

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Catanduanes Provincial Capitol Site Inspection and Verification
Type of Procurement:	One-Off Purchase Agreement
Type of Contract:	Purchase Order
Term of Contract:	One month
Contract Funding:	U.S. Department of State (DOS)
This Procurement supports:	Energy Secure Philippines (ESP)
Submit Proposal to:	Ms. Divina B. Chingcuanco Chief of Party, ESP RTI International via email: jvitan@energysecure.ph
Date of Issue of RFP:	August 3, 2026
Date Questions from Supplier Due:	August 10, 2026 5:00 PM Philippine Standard Time
Date Proposal Due:	August 17, 2026 5:00 PM Philippine Standard Time
Approximate Date Purchase Order Issued to Successful Bidder(s):	On or before September 04, 2026
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 60 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-RFP-2026-055

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 - v1.21.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.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.

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.

Attachment “A” Commodity Specifications

Statement of Work

Description of Activity/Service:

RTI International (RTI) is a global, independent research institute with almost 60 years of experience in creating and translating knowledge into practice. RTI has wide expertise in at least 250-degree fields working to unlock value in eight practice areas including: health, education, energy, environmental sciences, and innovation ecosystems.

RTI is currently implementing Energy Secure Philippines (ESP), which is a multi-year program that aims to assist the Government of the Philippines (GPH) in promoting a more competitive power sector through investment mobilization, deployment of modern energy technologies, and support in policy reforms and regulation. ESP’s overall goal is to enhance energy security and reliability in the Philippines. It focuses on advancing inclusive economic growth and resilient development through increased private investment, promoting advanced technology deployment, and boosting the energy sector’s resiliency.

In partnership with the Philippine Department of Energy, ESP successfully implemented a program that strengthened the energy sector’s capacity to prepare for, respond to, and recover from disasters through capacity-building initiatives and innovative, sustainable energy solutions. A key innovation under the program is the Mobile Energy System (MES), a mobile, energy-resilient platform capable of operating independently of the main grid to ensure the continuity of essential services during emergencies. The MES supports disaster response operations, temporary rescue stations, and the continued operation of critical facilities, particularly in underserved and off-grid communities. ESP plans to deploy additional MES units in selected project sites across the country.

The U.S. government (USG) and the local government unit (LGU) of Catanduanes have established a partnership focused on disaster response, community recovery, and humanitarian assistance. Building on and further strengthening this partnership, RTI International is soliciting fixed-price proposals to conduct a comprehensive site assessment that will evaluate the technical, economic, and operational feasibility of deploying MES units within the Provincial Capitol compound in the Municipality of Virac in Catanduanes.

The Catanduanes Provincial Capitol is the seat of government for the province, housing its key executive, legislative, and administrative offices. Over the years, Catanduanes has experienced devastating super typhoons that have displaced communities and severely damaged critical power and telecommunications infrastructure. In this context, the deployment of the MES is particularly important, as it will strengthen the province’s energy resilience and disaster response capabilities. By providing reliable 24/7 connectivity for early warning systems, data transmission, and emergency communications, the MES will help ensure continuous coordination with national and local government agencies during crises. This will enhance

Catanduanes' emergency preparedness, enable timely mobilization of resources, and support the effective implementation of disaster response and recovery efforts.

Product or Service Expectations (both if applicable):

The Service Provider shall conduct the following activities in its delivery of a Catanduanes Provincial Capitol MES Site Assessment Report:

1. Critical Load Site Identification and Prioritization
 - Identify candidate critical load sites for MES deployment within the Provincial Capitol compound, with emphasis placed on those requiring 24/7 connectivity for early warning systems and data transmission
 - Prioritize candidate sites based on criticality of need/benefit
 - Geographical and visual maps generated for candidate sites
 - Site photos
2. Baseline Field Assessment and Screening of Candidate Critical Load Sites
 - Existing power supply, generation capacity, load profiles
 - Site accessibility and logistics for deployment
 - Terrain, hydrology and infrastructure (access for heavy equipment, reliable road access)
 - Proximity to existing critical infrastructure
 - Fuel supply chain risks and operational constraints
 - Reprioritize candidate critical load sites per baseline field assessment and screening
 - Determine final critical load sites for MES deployment
3. Technical Energy Resource Assessment
 - Renewable energy resource assessment for MES deployment sites
 - Assess and determine which MES solution package best fits each final MES deployment site
4. Final MES Deployment Site Risk Assessment
 - Local community acceptance and cooperation
 - Operational and maintenance risks and challenges (e.g., spare parts availability and/or local storage, access to qualified maintenance personnel, etc.)
 - Climate and disaster-related risks (e.g., exposure to typhoons, wildfire, earthquakes)
5. Deployment Strategy for Final MES Deployment Sites

Deliverables, Timelines, Special Terms and Conditions:

Key Deliverable

- Catanduanes Provincial Capitol MES Site Assessment Report

Proposal should consist of documents as follows:

- Proof of legal registration
- List of previous clients that are relevant to RTI business

- Signed RFQ document (page 4 and 9)
- All countries compliant with Geocode 937 are listed in Annex 1

ESP reserves the right to award to several bidders and fund any or none of the applications submitted, subject to the availability of funds.

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						
Total Value						

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

Manila, Philippines.

(insert full address of the office)

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

U.S. Department of State

(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. Vitán, Procurement and Contracts Manager

(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)*.

August 10, 2026

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_v1.21.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/reasonable 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.**

N/A

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 60 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. 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



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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

List of Geocode 937 compliant countries

List of Developing Countries

A Mandatory Reference for ADS Chapter 310

New Edition: 02/06/2012
Responsible Office: GC
File Name: 310maa_020612

02/06/2012New Edition

Low income/lower middle income

Afghanistan	Gambia, The	Myanmar
Bangladesh	Guinea	Nepal
Benin	Guinea-Bissau	Niger
Burkina Faso	Haiti	Rwanda
Burundi	Kenya	Sierra Leone
Cambodia	Korea, Dem Rep.	Somalia
Central African Republic	Kyrgyz Republic	Tajikistan
Chad	Liberia	Tanzania
Comoros	Madagascar	Togo
Congo, Dem. Rep	Malawi	Uganda
Eritrea	Mali	Zimbabwe
Ethiopia	Mozambique	
Angola	India	São Tomé and Príncipe
Armenia	Iraq	Senegal
Belize	Kiribati	Solomon Islands
Bhutan	Kosovo	Sri Lanka
Bolivia	Lao PDR	Sudan
Cameroon	Lesotho	Swaziland
Cape Verde	Marshall Islands	Syrian Arab Republic
Congo, Rep.	Mauritania	Timor-Leste
Côte d'Ivoire	Micronesia, Fed. Sts.	Tonga
Djibouti	Moldova	Turkmenistan
Egypt, Arab Rep.	Mongolia	Tuvalu
El Salvador	Morocco	Ukraine
Fiji	Nicaragua	Uzbekistan
Georgia	Nigeria	Vanuatu
Ghana	Pakistan	Vietnam
Guatemala	Papua New Guinea	West Bank and Gaza
Guyana	Paraguay	Yemen, Rep.
Honduras	Philippines	Zambia
Indonesia	Samoa	

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