

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	PROMOTION OF PRODUCTIVE USES OF ELECTRICITY IN KILEMBE INVESTMENTS LIMITED (KIL), UGANDA
Type of Procurement:	One-time Procurement
Type of Contract:	Fixed Cost Procurement
Term of Contract:	One term
Contract Funding:	USAID
This Procurement supports:	Power Africa East Africa Energy Program
Submit Proposal to:	admin@powerafrica-eaep.org
Date of Issue of RFP:	April 9, 2021
Date Questions from Supplier Due:	April 16, 2021
Date Proposal Due:	April 23, 2021
Approximate Date Purchase Order Issued to Successful Bidder(s):	To be determined

Method of Submittal:

The technical proposal, attachments, and the financial proposal must be submitted as password protected PDFs via email to admin@powerafrica-eaep.org no later than 4 pm EAT on April 23, 2021.

Passwords should be submitted separately by e-mail to admin@powerafrica-eaep.org no later than 5 pm EAT on April 23, 2021.

SUBMISSION REQUIREMENTS.

Bidders are required to submit the following:

1. A technical proposal, which demonstrates how the bidders' proposal meets all the technical requirements in the attached Terms of Reference
2. The completed pricing template (see Attachment A of this RFP document), which serves as the financial proposal, as well as an accompanying detailed budget.
3. This full RFP document should be completed and signed. Bidders should also stamp on all required places provided in the document.
4. A Gantt chart that links the technical proposal with the Deliverables, costing, and timing template in this RFP document. The total time as per the Gantt chart should match the proposed performance duration by the bidder as indicated in the pricing table.
5. The Past Performance template (see Attachment C) and copies of the required LPO/contracts as evidence of performance.

To be **eligible** for consideration, bidders must submit copies of the following.

- The bidder's registration document, as per the laws of the company's incorporation county. Or Identification Cards for Individuals / any form of relevant registration
- The bidder's business permit/license, as per the laws of the incorporation county.
- Applicable tax registration documents, as per the laws of the incorporation county.
- The bidder's current tax compliance certificate.
- The bidder's company profile. The profile must clearly show the number of years' experience the bidder has handling similar projects. Or Capability statements for Individuals.
- The relevant quality assurance certifications.
- No part of this assignment can be subcontracted

Respond via e-mail with attached document in MS Word / pdf format.

The Bidder/Seller agrees to hold the prices in its offer firm for **90 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number:

[EAEP-E/009/04/2021](#)

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at forth at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:
http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the "Terms").
 Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

U.S. Agency for International Development (USAID) - funded Power Africa East Africa Energy Program works to expand affordable and reliable electricity services across the region. The four-year program is focusing on the following major objectives: (1) Optimized power supply, (2) Increased Grid-based power connections (3) Strengthened utilities and other power sector entities and (4) Increased regional power trade. RTI International (RTI) has contracted with the USAID to implement the Power Africa East Africa Energy Program.

Kilembe Investments Limited (KIL) is a public limited company with the headquarters in Kasese, Western Uganda and has the license to manage and supply electricity services in the Western Service Territory covering six districts. KIL operates ten (10) feeders and operates three selling points with a network length of 568.43km LV and 283.054 km MV. Uganda's Rural Electrification Agency (REA) tasked with the design, procurement, and construction of networks in the KIL territory. KIL serves a population of 1 million Ugandans directly and indirectly and has received awards for its contributions to national growth and development in the rural communities of Uganda.

KIL and RTI International seek a consultant or consultancy (hereafter referred to as "consultant") to support KIL to target the productive use of electricity (PUE) to support their financial state with larger consumers. The purpose of this activity is to provide detailed capacity building and deliverables that will support KIL to integrate and adopt the promotion of PUE in the utility's business model.

Bidders are requested to refer to the attached Terms of Reference for more details.

Product or Service Expectations (both if applicable):

Bidders' technical proposals must include the following:

- 1) Technical narrative / proposal
 - a) The narrative should detail the proposed execution approach and methodology that the bidder will apply to ensure successful achievement of all the deliverables listed in the attached TOR. In consideration of among factors that are not limited to the following.
 - b) Proposal demonstrates knowledge and understanding of the training approaches for the Power Sector in Uganda.
 - c) Proposal demonstrated experience in Rapid Assessment/Situation Analysis

- d) Experience in strategy development in relation to Entrepreneur Development in similar organisations as KIL.
 - e) Experience in strategy development in relation to Savings and Credit Cooperative Development
 - f) Experience in Staff capacity building; Manual development and trainings
 - g) Proposal demonstrates remarkable experience in design of pre-training and post training evaluation questionnaires, as well as their administration and analysis
 - h) Proposal presents a clear approach to be applied to successfully conduct training sessions as detailed in the TOR.
 - i) Proposal demonstrates experience in Community Promotional Material Development & Dissemination
 - j) Experience with developing and conducting virtual learning sessions.
 - k) Other relevant parts of the SOW.
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- 2) A work plan detailing the activities to be carried out presented in a logical manner. The work plan should show the total duration to complete the project.
 - 3) A proposed project execution organogram (team composition and structure) showing the key staff who will be involved in this project and indicating the percentage of their involvement. Bidders are requested to provide summarized biographies for all the staff who will be assigned to this project, as guided in the “required expertise” in the attached TOR. Detailed CVs will be requested if necessary.
 - 4) Demonstration of the bidder’s experience in handling similar projects, as a firm / company an individual. This must be supported and collaborated by the Local Purchase Orders (LPOs) /contracts provided to support the completion of the past performance template (attachment C).
 - 5) Discuss potential challenges expected during the execution of this project and proposed mitigatory measures.
 - 6) Quality control and assurance; bidders should attach their quality statements, quality policies and procedures.
 - 7) Detail how the bidder will apply the above quality assurance policies and internal quality control procedures to ensure high-quality deliverable as applied to this specific assignment.
 - 8) Sub-contracting of any part of this work will not be accepted.
 - 9) Bidders are reminded to review all the contracting terms and conditions as detailed in the attachments (links) to the RFP such as, but not limited to required insurances, indemnity clauses and Intellectual Properties
 - 10) If travel is possible for part of this assignment, RTI will cater for the selected firm’s travel costs by directly engaging and paying the providers.

Deliverables, Timelines, Special Terms and Conditions:

Deliverables, costing, and timing template

Bidders will prepare and submit the final deliverables according to the deadlines and payment schedule that they will propose in the table below. RTI will require initial drafts for review of all reports prior to acceptance of the final works.

TASK number as per the TOR	Subtask	Responsible Party	Deliverable	Estimated Timeline	Milestone Payment (Uganda Shillings)
1	Kickoff Inception Task	Consultant & EAEP to arrange with KIL POC	Inception Report	1 week from start	
2	Identification Survey development	Consultant to develop; KIL and EAEP approval	Identification Survey for approval	+1 week	
2	Identification Survey & field visits	Consultant	Survey results and trip report (basic)	+2 weeks meeting	
5	Entrepreneur identification	Consultants; confirm with KIL and EAEP		Ongoing	
5	Survey Analysis & Business Training Manual Development	Consultant	Draft Entrepreneurship and Business Development Manual	+2 weeks	
3	PUE Manual tailored for KIL & Final PUE Manual	Consultant; KIL and EAEP provide comments	Draft Manual & Final Manual	+3 weeks	
6	SACCO Concept and Materials	Consultant	SACCO legal package for registration	Ongoing	
5	Entrepreneur Training and Emphasis on Health Institutions	Consultant	Bankable business plans toolbox (target 10 plans)	+2 weeks	
3	PUE Marketing Campaign	Consultant	Radio or Talk Show Feature	+2 weeks	
3	KIL Training on business development	Consultant	Training plan & materials	+1 week	
5	Matchmaking event	Consultant	Matchmaking report	+2 weeks	

	Final report to identify activities, lessons learned, challenges, and recommendations	Consultant	Final Report	+2 weeks	
			Total AMOUNTS BEFORE TAXES		
			Applicable taxes		
			Grand amounts after taxes		

Bidders are expected to provide a breakdown of the level of involvement for each of the experts against each of the deliverables above, by completing the table below. Total professional cost/fees in the Deliverables, costing and timing template above should tie with total professional fees in the breakdown below

Level of effort table / Breakdown of remuneration.

No.	Position / Title/ Role	Personnel names	Specific roles of the expert in each deliverable that they are involved.	Person-day remuneration rate (Uganda Shillings)	Time input in man/days per deliverable	Totals
I.						
Deliverable 1: Inception Report						
1	Expert 1					
2	Expert 2					
Deliverable 2: Identification Survey for approval						
1	Expert 1					
2	Expert 2					
Deliverable 3: Survey results and trip report (basic)						

1	Expert 1					
2	Expert 2					
		Deliverable 4: Draft Entrepreneurship and Business Development				
1	Expert 1					
2	Expert 2					
		Deliverable 5: Final Manual				
1	Expert 1					
2	Expert 2					
		Deliverable 6: SACCO legal package for registration				
1	Expert 1					
2	Expert 2					
		Deliverable 7: Bankable business plans toolbox (target 10 plans)				
1	Expert 1					
2	Expert 2					
		Deliverable 8: Radio or Talk Show Feature				
1	Expert 1					
2	Expert 2					
		Deliverable 9: Training plan & materials				
1	Expert 1					
2	Expert 2					
		Deliverable 10: Matchmaking event and Matchmaking report				
1	Expert 1					
2	Expert 2					
		Deliverable 11: Final report to identify activities, lessons learned, challenges, and recommendations				
1	Expert 1					
2	Expert 2					
		Total professional fees before taxes – transferred to the Deliverable timing template				
Notes on pricing.						

1. All prices must be in Uganda Shillings. Alternatively, RTI shall apply the applicable exchange rates as at the bid's opening date, as quoted in the Oanda Currency Conversion Website (<https://www.oanda.com/currency/converter/>). Such rates will be applied for the purposes of bids analysis (quoted cost being one of the evaluation factors, as indicated below) as well as for application in the LPO/contract amounts and for payment.
2. Bidders are notified that this is a fixed-cost procurement and, as such, all the relevant costs and applicable taxes must be included in the pricing table. RTI will not be involved in additional costs discussions or negotiations after the contract is signed.
3. Each of the quoted lumpsum costs above should be accompanied by a detailed budget showing a detailed breakdown of specific costs such as technical/professional costs.
4. Bidders are reminded not to include any logistical costs or travel costs for in-person activities, since RTI will cover such costs by directly engaging with the providers as detailed in the SOW.

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI International | The Westwood, 5th Floor, Vale Close, Ring Road Parklands

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

- (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to
- [The Selection Committee](#)
- (insert name of procurement officer)
- at this email address:
- admin@powerafrica-eaep.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- [April 16, 2021](#)

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes.

Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **TECHNICAL (55%).** The quality of the technical proposal in terms of methodology statement, key personnel, quality assurance, mobilization schedule, implementation schedule, proposed project execution organogram and any other activities such as the bidding team's experience and qualifications as specified in the SOW above.
- (b) **PAST PERFORMANCE (15%).** The proposer should demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner by providing evidence of number of similar contracts delivered in a timely manner. As detailed in bidder’s submission of Past Performance Template (attachment c)
- (c) **PRICE (30%).** Lowest evaluated ceiling price.

All the proposals received will be subjected to a 3-step evaluation process as follows:

1. Substantial responsiveness.
Each bid or proposal must be substantially responsive to:
 - a) Preliminary examination, to ascertain that all the mandatory RFP process requirements have been substantially met.
 - b) Technical and commercial evaluation: assessment to ensure that all mandatory technical and commercial requirements are substantially met based on the pass/fail qualifying criteria.
 2. Evaluation of cost: Application of the cost evaluation methodology to determine the lowest evaluated costs.
 3. Most Advantageous bid: The qualified bidder whose bid is substantially responsive and has the lowest evaluated cost.
12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date:

Attachment C

Past performance Template

Bidders are requested to *carefully review the notes below before completing the table below.*

1. Use this form to provide evidence of having successfully completed projects of **substantially similar scope as provided in the SOW and nature in terms of final total contract amounts- the greater the previous contract /LPO amounts, the better.**
2. The projects or contracts or Local Purchase Orders cited must be recent (i.e., 2014–2021).
3. Multiple projects for the same bidders will be considered separately, i.e., they will be scored as distinct projects. The selection committee will *not* aggregate those multiple projects for a single bidder into a single project of an artificially enlarge the scope and value.
4. Multiple projects from a single client will only be considered twice. The third reference should be from a different client.
5. For the purposes of this RFP, a “project” is a single contract from a single client.
6. The selection committee will only review and score past performance reports for three projects.

A past performance report includes the following:

1. *Client company name*
2. *Contact information* for a point of contact authorized to speak for the company as a reference, including
 - a. Full name
 - b. Title
 - c. Phone number
 - d. E-mail address

The selection committee reserves the right to contact the client company to verify the information provided in the past performance report.

3. *Scanned copy* of the purchase order/contract being used for the past performance report
 - a. Please ensure it is fully legible. Illegible or partially legible scans will be not be considered, and the past performance report will not be scored.
 - b. The information indicated in the scanned PO/contract must tally with the information described/provided in the narrative description in the table below.

- c. The scanned PO/Contract must provide visibility into the scope, size, and value of the project.
 - d. Each of the provided LPO / Contract should be accompanied by evidence of successful work completion. This could be a completion certificate, email that approved final reports / or deliverable, or a letter from the client confirming that work was successfully completed within the budget amounts and within the agreed delivery duration.
4. *Narrative description of the project*
- a. This should, at a minimum, include explicit discussion of how the project cited is comparable to the work being commissioned through the current RFP. Be sure to highlight key points of interest, including the SOW, specifications of the products, materials/processes used, the quantity involved, the financial magnitude of the project, etc.
 - b. Bidders are directed to indicate the currency in which the contract was denominated (US dollars, Euros, etc.) For comparison's sake, RTI will apply the exchange rates listed by Oanda Currency Conversion Website (<https://www1.oanda.com/currency/converter/>) for the date of the contract to arrive at their applicable RWF values at the dates of the contracts/ LPOs.

Table 1: Past Performance Report 1

Client Company Name		
Contact Information	Name:	
	Title:	
	Phone #:	
	E-mail:	
Scanned Copy of LPO	[embed file here]	
Evidence of successful work completion for the LPO provided under report 1	[embed file here]	
	PO/Contract Number:	
	Date	
Narrative Description	[narrative description here; expand cell as necessary]	
	Scope: (Nature of the work done, geographical location, and duration it took to complete)	
	Value: (Total value of the contract)	

Table 2: Past Performance Report 2

Client Company Name		
Contact Information	Name:	
	Title:	
	Phone #:	
	E-mail:	
Scanned Copy of LPO		[embed file here]
Evidence of successful work completion for the LPO provided under report 2		[embed file here]
	PO/Contract Number:	
	Date	
Narrative Description	[narrative description here; expand cell as necessary]	
	Scope: (Nature of the work done, geographical location, and duration it took to complete)	
	Value: (Total value of the contract)	

Table 3: Past Performance Report 3

Client Company Name		
Contact Information	Name:	
	Title:	
	Phone #:	
	E-mail:	
Scanned Copy of LPO		[embed file here]
Evidence of successful work completion for the LPO provided under report 3		[embed file here]
	PO/Contract Number:	
	Date	
Narrative Description	[narrative description here; expand cell as necessary]	
	Scope: (Nature of the work done, geographical location, and	

duration it took to complete)	
<i>Value:</i> (Total value of the contract)	