 1.5 Address for submitting your proposal

**Instructions:**

- a. Proposals must be submitted electronically to the following address:  
[kiri@ngatangatatiaki.co.nz](mailto:kiri@ngatangatatiaki.co.nz) or [Troy@waihuia.nz](mailto:Troy@waihuia.nz).
- b. Proposals sent by post or in hard copy delivered to our office will be accepted, provided they are received by the RFP Closing Date.



#### 1.6 Our RFP Process, Terms and Conditions

- a. **Offer Validity Period:** In submitting a Proposal, the Interested Party agrees that their offer will remain open for acceptance by the Buyer for [36] calendar months from the RFP Closing Date.
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### 1.7 Later changes to the RFP or RFP process

- a. If, after publishing the RFP, we need to change anything about the RFP or RFP process or want to provide suppliers with additional information, we will let all suppliers know by email.
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## SECTION 2: Our Requirements

### 2.1 Background

This RFP seeks qualified electrical or solar energy companies to submit proposals for the design, supply, and installation of a solar energy system at local Marae. The goal is to implement an energy-efficient solution as a model for future expansions. The selected company will provide a detailed quote, offer expert recommendations, supply all necessary components, and manage the system's installation. This project will serve as a pilot initiative, with the potential for scaling to additional Marae across Ruapehu and Whanganui.

### 2.2 Key Outcomes

The key outcomes that we want to achieve are;

- **Operational:** A fully operational solar energy system has been installed at three Marae, successfully meeting all specified requirements for performance, energy generation, and integration with the existing infrastructure.
- **Energy Efficiency and Cost Savings:** The Marae energy efficiency was improved, resulting in a measurable reduction in energy costs and reliance on conventional energy sources.
- **Pilot Program Evaluation:** Comprehensive data collection and analysis of the system's performance as a pilot project, including energy savings, system reliability, and any technical challenges encountered.
- **Scalability for Future Expansion:** A proven framework for extending solar energy installations to additional marae, informed by lessons learned and best practices from the pilot project.

### 2.3 What we require

- **Qualified Vendor Expertise:** The selected company must have proven experience designing, supplying, and installing solar energy systems, particularly for commercial, Marae or office buildings. The company should have technical expertise to assess energy needs, recommend appropriate solutions, and provide ongoing support and maintenance, including any warranty provisions on installation and materials.
- **Site Assessment and Evaluation:** A thorough site assessment must be conducted to evaluate the marae energy consumption, roof space, structural integrity, and other factors that influence the design and placement of the solar energy system. (Ngā Tāngata Tiaki has done an initial energy assessment to support this work component).
- **Customised Design and System Recommendations:** Based on the site evaluation, the vendor must provide a detailed system design tailored to the Marae energy requirements and long-term sustainability goals. Recommendations should include system capacity, expected energy production, equipment selection, and potential for future scalability.
- **Compliance with Standards and Regulations:** The system design and installation must comply with all local building codes, electrical standards, and relevant regulatory requirements. The vendor should also ensure that all necessary permits and approvals are obtained before installation.
- **Financial Assessment:** A clear plan outlining system costs, potential energy savings, and estimated return on investment.



- **Project Management and Installation:** The vendor must assign a dedicated project manager to oversee the project's entire lifecycle, from initial design and procurement to installation and final commissioning. The vendor must also manage all logistical aspects of the installation, ensuring minimal disruption to office operations.
- **Training and Knowledge Transfer:** The vendor will train key personnel representing Ngā Tāngata Tiaki and Marae Trustees on system operation, essential maintenance, and troubleshooting. Knowledge transfer should include ongoing support materials and documentation for system operation.
- **Monitoring and Maintenance Plan:** After installation, the vendor should offer an ongoing monitoring and maintenance plan to ensure the solar energy system continues optimally. This plan may include regular system checks, performance reports, and necessary system updates or repairs.
- **Scalability and Future Expansion:** The vendor must consider the solar energy system's future scalability, ensuring the design allows for expansion or replication on other Marae buildings. Recommendations should include how the system could be expanded, including technical, logistical, and financial considerations.

## 2.4 Contract term

We anticipate that the Contract will commence in April 2025.

## 2.5 Key outcomes

The following are the key outcomes that are to be delivered.

Description	Indicative date for delivery
Solar Energy System Design, Supply, and Installation for the Pilot Programme	December 2025
Education, Training, and Knowledge Transfer	February 2026
Ongoing Monitoring, Maintenance Plan, and Scalability Recommendations for other sites	February 2026

# SECTION 3: Pricing information

## 3.1 Pricing information to be provided by Interested Party

The Interested Party is to provide their price as part of their proposal. In submitting the price, the Interested Party must meet the following:

- a. The Interested Party is to provide a pricing schedule.
- b. The pricing schedule is to show a breakdown of all costs, fees, expenses, and charges associated with the complete delivery of the Requirements over the whole of the Contract, including any anticipated fluctuations. It must also clearly state the total Contract price exclusive of GST.

- c. Where the price, or part of the price, is based on fee rates, all rates are to be specified hourly, daily, or both as required.
- d. In preparing their proposal, the Interested Party is to consider all risks, contingencies, and other circumstances relating to the delivery of the Requirements and include adequate provision and pricing information to manage such risks and contingencies.
- e. The Interested Party is to document in their proposal all assumptions and qualifications made about the delivery of the Requirements, including in the financial pricing information. Any assumption that NTT and its entities will incur any cost related to the delivery of the Requirements is to be stated, and the cost estimate is to be provided if possible.
- f. Prices should be tendered in NZ\$, exclusive of GST. NTT and its entities will arrange contractual payments in NZ\$ unless otherwise agreed
- g.  
Where the Interested Party has an alternative pricing method (i.e., a pricing approach different from a pricing schedule), this can be submitted as an alternative pricing model. However, the Interested Party must also submit a pricing schedule.

## SECTION 4: Evaluation Methodology

### 4.1 Evaluation Methodology for Solar Energy System RFP

#### Evaluation Model

The evaluation process for this RFP will be based on a **weighted attribute model**, where the proposals are assessed against various criteria, each with a specific weighting reflecting its importance. The evaluation will focus on technical merit, cost-effectiveness, and the vendor's ability to deliver on the requirements in the RFP. Proposals will be assessed to ensure that the selected company can meet the overall goals and key outcomes outlined in the RFP while maintaining high standards of quality, efficiency, and sustainability.

#### Pre-Conditions

Each Respondent must meet all the following pre-conditions. Respondents who fail to meet any of the pre-conditions will be excluded from further consideration:

1. **Substantial Compliance with the RFP:** Respondents must demonstrate that they understand and meet the requirements outlined in the RFP.
2. **Ability to Provide Goods/Services without Conflict of Interest:** The selected company must be able to deliver the services without any potential conflict of interest.
3. **Financial Viability:** The Respondent must demonstrate that they are financially capable of undertaking the project.
4. **Required Insurances:** The Respondent must have all the required insurance policies to undertake the work.

By submitting a proposal, the Respondent agrees that **Ngā Tāngata Tiaki** and associated entities may rely on the representations made in the proposal. These representations will form the basis of any future

contract if the Respondent is selected as the successful supplier.

### Evaluation Criteria and Weightings

<p><b>Technical Merit</b></p> <p>This criterion will evaluate the Respondent's ability to design a solar energy system that is "fit for purpose" for the Marae based on technical expertise, experience, and the effectiveness of the proposed system design.</p>	<b>60%</b>
<p><b>System Design and Integration (30%):</b> The Respondent's ability to design a solar energy system that meets the energy needs of the Marae, integrating with the existing infrastructure.</p>	
<p><b>Experience and expertise (20%):</b> Demonstrated ability to deliver similar projects (especially in community and/or Marae settings), including evidence of past projects.</p>	
<p><b>Compliance with Standards and Regulations (10%):</b> The degree to which the proposal complies with local regulations and relevant codes.</p>	
<p><b>Cost Effectiveness and Value for Money</b></p> <p>This criterion evaluates the cost proposal submitted by the Respondent, looking for clarity, transparency, and the overall cost-effectiveness of the solution.</p>	<b>20%</b>
<p><b>Clear Pricing Schedule (10%):</b> The breakdown of costs and potential cost savings from energy efficiency improvements.</p>	
<p><b>Financial Assessment and ROI (10%):</b> Estimated return on investment, with clear documentation supporting any financial assumptions, including the total cost of the project and projected savings.</p>	
<p><b>Vendor Capability</b></p> <p>This criterion assesses the Respondent's resources and capacity to deliver the project, including qualifications and availability successfully.</p>	<b>10%</b>
<p><b>Company Resources and Team (5%):</b> Availability and expertise of the proposed project team, including qualifications and experience.</p>	
<p><b>Project Management and Delivery (5%):</b> Ability to manage the project from design to installation, ensuring minimal disruption and timely delivery.</p>	
<p><b>Cultural Fit and Kaupapa Māori Lens</b></p> <p>This criterion evaluates the Respondent's understanding and ability to deliver the project in a culturally sensitive manner, with particular consideration to Whanganui kawa &amp; tikanga.</p>	<b>10%</b>
<p><b>Cultural Competence (5%):</b> Evidence of a proven and meaningful approach to engaging with Māori communities and providing culturally appropriate project solutions.</p>	
<p><b>Commitment to Māori Principles (5%):</b> Evidence of previous experience working with Māori or iwi groups, ensuring a respectful and enduring relationship.</p>	

### Rating Scale

The evaluation panel will use the following rating scale to evaluate proposals:

Rating	Description	Score
<b>Excellent</b>	Exceeds the requirement with exceptional demonstration of ability, skills, and value.	9-10
<b>Good</b>	Satisfies the requirement with minor additional benefits, demonstrating above-average ability and value.	7-8
<b>Acceptable</b>	Satisfies the requirement with sufficient ability and resources but lacks standout qualities.	5-6
<b>Minor Reservations</b>	Meets the requirement with some reservations, requiring further clarification or adjustment.	3-4
<b>Serious Reservations</b>	Major reservations in meeting the requirements, with significant concerns regarding ability or experience.	1-2
<b>Unacceptable</b>	Does not meet the requirement or fails to provide sufficient information to demonstrate the necessary ability, skills, or resources.	0

### Innovation

Respondents are encouraged to propose innovative solutions or alternative approaches offering additional value, improved efficiency, or enhanced sustainability in delivering the solar energy system. Such innovations will be assessed as part of the **Technical Merit** criterion

### Final Selection

The panel will review all proposals based on the weighted criteria, applying the rating scale to assess how well each proposal meets the RFP requirements. The **final score** will be calculated by summing the weighted scores across all criteria. The proposal with the highest total score will be considered the preferred supplier, subject to contract negotiations and final approval.