



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Technical Assistance Updating the National Energy Policy for Saint Vincent and the Grenadines
Type of Procurement:	Consultant Agreement Individual or Subcontract
Type of Contract:	Fixed Price
Term of Contract:	7 months
Contract Funding:	USAID
This Procurement supports:	Energy Sector Reform (ESR) project
Submit Proposal to:	Vianelis Tavarez, Finance and Administrative Officer Email: vtavarez@rti.org Copy: ESR Project Management Unit Email: ESR_Procurement@rti.org
Date of Issue of RFP:	August 29th, 2024
Date Questions from Supplier Due:	September 5th, 2024
Date Proposal Due:	September 13th, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	September 27th, 2024

Method of Submittal:	
Email to: vtavarez@rti.org Copy to: ESR_Procurement@rti.org	
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:	PR-DR-2024-020

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: [rti-po-terms_English Version - v1.20.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

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3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

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:

BACKGROUND

The Saint Vincent and the Grenadines National Energy Policy (NEP) of 2009 titled “Sustainable Energy for SVG,” was approved by a Cabinet Memorandum dated 3rd March 2009 and outlines the Government’s priorities of achieving greater energy security and independence, and lower costs while maintaining high reliability of service within the energy sector. This policy initiated the transition to a sustainable energy sector in Saint Vincent and the Grenadines. The Energy Action Plan for Saint Vincent and the Grenadines (2010), the First (2015) Nationally Determined Contributions (NDC), the National Economic and Social Development Plan 2013-2025, and the Saint Vincent and the Grenadines National Electricity Transition Strategy (NETS) (2017) have all confirmed and supported this clear trajectory.

The Government of Saint Vincent and the Grenadines (GoSVG) recognizes that energy plays a crucial role in the diversification of the country’s economy and in the pursuit of poverty reduction. The GoSVG has outlined several guiding principles to be considered during the preparation of the National Energy Policy, ensuring that the policy aligns with the broader objectives of sustainable development and energy security. This policy was developed against the backdrop of a very volatile international oil market and recognizes that Saint Vincent and the Grenadines relies almost exclusively on the importation of fossil fuels and its negative impact on the balance of trade. Supply chain interruptions and oil price shocks continue to be of concern and heighten the need to increase use of indigenous renewable energy.

The energy sector has undergone some incremental changes to the institutional arrangements over the past few years with the institution of a National Energy Steering Committee and the Energy Unit. However, no changes to the legislative and policy directions were realized. It is noted that to accelerate the transition of the Saint Vincent and the Grenadines energy sector, policy, legislative and capacity gaps must be addressed with a sense of urgency.

ESR PROPOSED SUPPORT

The USAID Caribbean Energy Sector Reform (USAID ESR) project, implemented by RTI International, is a four-and-a-half-year initiative aimed at strengthening energy systems across 13 Caribbean countries. This project promotes sustainable economic growth, resilient communities, and energy independence. Under the U.S.-Caribbean Partnership to Address the Climate Crisis (PACC 2030), the USAID Energy Sector Reform project advances key energy security and climate adaptation objectives by supporting the regional transition to modern and

renewable energy systems, ensuring affordable, reliable, and sustainable access to energy for all.

The Energy Sector Reform (ESR) project is providing technical assistance to the Government of Saint Vincent and the Grenadines in updating its National Energy Policy (NEP) 2009. The department leading the update of the National Energy Policy is the Energy Unit under the Ministry of Urban Development, Energy, Seaports, Grenadine Affairs & Local Government. With the update of the 2009 NEP, there is an anticipation to facilitate an acceleration to the integration of sustainable renewable energy (RE), promote and increase energy efficiency (EE) and energy conservation and support a green economic growth. The updated NEP will outline a 20-year vision and include a 10-year action plan for the period 2025-2035, along with a corresponding implementation plan, the focus of which will be to define concrete steps and actions needed to achieve the goals and policies during the initial 3-4 years (2025-2028), accompanied by a monitoring framework. The aim is to provide a clear roadmap of specific actions that will enable the timely accomplishment of the goals outlined in the updated NEP.

USAID ESR is seeking to contract a consultant to assist USAID ESR to provide analytical and technical advisory support to the GoSVG in updating the 2009 National Energy Policy.

Local individual consultants or local consulting firms are preferred. The consultant individual or consultant firm must establish it has a current local presence in Saint Vincent and the Grenadines (acceptable documentation may include residency information, registration of the organization within the country, or other legal documentation).

However, consultant firms that do not have a local presence within Saint Vincent and the Grenadines may submit proposals so long as the consulting firm identifies within the proposal a Local Consultant or Employee that at a minimum will:

- i. assist in the collection of energy information in Saint Vincent and the Grenadines.
- ii. provide an overview of the energy situation and the annex country profile, and to prepare an initial draft of the updated energy sector diagnosis and related sections and annexes of the plan;
- iii. provide information and clarifications regarding the national situation to the primary consultant; and
- iv. assist in the consultation process.

Please note that due to USAID Geographic Code restrictions that specify the countries from which services or goods may be obtained by USAID ESR, some individuals or firms may not be considered.

Product or Service Expectations (both if applicable):

The scope of work of the Consultant will include the following tasks.

Task 1: Review of legal framework, NDC and NEP 2009

Under this Task, the Consultants will review at a minimum the following documents relevant to the energy policy review:

- a. St. Vincent and the Grenadines National Energy Policy 2009

- a. St. Vincent and the Grenadines National Economic and Social Development Plan 2013 - 2025
- b. SVG National Physical Development Plan for 2021-2041
- c. Saint Vincent and the Grenadines Updated Nationally Determined Contribution For the period 2020-2030
- d. St. Vincent and the Grenadines Intended Nationally Determined Contribution 2015
- e. St. Vincent and the Grenadines National Electricity Transition Strategy 2017
- f. Energy Action Plan for St. Vincent and the Grenadines First Edition 2010
- g. Saint Vincent Act No. 14 of 1973 Electricity Supply Act
- h. Barbados National Energy Policy (BNEP 2019 – 2030)

The Energy Unit may provide additional background documents relevant to energy in SVG and the government policy objectives and/or regional (Caribbean Community) policies, for the Consultant to review, build understanding and take into consideration.

Building on its experience, the Consultants will present the results of this review in an Assessment Report including the following:

- Executive summary with key findings and recommendations for the update of the NEP;
- Summarize the main principles and concepts in the legal framework, plans and climate change policy, relevant to the national energy policy, and identify when those are consistent with or require an update of NEP 2009;
- Summary of the key challenges for the energy sector in SVG;
- Description of key global issues and initiatives for energy transition;
- Identify any potential required modifications or additions to the existing legal and regulatory framework relevant to energy;
- Propose a draft outline of the updated NEP, using regional best-practice examples adapted to fit the SVG context, USAID ESR Inception Report among others;
- Propose a workplan to execute the activities defined within the assessment report.

The Primary Consultant will prepare and submit a draft of the assessment report and discuss with the Energy Unit/Steering Committee to clarify and receive feedback and observations, and agree goals for the NEP. The Primary Consultant will also participate to provide inputs or clarifications, as needed, on the energy situation in SVG and challenges as well as relevant regional policies.

The Primary Consultant will prepare the final assessment draft of the report taking into consideration the results of the discussions.

Deliverable: Assessment Report, including presentation

Task 2: Goals and Policies in the NEP

Based on the results of Task 1, the Primary Consultant will provide technical assistance and draft for each of the agreed goals/area of the NEP:

- The recommended text of the goal, and its justification;
- Review of the areas/goals and policies under each goal in NEP 2009, in particular the policies under the goal on “legal and regulatory framework” and the goal for the power

sector,

- Identify options for the pillars for the updated NEP, building on the goals in NEP 2009;
- The list of proposed policies to achieve the goal and its relevance to SVG energy context, and challenges;
- As applicable, international or regional relevant example(s) of similar goal or policies

In parallel, the Local Consultant will be reviewing and improving the description of the energy sector in SVG and its current challenges, with an updated format on scope and section, and annexes, and providing any additional information required by the Primary Consultant.

Coordination meeting(s) will be organized for the Local Consultant to share updated draft reports/documents and for the Primary Consultant to request clarifications or additional information.

In preparing its recommendations, the Primary Consultant should take into consideration the following:

- Ensure relevance to SVG context and to small island energy sectors;
- Goals or commitments in the NDC, and consistency with Saint Vincent and the Grenadines National Energy Transition Strategy; The Energy Action Plan for Saint Vincent and the Grenadines (2010); the First (2015) Nationally Determined Contributions (NDC); and the National Economic and Social Development Plan 2013-2025.
- Focus on energy transition to low carbon and role of consumers as producers, introduction of new technologies and innovation, scale up of electromobility and integration of RE, maximizing energy efficiency and energy conservation (efficient use of electricity)
- Policies or actions on green financing, institutional strengthening, capacity building and communication activities.

The Primary Consultant will prepare and submit a draft Goals and Policies report and discuss with the Energy Unit/Energy Steering Committee to build capacity and understanding, share concerns and limitations; and overall agree the scope of policies. The Local Consultant will participate in the meeting to provide inputs or clarifications, as needed, on the energy situation in SVG and challenges as well as relevant regional policies.

The Primary Consultant will prepare the final draft of the report and a presentation taking into consideration the results of the discussions.

Deliverable: Draft Goals and Policies, including a presentation.

Task 3: Draft Updated NEP

Based on the results of Task 2, the Primary Consultant(s) will:

- Prepare the final outline for the NEP for client feedback
- Draft the NEP as per the agreed final outline
- Prepare a presentation of the updated NEP for the Energy Unit to use in consultations.

The Primary Consultant will prepare and submit to the Energy Unit/Steering Committee the draft Task 3 Updated NEP Report with the results of the scope of work described in the bullets above.

The Consultant will discuss with the Energy Unit/Energy Steering Committee to clarify and receive feedback and observations.

The Primary Consultant will deliver the final draft of the Updated NEP Report and implementation plan taking into consideration the results of the discussions.

Deliverables: Draft Updated National Energy Policy, the presentation for Energy Unit consultations and an outline for the implementation plan.

Deliverables, Timelines, Special Terms and Conditions:

Consultant Qualifications:

The Consulting team or consultant individual will have the following qualifications:

- The team lead will have at least 10 years’ experience on energy sector covering one or more of the following:
 - energy policy,
 - institutional and regulatory frameworks,
 - low carbon development policies in energy sectors and
 - energy transition strategies.
- Experience in energy sectors in island countries. Teams with experience within the Caribbean will have a distinct advantage;
- The individual consultant or at least one team member of the consulting team will need to have presence in St. Vincent and the Grenadines for local consultations;
- Excellent communication skills, including full proficiency in English, both written and oral.

Tasks under the work order will produce the following deliverables

Deliverable	Description	Dates for delivery	Payment
Kick-Off Meeting	Discuss expectations and share project timelines.	September 2024	10%
Assessment Report	Assessment Report, including presentation	October 2024	15%
Draft Goals and Policy Document	Draft Goals and Policies, including a presentation.	December 2024	20%
Public Stakeholder Consultations	Execute Focus Groups Hybrid Public Consultations	January and February 2024	10%
Finalized Revised NEP Report & Action Plan	Draft Updated National Energy Policy, the presentation for Energy Unit consultations and an outline for the implementation plan.	April 2025	45%

Pricing

The budget for this consultancy, including all expenses and deliverables, may not exceed \$50,000.00.

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	1	Kick-Off Meeting	Deliverable /activity completed	10%	\$ XXX	# days
2	1	Assessment Report	Deliverable /activity completed	15%	\$ XXX	# days
3	1	Draft Goals and Policy Document	Deliverable /activity completed	20%	\$ XXX	# days
4	1	Public Stakeholder Consultations	Deliverable /activity completed	10%	\$ XXX	# days
5	1	Finalized Revised NEP Report & Action Plan	Deliverable /activity completed	45%	\$ XXX	# days
Total Value					\$ XXX	

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

Dominican Republic Office | RTI International
Calle Juan Garcia Bonelly No. 19, Edificio DML
Santo Domingo, Dominican Republic

(insert full address of the office)

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

USAID

(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) Registration information or residency information of the individual. Legal documentation may include Driver’s License, Immigration Documentation, Company Business Registration, etc.
 - (n) **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
- Vianelis Tavarez, Finance and Administrative Officer
(insert name of procurement officer)
- at this email address:
- Email: vtavarez@rti.org
(insert email address of the procurement officer).

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

September 4, 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 [rti-po-terms English Version - v1.20.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) (10 points)
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule (5 points)
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A. The Consulting team or individual consultant will have the following qualifications (55 points):
 - The team lead will have at least 10 years' experience on energy sector covering one or

more of the following:

- o energy policy,
- o institutional and regulatory frameworks,
- o low carbon development policies in energy sectors and
- o energy transition strategies.

- Experience in energy sectors in island countries. Teams with experience within the Caribbean will have a distinct advantage;

- The team will need to have at least one team member present in St. Vincent and the Grenadines for local consultations;

- Excellent communication skills, including full proficiency in English, both written and oral

(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. (5 points)

(e) **OTHER EVALUATION CRITERIA** (25 points)

Local presence of individual consultant or consulting firm, established through residency as a local national, registration of the firm within the country, or other legal documentation.

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. **Certification.** The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.
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: