Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Services Required:</th>
<th>Consultant – Distributed Electricity Services and Modern Cooking Fuel Delivery</th>
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<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Consultancy</td>
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<tr>
<td>Type of Contract:</td>
<td>LOE based</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>19 August – 31 December 2020</td>
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<tr>
<td>Contract Funding:</td>
<td>Federal Acquisition</td>
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<tr>
<td>This Procurement supports:</td>
<td>Power Africa Off-grid Project</td>
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<tr>
<td>Submit Proposal to:</td>
<td>Emily Allen</td>
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<tr>
<td>Date of Issue of RFP:</td>
<td>August 1st, 2019</td>
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<tr>
<td>Date Proposal Due:</td>
<td>August 15th, 2019</td>
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<tr>
<td>Approximate Date Purchase Order Issued</td>
<td>August 19th, 2019</td>
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<td>to Successful Bidder(s):</td>
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**Method of Submittal:**

Please submit Quotes/Proposals to: paoprecruitment@powerafrica-offgrid.org

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 **30 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

**Solicitation Number:** RFP-PAOP-FY19-01

**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: http://www.rti.org/POterms, 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

I. Background and Objectives

The Power Africa Off-grid Project (PAOP) is a four-year contract between the United States Agency for International Development (USAID) and RTI International. PAOP intends to accelerate off-grid electrification across sub-Saharan Africa (SSA) to support Power Africa’s Beyond the Grid initiative which contributes to the goal of facilitating 60 million new connections by 2030. Power Africa defines access as the direct or actual number of new households and businesses connected to electricity via an on-grid or off-grid solution. PAOP focuses on accelerating off-grid energy access through solar household systems (“SHS”) and micro-grids, with the goal of facilitating 6 million new electricity connections by 2022.

II. Purpose of this assignment:

In addition to the objective of accelerating access to electricity, PAOP seeks to promote a coordinated delivery of distributed energy which includes electricity services and liquefied petroleum gas (LPG) cooking solutions through a market-based approach. To inform its decision making, PAOP published a Request for Information (RFI) from organizations in the distributed energy sector. The RFI collected information on the capabilities of organizations as well as business models in the delivery of distributed energy solutions paving way for the next phase in this process.

To this end, PAOP is seeking a consultant for a period not to exceed 130 days spread across performance period 01 July 2019 to 31 December 2020. The consultant will be liaising with PAOP technical staff to provide technical support, guidance and capacity building for selected implementing partners on the Distributed Electricity Services and Modern Cooking Fuel Delivery initiative. Under the guidance and leadership of the PAOP Technical Monitor. The consultant will be engaged in the following key activities

- Participate in inception meeting with PAOP team to be briefed on the project and the scope of work.
- Conduct desk review of responses to the Distributed Electricity Services and Modern Cooking Fuel Delivery Request for Information (RFI).
- Participate in the RFI-response review meetings.
- Provide technical guidance and contributions during the writing of Request for Applications / Annual Program Statements.
- Prepare detailed technical specification to be included in the Request for Applications /Annual Program Statements.
- Participate in the grantee selection process and post-award meeting/s with selected grantees.
- Act as a first point of contact and to respond to technical enquiries from all POAP’s clean cooking grantees and assist them in the completion of their projects and associated reporting of their deliverables/outcomes.
- Design and supervise implementation of technical capacity building activities for the implementing grantees to address identified capacity gaps and weaknesses.
O Coordinate the review of grantee reports and provide technical input towards strengthening programmatic results and outcomes.
O Assist with documentation of best practices/lessons learnt and most significant programmatic changes in the implementation of clean cooking project for replication and up-scaling.
O Propose solutions to emerging challenges in the project implementation.
O Monitoring, evaluating and reporting on performance of grantees.
O Provide formal and informal training and guidance to PAOP staff and grantees in areas of expertise and develop/implement improved approaches to activity management; participate in overseeing implementation of grants.
O Any other duties as may be assigned by the Technical Monitor.

III. Education, Skills and Experience

- A relevant academic qualification, preferably in energy, engineering, energy finance, law, international development, or other relevant field, or extensive compensating experience in relevant, technical fields; a master's degree is preferred
- Minimum of 5 years of experience of working with either clean cookstove design and implementation or liquid petroleum gas (LPG) regulation, health, and safety.
- Work experience with the design, installation, sales, or finance of solar home systems
- Work experience in Sub-Saharan Africa, preferably in the off-grid energy field
- Experience evaluating technical proposals based on given design criteria
- Familiarity with monitoring and evaluation fundamentals
- Excellent communication (written and oral), reporting, product development and presentation skills;
- Excellent organizing, negotiation, influencing, capacity development, process facilitation and advisory/coaching skills.

IV. Application Submission Guideline

Please note that all application documents must be submitted in no more than 6 electronic separate files listed below:

- Cover Letter summarizing your experience in the subject matter and expressing interest in the project (including expected daily rate). This document should not be more than 3 pages in length.
- Curriculum Vitae (with contact details of three references for the last three years, including the following: name, address, telephone number, email address, and contract amount for each reference).

V. Proposal Submission Details

All applications should be submitted by email to paoprecruitment@powerafrica-offgrid.org by 15 August 2019, at 17h00 South African time. Late submissions will not be considered. Please ensure the subject line states “Cleaning Cooking Consultant”.

Attachment A
RFQ Template v6, January 2016
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

   | 13th Street NW, Suite 750 |
   | Washington, DC, United States 20005-3967 |

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

   | USAID |

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

   Emily Allen

   *(insert name of procurement officer)*

   at this email address:

   paoprecruitment@powerafrica-offgrid.org

   *(insert email address of the procurement officer).*

   The cut-off date for questions is *(insert date).*

   August 15th, 2019

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 on 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 [www.rti.org/potems](http://www.rti.org/potems), [http://www.rti.org/POterms](http://www.rti.org/POterms), [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf](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) **PRICE**: Lowest evaluated ceiling price (inclusive of option quantities).
   (b) **DELIVERY**: Seller provides the most advantageous delivery schedule.
   (c) **TECHNICAL**: Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
   (d) **PAST PERFORMANCE**: Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

12. 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 30 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.

**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: __________________________