

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

Commodity/Service Required:	Consulting Firm for Development of Hydrogen Energy Industry Standards in the Philippines
Type of Procurement:	Payment Milestones
Type of Contract:	Fixed Price
Term of Contract:	Twelve (12) months
Contract Funding:	USAID
This Procurement supports:	USAID – Energy Secure Philippines Activity
Submit Proposal to:	<b>Jan Ranizen F. Vitan</b> Grants and Procurement Analyst, ESP RTI International <a href="mailto:jvitan@energysecure.ph">jvitan@energysecure.ph</a>
Date of Issue of RFP:	June 27, 2024
Date Questions from Supplier Due:	July 4, 2024 Send your questions to: <a href="mailto:jvitan@energysecure.ph">jvitan@energysecure.ph</a>
<b>Date Proposal Due:</b>	July 11, 2024 not later than 5:00 PM Manila time
Approximate Date Purchase Order Issued to Successful Bidder(s):	July 15-19, 2024

<b>Method of Submittal:</b>	
<b>Email to:</b> <a href="mailto:jvitan@energysecure.ph">jvitan@energysecure.ph</a>	
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 <b>90 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	ESP-RFP-2024-168

### 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 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 “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.



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

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:

The Philippine Energy Plan 2023-2050 recognizes hydrogen as a viable and cleaner alternative energy source for the Philippines, acknowledging its global potential for a wide range of energy applications, including distributed power, backup power, portable power, and auxiliary power for both passenger and freight vehicles. The utilization of hydrogen is poised to significantly impact the country's energy landscape, economic development, and environmental sustainability. On 12 January 2024, the Department of Energy (DOE) issued Department Circular No. DC2024-01-0001, known as the "Hydrogen Energy Guidelines," which outlines the national policy, general framework, roadmap, and guidelines for integrating hydrogen into the energy sector.

The development of hydrogen energy industry standards is a crucial step in actualizing the goals set forth in the Philippine Energy Plan and the Hydrogen Energy Guidelines. Establishing robust and comprehensive industry standards will facilitate the safe, efficient, and sustainable integration of hydrogen into the Philippine energy landscape, fostering technological innovation, economic growth, and environmental stewardship.

This concept note outlines the key areas for the development of hydrogen energy industry standards and seeks support to facilitate this initiative.

#### Product or Service Expectations (both if applicable):

##### Project Objectives:

1. **Recommend National Hydrogen Energy Standards:** Formulate recommendations for comprehensive standards for the production, storage, distribution, and utilization of hydrogen in various energy applications.
2. **Ensure Safety and Reliability:** Establish safety protocols and guidelines to ensure the secure handling and utilization of hydrogen across the energy industry.
3. **Facilitate Market Integration:** Support the creation of a regulatory environment conducive to the growth of the hydrogen energy market in the Philippines.
4. **Environmental Sustainability:** Align hydrogen energy standards with environmental protection goals to reduce carbon emission and promote sustainable energy practices.

Scope of Work:

1. Research and Analysis:
  - a. Conduct a comprehensive review of global hydrogen energy standards and best practices, with a focus on the following key areas:
    - Infrastructure Development and Facility Standards
    - Safety Codes
    - Product Quality
    - Environmental Standards
    - Waste Disposal Management
    - Hydrogen Energy Certification Mechanisms
    - Power Generation, transportation, and industrial sectors
  - b. Analyze the current state of hydrogen technology and infrastructure in the Philippines. Identify gaps and opportunities in the existing energy framework.
2. Stakeholder Engagement
  - a. Organize consultations with industry experts, government agencies, academic institutions, and other stakeholders.
  - b. Gather inputs and recommendations from stakeholders to inform the development of standards.
3. Drafting Standards
  - a. Develop draft recommendations for standards covering all aspects of the hydrogen energy value chain, including production, storage, transportation, and end-use applications.
  - b. Ensure alignment with international standards and best practices.
4. Capacity Building and Knowledge Sharing
  - a. Organize training programs and workshops for government officials, industry stakeholders, and technical personnel.
  - b. Facilitate knowledge sharing and exposure to countries with existing hydrogen energy standards.
  - c. Conduct of study tours and exchange programs to observe the implementation of hydrogen energy standards in countries with established regulations.

**Deliverables, Timelines, Special Terms and Conditions:**

1. Comprehensive Report:
  - a. Detail the research and analysis conducted, including a review of global standards vis-à-vis with the current Philippine situation.
  - b. Include a comparative analysis to highlight gaps and opportunities.
2. Recommend Hydrogen Energy Standards:
  - a. Provide a set of recommended standards for the Philippine hydrogen energy sector based on best practices and global standards.
  - b. Include detailed guidelines and protocols for energy infrastructure development, safety, product quality, environmental standards, waste disposal management, and hydrogen energy certification.

- 3. Stakeholder Consultation Reports:
  - a. Document inputs and recommendations from stakeholder consultations.
  - b. Summarize feedback and insights on the development of the recommended standards.
  
- 4. Implementation Guide:
  - a. Develop a comprehensive guide to implement the recommended hydrogen energy standards, including compliance requirements and best practices.
  - b. Provide a roadmap for regulatory adoption and industry integration of the standards.

**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)
1						
2						
3						
4						
5						
		VAT Tax				
<b>Total Value</b>						

**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:


## 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 c/o USAID Energy Secure Philippines Activity  
Unit 1409&1410, One Park Drive, 9<sup>th</sup> Ave. cor 11<sup>th</sup> Drive, BGC, Taguig City

*(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:

## RFQ/RFP

- (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

Jan Ranizen F. Vitan, Grants and Procurement Analyst

*(insert name of procurement officer)*

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)*.

July 4, 2024

## RFQ/RFP

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**.



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](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 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: