Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Development of an Online / Web-Based Uniform Reportorial Requirement (URR) Platform
Type of Procurement:	Fixed-Price with Payment Milestones
Type of Contract:	Purchase Order
Term of Contract:	One year
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:	October 25, 2021
Date Questions from Supplier Due:	November 05, 2021
Date Proposal Due:	November 26, 2021
Approximate Date Purchase Order Issued to Successful Bidder(s):	January 15, 2022

Method of Submittal:	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 60 **days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	ESP_RFQ_2021- 096

Attachments to RFP:

1. Attachment "A" – Commodity Specifications

2. Attachment "B" – Instructions to Bidders/Sellers

3. All PO Terms and Conditions are listed on our website at:
   https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf,
   http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:
   http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the "Terms").
   Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.

Attachment A
Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

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

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

RTI is an implementing contractor of the United States Agency for International Development (USAID) for Energy Secure Philippines (ESP), a five (5) year project. Energy Secure Philippines (ESP) will assist the Philippines energy sector to mobilize investment, deploy modern energy technology, and support policy reforms for a more competitive energy sector that can drive future economic growth and social development. ESP aims to promote development, implementation of, and adherence to existing laws related to competitive and transparent processes that will (a) incentivize private investment; (b) boost the utilization of new advanced energy technologies; (c) increase resilience to natural and human induced shocks; and (d) promote a secure, stable, diversified, and modern towards a more self-reliant Philippine energy sector.

The Energy Regulatory Commission (ERC) is continuing its initiative to manage, streamline, and digitize the implementation of the Rules Governing the Automatic Cost Adjustment and True-Up Mechanisms and Corresponding Confirmation Process for Distribution Utilities (DUs), (hereinafter, the "True-Up Rules"). It envisions the development, launch, and use of an online or web-based Uniform Reportorial Requirements (URR) platform to facilitate the submission of the DUs' reportorial requirements, the processing of their submissions based on the ERC's true-up formulae as embodied in the True-Up Rules to arrive at the DUs' over or under-recoveries, and the storage, organization, and analysis of the various data submitted by the DUs as part of their reportorial requirements. The proposed Online URR aims to automate the Confirmation Process in a timely manner, thereby reducing regulatory lags and volume of cases filed and pending before the ERC.

The Consulting Firm for this engagement is intended to support the Energy Regulatory Commission (ERC) to develop the Online URR system as above envisioned based on an IT infrastructure platform that deploys a suite of software products that are internationally used for data collection, historicizing, finding, analyzing, delivering, and visualizing, or managing of real-time data and events. With an Online URR System in place, ERC's efficiency and effectiveness is improved and it can better manage regulatory risks in the implementation of the DUs' pass-through charges.

Scope of Work:

The Consulting Firm shall:

1) Discuss its proposed implementation methodology by presenting materials specifying recognized standards and best practices;

2) Develop, provide, and implement an IT solution that is based on the functional scope described, fulfills all the technical requirements, and provides the specified deliverables;

Functional Requirements:

The requirements listed are to be construed as minimum requirements that the Consulting Firm shall meet. The Consulting Firm may offer better functionalities during the design and requirements review, as long as this will not entail any additional.

	Component	Description
FR001	Operational Review	Business Process Analysis, Requirements and Detailed Design Uniform Reportorial Requirements (URR) standard templates and reporting

FR002	Web Application for Online URR	• Create Accounts
		• Update Password
		• Separate Login for ERC and DU
		• Separate Homepage for ERC and DU
		• Website Security
		• DU page functionalities:
		  - Data Entry page
		  - Creation of data entry template
		  - Verification of values before submission
		  - Generation of acknowledgment receipt after submission
		  - Time and date of submission reflected
		• ERC page functionalities
		  - Monitor submission compliance per region and area (Luzon, Visayas, Mindanao)
		  - Page should reflect the date of submission of the DU in the current month and should distinguish DUs that have not yet submitted

		- Selecting a specific DU will link to that DU's over(under) report or dashboard
FR003	URR Submission and Validation	DU can independently upload, validate the URRs submitted through the portal, view previous submissions
FR004	URR Data Submission Methods	Either through the web portal or a spreadsheet add-in
FR005	Developing interim procedures	Create a plan to review and recommend action to minimize the backlog of Confirmations of Over/Under Recoveries
FR006	Developing standard templates for submission of URR ERC	Provide the tools and template for the DUs to use in the Online URR submissions
FR007	Data Historization	• Store URR submissions from the start of the creation of the platform and allow migration of previous submissions for historical reviews • Store Historical record of over(under) recoveries calculations
FR008	Dashboards	Create Dashboards for the ERC to help in monitoring DU compliance in URR submissions and reporting
FR009	Reporting and Analysis	Develop requisite reports and analysis for ERC - - Monthly Generation of Over(Under) Reports for each DU. This report should be generated upon submission of data from DU. - Adjustments to charges shall apply in relation to the current over(under) recoveries values. - A PDF (offline) version should be available for record purposes. - It should have a Summary Dashboard for ERC highlighting what DUs are beyond the allowed over(under) recoveries thresholds
FR010	Notification	Solution must provide alerts on important events through email: - Notification for Consolidated Submission Status - The system should notify ERC of compliance status in a monthly basis - Remind DUs of their deadline to submit days before the deadline set by ERC

Additional Functional Requirements:

a) The system will provide ALL users with a dashboard view displaying work lists and statistics for an entire work group, operators within a work group, all workbaskets in an application, or individual workbaskets

b) The system will provide ERC users with the ability to create and configure custom dashboards that draw data from the system or combination of entities. Users must be able to configure queries (by graphically selecting relationships) and customize the view lists and charts that are included in the dashboard.

c) The system will store data in a central repository.

d) The system will be web-based, accessible over the Internet via a browser-based user interface.

e) The system will be available as a Infrastructure as a Service (IaaS) i.e., cloud platform.

f) The URR web portal shall provide:
    1. External facing portal for Regulated Entity (RE) Business Users and Information Consumers (for data submission and report feedback);
    2. Data entry templates

g) The systems data management and Business Intelligence (BI) shall provide:
    1. Capture of data from regulatory filings and decisions
    2. A robust Extract, Transform, Load (ETL) tool to ensure that all data submitted via web forms can be loaded into a data warehouse
    3. An optimally scaled and configured data warehouse

h) The system will allow authorized ERC users to register users and provide role based access.

i) The system will provide users the ability to automatically validate data when it is input into the system.

j) The system will provide users with immediate feedback of all validation errors that were detected when they try to submit data to the system. Where possible, validation errors will be directly and visually associated to the problematic data in order to help users understand and rectify the issues.

k) The system will provide authorized ERC users with the ability to delete data either at the individual row-level or for multiple rows.

l) Audit trail of changes to data.

m) The system will maintain an audit trail for all additions and changes to processed data and associated metadata, including the values that were changed, the time and date they were changed and the user or system process that changed them.

n) The audit trail must be secure, immutable and viewable and reportable by authorized users.

o) The system to report on workflow e.g., current status of a workflow, current documentation within a workflow, current input data requiring approval, outstanding and incomplete workflows, users associated with the workflow, delegated tasks.

p) The system will provide users with the ability to export processed data to a range of structured formats including CSV and Microsoft Excel.

Technical Requirements:

This section states the various technical specifications and requirements that the IT solution must fulfill. These specifications, in addition to the functional requirements, will be the basis for ERC's technical evaluation criteria. The Consulting Firm may offer better specifications during the design and requirements review, as long as this will not entail any additional cost to the ERC.

Code	Component	Description

TR001	Architecture	• Provide its recommended architecture and corresponding financial details based on the above indicated context • Provide details on systems integration, security and segregation, and the collection, storage, processing, distribution, and display of data and information
TR002	Security	• Data Acquisition shall ensure a full site security against any cyber-attack. • Integrate management of specific access rights to different accredited user's levels
TR003	Data Acquisition	Provision of detailed data to be gathered for each DU
TR004	Data Validation	System should be able to validate accuracy when compared to manual reports generated by DU
TR005	Data Structuring	• Solution should be capable of structuring the data to contextualize the information for easy analysis and integration to other platforms. • Data structuring should provide analysis/calculation of data and should allow organization of data according to asset's attributes. • Data should be organized hierarchically with consideration to region, area, and DU. • Hierarchy should be linked to SQL Database where raw values are stored. • Solution should generate notification of compliance on a monthly basis and reminder notification for DUs nearing the deadline of submission • The solution's configuration should take into account special events that ERC wants to capture and be notified.
TR006	Analysis Configuration	Allow user to create calculation templates that can easily be replicated and deployed
TR007	Security, roles and user management Infrastructure	Provide ERC on the recommended user roles for the system
TR008	Detailed procedures on End user support	Provide the end user support during and post go-live
TR009	Backup Procedures and Plans	Provide backup and restore procedures and plans to safely store the system

Characteristics of the Proposed System:

The proposed URR Web-based system shall comply with the ISO/IEC 25010:2011 or the software quality standard. Below are the characteristics needed in the ROS proposed system.

    a. Functional Suitability
- Functional completeness – Degree to which the set of functions covers all the specified tasks and user objectives

- Functional correctness – Degree to which a product or system provides the correct results with the needed degree of precision
- Functional appropriateness – Degree to which the functions facilitate the accomplishment of specified tasks and objectives

b. Performance Efficiency
- Time behaviour - Degree to which the response and processing times and throughput rates of a product or system, when performing its functions, meet requirements
- Resource utilization - Degree to which the amounts and types of resources used by a product or system, when performing its functions, meet requirements
- Capacity - Degree to which the maximum limits of a product or system parameter meet requirements

c. Compatibility
- Co-existence - Degree to which a product can perform its required functions efficiently while sharing a common environment and resources with other products, without detrimental impact on any other product
- Interoperability - Degree to which two or more systems, products or components can exchange information and use the information that has been exchanged

d. Usability
- Appropriateness recognizability - Degree to which users can recognize whether a product or system is appropriate for their needs
- Learnability - Degree to which a product or system can be used by specified users to achieve specified goals of learning to use the product or system with effectiveness, efficiency, freedom from risk and satisfaction in a specified context of use
- Operability - Degree to which a product or system has attributes that make it easy to operate and control
- User error protection – Degree to which a user interface enables pleasing and satisfying interaction for the user
- User interface aesthetics - Degree to which a user interface enables pleasing and satisfying interaction for the user
- Accessibility - Degree to which a product or system can be used by people with the widest range of characteristics and capabilities to achieve a specified goal in a specified context of use

e. Reliability
- Maturity - Degree to which a system, product or component meets needs for reliability under normal operation
- Availability - Degree to which a system, product or component is operational and accessible when required for use
- Fault tolerance - Degree to which a system, product or component operates as intended despite the presence of hardware or software faults

- Recoverability - Degree to which, in the event of an interruption or a failure, a product or system can recover the data directly affected and re-establish the desired state of the system

f. Security
- Confidentiality - Degree to which a product or system ensures that data are accessible only to those authorized to have access
- Integrity - Degree to which a system, product or component prevents unauthorized access to, or modification of, computer programs or data
- Non-repudiation - Degree to which actions or events can be proven to have taken place so that the events or actions cannot be repudiated later
- Accountability - Degree to which the actions of an entity can be traced uniquely to the entity
- Authenticity - Degree to which the identity of a subject or resource can be proved to be the one claimed

g. Maintainability
- Modularity - Degree to which a system or computer program is composed of discrete components such that a change to one component has minimal impact on other components
- Reusability - Degree to which an asset can be used in more than one system, or in building other assets
- Analysability - Degree of effectiveness and efficiency with which it is possible to assess the impact on a product or system of an intended change to one or more of its parts, or to diagnose a product for deficiencies or causes of failures, or to identify parts to be modified
- Modifiability - Degree to which a product or system can be effectively and efficiently modified without introducing defects or degrading existing product quality
- Testability - Degree of effectiveness and efficiency with which test criteria can be established for a system, product or component and tests can be performed to determine whether those criteria have been met

h. Portability
- Adaptability - Degree to which a product or system can effectively and efficiently be adapted for different or evolving hardware, software or other operational or usage environments
- *Installability* - Degree of effectiveness and efficiency with which a product or system can be successfully installed and/or uninstalled in a specified environment
- Replaceability - Degree to which a product can replace another specified software product for the same purpose in the same environment

Architectural and Design Technical Requirements:

a. The system must secure interfaces via techniques such as mutual authentication, channel encryption. The interface must conform to current best practices for design and latest technical standards that are compatible to the existing ERC ICT resources.

b. The system should incorporate commercially available application packages, whenever possible, to decrease development and maintenance costs of in-house developed software.

c. The conceptual framework design of the Web-based URR.

Cloud Hosting Hardware and Software Minimum Requirements:

Item	Web server	Database Server
Processor	4 Cores 1.9 GHz CPU	4 Cores 1.9 GHz CPU
RAM	32 GB RAM	64 GB RAM
HDD	1 TB of free space or more is recommended for the web shop data (non-system drive is preferred)	2 TB of free space or more is recommended for the software that is listed in the software requirements (system drive)
Operating System	Windows Server 2019	Windows Server 2019
Software Development Framework	Microsoft Technology	
Software	Latest version of Internet Information Service (IIS) Requires SSL Certificate for the Web Application	SQL Server 2019 Enterprise Edition
Backup Power System	Data centers' onsite diesel-powered generators Centralized Uninterruptible Power Supply (UPS) System	
Security	24 x 7 Onsite Security Personnel	
Support	Network Operations Center (NOC) staff for monitoring networks	

Other requirements	Redundancy System to ensure 24/7 reliability of connections (e.g. data center, internet service and servers) 99.9% guaranteed up time	

Licenses:

The Consulting Firm shall provide the license/subscription structure with consideration for various access level and profiles for one year. Provide option for yearly software assurance.

The Consulting Firm shall ensure all software licenses are secured and will be valid for the entire duration of development of the URR system.

Deliverables:

Project Deliverables

The Consulting Firm shall provide a turnkey solution for ERC requirements. All software, including its license/subscription, and professional services will be provided by The Consulting Firm for the successful completion of the project. The Consulting Firm shall ensure the proper planning, design, transition, implementation, and turnover of a working solution following the ERC specifications and requirements.

    a. Documentation
The Consulting Firm shall provide project management, functional, design, operation, maintenance, testing and acceptance documentation, as well as training materials and any other documents or written materials needed for the operation and maintenance of the Online URR System.

    b. Testing and Installation

The Testing Methodology must cover the following key elements:
- Functional Test
- System Integration Test (SIT)
- User Acceptance Test (UAT)
- Performance Tests to demonstrate the various functionalities

The Consulting Firm shall submit its proposed Testing Methodology that includes creating the test plan and test scripts.

    c. Training

The Consulting Firm shall provide a comprehensive training course for the users of the Online URR System from the ERC and the DUs. The Consulting Firm shall provide a detailed syllabus per type of training and/or audience. Training materials shall be provided during the training sessions to all participants.

    d. Acceptance

> The Consulting should develop the UAT Plan and materials to conduct such tests.
>
> e. Timelines
>
> The assignment shall be for a period of five (5) months and fifteen (15) days, commencing from the date of receipt of the Notice to Proceed (NTP) by the winning bidder. An Inception report shall be submitted by The Consulting Firm within two (2) weeks from the date of receipt of the NTP, and the Monthly Progress Report thereafter. The Consulting Firm shall be released from its commitment to the contract not more than two (2) weeks upon acceptance by ERC of the Final Online Web-Based URR Platform.

Post Implementation Services:

> Warranty
>
> The Consulting Firm shall guarantee that the solution/system operates according to requirements and is free from defects for a period of twelve (12) months starting from the system goes into go-live operations.
>
> Support Services. The Consulting should provide a single point of contact for issue/problem identification and resolution, support services, and other transactions made regarding service level provision.
>
> Technical Support Incident Escalation
>
> The Consulting Firm shall have an incident escalation structure for the prompt response and resolution of incidents, and other technical issues.

Qualification Requirements:

Qualification Requirement. This validation shall be undertaken by a reputable Consulting Firm. The Consulting Firm must meet the following qualifications:

	QUALIFICATIONS	MINIMUM REQUIREMENTS
Quality of the Firm	• Consultancy Experience – Previously engaged in providing consulting services related to end to end software development up to development, technical support and business process re-engineering	• Have previous solution provider and agreed-upon services related to business process re-engineering and software development; • Knowledgeable in the R.A. 9136 and its Implementing Rules and Regulations of ERC • Minimum of five (5) years of experience in consulting services
Quality of Personnel	Education • Educational attainment in engineering and/or related	• Must be a college degree holder. MA/MS and PhD

fields, with strong background in Information Technology, Industrial Engineering, Computer Engineering Management, and Finance • Trainings and experience or certificate of attendance for software development specifically on Microsoft Technologies, business process re-engineering, database management and/or other relevant trainings	will be an advantage • Must present a copy of certificate of attendance of the trainings
Professional Experience: • Involved in similar and/or relevant solution provider or professional services of complexity and technical specialty to the performance monitoring of power generation and other energy related sectors. • Proven experience in software development, business process re-engineering and information technology technical support	*Principal:* • Must have been involved in similar or related work engagement in process management and software development for at least five (5) years. *Key Staff:* • At least three (3) years similar or related work engagement on process management and software development.
● Proven experience in software development, business process re-engineering and information technology technical support ● Experience in programming languages used to develop web-based applications ● Experience in architecting database models	

	● Experience in querying relational databases, creation of stored procedures, functions and other database functionalities	
	● Developed end-to-end web applications	
	● Experience in providing technical support to successfully deployed software projects	

Criteria for Selection:

- Quality of personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff;
- Experience and capability of the firm/contractor which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the contractor. The experience of the contractor to the project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other contractors; and
- Plan of approach and methodology with emphasis on the clarify, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions.

Firm Factors	30%
Experience Factors	30%
Technical Factors	40%

Intellectual Property Clause:

All intellectual property, including studies, software, source codes, reports or other materials, models, spreadsheets or otherwise, prepared, developed or produced by the Consulting Firm shall belong to and remain the property of the USAID ESP and ERC, and the Consulting Firm shall, prior to termination or expiration of this Contract, deliver all such materials/documents to the Procuring Entity, together with a detailed inventory thereof. The Consulting Firm should not retain a copy of such documents and software, exclusively for any purposes.

Criteria for Shortlisting/Selection of Prospective Bidders:

	CRITERIA	POINTS
I.	Applicable Experience of the Firm - Prior to involvement in report or studies related to software development and business process re-engineering	35
II.	Qualification of the Personnel – Lead Consultant Experts and team members – Education, completed projects of similar nature, trainings and certifications and years of professional experience	35
III.	Current workload relative to capacity	30
	GRAND TOTAL	**100**
	Hurdle Rate	**70**

Eligibility Factors Considered:

			Points	
I.	**Firm Factors (Quality of the Firm)**			
	A)	**Consultancy Experience - Previously engaged in providing consulting services related to end to end software development up to deployment, technical support and business process re-engineering**		**35%**
		Years of involvement of the Consulting Firm in terms of software development and business process re-engineering.		
		> 7 years	100	35%
		> 5 years to 7 years	50	17.5%
		3 years to 5 years	25	8.75%
II.	**Experience Factors (Qualification of the Personnel)**			

A)	**Professional Experience –** 1. Proven experience in software development, business process re- engineering and information technology technical support 2. Experience in programming languages used to develop web-based applications 3. Experience in architecting database models 4. Experience in querying relational databases, creation of stored procedures, functions and other database functionalities 5. Developed end-to-end web applications 6. Experience in providing technical support to successfully deployed software projects 7. Experience in Technical and Process Evaluation and Documentations (business process review)		**15%**
	Experience in technical software development and business process re-engineering > 5 years	100	15.0%
	> 3 years to 5 years	50	7.50%
	3 years or less	25	3.750%
	No	0	0%
B)	**Educational Background - Educational attainment in software development and business process re-engineering**		**10%**
	At least Bachelor's Degree holder of any computer related courses such as Computer Science, Industrial Engineering, Computer Engineering, Information Technology and/or Finance BS-BA Degree Holder Yes	100	10%
	No	0	0%

C)	**Trainings and experience or certificate of attendance for software development, business process re-engineering, database management and other similar and/or relevant trainings**		**10%**
	> 80 hours	100	5%
	> 40 hours – 79 hours	50	2.50%
	20 – 39 hours	25	1.25%
	> 4 certificates	100	5%
	> 2 – 3 certificates	50	2.50%
	1 – 2 certificates	25	1.25%
III.	**Current workload relative to capacity – 30%**		
	1. Number of all listed members that are involved in on-going projects (awarded)		
	0 to 30%	50	
	40% to 50%	30	30%
	More than 50%	20	
	2. Percentage of working hours allotted for other on- going projects of the Consulting Firm out of the total contracted hours (allotted hours for other on-going project plus number of hours required for the subject consultancy		
	0 to 30%	50	
	40% to 50%	30	30%
	More than 50%	20	

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						
Total Value						

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 <u>may</u> 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 <u>(special note: pricing must include guaranteed firm fixed prices for items requested.</u>

(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 <u>all</u> of its attachments have been carefully read and understood and all related questions answered.*

4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.

5. **Questions Concerning the Procurement**. All questions in regards to this RFQ/RFP to be directed to

Precious Luzmarie Suarez, Operations Manager

(*insert name of procurement officer*)

at this email address:

psuarez@energysecure.ph

(*insert email address of the procurement officer*).

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

November 05, 2021

6. **Notifications and Deliveries**: Time is of the essence for this procurement. Seller shall deliver

the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed 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**. Lowest evaluated ceiling price (inclusive of option quantities) .
   (b) **DELIVERY**. Seller provides the most advantageous delivery schedule.
   (c) **TECHNICAL**. Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
   (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
   (e) **OTHER EVALUATION CRITERIA.**

12. **Award Notice**. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

13. **Validity of Offer**. This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 days after submission.

14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over $10,000.

15. **Anti- Kick Back Act of 1986**. Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889**. RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

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

By: (*Seller Company Name*)

Signature: _____

Title:

Date: