

Request for Quote/Proposal (RFQ/RFP)

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| Commodity/Service Required: | Consulting Firm for the Study to Review the Lifeline Threshold Level for Lifeline Beneficiaries in the Philippines |
| Type of Procurement: | One-Off Purchase Agreement |
| Type of Contract: | Fixed Price |
| Term of Contract: | 8 months |
| Contract Funding: | USAID |
| This Procurement supports: | USAID – Energy Secure Philippines Activity |
| Submit Proposal to: | Jan Ranizen F. Vitan Grants and Procurement Analyst, ESP RTI International jvitan@energysecure.ph |
| Date of Issue of RFP: | Reopen: January 4, 2024 (Philippine Standard Time) November 3, 2023 |
| Date Questions from Supplier Due: | Reopen: January 11, 2024 (Philippine Standard Time) November 10, 2023 Send your questions to: jvitan@energysecure.ph |
| Date Proposal Due: | Reopen: January 18, 2024 (Philippine Standard Time) not later than 5:00 PM Manila time November 17, 2023 |
| Approximate Date Purchase Order Issued to Successful Bidder(s): | January 22-26, 2024 (Philippine Standard Time) November 20-24, 2023 |

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| Method of Submittal: | |
| Email to: jvitan@energysecure.ph | |
| 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: | ESP-RFQ_P-2023-342 |

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](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:
[http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](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:

The Government of the Philippines is committed to improving the living conditions and welfare of its citizens, particularly the vulnerable and low-income households. One of the essential components of this commitment is the provision of lifeline electricity rates, which aim to make electricity more affordable for those who need it most. Lifeline beneficiaries are households that receive subsidized electricity rates to ensure they have access to this vital utility.

The Department of Energy (DOE) through the Electric Power Industry Management Bureau (EPIMB) under the “Electric Power Industry Reform Act of 2001” (EPIRA) or RA 9136, is tasked to perform which include, among others:

- a) to ensure the quality, reliability, security and affordability of supply of electric power;
- b) to formulate such rules and regulations as maybe necessary to implement the objectives of the Act;
- c) to facilitate and encourage reforms in the structure and operations of Distribution Utilities for greater efficiency and lower costs; and

Section 72 of the EPIRA provided A socialized pricing mechanism called a lifeline rate for the marginalized end-users shall be set by the ERC, which shall be exempted from the cross subsidy phase-out for a period often (10) years, unless extended by law. In June 2011, the implementation of the Lifeline Rate subsidy was extended by virtue of Republic Act No. 10150. With the enactment of Republic Act No. 11552, the lifeline rate subsidy was further extended for another 30 years from year 2021, with improvement in the implementation scheme, doing away with consumption basis while adopting the Pantawid Pamilyang Pilipino Program (4Ps) beneficiaries as the recipients of the subsidy together with the families identified as living under the poverty threshold level as determined by the Philippine Statistics Authority (PSA). The law mandated the Energy Regulatory Commission, the Department of Social Welfare and Development and the Department of Energy in consultation with the PSA to promulgate the implementing rules and regulations (IRR) of the Act.

On 28 October 2022, the DOE, ERC and the DSWD issued Joint Circular No. 1, Series of 2022, pursuant to Section 3 of RA 11552 with the purpose of ensuring a fair and equitable implementation of the lifeline rate subsidy among the qualified marginalized end-users of electricity. The objectives as provided in the IRR of the new law is to, (i) provide assistance to electricity end-users specially the marginalized and the families living below the poverty threshold; (ii) to attain equitable distribution of the subsidy; (iii) ensure that the benefits goes to the right beneficiaries and (iv) protect public interest as it is affected by movement in electricity

rates and services of the electricity distribution utilities.

In this context, it is crucial to periodically review the lifeline threshold level to ensure that it aligns with the current economic conditions and living standards of the population. This study aims to evaluate the existing lifeline threshold level and make recommendations for potential adjustments if necessary.

Based on the data provided by the DSWD, there are around 4.5 Million members of 4Ps that are potential to benefit under the lifeline rate subsidy. However, 10 months after the promulgation of the IRR of RA 11552, only around forty-eight thousand (81,000) have registered with distribution utilities to benefit under the program. There are several reasons can be considered for the low registration turn-out from expected beneficiaries as follows:

- a. Low level of registration by target beneficiaries might be a result of non-enticing benefit particularly in small DUs where the subsidized consumption is very low.
- b. Different level of discounted consumption. Based on the existing threshold level of consumption, only 7 private DUs are able to provide up to 100kWh discounted consumption. Forty six (46) percent of the DUs have a maximum of 20kWh while 19 percent were able to provide up to 30kWh.
- c. Additional cost on the side of the ECs to publish the forms and level of knowledge of the policy and capacity to process the application on their satellite offices.
- d. Majority of the target beneficiaries are within the franchise areas of the ECs which cannot provide bigger amount of subsidized consumption. Based on the data of the DSWD, 87 percent of the 4Ps are within the franchise areas of ECs while on 13 percent are within the franchise areas of the DUs.
- e. Very small amount of benefit compared to the requirement of registration process.
- a) f. Low level of awareness among mandated government entities such as the SWDOs

Product or Service Expectations (both if applicable):

The primary objectives of this study are as follows:

- a) Review the current lifeline threshold level for electricity subsidies in the Philippines.
- b) Assess the socio-economic conditions and living standards of lifeline beneficiaries.
- c) Analyze the impact of the current lifeline threshold on beneficiaries and the electricity sector.
- d) Provide recommendations for potential adjustments to the lifeline threshold level.
- e) Develop a system for easy access and registration of qualified marginalized end-users.

The study will cover the following key areas:

- a) Literature Review: Examine relevant national and international literature on lifeline programs and thresholds.
- b) Data Collection: Collect and analyze data on the current lifeline threshold level, economic conditions, and living standards of lifeline beneficiaries.
- c) Stakeholder Consultation: Engage with relevant government agencies, distribution utilities, electricity providers, and lifeline beneficiaries to gather insights and perspectives.
- d) Impact Analysis: Assess the impact of the current lifeline threshold on both beneficiaries, the subsidizing segment of the consumers and the electricity sector, including financial implications.

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- e) International Benchmarking: Compare the lifeline threshold of the Philippines with other countries' similar programs.
- f) Recommendations: Provide evidence-based recommendations for potential adjustments to the lifeline threshold.

Deliverables, Timelines, Special Terms and Conditions:

The study is expected to produce the following deliverables:

- a) Recommendation on the optimal lifeline threshold level of discounted consumption which will be applicable across all distribution utilities.
- b) Guidelines to implement the recommended lifeline threshold level of discounted consumption.

The study is expected to be conducted within eight (8) months from the date of contract signing.

Pricing

| Item # | Quantity to be Purchased | Description of Preferred Commodity or Services Specifications | Unit of Measure | Unit Fixed Price (Each) | Total Fixed Price (Each) | Lead Time Availability (Number of days for delivery after the contract is signed) |
|--------------------|--------------------------|---|-----------------|-------------------------|--------------------------|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| | | VAT Tax | | | | |
| Total Value | | | | | | |

Additional Information for Delivery Schedule:

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:

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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 c/o USAID Energy Secure Philippines Activity
Unit 1409&1410, One Park Drive, 9th Ave. cor 11th Drive, BGC, Taguig City

(insert full address of the office)

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

USAID Philippines

(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:

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- (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
- Jan Ranizen F. Vitan, Grants and Procurement Analyst
- (insert name of procurement officer)
- at this email address:
- jvitan@energysecure.ph
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- January 11, 2024

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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](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.
- (e) **OTHER EVALUATION CRITERIA**.

Warranty and Payment Terms

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: