

## Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Energy Audit for the City Government of Iloilo
Type of Procurement:	Fixed Price
Type of Contract:	Purchase Order
Term of Contract:	Pricing should be fixed for 90 days
Contract Funding:	Task Order #7200AA19D00028/72049221F0002
This Procurement supports:	Energy Secure Philippines (ESP) Activity – a USAID funded project
Submit Proposal to:	Technical Project Support, Karen Nicole Mamucud, <a href="mailto:kmamucud@energysecure.ph">kmamucud@energysecure.ph</a> USAID's Energy Secure Philippines Activity Office Address: Unit 1409 & 1410, One Park Drive, 9th Ave. Cor. 11th Drive, BGC, Taguig City
Date of Issue of RFP:	<b>Reopen: March 08, 2024 (Philippine Standard Time)</b> February 14, 2024
Date Questions from Supplier Due:	<b>Reopen: March 15, 2024 (Philippine Standard Time)</b> February 23, 2024
<b>Date Proposal Due:</b>	<b>Reopen: March 22, 2024 (Philippine Standard Time)</b> February 28, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>March 25-29, 2024 (Philippine Standard Time)</b> March 06, 2024

<b>Method of Submittal:</b>	
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 <b>90 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	ESP-RFP-2024-029

### Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers

All PO Terms and Conditions are listed on our website at set-forth at: <http://www.rti.org/POterms>, [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.



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

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

#### Description of Requested Commodity:

RTI is an implementing contractor of the United States Agency for International Development (USAID) for Energy Secure Philippines (ESP), a five (5) year project. Energy Secure Philippines (ESP) will assist the Philippines energy sector to mobilize investment, deploy modern energy technology, and support policy reforms for a more competitive energy sector that can drive future economic growth and social development.

The USAID-assisted Energy Secure Philippines (ESP) Activity aims to assist the Philippine Government in pursuing development in the power sector. It has the three-fold objective of improving the performance of electric utilities, increasing the deployment of advanced energy sources and systems, and improving the energy procurement process.

USAID ESP is looking for a service provider to conduct energy audit of one (1) local government unit (LGU) in the Philippines, particularly the City Government of Iloilo in the conduct of energy audit. Energy auditors are expected to quote their prices, **EXCLUSIVE OF VAT and DUTY FREE**, for the following commodities/ services. Prices must be marked as VAT exclusive, zero-rated or exempt in the quotation.

#### Requirement Specifications

The main purpose is to support one (1) LGU in the Philippines, particularly the City Government of Iloilo in the conduct of energy audit following Government Energy Management Program (GEMP) guidelines. Specifically, this engagement aims to:

- Establish baseline data for evidence-based energy plans and programs at the local level,
- Analyze energy flows for energy efficiency and conservation at the LGU level,
- Assess present pattern of energy consumption in different cost centers of operations of the LGU for decision-making in terms of energy management, and
- Enhance LGU's compliance with the GEMP as mandated by the Energy Efficiency and Conservation Act.

The energy audit has three main components: (1) coordination, (2) actual audit, and (3) energy audit reporting. In addition, per Department of Energy (DOE), the following are the required GEMP Energy Audit Activity Guide:

- I. Coordination
  - A. Coordination with the City Government of Iloilo

The vendor will attend a virtual coordination meeting with the City Government of Iloilo and USAID ESP Activity including its subcontractor, Philippine League of Local Environment and Natural

Resources Officers, Inc. (PLLENRO, Inc.) to familiarize with the local government officials, and staff/employees who will be the key contact person/s responsible for the efficient energy audit process. Where feasible, this may also include a brief virtual courtesy call to the local chief executive (LCE) of the LGU concerned.

All activities, coordination, and communications to the LGUs related to the conduct of the energy audit will be facilitated by the USAID ESP through its subcontractor, PLLENRO, Inc. In case the bidder needs to communicate with the LGU concerned, PLLENRO need to be informed/copy furnished.

## II. Actual Audit

### A. Request for Pre-Audit Documents

There is a need to request, arrange, and compile the needed pre-audit documents as stated in the DOE's Energy Audit Team Form (please see Annex 1 - Required Documents for GEMP Checklist).

The City Government of Iloilo will undergo a walkthrough of the process of the GEMP Checklist. In addition, the scheduling of the energy audit shall also be coordinated with the City Government of Iloilo.

### B. Actual Conduct of the Energy Audit

The vendor will lead the walkthrough energy audit for the City Government of Iloilo. Onsite audit and inspection including measuring of consumption, and documentation will be conducted subject to restriction classifications of LGUs concerned and adherence to COVID-19 protocols. The list of facilities for energy audit is shown in Annex 2.

### C. Exit Meeting

An onsite meeting with the representative/s of the City Government of Iloilo and USAID ESP Team to discuss the findings shall be conducted.

## III. Energy Audit Report

This will include the preparation of the walkthrough energy audit report, transmittal of the energy audit report to the USAID ESP team for DOE's review and rating, and the customer's satisfaction survey for ISO.

The vendor understands that data to be gathered and information generated from the energy audit shall be treated with confidentiality. Only relevant parties including the LGU concerned, successful bidder's project team, USAID ESP core team, PLLENRO as USAID ESP subcontractor, and DOE as government partner are entitled to view, edit, and manage all outputs pertaining to this RFP. The vendor cannot use the data gathered and information generated from this RFP for any other purpose.

Data and information gathered will be stored and processed in accordance with the standards set in the Data Privacy Act of 2012. For RTI's Data Privacy Policy, you may access it through this link: [www.rti.org/privacy-policy](http://www.rti.org/privacy-policy)

**Pricing**

<b>Item #</b>	<b>Quantity To be Purchased</b>	<b>Description of Preferred Commodity Specifications</b>	<b>Unit of Measure</b>	<b>Unit Fixed Price (Each)</b>	<b>Total Fixed Price</b>

**Requirements:**

1. The Seller must submit all information and documentation listed in Section 3 of Attachment B - Instructions to Bidders/Sellers
2. The Seller must complete, sign, and submit Attachment C- Organizational Certification

By signing this attachment, the bidder confirms he/she 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

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

US Agency for International Development (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.

This procurement is open to offers from providers in the US and the Philippines.

Bidder must include the following information, on a Letterhead or the company, signed and stamped:

(a) Solicitation number: ESP-RFP-2024-029

(b) Date and time submitted:

- (c) Name, address, and telephone number of the seller (bidder) and authorized signature of same:
- (d) Validity period of Quote: 90 days
- (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:
- (h) 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.)

Prices should be duty-free and exclude VAT and other taxes. RTI will provide the necessary exemption documentation.

The price quotation must be in Philippine Peso (for Philippines-based offerors) or USD (for US-based offerors).

All offerors must provide a price guarantee that the quotation price remains valid for 90 days.

- (i) Payment address or instructions (if different from mailing address)
- (j) Acknowledgment of solicitation amendments (if any)
- (k) Past performance information, to include recent and relevant contracts for the same or similar items and other references

Please provide a description of prior experience, including the following:

- i. Names; ii. Addresses; iii. Contact persons; iv. Telephone numbers

- (l) Bidder should submit Legal Registration Documents such as (in Philippines) or equivalent (if in the US):

- i) SEC registration
- ii) Business Permit

## iii) BIR Registration

**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 email address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to

Karen Nicole Mamucud

(insert name of procurement officer)

at this email address:

kmamucud@energysecure.ph

(insert email address of the procurement officer).

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

March 15, 2024

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 detailed invoice/statement of account listing Purchase Order number and showing number of units and per unit price to calculate total amount due.
  - Bank information for EFTs being on file with ESP Activity
  - Operators and Maintenance Manuals if applicable
  - Warranty Documents if applicable
9. **Payment Terms:** Refer to RTI purchase order terms and conditions found in [www.rti.org/potermis](http://www.rti.org/potermis), <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 EFT or checks only.
10. **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.
11. **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.

12. **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:

- **Price.** Lowest evaluated ceiling price (inclusive of option quantities).
  - **Delivery.** Seller provides the most advantageous delivery schedule.
  - **Technical Capacity.** Items/Services shall satisfy or exceed the specifications describe in RFQ/RFP Attachment A.
  - **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.
  - **Other Considerations**
13. **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 after the countersigning by the seller/bidder.
14. **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.
15. **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.
16. **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](mailto: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:

## **Annex 1**

### **Required Documents for GEMP Checklist**

**Department of Energy**

**Energy Audit Team**

Energy Center, Rizal Drive, Bonifacio Global City, Taguig City

Name of Government Office: \_\_\_\_\_

Address: \_\_\_\_\_

#### **Required document check list**

1. Copy of Special Order / Memorandum designating an Energy Conservation Officer
2. Copy of Office Issuance / Memorandum circulars regarding Energy Conservation measures
3. Copy of Latest Electrical Bill
4. Summary of Monthly Electricity and Fuel Consumption Report in the previous whole year
5. Lighting equipment inventory list with specifications (Please use the provided format)
6. Office Equipment inventory list with specifications (Please use the provided format)
7. Air Conditioning Unit and Genset Inventory list with specifications (Please use the provided format)
8. Vehicle Inventory list (Including the date of purchase)
9. Copy of Vehicle's preventive maintenance schedule (work order or official receipt as proof)
10. Copy of a sample vehicle trip ticket
11. Copy of approved Motor pool Log Book - Monitoring of vehicle dispatch.
12. Gross floor area of all buildings
13. Air-conditioned floor area of all buildings

## **Annex 2**

### **List of Facilities for Energy Audit**

1. Arevalo Public Market
2. Iloilo Central Market
3. Technical Institute of Iloilo City – Molo Campus
4. Iloilo Terminal Market
5. Jaro Big Market
6. Jaro Small Market
7. Lapaz Public Market
8. Manduriao Public Market
9. ICG – ICARE CENTER BUILDING
10. ICG – BALANTANG ICARE
11. ICAG – UNGKA ICARE
12. NEW ILOILO CITY HALL BUILDING
  - Business Permit and Licensing Office (BPLO)
  - City Agriculturist Office
  - City Population Office (CPO)
  - City Tourism & Development Office (CTDO)
  - City Social Welfare and Development Office (CSWDO)
  - City Assessor's Office
  - General Services Office (GSO)
  - Office of the Building Official (OBO)
  - Iloilo City Public Safety Transportation Management Office (PSTMO)
  - City Engineer's Office
  - Local Economic Enterprise Office (LEEO)
  - City Disaster Risk Reduction and Management Office (CDRRMO)
  - Sangguniang Panlalawigan Office
  - City Health Office
  - City Veterinarian's Office
  - City Treasurer's Office
13. MK: MKT – SUPER
14. MK: MKT – CENTRAL
15. MK: MKT - DEMOCRACIA