



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Energy Audit for 10 Local Government Units (LGUs)
Type of Procurement:	Purchase Order
Type of Contract:	Fixed-Price with Payment Milestone
Term of Contract:	Seven months
Contract Funding:	USAID
This Procurement supports:	Energy Secure Philippines
Submit Proposal to:	Jan Ranizen F. Vitan <i>Grants and Procurement Analyst</i> jvitan@energysecure.ph
Date of Issue of RFQ:	August 24, 2021
Date Due for Questions from Suppliers:	September 01, 2021, 05:00PM PHL time
Date Proposal Due:	September 21, 2021, 05:00PM PHL time
Proposal Evaluation Date:	September 23, 2021
Finalization of Procurement Paperwork:	September 27-28, 2021
Procurement Package Review:	September 29-30, 2021
Approximate Date Purchase Order is Issued to Successful Bidder(s):	October 01, 2021

Method of Submission:

Please respond to this RFP via e-mail to jvitan@energysecure.ph on or before **September 15, 2021 (Wednesday), 05:00PM Philippine time** with email subject: **ESP-RFP-2021-069**. Kindly send the following as attachments: (1) signed PDF of this RFP (pricing and acceptance), (2) cover letter + technical proposal in one PDF, and (3) financial proposal in Excel. Please use the naming format below:

- [Name of Firm]_Signed RFP
- [Name of Firm]_ Technical Proposal
- [Name of Firm]_Financial Proposal

The bidder/seller agrees to hold the prices in its offer firm for **60 days from date of submission**. The quotation allows for a fixed number of hours to provide for a maximum of (2) change orders within the ceiling of the proposed quotation.

Solicitation Number:	ESP-RFP-2021-069
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3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

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>,
http://www.rti.org/files/PO_FAR_Clauses.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.

Attachment A

Statement of Work

Energy Audit for Local Government Units (LGUs)

I. Introduction

USAID Energy Secure Philippines (USAID ESP) is a five-year project under the USAID Philippines mission implemented by a consortium led by RTI International. USAID ESP aims to help the Philippines 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.

As part of its activities, USAID ESP assists local government units (LGUs) in complying with provisions of Republic Act (RA) 11285 or the Energy Efficiency and Conservation Act. Section 43 of RA 11285 and its Implementing Rules and Regulations (IRR) mandates all government agencies, including the LGUs, to implement the *Government Energy Management Program* (GEMP). GEMP is a government-wide program of reducing or improving the efficiency of the government's monthly consumption of electricity and petroleum products and utilization of renewable energy technologies and systems, among others.

Section 1 of the IRR of the GEMP¹ issued by the Department of Energy (DOE) requires government entities to formulate an Energy Conservation Program (ECP) including the conduct of energy audits. The energy audit report can enable LGUs to identify facilities or sites with significant energy consumption which is an essential component in an energy management program. The Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) issued an advisory dated 24 April 2020 enjoining all concerned in the government to realize at least 10% cost savings.

Energy Audit, as defined by the RA 11285, refers to the evaluation of energy consumption and review of current energy cost to determine appropriate intervention measures and efficiency projects in which energy can be judiciously and efficiently used to achieved saving. In addition, the said law defines an “*Energy Auditor*” as an individual or entity certified by the DOE with proven credibility and competence to conduct an energy audit.

2. Objectives

This RFP invites either registered or certified Energy Service Companies (ESCO) by the DOE as of August 2021. The main purpose is to **support 10 LGUs in the Philippines (to be identified by USAID ESP) in the conduct of energy audit** following GEMP guidelines. Specifically, the RFP 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.

¹ https://www.doe.gov.ph/sites/default/files/pdf/issuances/irrao_110_gemp.pdf

3. Components

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

I. Coordination

A. Initial Coordination with the 10 LGUs

The successful bidder will attend a virtual coordination meeting with the 10 identified LGUs by the 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 USAID ESP through its subcontractor, PLLENRO, Inc. In case the bidder needs to communicate with the LGU concerned, USAID ESP and PLLENRO need to be informed/copy furnished.

B. Capacity Building

The successful bidder will conduct two batches of virtual orientation-workshop for various LGUs to provide energy audit overview, its rationale and objectives, legal basis, and processes among others. Expected attendees for this capacity building workshop will exceed 10 LGUs.

The list of target LGUs shall be provided by the USAID ESP, in coordination with the DOE's Energy Utilization and Management Bureau. Invitation of participants and setting up of meeting link will also be done by USAID ESP.

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 pilot LGUs 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 LGU.

B. Actual Conduct of the Energy Audit

The successful bidder will lead the virtual walkthrough energy audit for 10 LGUs.

Where feasible, onsite audit and inspection including measuring of consumption, and documentation will be conducted for selected LGUs subject to restriction classifications of LGUs concerned and adherence to COVID-19 protocols. Coaching and mentoring including familiarizing with energy audit equipment will also be provided.

C. Exit Meeting

A virtual exit meeting with the representative/s of the LGUs 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.

4. Inclusive Dates

This RFP will require an engagement period of seven months from **October 2021** to **April 2022**.

5. Confidentiality and Data Privacy

The bidder 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, PLENRO as USAID ESP subcontractor, and DOE as government partner are entitled to view, edit, and manage all outputs pertaining to this RFP. The successful bidder 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.

6. Minimum Requirements

This RFP targets ESCOs which are classified either as registered or certified by the DOE with complete accreditation requirement and abiding to the accreditation criteria for ESCOs as prescribed by the Department Circular (DC) No. 2020-09-0018 or the Guidelines in the Administration, Classification and Certification of Energy Services Company (ESCO)². ESCOs categorized as Class A to C based on the previous DOE issuance, DC No. 2008-09-0004³ which still have a valid accreditation from the DOE, are also eligible to submit proposals.

The ESCO shall likewise conform with the required formats, reporting standards, and documents as prescribed by the DOE on energy audit (e.g., GEMP requirements, completeness of pre-audit requirements, audit report format, etc.).

² https://www.doe.gov.ph/sites/default/files/pdf/issuances/dc2020-09-0018_0.pdf

³ https://www.doe.gov.ph/sites/default/files/pdf/issuances/dc_2008-09-0004.pdf

Procurement of energy audit instrument/s, software (e.g., MS Office), and hardware (e.g., laptop, printer, and others) to support the conduct of activities identified is not allowed under this RFP.

7. Payment Milestones and Target Completion Dates

Following are the milestones and the corresponding payment schedules:

Payment Milestone	% of Payment	Target Completion Date
1. Inception Report	10%	By Oct. 08, 2021
2. Orientation-workshop report for LGUs (two batches)	15 %	By Oct. 29, 2021
3. Actual Audit and Energy Audit Reports		
a. 2 LGUs	15 %	By Nov. 12, 2021
b. 4 LGUs	30%	By February 4, 2022
c. 4 LGUs	30%	By March 04, 2022

8. Technical Proposal (to be submitted as a separate PDF)

a. Cover Letter (1 page only)

The cover letter should be written in the company’s letterhead and addressed to:

Ms. Divina Chingcuanco
 Chief of Party
 USAID Energy Secure Philippines Activity

Subject: Response to

The cover letter should also clearly indicate the validity period of the offer (60 days).

b. Company Profile (1 page only)

c. Track Record and Experience (maximum of 3 pages)

This section lists maximum of five recent contracts (in the last five years) of the Seller/Bidder relevant to the activities detailed in the RFP. The tabulation should include the following:

Name of Project	Client	Contract Value (PHP)	Period of Activity	Types of Activities Undertaken	Status (Ongoing or completed)	Reference Contact Details (name, phone/mobile, email address)

d. Proposed Workplan (2 pages: 1 page narrative, 1 page Gantt chart)

Indicate the proposed methodologies, strategies, and timeline on how to meet the prescribed milestones within the target completion time as prescribed in item no. 8.

e. Project Team Composition and Roles (include level of effort for each)

This section indicates the project team composition and their corresponding roles. The level of effort (LOE) of each team member needs to be indicated; 1 LOE is equivalent to 8 hours.

At the minimum, the team members should possess the following qualifications:

- Sufficient and relevant knowledge on the energy audit process, as well as specialized training in energy audits and maintenance of building systems;
- At least two years of experience in energy audits and/or the conduct/commissioning of at least three major energy audit projects;
- Capability to conduct trainings, coaching and mentoring especially for government officials/staff/employees; and
- Equivalent professional qualifications to manage, maintain, or evaluate building systems.

f. USAID I 420 and CVs of project team members (maximum of 2 pages per team member only)

The USAID 1420 form may be accessed [here](#).

g. Resources

1. Test Instruments/Energy Audit Equipment
2. ...

h. Annexes (where applicable)

This may include a copy of the bidder's certificate from the DOE.

9. Financial Proposal (to be submitted as a separate Excel file)

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						
4						
5						
6						
7						
Total Value					PHP	

Pricing

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.

RTI reserves the right to cancel notification, not award, in whole or in part, or take any appropriate measures including, without limitation, recall of any award.

2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**,

USAID Energy Secure Philippines (ESP) Activity Unit A-D, 16F Strata 2000 Building, F. Ortigas Jr. Road, Ortigas Center, 1600 Pasig City

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

United States Agency for International Development (USAID)
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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) Solicitation number
 - (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
 - (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/Bidder, by 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.⁴

5. **Questions Concerning the Procurement.** All questions regarding this RFQ/RFP to be directed to:

Jan Ranizen F. Vitan, *Grants and Procurement Analyst*

6. at this email address:

jvitan@energysecure.ph

The cut-off date for questions is:

September 01, 2021

7. **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

⁴ Given the ongoing pandemic, e-copies and e-signatures are allowed.

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.

8. **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.)

9. **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.

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:

- (a) **PRICE (30%).** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **DELIVERY (15%).** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL (40%).** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE (15%)** - 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.**

- 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 without further action by either party.
- 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 60 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. 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:

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