

Request for Quote/Proposal (RFQ/RFP)

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| Commodity/Service Required: | Development and Deployment of the Enhanced Version of Wattmatters and Enerhiyang Atin Websites |
| Type of Procurement: | One-Off Purchase Agreement |
| Type of Contract: | Fixed Price |
| Term of Contract: | 1 year |
| Contract Funding: | USAID |
| This Procurement supports: | USAID – Energy Secure Philippines Activity |
| Submit Proposal to: | gbautista@energysecure.ph |
| Date of Issue of RFP: | October 4, 2023 |
| Date Questions from Supplier Due: | October 11, 2023 |
| Date Proposal Due: | October 18, 2023 (5:00pm Manila, PH time) |
| Approximate Date Purchase Order Issued to Successful Bidder(s): | October 19-25, 2023 |

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| 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 90 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-2023-299 |

Attachments to RFP:

- Attachment “A” – Commodity Specifications
- Attachment “B” – Instructions to Bidders/Sellers
- All PO Terms and Conditions are listed on our website at forth 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.



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

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 is implementing the United States Agency for International Development (USAID) Energy Secure Philippines (ESP) Activity, a five-year activity that focuses on advancing inclusive economic growth and resilient development through increasing private investment to promote advanced technology deployment and boost the energy sector's resilience to shocks and stresses. As part of its goal to foster advanced energy systems to yield a more efficient and affordable electricity market, USAID ESP supports the Department of Energy in promoting the best energy-efficient practices, products, and services through emerging technology innovations. In 2021, DOE and USAID ESP launched the Energy Efficiency and Virtual Showroom (EEVS) to continuously raise awareness of the environmental and economic benefits of energy efficient technologies. The EEVS features the City of Energia Mobile Application and the Enerhiyang Atin and Wattmatters websites.

To enable target users to experience an enhanced version of the EEVS, RTI International is looking for a **website development company** that will deploy and develop the new version of the **Enerhiyang Atin and Wattmatters websites**.

Note: *The winning website development company shall coordinate with the previous website developer in facilitating the transfer of codes to execute the necessary processes in enhancing the graphics and user interface and ensuring its compatibility with web-based applications.*

Product or Service Expectations (both if applicable):

A. DEVELOPMENT OF WEB-BASED SOFTWARE

1. Coordinate with the previous developer to ensure the seamless transfer of source code of the two websites. **The proposal shall specifically indicate additional fees (if any) to facilitate the transfer process.**
2. Conduct systems review and review analysis (program process and design).
3. Execute the enhanced design and user experience of the Enerhiyang Atin programming language based on USAID ESP's new concept note.
4. Ensure that the programming language can be incorporated and linked with the City of Energia mobile application.
5. Update content, design, functionality, etc., and ensure it is optimized for laptop, phone, and tablet use.
6. The programming language must be compatible with main market available browsers, including but not limited to Google Chrome, Microsoft Edge, and Firefox.
7. Design and develop a new programming language that encourages and facilitates habitual use.
8. Provide a **one-year web hosting service for the software.**
9. Provide security features and other maintenance activities to ensure optimized and smooth application execution.

B. DEVELOPMENT OF PHASE 2 FEATURES

10. Enerhiyang Atin should feature the following sections/microsites:
 - a. Energy Efficiency Excellence (EEE) Awards
 - b. City of Energia (content is already available, just provide subdomain) - enerhiyangatin.ph/cityofenergia*
 - c. Wattmatters - integration of Wattmatters (<http://wattmatters.org.ph>) to Enerhiyang Atin website; requires dynamic database
 - d. EEC Policies
 - e. EEC News and Updates
 - f. EVCS
 - g. Vehicle Fuel Energy Labeling
 - h. DE Portal
 - i. Videos – both embed/upload
 - j. IAEECC Resolutions and other GEMP-related issuances

- k. Link to the GEMP Online System (gemp.doe.gov.ph)
- l. EV Industry portal (evindustry.ph)
- m. Link to PELP System (pelp.doe.gov.ph)
- n. PELP Laws and issuances
- o. link/uploading PELP summary reports

11. Wattmatters should feature the following features:

- a. Dynamic database: user-friendly backend access to update electricity costs, update appliances, etc.
- b. Data integration from existing PELP-related web applications and databases. API should be provided and facilitated.

12. Deploy dynamic features of the website through Content Management System (CMS) that provides clients a backend access to update and upload contents such as texts, media, values, etc. on all sections or micro-sites (except City of Energia).

13. The CMS shall enable clients to link out videos from YouTube or other video platforms.

C. SOFTWARE QUALITY ASSURANCE AND TESTING

14. Develop a Test Plan (TP) that outlines the workflow of the necessary review and test process. Visuals and graphics of the user interface must be presented to USAID ESP and DOE prior to the production of prototype.

15. Perform the unit and unit integration testing. Provide support during all test phases (System, intersystem, and user acceptance testing).

16. Provide support and qualified bug fixes immediately after User Testing and within 3 months after user acceptance.

17. Provide a plan for recovery, if the software package or the database fails, which includes managing backups of the database and the package itself within the stipulated span of two (2) months during development, testing, and the three (3) months after user acceptance.

D. COMPLETION

18. Prototypes of the enhanced versions must be presented to USAID ESP and DOE within three (3) months upon the issuance of the purchase order.

19. **The enhanced website versions shall be deployed within eight (8) months upon the issuance of the purchase order.**

20. Turnover of the source codes to DOE and USAID ESP must be done after the

product testing. This will allow more time for bug fixes & refinements.

21. The winning bidder shall turn over the raw files and the required documents for incorporating the markup language into another software and for launching the programs to a web-hosted platform.
22. The winning bidder should provide technical support and maintenance for three (3) months.
23. The winning bidder shall closely coordinate with a third-party developer to integrate the contents and features of the websites into a mobile application.

E. MINIMUM REQUIREMENTS FOR THE BIDDER

24. The bidder should have the valid licenses for performing the consultancy services and software development work in the Philippines.
25. The bidder should have adequate technical manpower to carry out the project and complete it on time. All professionals should be employed on a full-time basis and should be delegated to the standard software development team.
26. The bidder can collaborate and partner with foreign firms, but presence of local manpower is necessary to build up the capacity and competitiveness of the local firm to provide maintenance and support services to the system as and when required.
27. There must be at least a project manager, developers (including coders, front-end developer, and software developer), and a quality assurance engineer.
28. Financial and Technical Proposal
29. Bidders should submit technical evidence of previous experience in developing and delivering similar software and platforms. Letter of acknowledgement of previous projects is preferred. The financial proposal must present a fixed price for the software, including the testing and fixing work for bugs. The estimates of prices for eventual change requests considering complexity levels (low, medium, high, redesign of a module) are also requested.

F. FINANCIAL AND TECHNICAL PROPOSAL

Bidders should submit technical evidence of previous engagement/experience in developing and delivering similar software and platforms. Letter of acknowledgement of previous projects is preferred. Financial proposal must present a fixed price to the software, including the test and fixing work for bugs. The estimates of prices for eventual change request considering complexity levels (low, medium, high, redesign a module) are also requested.

G. USE OF SOURCE CODE MANAGEMENT TOOLS

All products, designs, illustrations, and outputs developed as part of the activities conducted on this contract/order will be considered as the property of USAID and may serve as input on subsequent orders, or other contractual vehicle as deemed appropriate. Bidders shall not submit as proprietary data in their proposal or any restrictions that will limit USAID's ownership and right to use the data generated, products, designs, illustrations, and outputs developed under this award.

H. OWNERSHIP OF SOURCE CODE AND OTHER INTELLECTUAL PROPERTY

The USAID ESP will be the rightful owner of the Source Code and all the Intellectual Property.

Deliverables, Timelines, Special Terms and Conditions:
Delivery to :

USAID Energy Secure Philippines Activity, Unit 1410, One Park Drive, 9th Ave. Cor. 11th Drive, BGC, Taguig City.

Timeline :

*please refer to the above mentioned statement of work/service expectations

Payment :

Payment via wire transfer within 30 days receipt of invoices after the event.

If the supplier proposes alternative payment terms-please specify them in the quotation.

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 for delivery after the contract is signed) |
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| | | VAT Tax | | | | |
| Total Value | | | | | | |

Additional Information for Delivery Schedule:

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:

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Attachment “B”
Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI International
16/F Strata 2000 Condominiums, F. Ortigas Ave.,
Ortigas, Pasig , Philippines

(insert full address of the office)

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

USAID Philippines

(insert client’s name)

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

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be

considered at the discretion of the RTI Procurement Officer. The Seller's proposal shall include the following:

- (a) The solicitation number:
- (b) The date and time submitted:
- (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
- (d) Validity period of Quote:
- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
- (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
- (g) Lead Time Availability of the Commodity/Service.
- (h) Terms of warranty describing what and how the warranties will be serviced.
- (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
- (j) Payment address or instructions (if different from mailing address)
- (k) Acknowledgment of solicitation amendments (if any)
- (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
- (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*

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

Gerbaud R. Bautista, Office Assistant

(insert name of procurement officer)

at this email address:

gbautista@energysecure.ph

(Insert email address of the procurement officer).

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

October 11, 2023

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.**

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| Warranty and Payment Terms |
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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 90 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: