

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

Commodity/Service Required:	Development of a Cloud-Based Online Application System for Registration and Processing of the Electric Vehicle Charging Station (EVCS) Operator
Type of Procurement:	Fixed-Price with Payment Milestones
Type of Contract:	Purchase Order
Term of Contract:	Six (6) months after they received the Notice to Proceed, with two (2) years warranty and support. Project completion shall be acknowledged by DOE through submission/approval of Project Completion Acknowledgement Form.
Contract Funding:	United States Agency for International Development
This Procurement supports:	Energy Secure Philippines
Submit Proposal to:	jvitan@energysecure.ph
Date of Issue of RFP:	March 22, 2022 (Philippine Standard Time)
Date Questions from Supplier Due:	March 29, 2022 (Philippine Standard Time)
Date Proposal Due:	April 5, 2022 (Philippine Standard Time)
Approximate Date Purchase Order Issued to Successful Bidder(s):	April 19, 2022 (Philippine Standard Time)

<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/P-2022- 010

### 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

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

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 development of a cloud-based online application system for registration and processing of the Electric Vehicle Charging Station (EVCS) operator aims to:

- To develop a cloud-based online application system for registration and processing of EVCS operator's and incentives availment application and integrate additional modules that are essential to overall application process compliance with the DC2021-07-0023.
- To have an efficient quarterly submission of the actual consumption of EVCS and develop a payment gateway system which will be used in the integration of an online payment system that will streamline payment process for a complete paperless transaction.
- To design a scalable, reliable, and secure cloud application in terms of database, bandwidth, and flexible modules for expansion.
- To provide real-time administrative and management functions to the EU, including but not limited to energy situation and data analytics, assistance on the location, time of operation, type of charging protocol, and classification of EVCS.
- To develop application protocol compliant with the Data Privacy Commission and Payment Card Industry Data Security Standard (PCI DSS).
- To design and deliver a Secure Sockets Layer (SSL) that is a standard security technology for establishing an encrypted link between a server and a client or a mail server and a mail client. This will allow sensitive information such as credit card numbers, social security numbers, and login credentials to be transmitted securely.

##### Product or Service Expectations (both if applicable):

The Service Provider (SP), being knowledgeable in web designing, computer programming and systems software development, is required to provide services for the development/customization of the cloud-based application software and online database systems which addresses/contains the following Scope of Works (SW).

- Submission of Inception Report and work schedule based on the SP and End-User (EU) meetings and formulation of System Architecture, System Requirements and Design Specifications (SRDS) with the following major components:

Application Software:

- User-friendly, unique account registration and generation with folders per applicant;
- The software will have two main modules: (1) A portal for EVCS operator for the submission of documentary requirements and quarterly reports of their actual energy consumption from EVCS and minimum energy performance (MEP) and for incentives availment, link to payment page, among others; (2) A management and administration portal for authorized DOE users to administer users, establishment and form data; monitor submission compliance, build dynamic and tabular reports that will be shown in dashboards including data analytics.
- Capability to filter and verify spammers, hackers, data theft, among others, and bogus applications;
- Automated acknowledgement per successful submission;
- Backend module that can provide real-time activity, search and identify location of EVCS with the time of operation, type of charging fee structure, classification of EVCS, and type of charging protocol;

Cloud Architecture:

- Design a secured cloud architecture with scalable cloud storage and bandwidth;
- Design and deliver a cloud fail over mechanism and a redundant server in the cloud;

Payment Gateway & Integration:

- Design and deliver a secured payment gateway capable of handling and or process various online payment channels; and
- Design and integrate the payment gateway application programming interface (API's) to the DOE- EVCS portal that will enable to connect checkout system to a payment acquiring network;

During the formulation of SRDS, requirements elicitation of workshops/activities will be conducted to determine, review, and finalize a more detailed requirement of the project which would be agreeable to SP and EU.

- System integration to the Energy Virtual One-Stop Shop (EVOSS) system server and DOE IT System, data requirements and information management
- To design a cloud-based system ready to be integrated to the EVOSS system and DOE IT system server.
- Account registration shall only be shown in the integrations to the EVOSS system server. Details and information on the real-time activity, search and identify location of EVCS with the time of operation, type of charging fee structure, classification of EVCS, and type of charging protocol, and other EU defined analytics shall be solely shown in the cloud-based online application system and DOE IT system server.

- Actual data and information on the database of the System shall be managed by the EU and shall not be included and accessible by the EVOSS system server.
- Completion, delivery and adoption of the cloud-based application software and develop modules/user manual, integrated Data Privacy Compliance, Online Subscriptions, necessary hardware and trainings.
- System Development and Deployment (using Agile Software Development Methodology and preferably the latest Technologies particularly Java and Grails Framework and PostgreSQL/MySQL/NoSQL/MSSQL). The System will run on the latest platform and version of Google Chrome, Mozilla Firefox, Internet Explorer, Microsoft Edge, and Safari.
- Integration of Data Privacy Compliance and SSL.
- The SP shall provide physical back-up storage system of the whole system covered in the project. This physical back-up system will be initially placed in SP facility and then will be transferred to DOE after the EU approval of the terminal report.
- Submission of Terminal Report stating the overview, objective, budget plan, instruction modules/manual, activity report (AR) based on the minutes of the meetings, among others, and output description of the project.

The SERVICE PROVIDER (SP) shall:

- Manage of servers for two (2) years;
- Familiarize with the current processes of the EU;
- Develop and document systems/software based on the Scope of Work using information system and electronic database management system designed for the specific requirements of the EU;
- Identify and provide necessary infrastructure, hardware and software during development of the cloud-based online application system to run the e-processing system, as designed;
- Familiarize with the current DOE IT system platform which shall be utilized and considered in the eventual integration of the could-based system to DOE server;
- Regularly coordinates with Energy Utilization Management Bureau (EUMB);
- Provide at least three (3) in-depth trainings for DOE personnel (EUMB and ITMS) and EVCS stakeholders with a minimum of ten (10) participants per training. All expenses shall be shouldered by the SP; and
- Two (2) years of support that includes server, hardware and software maintenance.

Service Provider Qualifications:

- As a minimum requirement, the SP must have at least two (2) years-experience in systems customization/development particularly on workflow for government/process management, online services and open-source technology.
- SP must have extensive experience and knowledge in energy conversions and/or conventions;

- SP must have knowledge and experience in payment gateways with one (1) or more actual experience providing payment gateway solutions to any Government institutions;
- SP must have a certified Data Privacy Compliance officer within its organization;
- SP must be a certified partner of a reputable cloud service provider;
- Upon awarding of the contract, the winning bidder (SP) must provide a project team staffing and the SP must provide Curriculum Vitae (CVs) of their proposed staff clearly showing the relevant skills and work experience. They may propose additional staffing to complement the skills of their proposed staff at no additional cost to the DOE. There shall be no replacement of manpower assigned in the project until after fifty percent (50%) of the personnel man-months have been served, except for justifiable reasons.

Secure Socket Layer (SSL) and necessary Data Privacy Compliance

- A. *Security: SSL Organization Validated and Wildcard SSL Organization Validated Standard SSL*

TECHNICAL REQUIREMENTS:

1. Must provide 2048bit future proof SSL certificates
2. Must provide Auto Certificate Signing Request (CSR)
3. Must provide Secure Site Seal
4. Must provide Wildcard SSL
5. Must provide unlimited reissues / replacements for lifetime of certificate
6. Must support basic malware scanning
7. Must have Site checker installation verification
8. Must support universal Compatibility with all browsers and devices
9. Must secure both www.DOE.portal.com and URL address within DOE
  - Support and Warranty – One (1) year support and subscription
  - Training / Knowledge Transfer
  - Provide additional OV standard SSL as needed

- B. *Data Privacy Compliance Assistance*

<b>Data Protection Officer (DPO) Registration and Development</b>	
	Assist in DPO registration
	Orient the appointed DPO on DPO duties, responsibilities, and accountabilities
<b>Privacy Impact Assessment</b>	
	Perform Privacy Impact Assessment of critical web portal systems and processes
<b>Data Privacy Accountability</b>	
	Assist in the development of Privacy Manual
	Assist in the development of Privacy Management Program
	Assist in the development of data privacy and information security policies
	Develop Data Privacy Awareness plans and programs

	<b>Breach Management</b>	
		Assist in the formation of Vulnerability Response Team
		Develop Breach Reporting Procedures, Guidelines, templates, samples and forms

Deliverables, Timelines, Special Terms and Conditions:

ACTIVITY	SCOPE OF WORKS	DELIVERABLES
1.	Submission of Inception Report and Formulation	<ul style="list-style-type: none"> <li>Inception report and work schedule</li> <li>Activity Report (AR)</li> </ul>
2.	Documentation of system architecture, System Requirements, and Design Specifications (SRDS)	<ul style="list-style-type: none"> <li>System architecture, System Requirements, and Design Specifications (SRDS) documentation, and beta testing</li> <li>Approval from DOE before proceeding to the next step</li> <li>Activity Report/s</li> </ul>
3.	Systems Development and Integration to DOE IT System, data requirements and information management, and to the Energy Virtual One-Stop Shop (EVOSS) systems	<ul style="list-style-type: none"> <li>Cloud-based online application system for registration and processing of the Electric Vehicle Charging Station (EVCS) operator with the application portion integrated to the EVOSS system server</li> <li>Database migrated/populated to the DOE server</li> <li>Real Environment Testing and Pilot Testing conducted and accepted by EU</li> </ul>
4.	Completion, delivery and adoption of the cloud-based application software and develop modules/user manual, integrated Data Privacy Compliance, Online Subscriptions, trainings and submission of Terminal Report stating the overview, objective, budget plan, instruction modules/manual, minutes of the meetings and output description of the project.	<ul style="list-style-type: none"> <li>Data Privacy Compliance Report and SSL Certificate</li> <li>Certificate of Subscription of the Cloud-based Virtual Server</li> <li>Training Modules</li> <li>User Manual</li> <li>System Administration Manual</li> <li>Source codes</li> <li>Terminal Report Documentation</li> <li>Installation of physical on-premise back-up system</li> <li>Compilation of all ARs</li> </ul>

### 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 USAID Energy Secure Philippines Activity, Unit 1409 & 1410, One Park Drive, 9th Ave. Cor. 11th Drive, BGC, Taguig City.
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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 regards to this RFQ/RFP to be directed to

**Jan Ranizen F. Vitan**, 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)*.

**March 29, 2022**

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: