



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Productive Use of Energy (PUE) Strategy and Plan for Uganda
Type of Procurement:	Subcontract
Type of Contract:	Fixed Price
Term of Contract:	9 months
This Procurement supports:	Empowering East and Central Africa Program
Submit Proposal to:	eeca_adminco-ordination@rti.org
Date of Issue of RFP:	May 6, 2024
Date Questions from Supplier Due:	May 13, 2024
Date Proposal Due:	May 31, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	June 17, 2024

Method of Submittal:

Email to signed copy of this RFP document with pricing to eeca_adminco-ordination@rti.org

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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 **30 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

SUBMISSION REQUIREMENTS.

Bidders are required to submit the following:

1. A technical proposal that demonstrates how the bidder proposes to meet all the technical requirements to achieve all the deliverables in the Scope of Work (SOW). The proposed methodology accompanied by the capability statement.
2. A completed attachment C budget template: this should be a separate standalone document from the technical proposal.
3. This full RFP document should be completed and signed. Bidders should also stamp on all required places provided in the document.
4. A Gantt chart that links the technical proposal with the deliverables table contained in the SOW. The total time as per the Gantt chart should match the proposed performance duration by the bidder as indicated in the technical proposal.
5. Bidders are requested to email eeca_adminco-ordination@rti.org requesting for pricing and past performance fillable form.

Solicitation Number:

REQ-EECA 04/025/24-001

Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. Attachment “C”- Budget Template: Please see Attachment C for suggested budget template. Please provide budget in Microsoft Excel format.
4. Attachment “D”- Insurance Policies
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.

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Attachment A

Commodity Specifications or Statement of Work

Statement of Work

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

Description of Activity/Service:

1. Sector State of Play

As of 2023, the overall electricity Access rate was 57% of the total population (19% on-grid and 38% off-grid)¹. The Urban Electricity Access rate in Uganda is at 72% and the Rural Electricity Access rate is at 36%². Presently, Uganda is generating over 1900MW including off-grid generators, and the peak demand is 900MW. The excess electricity is sold to Kenya, Rwanda, Burundi and DRC. The Country's electricity connectivity rate of 28% is still one of the lowest in Africa compared with the Sub-Saharan average of 43%. Access in rural areas is particularly low at 8%, with low access to modern energy sources and services such as Liquefied Petroleum Gas (LPG), biogas and improved cookstoves for clean cooking. Households comprise the largest overall energy consumer group, followed by industry and transportation and electricity consumption remains circa 112kWh per capita.

On the generation side, the Electricity Regulatory Authority (ERA), Uganda's regulator, forecasts that in 2027, energy demand will stand at 7,664 GWh with a peak demand of 1,250 MW, up from the current peak demand of 900MW and the installed capacity of 1900MW. This represents a year-on-year growth of 7%, starting from 2020. The increase in generation capacity must be met with an equivalent increase in demand.

1.1 Focus on PUE – a national development issue.

The overall objective of the new Energy Policy, 2023, is to ensure sustainable, adequate, affordable, competitive, secure and reliable supply of energy at the least-cost geared to meet national and county needs while protecting and conserving the environment. The Energy Policy vision is to achieve Universal Access to Sustainable, Affordable and Quality Energy Services for All Ugandans by 2040. Under this new policy framework, Uganda seeks to increase per capita electricity consumption from 100kWh to 578kWh and increase generation capacity from 1349MW to 52,481MW by 2040.

Uganda is also implementing the Electricity Connections Policy, the country's free connections framework, that seeks to achieve a 60% connection rate by the year 2027, representing 6,303,923 households both on-grid and off-grid, of which 67% (4,223,628 households) are to be realized on the grid (current connections are 1,789,969). The annual target has been set at 300,000 connections up from a historical average annual connection number of 90,000.

¹ Source: Energy Policy 2023.

² Source: World Bank Data Bank.

According to the Energy Transition Plan (ETP), in order to reach universal access to electricity by 2030, over 800 000 households would need to gain a connection each year to 2030. Kenya, Rwanda, Bangladesh and India have all achieved similar rates of progress in the past.

While low levels of national electricity access are an issue, the Energy Policy 2023 identified the limited focus on how to transform energy access into socio-economic value addition, largely because of the low productive use of energy constraining demand growth. The limited business and technical experience within communities on how to efficiently utilize electricity for economic value addition makes the situation worse. In recognition of the above challenges, the Government of Uganda plans to:

- i. develop a productive use of energy (PUE) intervention toolkit that combines electric appliance financing with local technical and business training to
- ii. enable electricity-enabled income generation in rural electrification initiatives,
- iii. promote productive use of energy (PUE) interventions in mini-grids with tailored appliance finance provision and local skills development based on local PUE potential in agriculture, manufacturing, industrial and service sectors,
- iv. raise awareness among communities and local governments of the potential of mini-grids for reliable electricity provision and productive use of energy and
- v. promote the use of standalone solar systems for productive use activities including solar water heating, solar drying and cooling, solar cookers, solar water pumping and irrigation solutions.

According to the Energy Policy 2023, most rural households use firewood for cooking, and less than 10% of the population employs clean cooking practices. The Government shall therefore promote equitable and widespread use of affordable, clean and efficient cooking technologies.

The Energy Transition Plan (ETP) states that solid biomass, largely firewood, charcoal, and bagasse used in buildings and industry, accounts for 90% of the country's final energy consumption today. This dependence on biomass has environmental, health, and economic implications. Promoting clean cooking solutions and alternative energy sources can reduce pressure on forests, improve indoor air quality, and free up time and resources for productive activities, particularly for women and girls who often bear the responsibility of household energy chores.

The ETP also states that many Ugandans are engaged in subsistence farming, roughly 60% of the population, where households have limited access to markets and other wage-earning opportunities. Accordingly, these households are unlikely to be able to pay for modern energy sources and would need additional support to switch to using electricity and modern cooking fuels. Measures to stimulate household demand and productive uses of electricity could improve the financial case for access provision. Promoting the use of energy-efficient machinery and technologies in agriculture can enhance productivity and reduce energy costs for farmers, contributing to the sector's growth and development.

1.2 Stakeholder Emphasis on PUE Definition and Integration in Policy

In the context of a unified and integrated approach to PUE, the definition of PUE must cut across sectors, allow for various energy sources and different types of enterprises. Consequently, the PUE definition adopted in a PUE Strategy and Plan must explore both **on-grid and off-grid powered PUE** and must allow for various energy sources (small hydro, solar, geothermal, wind, biomass, etc.). On-grid systems utilize electricity from the centralized grid infrastructure while off-grid systems generate and use electricity locally, often in remote or rural areas where grid connection is not feasible. On-grid systems benefit from reliable electricity supply, but they are susceptible to grid outages or disruptions, which can affect productivity. Off-grid systems offer energy independence and resilience, as they are not reliant on external grid infrastructure. However, they may require higher upfront investment and ongoing maintenance costs compared to on-grid systems. Both approaches have their advantages and challenges, and the choice between them depends on factors such as accessibility, reliability, cost, and environmental considerations.

While most grid-fed and mini-grid PUE options make immediate logical sense, there must be a consideration for businesses that use heavy fuel oil, or those that use biomass. For example, the tea sector and traditional brick making industries heavily rely on wood fuel. Any PUE definition must include such enterprises too and go beyond the market-proven models of grain milling, cold storage, and irrigation. At the same time, PUE must be multi-sectoral, not just a component of work under the Electricity Supply Industry. The definition of PUE should allow for consideration from other key productive sectors of the economy: agriculture, animal industry, forestry, fisheries, education, health, ICT, Trade and Manufacturing, Tourism, etc. For example:

- In Agriculture - A PUE strategy can provide energy solutions for irrigation, agro-processing, and storage facilities, boosting productivity and reducing post-harvest losses.
- In Tourism – A PUE Strategy can promote eco-friendly accommodations with solar power and energy-efficient designs.
- In the Health sector – A PUE Strategy can enable the installation of solar panels and backup power systems can guarantee uninterrupted electricity supply, essential for medical equipment and refrigeration of vaccines and medicines.
- In Trade - a PUE strategy can encourage investments in manufacturing and other industries, leading to industrial growth, increased exports, and overall economic diversification.
- In ICT – A PUE strategy can scale up the use of mobile and internet connectivity in underserved areas. Proliferation of ICT devices such as computers and tablets improve local business productivity using digital solutions such as mobile money and e-commerce. ICTs powered by energy have a positive effect on social services such as health and education. ICT infrastructure, such as telecom masts, can also be used to promote PUE but being anchor loads or helping to power PUE anchor loads.

This will ensure proper coordination in the identification of PUE opportunities and harnessing these opportunities in a unified manner, under the same development agenda.

1.3 Demand Stimulation as part of Rural Electrification Planning

While Uganda seeks to increase per capita electricity consumption from 112kWh to 578kWh, current installed generation capacity is over 1,900MW, but peak demand is approximately 900MW hence the need for demand stimulation becomes critical. For purposes of a PUE Strategy and Plan, demand stimulation and PUE should go hand in hand because they result in economically viable energy service and should be built into all electrification programmes and off-grid business models.

Promoting productive uses of electricity is crucial for stimulating demand and ensuring the sustainability of rural electrification projects. This involves identifying and supporting income-generating activities that can thrive with access to reliable electricity, such as agro-processing, small-scale manufacturing, water pumping for irrigation, and refrigeration for storage of perishable goods. Providing training, technical assistance, and access to financing for entrepreneurs and businesses can help catalyze the adoption of productive uses of electricity in rural areas.

1.4 Integrating Energy Efficiency

Energy efficiency (EE) is using less energy to perform the same task or produce the same output. In the context of PUE, it is critical that any PUE promoted in Uganda is energy efficient and meets certain Minimum Energy Performance Standards, as appropriate and to the extent possible. Integrating energy efficiency into a productive use of energy (PUE) strategy and plan is essential for maximizing the socio-economic benefits of energy access while minimizing environmental impacts and promoting sustainable development.

The PUE strategy and plan should therefore

- Support energy efficient PUE equipment so that any regulation under the strategy and plan caters for energy efficient equipment or the transition of existing equipment to efficient alternatives.
- Create information and raise awareness to enable entrepreneurs and consumers to make more energy efficient decisions.
- Encourage all PUE incentive activities to consider standardized quality, energy efficient equipment,
- Speed up the replacement and or upgrading of existing production systems,
- Supports market penetration and technology innovation.

In a nutshell, the PUE Strategy and Plan must be aligned to the Uganda Energy Efficiency and Conservation Bill for Uganda. PUE & Energy Efficiency (EE) go hand in hand since implementing energy-efficient practices and technologies in productive sectors can reduce consumer costs thus driving up demand and helping to optimize energy consumption, leading to reduced energy waste and cost savings.

2. Industry Rationale and Justification

The Government of Uganda is committed to increasing energy access for the transformation of the lives of Ugandans by fostering economic development and prosperity. PUE has a huge potential in catalyzing this transformation. While many efforts around PUE have been advanced by development partners, NGO's and the private sector, minimal impact has been achieved to date. The Ministry of Energy and Mineral Development recognizes the need for a coordinated approach and a unified PUE strategy for the sector as the catalyst for economic growth and development in Uganda.

Productive use of renewable energy is also central to His Excellency the President's agro-industrialization goals as outlined in the National Development Plan III and Vision 2040. Indeed, a centerpiece of the Renewable Energy Conference and Expo of 2023 hosted by the Ministry of Energy and Mineral Development was the prioritization of productive use of energy, particularly in the agricultural sector. The newly released Energy Transition Plan of Uganda also aims to achieve universal access by 2030, with a distinct emphasis on the productive use of energy through access to electricity and clean cooking. The new Energy Policy (2023) of Uganda also recognizes the low productive use of energy constraining demand growth in the country.

At a workshop held in July 2023 on the need for a PUE Strategy and Plan funded by USAID through the Energy Empowers East Africa (EE4D) project implemented by the Lawrence Berkeley National Laboratory with support from the Clean Energy Enthusiasts, in partnership with the Ministry of Energy and Mineral Development (MEMD), there was a unanimous agreement on the need for a comprehensive PUE Strategy and Plan for Uganda, to guide how the Government of Uganda links PUE to energy access and how other partners (private sector and development partners) can support this new development path.

Several pillars were identified that must underpin a PUE Strategy and Plan for Uganda and these include Policy & Regulation, Financing, Promotion & Awareness, Technology & Innovation, Communication & Information, Capacity building, Supply Chain Management and Improvement, PUE Equipment Quality Standards & Enforcement. A PUE Strategy and Plan should provide a framework and approach that brings the sector together by fostering collaboration and partnerships and ensuring that women and youth empowerment are at the heart of the strategy.

Furthermore, a National Roadmap on Scaling up Productive Use of Energy was developed by the Ministry of Energy and Mineral Development in partnership with the Uganda Solar Energy Association (USEA) and GOGLA, with the financial support of the German Federal Ministry for Economic Cooperation and Development (BMZ) and the European Union (EU), through the international initiative Water and Energy for Food (WE4F). The roadmap provides a situational analysis and the needed strategic interventions to leverage the productive use of solar energy (PUSE) in Uganda. It further provides an analysis of the policy and legal framework, an overview of the PUSE applications in the country, and provides a list of challenges, barriers, and opportunities. The national roadmap goes further to provide for financing and implementation actions, a monitoring and evaluation framework and to lay the channels for collaboration between the Government of Uganda, Development Partners, and all sector players to achieve a common vision for the country.

3. Scope of Work

The purpose of this assignment is to support the Ministry of Energy and Mineral Development to develop a Productive Use of Energy (PUE) Strategy and Plan for Uganda. The PUE strategy and plan will identify key sectors for application of PUE, identify key stakeholders, with their roles, and responsibilities, assess the current context, and map out a framework for stakeholder buy-in and collaboration. In addition to the development of strategy, the consultant will develop an implementation plan to operationalize the strategy and facilitate the delivery of affordable, reliable, and sustainable clean energy services to rural households and businesses that will further PUE investments, thereby contributing to equitable socio-economic transformation.

3.1 Key tasks include the following:

Background information

a) Develop Framework, Working Structure and Work Plan

- Review existing literature on clean energy access and PUE strategy development, with a view to identifying best practices.
- Develop a framework that provides a structured approach for engaging all relevant stakeholders.
- Establish a task force or working group structure to facilitate a coordinated approach to developing the PUE strategy, and by creating a collaborative and conducive working environment that enables all stakeholders to work together effectively.
- Develop a work plan mapping out key activities with milestones and timelines.
- Present framework, working group structure and work plan to MEMD and the key project partners/sponsors for input and approval in the form of an inception report.

Tasks under this RFP:

b) Conduct a Market Analysis

- Incorporate a detailed assessment of the current context by conducting a situation and gap analysis, along with a stakeholder mapping exercise to identify key stakeholders and their roles and responsibilities. The analysis shall cover all sectors with significant PUE potential, ensuring that both demand and supply side are addressed.
- Incorporate the PUE analysis done by other partners e.g., Columbia University
- Use landscape analysis to inform immediate PUE opportunities that can be leveraged or built on.

c) Develop PUE Strategy

- Develop an approach that covers market development, demand stimulation and supply.
- Provide a methodology for the development of the PUE strategy that includes major themes and theory of change.
- Develop objectives for the PUE Strategy
- Develop key activities and stakeholders/institutions that will achieve the objectives.
- Develop a financing plan for the Strategy.

- Develop a monitoring, evaluation, and performance tracking plan.
- Present draft PUE Strategy to working group for stakeholder input and buy-in
- Develop Strategy for approval by MEMD and key project partners/sponsors.

d) Develop PUE Implementation/Operational Plan

- Working with MEMD, identify and develop an implementation structure that will enable MEMD to execute the PUE strategy in an effective manner. Evaluate the existing structures, its resources and capacities and identify how this can be enhanced to execute the PUE strategy.
- Recommend team structures and roles in MEMD and other implementation organizations that will be integral in the execution of the strategy.
- Suggest how the proposed structure Integrates the strategy into MEMD operations.
- As part of the implementation plan, identify resources and additional support that will be required from the Ministry of Energy in implementing this strategy.
- Develop a communications plan detailing how PUE information shall be disseminated.
- Develop a monitoring and evaluation system for strategy implementation plan and propose digital tools that would be useful in its execution.
- Develop a Finance Plan with a strategy to mobilize and identify possible funding and secure funding commitments where possible.
- Identify frameworks or regulations where needed to enhance and strengthen the adoption of the PUE strategy (Standards, Energy Policy, NES, NDP III, Energy Efficiency Bill, Knowledge Management Strategy by NPA, etc.).

Tasks under the work order will produce the following deliverables:

Task	Description	Deliverable
Background information		
1. Conduct an inception workshop	Inception Workshop to present inception report and gather stakeholder input to task 1.	Inception Workshop report with printed copies.
2. Workshop to present the PUE strategy	Presentation of the first version of the PUE strategy	Present PUE Strategy and obtain MEMD approval - Stakeholder workshop - Printed copies - Workshop report and actions

<p>3. Validation workshop</p>	<p>Presentation of the final draft of the PUE strategy</p>	<ul style="list-style-type: none"> • Submit Validation Workshop report to MEMD. • Submit Final PUE strategy draft/Printed copies
<p>4. A Dashboard or database platform that tracks progress and impact of PUE interventions</p>	<p>A dashboard or database platform for a bird's eye view for PUE in the country that is periodically updated to show consumption patterns and localized activities e.g., milling, drying cooling etc..</p>	
<p>Activities to be carried out:</p>		
<p>5. Develop framework, working group structure and work plan</p>	<p>This task involves defining the objectives, scope, methodology, roles and responsibilities, and timeline. The deliverable is a document in the form of an inception report that summarizes how we structure engagement, the strategy design process with a work plan that includes expected outcomes.</p>	<p>Inception Report with Work Plan -</p>
<p>6. Conduct Market Analysis</p>	<p>This task involves conducting a comprehensive assessment of the current and potential market opportunities, challenges, risks, and gaps for PUE in Uganda, including the technologies used in PUE activities and their energy efficiency potential/MEPS compliance. The deliverable will be a report that provides an overview of the market size and conditions, demand, supply, competition, regulation, financing, and other factors affecting PUE development and adoption. Including a stakeholder map that identifies key</p>	<p>Market Analysis Report</p> <ul style="list-style-type: none"> • Stakeholder meetings • Focus Group discussions • Field Visits • Data Collection • On ground assessments

	<p>stakeholders with roles and responsibilities. The report will be based on both on- and off-grid data, including data from recent publications such as the Columbia University PUE analysis done in Uganda.</p> <p>An assessment of key economic activities in different regions and sectors will be done which will then be used later in the recommendations/proposed strategies. For example, the lake shore areas have potential for cooling PUE or drying PUE, while cattle keeping areas have cooling potential, the north has high potential for oil seeds and grain processing, etc.</p>	
<p>7. Develop PUE implementation Plan</p>	<p>This task involves developing a detailed plan for implementing the PUE strategy, including the activities, outputs, outcomes, resources, responsibilities, timeline, and budget of each PuE intervention. The deliverables include a presentation that summarizes the implementation plan and a formal approval from MEMD; written commitments from key partners such as local governments, private sector, civil society and communities; a memorandum of understanding (MoU) with MEMD that defines the roles and expectations of each party; a monitoring and evaluation system that tracks the progress and impact of the PuE interventions; and a financing proposal that identifies and mobilizes potential sources of funding for the PuE projects.</p> <p>Presentation of the final draft of the PUE strategy</p>	<p>a. Present PUE implementation Plan and obtain MEMD approval. b. Obtain written commitments from key partners and develop MoU with MEMD c. Monitoring and Evaluation System and Financing proposal for PUE projects</p>

<p>8. Develop PuE Strategy</p>	<p>This task involves developing a strategic framework and roadmap for promoting and scaling up PuE interventions in target areas, based on the findings and recommendations of the market analysis. The deliverable is a PUE strategy along with a summarized presentation that outlines the vision, mission, goals, objectives, strategies, actions, budget (financing plan) and indicators of the PuE strategy, as well as formal approval from the Ministry of Energy and Mineral Development (MEMD).</p>	<ul style="list-style-type: none"> • Draft PUE Strategy Submitted to MEMD and key stakeholders
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These tasks will be elaborated in a detailed Activity Schedule / Work Plan

3.2 Climate Change, Gender, and Youth Inclusion

3.2.1 Gender and Youth Inclusion

The consultant will ensure that the PUE Strategy and Plan allows for gender and youth inclusion so that women and youth can benefit from energy access through increased investment in PUE businesses. In Uganda, women predominantly bear the responsibility for household energy use, mostly related to cooking and heating needs. According to the Global Alliance for Clean Cookstoves (GACC) (2017) estimates, around 98% of all cooking in the country uses biomass and charcoal as energy sources. The GoU has taken various initiatives, including a clean cooking tariff program to facilitate transitioning to clean efficient cooking technologies, and the PUE strategy shall outline the mechanisms, and coordinating steps for the government to achieve its 50% clean cooking goal by 2025.

Furthermore, World Bank estimates indicate that women play a significant role in the micro, small, and medium-sized enterprises (MSMEs) sector, constituting around 68% of the workforce. However, despite their crucial contributions, women often face barriers in accessing reliable energy sources, limiting their productivity and economic potential. Women are particularly affected by lower access to clean energy, as they are twice as likely to work in the informal sector' have limited access to capital, modern electric equipment, and financing opportunities to invest in both electric equipment and other business development aspects, commonly undertake more unpaid domestic tasks, and therefore suffer from greater time poverty (EU, 2022). The PUE strategy will ensure that gender specific challenges are taken into consideration while developing targeted inclusive action.

Another critical aspect that the consultant will address is the development of the youth

workforce in the energy sector. Uganda possesses a young and dynamic demographic, with a significant portion of the population falling within the youth category. According to recent data from the Uganda Bureau of Statistics, over 78% of the population is under the age of 30. This demographic trend presents a unique opportunity for the energy sector. Through targeted training programs, mentorship initiatives, and apprenticeships, the youth can be equipped with the necessary skills and knowledge to actively participate in the sector. Additionally, fostering an environment that encourages innovation and entrepreneurship among the youth will be crucial in driving forward the energy agenda, and this must be clearly outlined in the PUE strategic framework.

The development of a PUE Strategy and Plan must advance gender equality, women's and youth empowerment, so as to reduce gender gaps and ensure inclusive and sustainable PUE-led energy access.

3.2.2 Climate Change

The PUE Strategy and Plan must be cognizant of climate change effects. In this regard, any PUE investments and initiatives proposed and/or funded under the Strategy and Plan must be responsible investments, reduce carbon emissions, provide carbon sinks, support climate smart agriculture or support environmentally sustainable mitigation and adaptation measures. To the extent possible, the strategy and implementation plan will highlight areas of anchoring PUE investments on the Clean Development Mechanism and Article 6 of the Paris Agreement of the UNFCCC convention.

3.3 Timelines for the deliverables

It is expected that the development of a PUE Strategy and Plan for Uganda will be undertaken in no more than 9 months. Over this time, the consultant will be expected to coordinate with other PUE planning and active MDAs to ensure that the crosscutting enabler role of clean energy is highlighted.

4. Required expertise and qualifications.

The applicant may be a firm or consortium that must present at least the following expertise:

- i. Renewable Energy Specialist
- ii. Agriculture Specialist
- iii. Energy Economist
- iv. Policy Specialist
- v. Access to Finance specialist
- vi. Energy Efficiency Specialist
- vii. Environment/climate/carbon specialist
- viii. Gender and Social Inclusion specialist
- ix. Others as deemed relevant.

The Consultants will have a minimum of a master's degree with at least 10 years' experience in the engineering, business administration, economics, environment, gender development, rural

development, social sciences, or equivalent areas relevant for energy sector development and/or development of productive use of energy. The firm or consortium must have experience undertaking similar work in the development world with select experience in sub-Saharan Africa and Uganda.

Special Terms and Conditions/ Instructions for Bidders

The selected firm will only be required to carry out work under section c: develop PUE Strategy and section d: develop PUE Implementation/Operational Plan under the scope work with the accompanying tasks 5-8 only. Additional information on the activities has been provided to inform the proposals.

Bidders should use only submit a budget for these specific activities using budget template provided.

Bidders' technical proposal must address the following.

- 1. Capability statement showing the firms experience in delivering similar SOW, providing at least 3 references and nature of services provided.***
- 2. Proposed execution approach and methodology that the bidder will apply to ensure successful achievement of all the deliverables listed in the SOW.***
- 3. Proposal demonstrates knowledge and understanding of the SOW.***
- 4. A work plan detailing the activities to be carried out presented in a logical manner. The work plan should show the total duration to complete the project, as described in the SOW.***
- 5. Discuss potential challenges expected during the execution of this project and proposed mitigatory measures.***
- 6. Sub-contracting of any part of this work will not be accepted.***
- 7. Bidders are reminded to review all the contracting terms and conditions as detailed in the attachments (links) to the RFP such as, but not limited to required insurances, indemnity clauses and Intellectual Properties***

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, Gigiri Square - Block A, 2nd Floor, United Nations Avenue, Gigiri, Nairobi, Kenya

(Insert full address of the office)

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

Empowering East and Central Africa Program

(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:
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 firm guaranteed 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 regard to this RFQ/RFP to be directed to

Admin Coordination

(insert name of procurement officer)

at this email address:

eecca_adminco-ordination@rti.org

(insert email address of the procurement officer).

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

May 9, 2024

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. As demonstrated in the capability statement of the technical proposal.
- (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 30 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. **Certifications.**
Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

Limitation on Payments to Influence Certain Federal Transactions- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.
- 16. **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.
- 17. **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: