# Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Engineering Design, Supply, and Implement a Geographic Information System for SOCOTECO 2</th>
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<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Fixed-Price with Payment Milestones</td>
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<tr>
<td>Type of Contract:</td>
<td>Purchase Order</td>
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<tr>
<td>Term of Contract:</td>
<td>The project shall be completed within one year commencing from the date of the award to the Consulting Firm.</td>
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<td>Major Milestone Activities are as follows:</td>
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<tr>
<td></td>
<td>Phase 1</td>
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<td></td>
<td>1) Preliminary engineering design works</td>
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<td></td>
<td>2) Training of SOCOTECO2 personnel for data collection.</td>
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<td></td>
<td>3) Data collection and development of the GIS system architecture design</td>
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<td>4) USAID ESP/SOCOTECO2 approval of the final GIS system architecture design including its functionality.</td>
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<td>Phase 2</td>
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<td>5) GIS implementation</td>
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<td>6) Testing and commissioning works</td>
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<td>7) Training of SOCOTECO2 personnel for Operations and Maintenance of the GIS</td>
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<td>8) Acceptance of the completed GIS</td>
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<tr>
<td>Contract Funding:</td>
<td>United States Agency for International Development</td>
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<tr>
<td>This Procurement supports:</td>
<td>Energy Secure Philippines</td>
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<tr>
<td>Submit Proposal to:</td>
<td><a href="mailto:psuarez@energysecure.ph">psuarez@energysecure.ph</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>October 25, 2021</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>November 05, 2021</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>November 26, 2021</td>
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<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>December 15, 2021</td>
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**RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.**
Method of Submittal:
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_RFQ_2021-081

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
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 (RTI) is a global, independent research institute with almost 60 years of experience in creating and translating knowledge into practice. RTI has more than 5,000 staff in over 75 countries with expertise in at least 250-degree fields working to unlock value in eight practice areas including: health, education, governance, energy, environmental sciences, and innovation ecosystems.

RTI International has been working in Asia for more than 35 years, providing technical assistance, institutional strengthening, and program support on behalf of governments, foundations, and private-sector clients. Together with our local partners, we deliver science-based solutions and advisory and technical services to help countries across South and Southeast Asia achieve national, regional, and local goals—in health, education, economic growth, governance and public policy, and environmental management.

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. ESP aims to promote development, implementation of, and adherence to existing laws related to competitive and transparent processes that will (a) incentivize private investment; (b) boost the utilization of new advanced energy technologies; (c) increase resilience to natural and human induced shocks; and (d) promote a secure, stable, diversified, and modern towards a more self-reliant Philippine energy sector.

The Consulting Firm for this engagement is intended to engineer, design, develop, install, procure, and implement the Geographic Information System for SOCOTECO2 with the following objectives:

- To design, develop and implement GIS based management system:
- To improve the performance of SOCOTECO2:
- To be able to operate the distribution network smartly and efficiently:
- To increase the quality of customer service

The Consulting Firm should have the technical expertise, actual experience, and capability to further develop, review, and update the GIS.

The project will cover the whole distribution network of SOCOTECO2 with the following assets:
1. Meters – approx. 275,000
2. Poles – approx. 100,000
3. Distribution Transformers - approx. 8,050
4. Wires – approx. 7,720 circuit km
5. Pole Top Hardware
6. Overhead Devices
7. Streetlight Fixtures

Scope of Work:
The Consulting Firm must provide a detailed description of the scope of services offered, demonstrating clear understanding of the basic requirements as follows:

Phase 1 – Data Collection and GIS Architecture Design
- Geo Referencing
  The GIS Data must be geo-referenced in respect to the Philippine Reference System
- GIS data collection procedure and standard
- Create GIS/GPS inventory worksheet
- Develop equipment record forms
- Develop a standard Pole numbering system
- Develop unique numbering system for the transformers. Transformer information should be linked up with the pole numbering system
- Develop and supply necessary software and material for implementation of GIS system
- Data collection and Mapping
  The Consulting Firm will initially conduct training for a number of personnel from SOCOTECO2 to carry out data collection, operation and maintenance of the GIS program.

Data collection shall include the following:
- Pole by pole data and recording of its location via GPS system
- On-site processing of GPS data and conversion to GIS data format
- Verify the accuracy of field data
- Keeping records appropriately and correction of defective data
- Collection of equipment information such as conductors, substation equipment, feeders, transformers, reclosers, switches, capacitors, meters, and line conductors during the pole-to-pole survey using GIS inventory sheets developed by the Consulting Firm.
- Collection of data related to important landmarks
- GIS database establishment and analysis
  The Consulting Firm will develop a fully functional GIS database and a database management system that will be used by various departments within SOCOTECO2 for data processing, inquiry, and report analysis. The GIS platform shall be of International Standard. The Consulting Firm shall design the GIS system in such a way that its database will include access, survey, electrical network, analysis, and billing database. The GIS system architecture shall be developed, finalized, and presented by the Consulting Firm to RTI/SOCOTECO2 for final approval.
Phase 2 – Implementation of the GIS Database

Basic analysis capabilities of the GIS shall include the following:

- Geographical queries like area, length calculations, details of various assets and their physical locations, equipment status, computation of area served by each substation, feeders etc.
- The GIS database can be linked to commercially available software to prepare load flow analysis, system loss, voltage level calculations, fault analysis, single line diagram, etc.
- The GIS database will be able to show the consumers connected to each feeder, energy consumed by feeder, etc.
- The GIS database will be linked with the billing system without compromising the integrity and security of the billing system. The application shall map out the consumers according to their geographic locations and network connections. The extracting of information from the billing software should be done from an output file without compromising the integrity of the billing system.
- The GIS database shall be able to trace the location of an outage by calls received from consumers. In addition, the software should be capable of recording the system outages and serving as an aid to computing SAIDI and SAIFI.

- **Manpower training**
  A comprehensive training program shall be developed by the Consulting Firm on the GPS survey, GIS development, Database Software, Electric Analysis Software, and Web GIS Software for SOCOTECO2 project staff.

**Project Schedule:**

The project will be implemented in 2 Phases, Phase 1 will be focused on understanding the existing inventory management, develop a standard procedure and equipment records, data collection and tagging of assets, finalization of the GIS design work. While Phase 2 will be the implementation of the approved GIS design works, rollout of the GIS database, testing and commissioning and training of personnel. We estimate that the whole project will be implemented within 12 months.

**TABLE 1. PROPOSED SCOPE OF WORKS BETWEEN CONSULTING FIRM AND SOCOTECO II.**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>SCOPE</th>
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<tbody>
<tr>
<td></td>
<td>CONSULTING FIRM</td>
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<tr>
<td><strong>PHASE 1</strong></td>
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<tr>
<td>Submission of existing inventory of assets</td>
<td>Review of documents</td>
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<tr>
<td>Preparation of Procedure and Standard for Data Collection / Equipment Record Forms/Inventory Worksheet</td>
<td>Prepare Data collection procedures</td>
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<tr>
<td>Data Collection, Mapping and tagging of</td>
<td>Supervision and</td>
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</table>
The Consulting Firm shall prepare a project schedule indicating the major milestone activities (Phase 1 and 2) as follows:

- Notice to Proceed
- Preliminary engineering design works
- Training of SOCOTECO2 personnel for data collection.
- Data collection and development of the GIS system architecture design
- USAID ESP/SOCOTECO2 approval of the final GIS system architecture design including its functionality.
- GIS implementation
- Testing and commissioning works
- Training of SOCOTECO2 personnel for Operations and Maintenance of the GIS
- Acceptance of the completed GIS

**Confidentiality**

The Consulting Firm shall not release any information or data obtained in the course of this project to any person without written consent from the USAID ESP Activity.

**Intellectual Property**

All intellectual property, including studies, reports or other materials, models, spreadsheets or otherwise, prepared, developed, or produced by the Consulting Firm shall belong to and remain the property of USAID ESP Activity, which will eventually be turned over to the ERC. The Consulting Firm should not retain a copy of such documents and software, for any purposes.
Proposal Requirements:
The Consulting Firm shall submit its proposal consisting of the following:
1) Detailed Description of Works
2) Project Schedule
3) Price Proposal
4) Proposed Payment Schedule
5) Price Validity
6) Organizational Chart
7) CV of key personnel
8) Reference List of GIS projects indicating the location of the project, general scope of work, duration, and completion

Pricing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of Preferred Commodity or Services Specifications</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Fixed Price (Each)</th>
<th>Lead Time Availability (Number of Days)</th>
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<td>Total Value</td>
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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  
| 16/F Strata 2000 Condominiums, F. Ortigas Ave., Ortigas, Pasig, Philippines |

(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

   Precious Luzmarie Suarez, Operations Manager

   (insert name of procurement officer)

   at this email address:

   psuarez@energysecure.ph

   (insert email address of the procurement officer).

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

   November 05, 2021

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 on the 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 (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.**
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. **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.

16. **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: ______________________________________________________________

*RFQ Template v7, December 2020*