

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

Commodity/Service Required:	Consulting firm for Comprehensive Assessment of the Philippine Hydrogen Regime in the Energy Sector and Roadmap Development for Hydrogen and its Derivatives Phase II: Development of Economy Roadmap for Hydrogen and its Derivatives
Type of Procurement:	One-Off Purchase Agreement
Type of Contract:	Fixed Price
Term of Contract:	6 months
Contract Funding:	USAID
This Procurement supports:	USAID Energy Secure Philippines Project
Submit Proposal to:	Divina B. Chingcuanco Chief of Party, USAID ESP RTI International  <a href="mailto:jvitan@energysecure.ph">jvitan@energysecure.ph</a>
Date of Issue of RFP:	October 7, 2024
Date Questions from Supplier Due:	October 14, 2024
Date Proposal Due:	October 21, 2024 (Manila, PH Standard Time)
Approximate Date Purchase Order Issued to Successful Bidder(s):	October 21-25, 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-RFQP-2024-275

### 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: [rti-po-terms\\_English Version - v1.20.pdf](#)

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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:

The Department of Energy (DOE) published the latest Philippine Energy Plan (PEP) 2023-2050 outlining key strategies and objectives to guide the country's energy development. To achieve a more sustainable low-carbon energy future, the PEP 2023-2050 considers hydrogen as one of the alternative fuels. Hydrogen is a viable alternative and clean source of energy that provides a diverse range of energy applications, including distributed power, backup power, portable power, auxiliary power for passenger and freight vehicles, among others. With the focus of energy transition on integrating low-carbon fuels and advanced technologies, the DOE recognizes the pivotal role of hydrogen and its derivatives. The utilization of hydrogen and its derivatives carries significant implications for the country's energy landscape, economic development, and environmental sustainability.

Considering the role of hydrogen in the energy transition, The DOE through its Energy Utilization Management Bureau (EUMB), issued a Department Circular, effective February 13, 2024 also known as the "Hydrogen Energy Guidelines." The circular provides a national policy and general framework, roadmap, and guidelines for hydrogen in the energy sector. The policy framework includes four core principles: Energy Security, Environmental Sustainability, Research and Technological Development, and Access to Funding and Investment.

The DC covers a wide range of hydrogen-related activities, encompassing the establishment, construction, operation, maintenance, decommissioning, and disposal of these activities. Key provisions cover various facets of the hydrogen energy value chain, including production, transportation, distribution, storage, utilization, import and export.

Other countries are already researching and developing the use of hydrogen due to its potential and emission-free characteristic. The DOE for its part would like to explore its possible role in the energy framework of the country, such as in the power generation, transport, and industrial sectors, to achieve energy security and the clean energy scenario.

Moreover, a draft proposed bill to be known as "Philippine Hydron Act of 2024" includes preparation of the strategic roadmap for hydrogen, defining the overall vision and strategy, industry's milestone target, and its needed support systems and resources.

This concept note outlines the significant points needed for the development of the roadmap for Hydrogen and its Derivatives. Effective strategies and processes on Hydrogen are necessary in

handling the hydrogen in the energy sector.

**Product or Service Expectations (both if applicable):**

1. To determine the landscape of the Philippines towards Hydrogen and its technologies for adoption and use,
2. To determine the possible sources of Hydrogen in the Philippines (production, importation, etc.),
3. To determine the best primary application/penetration for the use of Hydrogen in the Philippines such as power generation, transport, industrial, etc.
4. To develop a roadmap for Hydrogen and its derivatives incorporating all strategies and processes from the exploration, production, storage, transport up to consumption.

The study will research and review the existing Hydrogen related studies, materials, policies, and regulations internationally to derive the lessons, experiences and applicability in initiating Hydrogen development and use in the Philippines. Primarily, it will determine the possible sources of Hydrogen in the Philippines including the method/ color for Hydrogen production, importation, etc. Also, it will look into the energy mix and power generation mix of the country to determine the potential of Hydrogen in each sector and determine the sector which Hydrogen can best apply/penetrate. The data gathered will be used in developing a Hydrogen roadmap.

**Deliverables, Timelines, Special Terms and Conditions:**

**Project Components:**

1. Scenario setting/ building towards the transition to Hydrogen Economy
2. Preparation of report and outputs covering the project objectives

**Potential Impact:**

1. Adoption and implementation of proposed direction relative to technologies on Hydrogen and its derivatives
2. Partnerships and investment opportunities resulting to job generation
3. Energy supply security and CO2 emission reduction
4. Awareness/ promotion on the use of Hydrogen and its derivatives technologies

**Support Needed:**

1. Technical assistance thru the provision of consultants/ experts on Hydrogen to deliver the aforementioned
2. Conduct of workshops and consultations as part of the project

**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)
1						
2						
3						
<b>Total Value</b>						

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 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:
  - (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)*.

October 14, 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-po-terms\\_english\\_version\\_-\\_v1.18.pdf](https://www.rti.org/sites/default/files/rti-po-terms_english_version_-_v1.18.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.**

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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 \_\_\_\_\_ 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. **Certification.** The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.
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.
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: