

PROCUREMENT & SUPPLY



PROFILE & PRE-QUALIFICATION DOCUMENT







ABOUT US	4-9
OUR TEAM	8
CAPACITY STATEMENT	9
OUR SERVICES	10-20
ELECTRICAL GOODS AND EQUIPMENT	12
TELECOM GOODS AND EQUIPMENT	12
STEEL AND TOWER PRODUCTS	13
SOLAR SYSTEMS	14
LICENSED SUPPLY SERVICE (SAKAPHEN PRODUCTS)	15-17
LICENSED SUPPLY AND INSTALLATION SERVICE	18-20
(ALFAQUADRI PRODUCTS)	
POLICY STATEMENTS	21-26
HUMAN RESOURCE POLICY STATEMENT	22-23
QUALITY POLICY STATEMENT	24
ENVIRONMENTAL COMPLIANCE POLICY STATEMENT	25
HEALTH AND SAFETY POLICY STATEMENT	26
BUSINESS OPERATION	27-29
PROCUREMENT MANAGEMENT AND CONTROL	28
CONTRACT ADMINISTRATION	29
WAREHOUSING	29











NAFLIN CONSULT LIMITED provides services in the following areas:

- Electrical Engineering Supplies
- Telecom Goods and Supplies
- Steel Products and Towers Supplies

This extensive scope of services is geared towards providing firms with quality Electrical and Telecom Goods and Services, Solar Systems and Civil Engineering Construction to enable efficient operations of their processes.

OUR VISION

Our vision is to become Africa's premier firm by providing reliable management consultancy, business intermediation, and engineering services.

OUR MISSION

Our mission is to improve the operational effectiveness and the competitive advantage of our clients by providing them with practical and innovative management and engineering solutions and develop our employees' professional advancement as well as enhance the return to our community and stakeholders.

OUR VALUES

Our core values are:
Professionalism
Excellence
Fairness
Integrity
Teamwork
Reliability





OUR PHILOSOPHY

At NAFLIN CONSULT LIMITED we operate on the philosophy of delighting our clients, by delivering superior value and exceeding the expectations of our clientele.

To achieve this objective, we relentlessly pursue professional and technical excellence, maintain high standards of service, and always bring the best team to deal with every single assignment. We are passionate about quality and doing our work right the first time.

Thus, we provide uncompromised quality, since our reputation depends on our delivered value in the eyes of every client. At NAFLIN CONSULT LIMITED we understand our clients' business needs and believe that our clients' success is vital to the success of our business.

Transparency, trust, and teamwork are the principal elements of our road map to excellent performance. Our utmost asset is a corporate culture that nurtures diversity of backgrounds, views, experience, and skills to create opportunities and capabilities.

The company further provide a suitable environment for the growth of employee potential. NAFLIN CONSULT LIMITED encourages the active involvement of employees in creating a healthy and friendly working environment.

We further inspire employees to take personal responsibility for growth and professional development. We support our employees in a way that fosters learning, growth and recognition for excellent performance.

NAFLIN CONSULT LIMITED has integrated social and environmental concerns into its operations and its interactions with all stakeholders. Thus, in delivering our services, we ensure harmony with the environment and cordiality with all stakeholders.









Our reputation with our clients and the trust they place in our services is critical to our business. Therefore, we strive to meet high ethical standards in handling the various business engagements, and all aspects of our work.

The company's decision-making processes embrace a stringent adherence to universally accepted ethical values and abidance with local and international laws and statutes.

Enduring commitment to the highest professional ethical standards is deeply embedded in every professional conduct and business deed undertaken by all NAFLIN CONSULT LIMITED's employees. Moral responsibility and accountability are the pillar of the company's undertakings. Our reputation, and the standards we adhere to are uncompromised

OUR SYMBOL/LOGO

Represents the Eternity Circle and means lasting business relationships for the mutual benefits of our Clients and NAFLIN CONSULT LIMITED. Our engagement creates value for our clients, so they come back creating more business opportunities for the firm and the cycle continues.

OUR TEAM

We have a team of highly qualified and experienced professionals with decades of combined experience in improving businesses. Our top-notch teams have proven problem solving, consulting and analytical skills.

Our experts are selected from a variety of organizational levels and industries. They know how to effectively focus on the most important areas of your company and work with you to accomplish your goals. Each professional has a high level of personal commitment to his or her work. Along with this commitment comes a strong belief that the success of the clients' firm is key to the success of the firm.







CAPACITY STATEMENT

NAFLIN CONSULT LIMITED works with the highest efficiency and in accordance with the latest technologies in conformity with international standards of quality, security and safety. We utilise trained and experienced staff for the implementation and delivery of projects with commitment to contract terms, conditions, and preservation to the environment.

We execute all projects in accordance with technical and financial strategies to fit the distinctive character of the construction projects and to achieve the maximum benefit for our clients. We are dedicated to meeting the specific needs of all projects.

NAFLIN CONSULT LIMITED is a major player in the Energy and Engineering sectors and has good reputation for supplies and project implementation. We specialise in completing supplies,

construction and refurbishments with record time with the adherence to the highest quality standards.

With our technical know-how and experienced staff, we have become a one stop shop for our clients in the energy and engineering sectors. We command a strong presence in supply, contracting, servicing and maintenance, as well as after sales.

Today NAFLIN CONSULT LIMITED is one of the leading contractors in Ghana and is capable of offering the full range of Contracting, Engineering and Construction Services in the areas of Electrical, Telecom, Civil, and Solar.









NAFLIN CONSULT LIMITED has combined years of experience with our partners in providing consulting and supply services for Electrical, Telecom, Steel Towers, Solar, and other Engineering goods and equipment. We supply quality products that meets international, engineering and specific organisational specifications.

We Supply Materials for Electric Transmission Lines, Power Generation Facilities, Substation, Telecom Infrastructure, Solar, and Structural Projects. Our partners have worked around the world on unique, challenging, and technically arduous orders. The company provides a comprehensive range of professional engineering products and services to both the private and public sectors.

NAFLIN CONSULT LIMITED is recognised for their ability to approach projects with steadiness in design, reflective of a positive economic and community impact.

NAFLIN CONSULT LIMITED is proud of our resilient reputation in meeting aggressive schedules. Our cohesive teams of experienced personnel have a client-orientated attitude and a multi-disciplinary approach resulting in optimised performance.

Our outstanding reputation is the result of our attentiveness to our clients' needs and the ability to provide solutions that exceed their expectations. Our strength is in collectively providing integrated services and delivering unsurpassed solutions to meet our clients' needs and requirements.







ELECTRICAL GOODS AND EQUIPMENT

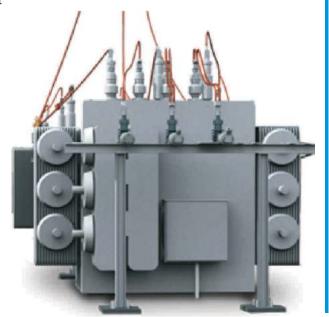
Below is a cross-section of items supplied successfully.

- Switch Gear
- Transformers(PMT and GMT)
- Substation Equipment
- Power Cables
- Silicon Polymeric Insulators
- Power Equipment
- Cross Arm
- Cut Out
- Insulators
- Stay Equipment

TELECOM GOODS AND EQUIPMENT

Below is a cross-section of items supplied successfully.

- GSM / CDMA BTS equipment
- MSC, BSC and STP equipment
- Transmission Equipment like DWDM and SDM
- Microwave hops
- Data communication equipment like SDH, PTN, DWDM, Access network products, DLC, FSO, DSLAMs etc.
- Wi-Max and Wi-Fi equipment
- IBS equipment







STEEL AND TOWER PRODUCTS

Below is a cross-section of items supplied successfully.

Transmission Line Structures:

- 4-legged Lattice type Angular towers
- 4-legged Lattice type tubular towers
- Guyed Masts
- Narrow based Towers of Lattice angular
- Monopoles

Sub-Station Structures:

- 4-legged lattice type angular structures
- 4-legged lattice type tubular tower structures
- Pipe type structures
- H/I beam structures
- Lightning Masts

Telecom Towers:

- 4-legged Lattice type Angular towers
- 4-legged Lattice type tubular towers
- Guyed Masts
- Narrow based Towers of Lattice angular
- Monopoles
- Roof Top Poles
- Fibre Poles (Light weight most suitable for roof tops)
- 3-legged Lattice type Angular towers
- 3-legged Lattice type tubular towers
- Hybrid Towers (3 and 4 legged)
- Rapid Deployment Units

Towers Suitable for TV Antennas and FM Radio Antennas:

- Broadcast Tower
- TV Tower







SOLAR SYSTEMS

Reducing costs happens to be the primary mandate for virtually all firms. Further, firms demand constant electricity supply to facilitate their operations.

At NAFLIN CONSULT LIMITED we know the pulls and pressures of your business in this regard, and we understand your needs for constant interrupted power supply. Thus, we offer firms complete solutions from the preliminary stages of project assessment, understanding requirements, to installation, and maintenance.

With a onetime initial investment, solar power brings the energy independence that continues to pay for itself with practically zero recurring cost a reality.

NAFLIN CONSULT LIMITED's international partners have developed an array of solar lighting, heating and power backup products that are reliable, and affordable. The products are tried, tested and trusted for years, and assure great value for money.

They are engineered for efficiency and certified by ISO; the company's range of products offers you the best of cutting-edge solar power technology. Power cuts, rising bills and, in some cases, no electricity whatsoever, are challenges most homes are facing from big cities to remote villages.

Thus, the group interns to make solar energy accessible to homes across the country. Our expertise lies in engineering solutions that are based on our in-depth knowledge and insight in solar energy systems and products.

- Installations of Solar Energy Systems
- Solar Off-Grid and On-Grid Power Systems
- Installations of Silent Power Backup Systems
- Repairs and Maintenance





LICENSED SUPPLY SERVICE - SAKAPHEN PRODUCTS

NAFLIN CONSULT LIMITED is the Country representative of the Sakaphen Company and their agent Donelli Alexa S.R.L. We supply the SAEKA CLEANING PASTE and SAEKA SILICONEGREASE to the Power, Railways and Engineering Sectors as part of their operational maintenance activities.

We have successfully executed several contracts from 2017 to date.

Most electric utilities are faced with the challenge of power interruptions caused by Insulator Flashovers that may also result in dangerous accidents. There is also the need to save on maintenance costs due to frequent insulator cleaning.

Generally, Insulator Flashovers are prevalent in high-polluted environments and in coastal areas due to salt accumulation (Salination). As the permanent solution to the above-mentioned challenges, we would like to introduce two cleaning products for your consideration:

- SAEKA CLEANING PASTE
- SAEKA SILICONE CREASE

SAEKA CLEAING PASTE: This prevents dust and continuous water films on insulators and protects against flashovers. It extends maintenance cycles and reduces down time. It is suitable for the cleaning and sealing of heavily, soiled, smooth and scratch resistant surfaces in one pass.

SAEKA SILICONE GREASE: This prevents formation of a continuous water film on insulators in areas with high humidity and protects against flash overs and destruction. In areas with high humidity or air pollution, additional protection with this product is highly recommended.

ADVANTAGES: Using these products for insulator cleaning have the following advantages as compared to the traditional cleaning methods.

- Easy and rapid to apply technique
- They are NON-TOXIC
- They provide a protective film that reject dirt
- They create a hydrophobic layer that prevents flashovers





Naflin Consult proposes to supply Saeka Cleaning Paste and Saeka Silicone Grease Products for long lasting protection of your machines, ceramics, glass or plastic insulator products. After reviewing this proposal, we look forward to a decision to commence supply services with your esteemed organisation.

Traditional maintenance cycles used by other firms had proved not to be effective. Saeka Cleaning Paste and Saeka Silicone Grease Products cleaning method is a cost effective and a reliable alternative that is available now based on your needs. Reducing costs happens to be the primary mandate for virtually all firms. Further, firms demand clean and well-maintained machines and electrical components for their smooth operations.

At Naflin Consult we know the pulls and pressures of your business in this regard, and we understand your needs forwell-maintained machinery and its electrical component for smooth operation. Thus, we offer firms complete solutions by introducing to them the Saeka cleaning paste and Saeka silicone grease. The products are tried, tested and trusted for years, and assure great value for money. They are engineered for efficiency and certified by ISO.

ADDITIONAL ADVANTAGES: Once the proposal has been implemented, there will be a great impact not only to the company in terms of cost reduction and efficient operations of machines but also to the employees, in terms of creating a good and safe working environment. Other additional benefits that comes with the products are:

- 3 in 1 function: cleaning, sealing, protecting
- Easy to apply: no special equipment needed. Cloth/Rags are enough.
- No special training is required
- Fast application: no drying time, no pre-treatment
- Physically harmless: There is not special protection needed
- No environmental pollution: The product does not contain any harmful ingredients such as solvents, detergents, etc.
- No atmospheric pollution
- No emissions during or after the application

BENEFITS TO THE ELECTRICITY UTILITY FIRM

- Eliminate / minimise power interruptions directly attributable to insulation flashovers.
- Savings of 50 to 75% of insulator maintenance costs due to lower cleaning cycles



















LICENSED SUPPLY AND INSTALLATION SERVICE ALFAQUADRI (AQ) PRODUCTS

NAFLIN CONSULT LIMITED is the Country representative of the *ALFAQUADRI S.P.A.* We supply and install *MV SWITCHGEAR AIS METAL CLAD, LV SWITCHGEAR POWER CENTRE, LV SWITCHGEAR MOTOR CONTROL CENTRE, and POWER SUBSTATION* to the Power, Petroleum, Industrial and Engineering Sectors.

POWER MANAGEMENT SYSTEMS:

- MV SWITCHGEAR AIS METAL CLAD: MV Metal Clad LSC2B is a Switchgear designed for energy distribution with high level of current and short circuit. Annual production capacity 200 panels.
- LV SWITCHGEAR POWER CENTRE: LV Power Centre switchgear is designed for energy distribution with high level of current and short circuit. It can be used in industrial and civil applications. Annual production capacity 500 panels.
- LV SWITCHGEAR MOTOR CONTROL CENTRE: LV Motor Control Centre switchgear is mainly used for protection and control of electrical motors in process plants. Annual production capacity 600 panels.
- POWER SUBSTATION: Free standing containerised MV/LV Substation for outdoor installation and LV Power Distribution Package Substations.

MAIN FEATURES OF OUR PRODUCTS:

- Safety for operators
- Resistance to environmental conditions
- Suitable for installations in heavy industries
- Reliable over time
- Complete solutions to meet customers' requirements
- Integration with IED systems

MAIN SERVICES PROVIDED ARE:

- Pre engineering services
- Assistance during installation, commissioning and start up
- Retrofi
- Selectivity, short circuit and protection coordination studies
- Protection relays setting
- Maintenance
- Training





RESEARCH AND DEVELOPMENT:

- AQ Engineering and Design staff develop its switchgears
- All projects are developed according to international standard requirements
- New technical solutions and materials are validated by means of type test performed by third party laboratories
- Tailor made solution are designed and engineered for all customer needs.
- AQ electrical and mechanical engineers provide customers best functional and reliable solutions
- All projects are checked and verified by means of dedicated software
- The engineering and design phases are planned in order to prevent any delay in delivery time
- AQ provides all certifications and documentations required

TESTING: CERTIFIED RELIABILITY:

- 100% of AQ products are tested before delivery
- All tests are performed according to IEC Standards
- According to AQ Control Quality Plan additional tests are performed to improve reliability
- All measuring instruments are calibrated and certified by third party laboratories
- All tests performed are certified by AQ

SOLUTIONS FOR EACH REQUIREMENT:

- DATA CENTRE
- MINING, MINERALS, METALS
- OFFSHORE
- OIL AND GAS







ALFAQUADRI has MV and LV Switchgears which is certified by ISO9001 standards. AQ customizes its Switchgears to satisfy the requirements of energy users and ensures safety, reliability and performance over time. We are the country representative of AQ and handles all installations, commissioning and start up in collaboration with AQ engineers.











POWER SUBSTATION

AO PRODUCTS «What we do»





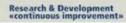








Workshops «Our know how»





AQ Engineering and Design staff develop its switchgears
 All projects are developed according to International standard requirements.
 New technical solutions and materials are validated by means of type test performed by third party laboratories.
 Tailor made solution are designed and engineered.













HUMAN RESOURCE POLICY STATEMENT

At NAFLIN CONSULT LIMITED our staff are our main resource in realising our strategic and corporate objectives. Therefore, Human Resources Management (HRM) is an integral part of our business strategy and an important management responsibility.

The main objective of our HRM policy is to create a winning match between individual needs and organisational demands. We continuously aim to have the right staff, with the right experience, at the right time, in the right place, offering the right compensation.

The company fosters leadership, individual accountability and teamwork. Our staff are professionals who are result-oriented and guided by personal integrity. They strive for the success of their own units, in the interest of the whole of the company. In return, our staff can count on opportunities for individual and professional development, in a multicultural working environment.

We offer rewarding and challenging assignments with room for initiative. In this respect, policies have been established and common HRM issues have been defined. Staff Development policy is based on the view that individual and professional development motivates people and contributes to a flexible organisation in which all positions are staffed by capable, accountable and committed employees.

- **Equal opportunity:** Our employees are recruited, selected and promoted on the basis of objective, non-discriminatory criteria.
- Career advancement: We practice to a high degree "promotion from within" at unit level and Company-wide, taking account of both meeting job requirements and preferred profile, and individual ambition in future career prospects.



- Education and Training: The company's Education and Training policy is based on the view that the knowledge, attitude and skills of our employees are among the most important assets to realise our strategic and corporate objectives. As a consequence, Education and Training is an essential part of our HRM policy.
- **Meeting place:** We use training programs to create meeting places for exchange of experience and knowledge for staff from different Business Units, disciplines and cultural backgrounds, and to offer opportunities for personal growth.
- Compensation and Benefits: The Company's Compensation and Benefits policy is based on the view that fair remuneration packages including performance-related pay, matching with individual needs and local practice, contribute to the motivation of our employees. We support diversity but where appropriate, we stimulate common remuneration practices in the organisation.
- **Accountability:** We foster target setting, for individual and team performance with periodical reviews.
- **Encouragement:** We encourage individual and team performance by practicing open and motivating appraisal procedures.
- **Objectivity:** We use objective procedures for job ranking (internal equity) and check systematically market conformity in relevant labour markets (external equity).
- Mobility: Employees are expected to have a high degree of mobility in their careers, creativity in their thinking, and initiative in their actions. They should have an "open mind" and feel challenged rather than threatened by the new and the unexpected.







QUALITY POLICY STATEMENT

NAFLIN CONSULT LIMITED recognises that the maintenance of quality standards in all activities is the key to our success and reputation. The company is therefore committed to a policy to provide a service which fulfils the requirements and expectations of our clients in all ways and also strictly adhere with regulatory requirements.

The company aims to ensure:

- That trained and competent personnel are always available focusing on customers' needs and expectations.
- That a high quality of service is given providing optimum value to the client commensurate with cost.
- There is a consistent approach towards public and client safety.
- That legislative and regulatory requirements are always complied with.
- That processes are performed in a cost-effective manner.

The system operates from the receipt of an enquiry to completion of the project involving a series of processes which are operated within the business. Appropriate indicators of performance of processes are used to identify potential improvements in the company's capability and capacity.

The processes and practices are described in a Quality Manual together with other documents which are adhered to by all employees. Objective evidence is provided to demonstrate that the system is maintained and that the processes are being effectively operated.

The company continually improves the effectiveness of the quality management system and the objectives are appraised at management reviews at which this policy is examined for continued suitability.

All employees are made aware of this policy and its objectives and are committed to its implementation. The system is maintained by ongoing verification activities together with appropriate training and education of those involved and the overall improvements sought are monitored as part of the regular management review of the system.









ENVIRONMENTAL COMPLIANCE POLICY STATEMENT

NAFLIN CONSULT LIMITED policy is to reduce the impact of our operations on the environment. Our goal is to promote sustainability and environmental awareness at all levels of the firm by:

- Complying with all applicable environmental legislation and sustainability commitments.
- Measuring and analysing the carbon footprint of our business activities in conjunction with other climate change mitigation and adaptation efforts.
- Preventing pollution and reducing consumption of resources through waste management strategies that promote waste minimisation re-use, recovery and recycling, as appropriate.
- Incorporating energy efficiency measures into the firm's facilities and promoting efficient energy use in all areas of business activity.
- Adopt a procurement programme which takes into account the environmental impact of products and services and supports the purchase of energy-efficient products.
- Ensure our staff are aware of the environmental impacts of their work activities and encourage them through regular awareness and training to minimise those impacts.
- Promoting the protection and enhancement of biodiversity and ecosystems through employee awareness programs and stakeholder engagement.
- Pursuing a programme of continuous improvement by reviewing our Environmental Management System and related objectives and targets, policies and practices.







HEALTH AND SAFETY POLICY STATEMENT

NAFLIN CONSULT LIMITED is committed to the goal of providing and maintaining a healthy and safe working environment, with a view to continuous improvement.

This goal is only achievable by adherence to established objectives striving to exceed all obligations under applicable legislation, and by fostering an enthusiastic commitment to health, safety and the environment within NAFLIN CONSULT LIMITED personnel, contractors and visitors.

In particular:

- Management will strive to take all reasonable steps to reduce workplace hazards to as low as reasonably achievable.
- Supervisors and managers are held accountable for the health and safety of all employees under their supervision. This includes responsibility for applicable training and instruction, appropriate follow-up on reported health and safety concerns, and implementation of recommended corrective action. This accountability is integrated into the performance appraisal system.
- Supervisors, workers and visitors are expected to perform their duties and responsibilities in a safe and healthful manner and are accountable for the Health and Safety of themselves and others.
- NAFLIN CONSULT LIMITED is committed to providing all necessary training and instruction to ensure that appropriate work practices are followed on the job, and to promote their use off the job.
- If necessary, NAFLIN CONSULT LIMITED will take disciplinary action where individuals fail to work in a healthy and safe manner, or do not comply with applicable legislation or corporate policies and procedures.

Health, safety, the environment and loss control in the workplace are everyone's responsibility.

NAFLIN CONSULT LIMITED expects that everyone will join in our efforts to provide a healthy and safe working environment on a continuous day to day basis. Only through the dedication and efforts of all individuals can NAFLIN CONSULT LIMITED succeed in providing a healthy safe working environment.









BUSINESS OPERATION

We have modelled our operational activities to reflect our endearing desire for quality and delighting our clients. As such our corporate policies, contract administration procedures, procurement, finance and accounting, and human resource policies have these attributes at its core.

PROCUREMENT MANAGEMENT AND CONTROL

NAFLIN CONSULT LIMITED aims to establish sound and longlasting mutual supplier relations in order to improve the ability of all parties to create value to a project. Assessment and recording of new and existing supplier's capabilities and performance shall be implemented by the Company Supply Chain. Effective controls shall be implemented to ensure better clarification between suppliers and the Client.

Our team of experts go through several steps to secure competent and reliable sources for procurement. These include:

- Getting the right material that meet requested specifications
- Preparation of material submittal for client approval in accordance with the terms of contract agreement, contract scope of work, approved drawings and specifications
- Procurement approved material
- Giving procurement reports from time to time.







CONTRACT ADMINISTRATION

This includes sending out a request for proposal to potential vendors negotiating the terms and conditions in contracts with our clients and ensuring compliance with the terms and conditions, as well as documenting and agreeing on any changes or amendments that may arise during its implementation or execution.

Other activities include:

- Settlement of the final account and final cost.
- Monthly Interim Application for payment.
- Identification, recording of changes which may be caused by
 - Meetings with the client.
 - Changes in the scope suppliers /specialist work.
 - Request for clarification.
 - Corrective actions identifying errors or omissions in the contract documents.
 - Formal notification from the employer.
- Comprehensive file of each supplier / specialist shall be maintained including signed copies of the supplier / specialist, progress and approved payment vouchers.
- To provide a wide variety of administrative services to the project, including the maintenance of personnel files, handling and storage of materials.

WAREHOUSING

NAFLIN CONSULT LIMITED warehouse procedures document defines step by step how the activities in the warehouse should be carried out and clearly defines the processes to be adopted. Our warehouse procedures streamline the materials management processes and provides checks and balances. It provides guidance to warehouse managers and has some level of flexibility to cater to unique situations, especially in emergencies.

The procedures will normally provide the step by step guidance on how to manage each aspect of warehousing and may cover:

- Receiving and issuing of supplies;
- Quality control or verification;
- Storage of goods;
- How to control stock movement (stock control);
- Documentation flow;
- How to detect and deal with stock losses;
- How rejected material will be managed; and
- How to deal with unwanted material, obsolete and scrap, disposal.







LOCATION: First Floor, Samlina Plaza, Boundary Road, East Legon, Accra ADDRESS: P. O. Box CT10954 Cantonments, Accra

TEL: +233 (0) 302 544 657 /8 /9 EMAIL: info@naflinconsult.com FAX: +233 (0) 302 544 660 WEBSITE: www.naflinconsult.com