



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Productive use of energy (PUE) consultancy for West Nile Rural Electrification Company Limited (“WENRECo”)
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’s Empowering East and Central Africa (EECA)
Submit Proposal to:	eeca_adminco-ordination@rti.org
Date of Issue of RFP:	March 28, 2024
Date Questions from Supplier Due:	April 11, 2024, at 1700hrs EAT
Date Proposal Due:	April 26, 2024, at 1700hrs EAT
Approximate Date Purchase Order Issued to Successful Bidder(s):	May 2024

Method of Submittal:
By email to eeca_adminco-ordination@rti.org

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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.

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 Scope of Work.
2. The Financial Proposal template (see Attachment B of this RFP document), this should be a separate standalone document from the technical proposal.
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 table contained in the SOW. The total time as per the Gantt chart should match the proposed performance duration by the bidder as indicated in the technical proposal.

Bidders are requested to email eeca_adminco-ordination@rti.org requesting for the financial proposal template and past performance fillable forms.

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

- The bidder's registration document.
- The bidder's business permit/license.
- Applicable tax registration documents.
- 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.
- The relevant quality assurance certifications.
- No part of this assignment can be subcontracted. Other than Data Enumerators.

Solicitation Number:

EECA 03/027/24-001

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:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,

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[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.

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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:

RTI International, a nonprofit research institute and leading international development organization, is the lead for Power Africa Empower East and Central Africa (EECA). Power Africa is a U.S. Government-led partnership, coordinated by USAID.

Power Africa's Empowering East and Central Africa (EECA) activity aims to increase affordable, reliable, sustainable, and clean energy access in East and Central Africa. EECA's goal is to drive measurable development outcomes such as economic growth, resilience, improved livelihoods, and inclusive access to electricity-enabled services in sectors such as agriculture, water, education, transportation, and telecommunications.

Therefore, RTI seeks to engage a consulting firm to promote Productive Use of Energy (PUE) for West Nile Rural Electrification Company Limited ("WENRECo") in at least 4 towns of Koboko, Yumbe, Uleppi and Paidha as laid out by the Energy Sector Management Assistance Program (ESMAP) of the World Bank, as detailed in the attached SOW.

Product or Service Expectations (both if applicable):

Please refer to the SOW. Bidders' technical proposal must address the following.

- 1) Technical narrative that should detail among factors that are not limited to the following.
 - a) the proposed execution approach and methodology that the bidder will apply to ensure successful achievement of all the deliverables listed in the attached SOW.
 - b) Proposal demonstrates knowledge and understanding of the PUE context in Uganda.
 - c) Experience in strategy development in relation to Entrepreneur Development in similar organisations.
 - d) Experience in Staff capacity building; Manual development and trainings

- e) Proposal demonstrates remarkable experience in design of pre-training and post training evaluation questionnaires, as well as their administration and analysis.
 - f) The proposal presents a clear approach to be applied to successfully conduct training sessions as detailed in the TOR.
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- 1) 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, as described in the SOW.
 - 2) A proposed project execution organogram (team composition and structure) showing the key staff who will be involved in this project and indicating the number of days of their involvement. Bidders are requested to provide summarized biographies for all the proposed staff who will be assigned to this project, as guided in the “required expertise” in the attached SOW. Detailed CVs will be requested if necessary.
 - 3) Discuss potential challenges expected during the execution of this project and proposed mitigatory measures.
 - 4) Quality control and assurance; bidders should attach their quality statements, quality policies and procedures.
 - 5) 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.
 - 6) Sub-contracting of any part of this work will not be accepted. Other than for data enumerators, if applicable.
 - 7) 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
 - 8) RTI will cater for the selected firm’s travel costs by directly engaging and paying the providers.
 - 9) RTI will cover transport, training venue selection and meals expenses for the 30 entrepreneurs during the training per load center by directly engaging and paying the providers.

Deliverables, Timelines, Special Terms and Conditions:

Please refer to the SOW

Pricing

Please refer to the SOW – Complete and submit the Financial Proposal template as a separate document.

Bidders are requested to email eeca_adminco-ordination@rti.org requesting for the financial proposal template and past performance fillable forms.

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 PARTICIPANT's 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, Gigiri Square - Block A, 2nd Floor, United Nations Avenue, Gigiri, Nairobi, Kenya

(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 regard to this RFQ/RFP to be directed to

[Bruce Malile](#)

(insert name of procurement officer)

at this email address:

eece_adminco-ordination@rti.org

(insert email address of the procurement officer).

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

[April 11, 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) 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) **PRICE.** Lowest evaluated ceiling price .
- (b) **TECHNICAL.** Services shall satisfy or exceed the specifications described in SOW Attachment A.
- (c) **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 as per completed attachment C – Past Performance Template.
- (d) **OTHER EVALUATION CRITERIA.**

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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. **Certifications.**
Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

Limitation on Payments to Influence Certain Federal Transactions- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.
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. You may report a suspected violation anonymously.
17. **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.**
2. The projects or contracts or Local Purchase Orders cited must be recent (i.e., 2019–2024).
3. Multiple projects for the same bidders will be considered separately, i.e., they will be scored as distinct projects.
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 not be considered, and the past performance report will not be scored.
 - b. The scanned PO/Contract must provide visibility into the scope, size, and value of the project.
 - c. 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.

Table 1: Past Performance Report 1

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

Table 2: Past Performance Report 2

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

Table 3: Past Performance Report 3

Client Company Name		
Contact Information	<i>Name:</i>	
	<i>Title:</i>	
	<i>Phone #:</i>	
	<i>E-mail:</i>	
Scanned Copy of LPO	[embed file here]	
Evidence of successful work	[embed file here]	

completion for the LPO provided under report 3		
	<i>PO/Contract Number:</i>	
	<i>Date</i>	
Narrative Description	[narrative description here; expand cell as necessary]	
	<i>Scope:</i> (Nature of the work done, geographical location, and duration it took to complete)	