

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

Commodity/Service Required:	Technical Assistance for the Development of Regulatory Framework for the Use of Electric Vehicles and the Establishment of Electric Charging Stations
Type of Procurement:	Fixed-Price with Payment Milestones
Type of Contract:	Purchase Order
Term of Contract:	The timeline for this project is for a period of ten (10) months from award date.
Contract Funding:	United States Agency for International Development
This Procurement supports:	Energy Secure Philippines
Submit Proposal to:	Jan Ranizen F. Vitan jvitan@energysecure.ph
Date of Issue of RFP:	August 06, 2021
Date Questions from Supplier Due:	August 19, 2021
Date Proposal Due:	September 06, 2021
Approximate Date Purchase Order Issued to Successful Bidder(s):	September 20, 2021

<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>60 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-RFP-2021-063

### 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](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.

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Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

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:

#### **BACKGROUND**

The Electric Vehicles (EVs) will increase accessibility and economic viability of a key emerging technology which will help the Philippines meet its emissions reduction. The EVs has great potential in reducing Philippine greenhouse gas emissions, fostering greater energy independence for our country, and providing economic savings for industry and households.

The dominance of fossil fuel-powered vehicles in the Philippine market has had severe repercussions for the environment. The transport sector is the second highest contributor to the Philippines' greenhouse gas emissions in 2016 at 31.6%. Overall, motor vehicles in the country released 34.7 million tons of CO<sub>2</sub> equivalent into the environment in the year 2016 alone. Based on the current trajectory of Philippine greenhouse gas emissions, Philippines will not be able to reduce emissions by 70 percent, let alone by 0.1%, from now until 2030. EVs represent a miniscule share of the Philippine market. Only 0.3% of the country's transport energy demand is serviced by electricity. Then again, this is not surprising considering that according to the 2014 data of the Philippine Statistics Authority, there are only 145 light electric vehicles in the country compared to 1.9 million diesel and 6.1 million gasoline vehicles.

The tiny market share of EVs in the Philippines can be attributed to two main reasons. The first is that electric vehicles - whether battery electric vehicles, hybrid-electric vehicles, or plug-in hybrid-electric vehicles - are significantly more expensive than internal combustion engine (ICE) vehicles running on gasoline or diesel. A comparative cost analysis of ICE vehicles and their EV equivalents in the Philippine Electric Vehicle Policy Analysis Report shows that battery EV small car models cost between 1.08 to more than 2 times that of their ICE vehicle counterparts. Meanwhile, the PHP1.6 million cost of an electric jeepney is roughly twice the cost of the standard diesel jeepneys which currently service the majority of PUV routes. The second reason is the lack of a national infrastructure of charging stations for electric vehicles. This makes it impractical for individuals to invest in EVs, and impossible for businesses to transition to heavy EVs for industrial long-haul purposes.

With the introduction of House Bill 4075 and Senate Bill 1382 which provide a whole-of-government approach to the development of the EV sector, the creation of a Comprehensive EV Roadmap is necessary.

Product or Service Expectations (both if applicable):

**SCOPE OF WORK**

The technical assistance aims to provide the Philippine Energy Regulatory Commission the following:

- a. Ensure the country's energy security and independence by reducing reliance on imported fuel for the transportation sector;
- b. Promote and support innovation in clean, sustainable, and efficient energy to accelerate social progress and human development by encouraging public and private use of new and alternative energy technologies;
- c. Safeguard and improve the integrity, reliability, and stability of the country's electric power grid by optimizing the location of energy sources relative to demand; and
- d. Promote inclusive and sustainable industrialization while recognizing the role of the private sector, in order to support the transition to new technologies, generate jobs, spur small and medium enterprise growth, attract investments, grow globally competitive and innovative industries, and upgrade the country's participation in regional and global value chains.

The Consultant/Consulting Firm shall be required to provide monthly progress reports within the period of performance.

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

The Consultant/ Consulting Firm shall adhere to the following timelines:

Deliverables	Timeline
a) Develop streamlined rules which include the requirements for licensing/registration of self-generating charging stations and centralized vehicle-to-grid facilities.	Within sixty (60) days from the award date
b) Propose rates that will be charged by DUs on all charging stations, considering, among others, the utilization of the charging station, the promotion of efficiency, the unique requirements of charging stations, and its effect on the DU's demand profile and distribution system.	1 <sup>st</sup> draft: Within ninety (90) days from award date Revised draft: Within forty-five (45) days from presentation to the combined team of USAID ESP and the ERC

<p>c) Develop interconnection standards for the installation and utilization of charging stations ensuring the compliance with the Philippine Electrical Code (PEC), Philippine Distribution Code (PDC), Philippine Grid Code (PGC), and other relevant laws, rules, regulations, and standards. May propose amendments to the existing Codes, if necessary.</p>	<p>1<sup>st</sup> draft: Within ninety (90) days from award date Revised draft: Within forty-five (45) days from presentation to the combined team of USAID ESP and the ERC</p>
<p>d) Design a pilot demonstration of a bidirectional EV charger including metrics of performance</p>	<p>Within forty-five (45) days from award date</p>

**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 16/F Strata 2000 Condominiums, F. Ortigas Ave., Ortigas, Pasig, Philippines
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*(insert full address of the office)*

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

USAID Philippines
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*(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

Jan Ranizen F. Vitán, 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)*.

August 19, 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 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](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 (30%).** Lowest evaluated ceiling price (inclusive of option quantities) .
  - (b) **DELIVERY (20%).** 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 (10%)** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
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](mailto: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: