



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

Commodity/Service Required:	Consulting Services for The Development of Guidelines for the Performance and Capability Tests (GPCT) on Generation Facilities, and the Manner of Reporting to the Commission
Type of Procurement:	Fixed-Price with Payment Milestones
Type of Contract:	Purchase Order
Term of Contract:	Six months (September 2021 – March 2022) including Manual on the conduct of Performance Capability Test on Generation Facilities; Training program and actual training in the use of Power Quality Analyzer and/or other supporting programs and applications with assessment report on the Market Operations Service-Licensing Market and Monitoring Division (MOS-LMMD) technical personnel who attended the training; Prescribed Test Report Format of the Performance and Capability Test Report to be used for the conduct of the said test; and Draft and Final GPCT on Generation Facilities.
Contract Funding:	United States Agency for International Development
This Procurement supports:	Energy Secure Philippines
Submit Proposal to:	psuarez@energysecure.ph
Date of Issue of RFP:	August 12, 2021
Date Questions from Supplier Due:	August 24, 2021
Date Proposal Due:	September 10, 2021
Approximate Date Purchase Order Issued to Successful Bidder(s):	September 17, 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-RFQ-2021-065

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**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.

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 engagement of a Highly Technical Consultant (Consultant) aims to provide the following:

- a) To develop a proposed GPCT, including the Test and Commissioning Protocol for new Generation Facilities;
- b) To train the ERC MOS-LMMD personnel in the use of Power Quality Analyzer (PQA) or other similar programs and applications in determining the capability of the Generation Facilities;
- c) To determine the necessary operating parameters during the conduct of Performance and Capability Test;
- d) To develop and design a Test Report prescribed format be accomplished and submitted to the Commission;
- e) To enhance and improve the performance of the monitoring mandate of the ERC, gain first-hand knowledge on the procedures and protocols to be adopted in the conduct of Performance and Capability Tests on Generation Facilities, and provide training to the technical personnel of the MOS

Product or Service Expectations (both if applicable):

The **scope of work** for the consultancy service for the development of guidelines for the performance and capability tests of Generation Facilities, and the manner of reporting to the ERC shall be as follows:

- 1) Prepare and develop a work plan schedule for the implementation of the crafting of the GPCT on Generation Facilities.
- 2) The Consultant, together with MOS-LMMD personnel, shall conduct at least one (1) plant visit/virtual visit for the following technologies, subject to travel restrictions due to COVID 19, and shall identify the major equipment that is needed to be included in the GPCT:
  - a. Pulverized Coal-fired Power Plant
  - b. CFB Coal-fired Power Plant
  - c. Super-critical Coal-fired Power Plant

- d. Bunker C/Diesel Power Plant
  - e. Hydroelectric Power Plant
  - f. Run-of-River Power Plant
  - g. Solar PV Power Plant
  - h. Wind Power Plant
  - i. Geothermal Power Plant
  - j. Biomass Power Plant
  - k. Hybrid Power Plant
  - l. Battery Energy Storage System
- 3) The Consultant shall train the MOS-LMMD on the procedure how to test and get the parameters of each equipment of the Generation Facility to ascertain its capability and reliability.
- 4) The Consultant shall develop a GPCT, including the Test and Commissioning protocol for new Generation Facilities, for each kind of technology, as follows:
- a. Pulverized Coal-fired Power Plant
  - b. CFB Coal-fired Power Plant
  - c. Super-critical Coal-fired Power Plant
  - d. Bunker C/Diesel Power Plant
  - e. Hydroelectric Power Plant
  - f. Run-of-River Power Plant
  - g. Solar PV Power Plant
  - h. Wind Power Plant
  - i. Geothermal Power Plant
  - j. Biomass Power Plant
  - k. Hybrid Power Plant
  - l. Energy Storage System
- 5) The Consultant shall train the MOS-LMMD personnel in the use of Power Quality Analyzer (PQA) and/or other similar programs and applications in determining the capability of the Generation Facilities.
- 6) The Consultant shall determine the necessary operating parameters during the conduct of Performance and Capability Test.
- 7) The Consultant shall develop and design a Test Report prescribed format to be accomplished and submitted to the Commission.
- 8) The Consultant shall develop procedure to enhance and improve the performance of the monitoring mandate of the ERC, ensure that the MOS-LMMD personnel gain first-hand knowledge on the procedures and protocols to be adopted in the conduct of performance and capability tests of Generation Facilities, and provide training to

the technical personnel of the MOS-LMMD taking into account the practices in other jurisdictions.

- 9) The consultant shall assist the MOS-LMMD in its presentation of the GPCT to the Commission.

### **Consulting Services and Responsibilities of the Lead Consultant**

1. The Consultant shall develop a work plan and schedule to implement its crafting of the GPCT on Generation Facilities.
2. The Consultant shall coordinate with MOS-LMMD and other relevant agencies and entities including, but not limited to, the Generation facilities concerned in the development of the GPCT.
3. The Consultant shall be responsible in ensuring data consistency, analyze and interpret the same and make relevant recommendations.
4. The Consultant shall directly report to the MOS-LMMD on its plan of action and timing of the deliverables.
5. The Consultant shall be physically, and/or through any online platforms, available for consultations with the MOS-LMMD at least once a week, or as the need arises, during the crafting of the said guidelines and manual.
6. The Consultant shall be responsible for the dataset compilation and the final edit and lay-out of the printable version of the final guidelines and manual.
7. The Consultant shall be responsible for the development and completion of the deliverables including the:
  - a) Step by step Manual on the conduct of Performance and Capability Test on Generation Facilities;
  - b) Training program and actual training in the use of program application and devices for the conduct of Performance and Capability Tests;
  - c) Prescribed Testing Report format;
  - d) Draft GPCT; and
  - e) Final GPCT.

### **Expected Outputs**

- a) Step by step Manual on the conduct of Performance and Capability Test on Generation Facilities;

- b) Training program and actual training in the use of Power Quality Analyzer and/or other supporting programs and applications with assessment report on the MOS-LMMD technical personnel who attended the training;
- c) Prescribed Test Report Format of the Performance and Capability Test Report to be used for the conduct of the said test;
- d) Draft and Final GPCT on Generation Facilities.

Deliverables, Timelines, Special Terms and Conditions:

Deliverables	Timeline
Inception Report (4 hard copies with electronic copy), which includes, among others, the work plan that identifies in detail the procedures/processes and schedule to be utilized for the crafting of the guidelines.	Last week of September 2021
Final Inception Report (4 hard copies with electronic copy), which takes into account the inputs/comments from ERC.	Within two weeks after receipt of comments from the combined team of USAID ESP and ERC
Interim Manual (4 hard copies and electronic copy), which contains the step-by-step manual on the conduct of performance and capability test for generation facilities	Within a month upon final inception report
Final Manual (4 hard copies and electronic copy), which contains the step-by-step manual on the conduct of performance and capability test on generation facilities which includes the ERC inputs/comments.	Within a month after receipt of comments from the combined team of USAID ESP and ERC
Virtual Visits in Generation Facilities	TBD subject to COVID 19 travel restrictions and health protocol

Interim Test Report Prescribed Format (4 hard copies and electronic copy) for the use for the conduct of performance and capability test on generation facilities	TBD
Final Test Report Prescribed Format (4 hard copies and electronic copy), for the use for the conduct of performance and capability test on generation facilities which includes the inputs/comments from ERC.	TBD
Draft Guidelines on the Performance and Capability Test on Generation Facilities (4 hard copies and electronic copy) including the data parameters, validation operations and results)	TBD
Final Guidelines on the Performance and Capability Test on Generation Facilities (10 original hard copies and electronic copy) including the data parameters, validation operations and results, which takes into account the final comments from the ERC Commission <i>en banc</i>	TBD

### 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

*(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)*.

August 24, 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>, 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 (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: