

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

Commodity/Service Required:	Customized Virtual Platform
Type of Procurement:	Purchase Order
Type of Contract:	Fixed-Price with Payment Milestone
Term of Contract:	3 months
Contract Funding:	USAID
This Procurement supports:	Energy Secure Philippines
Submit Proposal to:	Jan Ranizen F. Vitan, <a href="mailto:jvitan@energysecure.ph">jvitan@energysecure.ph</a>
Date of Issue of RFQ:	November 11, 2021
Date Questions from Supplier Due:	November 18, 2021
Date Proposal Due:	December 02, 2021
Proposal Evaluation Date:	December 3-7, 2021
Finalization of Procurement Paperwork:	December 3-7, 2021
Procurement Package Review:	December 3-7, 2021
Approximate Date Purchase Order Issued to Successful Bidder(s):	December 3-7, 2021

### Method of Submittal:

Respond via email with attached proposal in signed PDF. The bidder/seller agrees to hold the prices in its offer firm for 30 days from date of submission. The quotation allows for a fixed number of hours to provide for a maximum of (2) change orders 1 within the ceiling of the proposed quotation.

Solicitation Number:	ESP-RFQ/P-2021-066
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### Attachments to RFP:

2. Attachment “A” – Commodity Specifications
3. Attachment “B” – Instructions to Bidders/Sellers
4. 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](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



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

“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.

## **Attachment A**

### **Commodity Specifications or Statement of Work**

#### **Details of the Proposed Interactive Customized Virtual Platform**

USAID Energy Secure Philippines (ESP) Activity requests Information and Technology service providers to facilitate the requirements of USAID ESP's virtual events, particularly, the design and development of an interactive customized virtual platform.

### **Statement of Work**

**Design, develop, and deploy an Interactive Customized Virtual Platform for the USAID ESP virtual events:**

- I. Design and develop an interactive customized virtual platform for USAID ESP's upcoming virtual events
- II. Execute the necessary processes to deploy the software designed to be accessible to PCs, laptops, mobile phones, tablets, and other gadgets

**A. DEVELOPMENT OF AN INTERACTIVE CUSTOMIZED VIRTUAL PLATFORM**

- Design and develop an interactive customized virtual platform for USAID ESP's upcoming virtual events, which includes the following features:
  - Custom domain name
  - Event landing page with user log in (required log in details to be discussed)
  - Virtual lobby with hotspots
  - Functionality/Push notifications that will automatically redirect the audience to the main hall and breakout rooms (can be redirected to Zoom links), which can be triggered anytime by the event secretariat
  - Main Hall with embedded live broadcasting sessions/ability to stream live video
  - On-demand days: recorded content/ability to broadcast content that has been pre-recorded
  - Engagement and communication features such as chat platform, live polling, and Q/A
  - Content back up
  - Interactive emojis in the main hall
  - Live support chat box for technical assistance
  - Email blast with automatic encoding and schedule assistant that can send reminders through google calendar or outlook calendar
  - Reporting and analytics features
  - Real time reports & insights
  - Links for downloadable files, feedback forms, breakout rooms, or any related links
  - User-friendly backend access (accessible CMS) to allow the client to reskin, redesign, and update the contents of the platform for the next future events.
- Execute the necessary processes to deploy the software designed to be accessible to PCs, laptops, mobile phones, tablets, and other gadgets
- Customization of software: bidder should provide ESP backend access to the platform that can be easily updated for future events.
- Provide an easy-to-view wireframe to navigate schedule immediately, links to conference rooms, downloadable presentations, and other event features
- The customized virtual platform must be compatible with main market available browsers, including but not limited to Google Chrome, Microsoft Edge, and Firefox.
- The bidder should provide demo and training sessions with the ESP internal staff on how to navigate the backend portion of the platform.

**B. SOFTWARE QUALITY ASSURANCE AND TESTING**

- Perform the unit and unit integration testing. Provide support during all test phases (System, Intersystem, and User Acceptance Testing).
- Provide support and qualified bug fixes immediately after User Testing and during the virtual event
- Provide a demo/tech run of the features at least 1 week before the event
- Provide a remote on-the-day technical support
- Secures a stable internet connection and provide swift backup internet source during the event in case of any internet-related problems
- Ensures quality user experience, including users outside Metro Manila
- Ensures technical glitches are prevented and resolved.

**C. COMPLETION**

- The entire work of platform development, testing, and deployment of the platform should be completed before the actual event.

**D. MINIMUM REQUIREMENTS FOR THE BIDDER**

- The bidder should have the valid licenses for performing the consultancy services and software development work in the Philippines.
- The bidder should have adequate technical manpower to carry out the project and complete it on time. All professionals should be employed on full time bases and should have delegated on the standard software development team.
- 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.
- The bidder must oversee the project management, coding, front-end development, software development, and quality assurance.

**E. FINANCIAL AND TECHNICAL PROPOSAL**

- Bidders should submit technical evidence of previous 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) is also requested.

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						
4						
5						
6						
7						
<b>Total Value</b>					PHP	

### Pricing

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.

RTI reserves the right to cancel notification, not award, in whole or in part, or take any appropriate measures including, without limitation, recall of any award.

2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**,

USAID Energy Secure Philippines (ESP) Activity Unit A-D, 16F Strata 2000 Building, F. Ortigas Jr. Road, Ortigas Center, 1600 Pasig City
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who has a purchase requirement in support of a project funded by

United States Agency for International Development
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*(insert client’s name)*

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

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for

receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:

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



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

Jan Ranizen F. Vitan, Grants and Procurement Analyst

at this email address:

[jvitan@energysecure.ph](mailto:jvitan@energysecure.ph)

(insert email address of the procurement officer).

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

November 18, 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](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer

conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE**. 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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12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI’s Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their



**RFQ/RF**

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:

Signature: \_\_\_\_\_

Title:

Date: