

Request for Proposal (RFP)

Commodity/Service Required:	Catalytic Energy Fund: Stand-alone Solar Products (Tier 1 and above)
Type of Procurement:	Sub-contract
Type of Contract:	Fixed Price with Payment Milestones
Term of Contract:	12 – 18 Months
Contract Funding:	USAID
This Procurement supports:	USAID-PNG Electrification Partnership (USAID-PEP)
Submit Proposal to:	procurement@png-pep.org
Date of Issue of RFP:	Wednesday 29 June 2022
Date of (online) Pre-Bid Meeting:	Tuesday 12 July 2022 at 11.00 AM A confirmation is required to attend the bid meeting and maximum two person representing the company. Send your reservation to: procurement@png-pep.org
Date Questions from Bidder Due:	Friday 15 July 2022
Date Proposal Due:	Monday 29 August 2022
Approximate Date Purchase Order Issued to Successful Bidder(s):	7 October 2022

Method of Submittal:	
Email to procurement@png-pep.org	
Respond via e-mail with attached document in MS Word / pdf format. For detailed proposal submission guidance please refer to Annex 1 . INSTRUCTION TO BIDDERS: PROPOSAL SUBMISSION	
The Bidder agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP.	
Solicitation Number:	PEP RFQ-2022-009

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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
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”).
Bidder’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Bidder’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders 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 bidder. 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 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 maintain 22 projects in Asia region with its offices located in Indonesia, Thailand, Cambodia, Philippines, Laos, India, and Nepal. RTI Asia Regional Office (ARO) based in Jakarta, Indonesia supports RTI projects implementation in Asia Region.

RTI is the prime contractor of the USAID-PNG Electrification Partnership Activity (USAID-PEP), a five (5) year project funded by United States Agency for International Development (USAID). The project aims to help PNG achieve its goal of connecting 70% of its population to electricity by 2030. To accomplish this goal, RTI aims to reach a target of at least 220,000 new off-grid household electricity connections and institutionalize key strategies that will enable PNG to achieve this by the end of USAID-PEP. USAID-PEP is delivered through four main objectives: (1) Demonstrate measurable increase in PNG Power Limited's financial viability and operational efficiency, (2) Develop viable off-grid electrification models, (3) Demonstrate measurable improvement in PNG's regulator, and (4) Catalyze private investment for energy projects.

This call for proposals is a part of Objective 2 – Develop viable off-grid electrification models. Specifically, USAID-PEP is seeking submissions from suitably qualified Papua New Guinea based organizations to support the development, adoption, or scale-up of innovative business models and approaches to serve communities that currently lack access to quality-verified Tier 1 and above stand-alone solar products. For the purposes of this RFP, responding companies will be referred to as 'bidders'. Eligibility requirements are outlined in Annex 1.

It is expected that successful proposals will show innovation in their proposed approaches – for example, approaches that increase affordability of quality-verified stand-alone solar products for low-income households, targeting difficult to access markets within PNG, building new partnerships and distribution strategies, building rural entrepreneur networks, or building and

strengthening financing models (including PayGo). USAID-PEP will be looking for sustainable business models and also encourages female-led initiatives and/or proposals that target improvement of women-owned businesses through stand-alone solar products (both the productive use of stand-alone solar products, and the establishment of female entrepreneur led sales and distribution models).

A total of USD 750,000 from the Catalytic Energy Fund (CEF) has currently been allocated for this funding round and aims to catalyze the Tier 1+, quality verified, stand-alone product market in PNG and deliver household connections at low cost. USAID-PEP envisages that more than one project will be supported through this funding round. Bidders are able to submit proposals up to a maximum of USD 200,000 in direct funding from USAID-PEP – there is no minimum amount.

Further information on RFP expectations – including guidance on leverage from bidder - is outlined in the following sections.

Product or Service Expectations:

The RFP response is structured in a manner that enables flexibility for bidders to propose innovative approaches to accelerate adoption of stand-alone solar products in Papua New Guinea (PNG). Minimum expectations are set out below.

Technical requirements:

- Stand-alone solar products used must be VeraSol quality-verified and provide a service level equivalent to Tier 1 and above of the Multi-Tier Framework.¹
- The proposed approach should also ensure that any relevant rules and regulations are taken into account. For example, any end user financing or end user subsidy models should take into account relevant financial regulations in PNG.

Potential bidders' submissions should provide a clearly articulated response that includes:

- Organization background: Clearly introduce all organizations taking part in the activity identifying the lead bidder, and supporting organizations. Roles and responsibilities should be clearly outlined.
- Proposed intervention: Include a clear statement on the proposed intervention and the particular challenge it is seeking to address. Respondents should be clear in the additional activity this funding will support, over and above their business-as-usual activity (i.e., indicate additionality, indicate local employment opportunities created).

¹ VeraSol products can be viewed at: <https://data.verasol.org/products/sek?verified=true>

Multi-Tier Framework definition can be viewed here: <https://mtfenergyaccess.esmap.org/methodology/electricity>

Tier 1 – Minimum 3W solar module AND 12Wh available daily energy **OR** Lighting of 1,000 lmhr/day AND phone charging AND service must be available for 4 hours per day and 1 hour at night.

Tier 2 – Minimum 50W solar module AND 200Wh available daily energy **OR** Lighting of 1,000 lmhr/day AND phone charging AND television AND fan (if needed) AND service must be available 4 hours per day and 2 hours at night.

- **Project Description:** Include the location(s) of the planned activity, planned number of households to be reached, implementation plan describing how the project goals will be achieved, and planned post-implementation activities (e.g., servicing and warranty fulfilment). Bidders should describe how the proposed intervention will be commercially sustainable or support steps towards eventual commercial sustainability if this is an earlier stage intervention.
- **Community Engagement:** Clearly articulate how communities being served will be included in the development and implementation of this project. This should include all members of communities, with particular attention paid to opportunities to engage and empower females in the chosen communities.
- **Financial Considerations:** USAID-PEP has allocated a total of USD 750,000 from the Catalytic Energy Fund (CEF) for this round of innovative business model proposals, and aims to support more than one company through this funding round. Bidders are able to request a maximum of USD 200,000 in direct funding – there is no minimum amount.
 - o *Bidder contributions:* Bidders are expected to outline the amount of leverage they will contribute to the project. Leverage can be presented in a variety of forms – and is anything of value that is measured, financial contributions, third party contributions, donated services or property, or intellectual property.

A line-item budget for all activities and products should be included using the template found in this RFP pack.

- **Proposed timeline:** Potential bidders should provide a clear timeline outlining the steps that will be taken to achieve the project goals. USAID-PEP would like projects supported through this round delivered in a 12 -18 month timeframe, but longer project timeframes will be considered if strong rationale is given.
- **Risk Management:** State any identified risks to project viability and implementation. Any potential mitigation actions should also be articulated.

Additional background: Catalytic Energy Fund – Utilization Principles

USAID-PEP has created utilization principles that will guide the management of the Catalytic Energy Fund and inform the evaluation of proposals. It is important to note that these principles are not specific to the stand-alone solar market, and also cover USAID-PEP’s work on mini-grids which is outside the scope of this request. It is not expected that potential bidders will meet all of the criteria, but proposals that are aligned with these criteria will be evaluated favorably:

Utilization Principles:

- **Maximize Off-Grid Connections.** It is imperative that the CEF play a catalytic role in contributing towards the Objective 2 goal of facilitating 220,000 new off-grid

connections. It is critical that funding be designed to help catalyze further investment resulting in additional connections.

- **Maximize Value for Money.** In order to maximize new connections and impact, it is critical that the CEF focuses on projects with low costs per connection.
- **Achieve Lower Cost per Connection.** In addition, in order to promote the sustainability of the sector going forward, CEF shall focus on projects that help to lower the installed cost per new connection.
- **Crowd in Private Sector Investments.** CEF should seek to cover viability gaps in funding to the extent possible, thereby allowing off-grid solar companies (OSCs) to achieve a reasonable risk-adjusted return on their investment. This will attract capital from private sector investors, which is critical to meet the funding gap in the off-grid sector.
- **Facilitate Improved Economies of Scale and Achieve a Commercially Sustainable Model.** CEF should facilitate transition to improved economies of scale and towards a commercially sustainable model (in accordance with OECD’s 5 Blended Finance Principles and IFC’s Blended Concessional Finance Principles for Private Sector Projects).²³
- **Use of Funds to Prioritize Capital Expenditure (“capex”).** CEF should prioritize OSC’s capex needs in order to ensure that CEF funds are directly tied to new installations and connections, which directly aligns with Objective 2 goals (as opposed to covering overhead or other costs, which may have a less direct impact).
- **Address Last Mile Distribution Challenge.** CEF can help support logistics/distributors’ capex needs as last mile distribution of stand-alone solar products is one of the key barriers that hinder the deployment of off-grid solar solutions in rural areas. Less than 18% of quality-verified off-grid solar products are sold in PNG’s rural villages.⁴
- **Promote Quality Installations.** The CEF should prioritize Tier 1+⁵ electrification products to provide lighting and mobile-phone charging.⁶ Further, CEF should promote quality-verified products that have been tested according to the VeraSol (formerly Lighting Global) testing procedure for off-grid solar products. Following such standards will help to ensure that new connections are receiving reliable access to energy.

² OECD. “Blended Finance Principles.” 2021. <https://www.oecd.org/development/financing-sustainable-development/blended-finance-principles/>

³ IFC. “Blended Concessional Finance for Private Sector Projects.” 2021.

https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/bf/bf-details/bf-dfi

⁴ IFC. PNG Off-grid 2019 Report.

⁵ VeraSol products can be viewed at: <https://data.verasol.org/products/sek?verified=true>

Multi-Tier Framework definition can be viewed here: <https://mtfenergyaccess.esmap.org/methodology/electricity>

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Tier 2 – Minimum 50W solar module AND 200Wh available daily energy **OR** Lighting of 1,000 lmhr/day AND phone charging AND television AND fan (if needed) AND service must be available 4 hours per day and 2 hours at night.

⁶ These products provide power to a household for a minimum of four hours a day, of which one hour must be in the evening.

- **Promote Gender Equity.** The CEF should promote gender equity. OSCs should receive additional consideration for providing a gender action plan.
- **Promoting Transparency.** CEF should be advertised through a public channel with clear award criteria. Debriefings for OSCs that submit a proposal but are not selected should be offered. Awards to OSCs should also be published.
- **Accountability for OSCs.** OSCs shall have clear guidance in the contracts with RTI on reporting requirements including reporting around use of funds and resulting connections.
- **Donor Coherence.** CEF shall align with and not compete with other donor programs in the off-grid sector (e.g., Pawarim Komuniti).

Deliverables, Timelines, Special Terms and Conditions:

The lead Bidder of any successful proposal(s) will ultimately be responsible for the delivery of expected outcomes. They will be the main point of contact with the USAID-PEP team and will be responsible for all reporting activities.

A final deliverable schedule - taking into account the bidder’s submitted timelines – will be agreed upon with the USAID-PEP team during the contract finalization stage.

List of deliverables and timeline *[note: this payment schedule may be amended in consultation with the bidder]*

NO	List of deliverables	Indicative Timeline
1	Deliverable 1 - Final activity design and implementation schedule	Due three weeks after contract signing
2	Deliverable 2 – Report #1 outlining progress against agreed milestones	TBC
3	Deliverable 3 – Report #2 outlining progress against agreed milestones	TBC
4	Deliverable 4 - Final Report	TBC

Pricing Template for Bidders

Bidders should use this template to specify costs. Proposals may be quoted in US Dollars (USD) or PNG Kina (PGK) but should not exceed an ask of USD 200,000 from USAID-PEP.

Item #	Description	Unit	Unit of Measure	Unit Price	Frequency	Unit of Measure	Total Fixed Price	Billed to RTI	Leverage Fund
1	Item AAAA	2	Pcs	PGK/USD XXXX	1	Pax	PGK XXXX	PGK XXXX	PGK XXXX
2	Expert BBB	2	Person	PGK/USD XXXX	3	days	PGK XXXX	PGK XXXX	PGK XXXX
3									
Sub Total Value							PGK XXX	PGK XXX	PGK XXX
GST XX %							PGK XXX	PGK XXX	PGK XXX
Total Value							PGK XXX	PGK XXX	PGK XXX

***) Please use this template for your financial proposal and explain the proposed term of payments.**

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

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 a single “approved” bidder based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award more than one bidder. If an Ordering Agreement is established as a result of this RFP, bidder 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

1st Floor
Gordons Business Centre, Hohola
PO Box 209
Vision City
Port Moresby, National Capital District
Papua New Guinea

(insert full address of the office)

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

USAID

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Bidder by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Bidders will submit a quote/proposal which contains offers for all items and options included in this RFP. All information presented in the Bidders quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFP may result in Bidder’s offer being deemed non-responsive. Bidders are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the 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 Bidder’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 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 (as set out in the Products & Services Expectations). This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Bidder 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 Bidder must provide RTI the correct ECCN and the name of Bidder'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 Bidder, by his response to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Bidders (potential bidder or bidders) must record their pricing utilizing the format found on Attachment "A". Bidders must sign the single hardcopy submitted and send to address listed on the cover page of this RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFP to be directed to

Virginia Patterson

(insert name of procurement officer)

at this email address:

vpatterson@rti.org; copy to procurement@png-pep.org

(insert email address of the procurement officer).

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

Friday 15 July 2022

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Bidder shall deliver the items or services no later than the dates set forth in the contract that will be agreed upon by both parties as a result of this RFP. The Bidder 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 Bidder.
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. Bidders may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Bidders 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 Bidder whose offer conforms to the RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Bidder representing the **best value** to the project and to RTI. For the purpose of this 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 Bidders. Therefore, the Bidder's initial offer should contain the Bidder'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 assessment panel will be looking for clearly thought out and well-articulated submissions that show an opportunity to accelerate adoption of stand-alone solar products in underserved communities.

The evaluation factors will be comprised of the following criteria:

Financial:**(a) TOTAL COST, COST PER CONNECTION and LEVERAGE – 30 Points**

- Completeness and transparency of budgeted project costs
- Lowest evaluated cost to USAID per connection (total project cost/reach)
- Highest leverage commitment from the applicant (in % of the total cost).

Technical:**(b) TECHNICAL - 40 points.**

- Specifications in the RFP (outlined in the Product or Service Expectations section) are met or exceeded, clearly outlining an innovative approach to delivering stand-alone solar products to underserved communities. This will also evaluate the number of households expected to be connected as this is a key target of USAID-PEP.

(c) DELIVERY - 10 Points.

- Bidder provides a robust delivery schedule and demonstrates ability to deliver on-time (including mitigating foreseeable barriers and risks) with expedited implementation where possible. RTI may also use information from third-parties to evaluate potential risks.

(d) PAST PERFORMANCE – 10 points.

- Bidder and partners can demonstrate capability and resources evident in their past similar projects to provide the items/services requested in this solicitation in a timely and responsive manner.

(e) GENDER FOCUS – 10 points.

- Consideration and integration of gender elements including increasing the number of females involved in the stand-alone solar market, creating new opportunities for women owned enterprises.

(f) OTHER EVALUATION CRITERIA.

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12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful bidder 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 Bidder in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.

14. **Representations and Certifications.** Winning bidders 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 Bidder shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Bidder agrees, as evidenced by signature below, that the bidder's completed and signed solicitation, bidder's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Bidder Company Name)*

Signature: _____

Title:

Date:

Annex 1.**INSTRUCTION TO BIDDERS: PROPOSAL SUBMISSION AND SCORING INFORMATION**

Bidders will be required to submit the response to the RFP as an email comprising two folders: An eligibility requirements folder and proposal folder. Proposals will only be evaluated if eligibility requirements are met.

A. ELGIBILITY REQUIREMENTS FOLDER

Documentation to be submitted includes:

- 1) Completed vendor information form attached in Annex 2. Vendor Information Form
- 2) Proof of Legal Registration in Papua New Guinea
- 3) IRC Certificate (TIN)
- 4) Current Insurance cover (COC)

The following additional documents will be required if the bidder is selected. Bidder may submit them together with the proposal at this stage.

- **Register UEI.** The selected supplier may be required to register a Unique Entity Identifier (UEI) which is created in SAM.gov. See the detail instruction for the registration in Annex 3. General Instructions for Registering for DUNS, NCAGE, SAM for International Organizations. (Step 2).
- **Complete the Reqs and Certification Form.** See attached form in Annex 4.
- **Agreed and signed RFP.** The interested bidder is to read carefully Terms and Conditions (T&C).

B. PROPOSAL FOLDER

The proposal folder should consist of two sub-folders, a Financial Proposal Folder and Technical Proposal Folder. Information submitted under each sub-folder will be referenced for scoring during the proposal evaluation, utilizing the factors outlined in Attachment B, Point 11.

B1. Financial Proposal Folder

The information in this sub-folder will contribute to **Financial Evaluation (30 Points)** and will include a detailed costing, including bidders leverage.

- Lowest evaluated total cost.
- Pricing offers using the table provided under Pricing section or the bidder may suggest another format with clear and fair costing for each deliverable as listed
- Terms of payment
- Details of Bidder's leverage

B2. Technical Proposal Folder

The information in this sub-folder will contribute to the **Technical (40 Points), Delivery (10 Points), Past Performance (10 Points), and Gender Focus (10 Points) Evaluation.**

Documentation in this folder should contain the information on the proposed project – at a minimum covering the requirements outlines under the RFP section ‘Product or Service Expectations’.