



**SERVICES OF A FIRM FOR THE
“RE DECADE REPORT”
REQUEST FOR PROPOSAL (RFP)**

	DATE: July 12, 2018
	REFERENCE: RFP-2018-050

Dear Sir / Madam:

We kindly request you to submit your Proposal for RE Decade Report.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Thursday, July 26, 2018 and via email, courier mail or hand delivered to the address below:

United Nations Development Programm
15th Floor North Tower, Rockwell Business Center Sheridan, Sheridan St. corner United St.
Madaluyong City, Philippines.
Jack Paul Agonia
Procurement.ph@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 90 Days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Jennifer Nielsen
Procurement Specialist
7/12/2018

Description of Requirements

Context of the Requirement	The RE law (RA9513) was enacted 10 years ago. A report that will highlight the accomplishments, gaps and challenges met and ways forward to support the growth of the RE industry will serve as a knowledge management and advocacy material in aid of policy review and institution building as regards the need to induce financial investments in RE and reduce greenhouse gases from the power industry. This activity is consistent with Component 1 of the DREAMS project document. This is preliminary report for a more comprehensive review of the RA 9513 that is scheduled in 2019.
Implementing Partner of UNDP	Department of Energy (DOE)
Brief Description of the Required Services ¹	<p>The contractor shall organize an expert team that will write the articles and prepare the lay-out of a “ready to print” report on the 10 years of implementation of the RA 9513.</p> <p>i. <u>Target audience</u>: The target audience would be composed of two sectors.</p> <p style="padding-left: 40px;">Sector 1: institutions engaged in the power industry (both renewable and non-renewable) officials and technical staff of LGUs (municipal and provincial), electric cooperatives, members of the Regional Development Councils and government agencies, financing institutions, international organizations with specific programs or initiatives on renewable energy and climate adaptation and mitigation.</p> <p style="padding-left: 40px;">Sector 2: Consumer associations, advocates of RE technologies, academe, research organizations and civil society organizations who are in the field of renewable energy and environment.</p> <p>ii. <u>Coverage</u>: The accomplishment report for RA 9513 will cover the period 2008 to 2018. The cut-off date for accomplishment will be August 2018. Only projects completed or on-going during that period</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>will be included. For historical purposes however, e.g. history of the RE law and other benchmark energy data and information, may be utilized. The role of the Capacity Building to Renewable Energy Development (CBRED) project must be included in the history of the RE law.</p> <p>iii. <u>Content Outline</u>: A focused group discussion with the DOE including other experts must be conducted to gather inputs on the final range of topics, depth of reporting and analysis and data sources that will be included in the Decade Report. However, at the minimum, the report shall contain the major topics listed in Annex 1.</p> <p>iv. <u>Format</u>: Technical information , e.g. statistics, figures, policies must be presented with simple discussions and analysis to explain what has been accomplished by RA9513. As much as possible, graphs, maps and innovative illustrations must be used to relay the information contained in technical information and policy directives, e.g. renewable portfolio standards, RE Markets, Net Metering, Green Energy Options. A simple dictionary of RE related terms will be highly recommended to be part of the report.</p> <p>v. <u>Data sources</u>: All data sources must be properly cited. Official government data particularly from the official reports of the DOE shall be the main, and in case of conflict or doubt on data, shall be the final reference point. Data from other sources may be used to clarify, support, or encourage critical thinking on the RE industry. A bibliography of proposed data sources shall be submitted as part of the bid document.</p> <p>vi. <u>Writers</u>: Particular sections may require expert analysis. In such cases, expert writers may be commissioned by the contractor to write on a specific topic. A list of writers and their credentials shall be submitted as part of the bidding requirement.</p> <p>vii. <u>Photography</u>: All photography and illustrations must be original. Graphics lifted from the internet , e.g. google, or other publications are not allowed even if permission will be granted. Note that all articles, original art works including photography shall become property of the project. Full acknowledgement will be provided.</p> <p>viii. <u>Format</u>: The articles must be written with the following format in mind.</p> <ul style="list-style-type: none"> • Writing style: There must be balance between technical and non-technical writing to ensure that the content suits the target audience.
--	---

	<ul style="list-style-type: none"> • Pages: the estimated length is 150-200 pages (magazine format with fonts not less than 11size for easy reading). • Pictures and illustrations and graphs, maps, figures and tables must not account to more than 60% of the entire content. • Size: magazine size. • Color: Full color to be printed in glossy paper.
List and Description of Expected Outputs to be Delivered	<p>All reports (draft and final form) mentioned below will be submitted in soft and hard copies (5 copies) and in full color and actual size. The report will be submitted to an Editorial Committee (EC) to be organized for the purpose.</p> <p>(KINDLY REFER TO PAGE. 6: B. DELIVERABLES / EXPECTED OUTPUT AND SCHEDULES AND FUND RELEASE OF THE TOR)</p>
Person to Supervise the Work/Performance of the Service Provider	The National Project Director shall nominate members of the Editorial Committee to review the outputs of the contractor and recommend appropriate action. The Project manager of DREAMS will coordinate with the Editorial Committee and the Contractor for the fulfillment of their respective tasks and deliverables.
Frequency of Reporting	The contractor and the PMU shall agree on an inception report that will include reporting schedules.
Progress Reporting Requirements	KINDLY REFER TO PAGE. 8 UNDER GOVERNANCE AND ACCOUNTABILITY LETTER C OF THE TOR.
Location of work	<input checked="" type="checkbox"/> Exact Address/es Department of Energy, 2F PNOG Building V, Energy Center, Rizal Drive, 34th St, Taguig, 1632 Metro Manila. <input checked="" type="checkbox"/> At Contractor's Location (PLS. REFER TO PAGE 8 OF THE TOR)
Expected duration of work	This contract is targeted to start NLT 06 August 2018 and be completed with the submission of a ready to print report by 06 December 2018. The date is crucial. The report will be launched on December 2018 which coincides with the national energy month and the 10th year of RA9513.
Target start date	August 06, 2018
Latest completion date	December 18, 2018
Travels Expected	Manila with limited travel in the other parts of the country as may be agreed upon at the inception planning or as incorporated in the proposed work plan and budget.
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]
	<input type="checkbox"/> Office space and facilities

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others NONE
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ³	PLEASE REFER TO PAGE 11 OF THE TOR
Person(s) to review/inspect/ approve	NATIONAL PROJECT DIRECTOR, DOE

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

outputs/completed services and authorize the disbursement of payment	
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 14% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 28% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 28%
	<p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Type of Contract to be Signed	<p>Purchase Order</p> <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁴ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input checked="" type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
	<p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Jack Paul Agonia</i> <i>Procurement Assistant</i> Procurement.ph@undp.org Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE

Background information:

- a. Background: “Development for Renewable Energy Applications for Mainstreaming and Market Sustainability” (DREAMS) is a 5-year partnership project of the Global Environment Facility (GEF), the United Nations Development Program (UNDP) and the Department of Energy (DOE). DOE is the national implementing partner. The project document was signed in June 2016.
- b. Goals, Objectives and Outcomes: The goal is to “reduce GHG emissions from the power sector, the objective is to promote and facilitate the commercialization of the renewable energy (RE) markets through the removal of barriers to increase investments in RE based power generation project.” The partnership will contribute to the reduction of Green House Gas (GHG) emissions from the power sector. It will help increase the confidence of local governments, investors, financing institutions, power developers and distributors, and consumers on the viability of renewable energy as a power source.
- c. Outcome indicators: “Direct emissions reductions will be 205,181 tonnes of CO_{2eq} hand. Some 20,000 sitio-based households in far flung areas will obtain access to reliable sources of renewable energy by the end of the DREAMS project.
- d. Components and Expected outcomes: DREAMS has 4 components.

Components	Outcomes
a. RE Policy and Planning	enforcement of a supportive policy and regulatory environment = <u>increase in RE investments</u>
b. Institutional strengthening for RE mainstreaming	strengthened institutional capacity= <u>increase in RE project approvals</u>
c. Capitalized RE market development	increased number of operational RE projects = <u>increase in confidence of RE developers on viability of RE</u>
d. RE commercialization	capitalized RE markets = <u>increase in RE based power capacity</u>

- e. Context of the required services (Relevance of the work to the project context)

The RE law (RA9513) was enacted 10 years ago. A report that will highlight the accomplishments, gaps and challenges met and ways forward to support the growth of the RE industry will serve as a knowledge management and advocacy material in aid of policy review and institution building as regards the need to induce financial investments in RE and reduce green house gases from the power industry.

This activity is consistent with Component 1 of the DREAMS project document. This is preliminary report for a more comprehensive review of the RA 9513 that is scheduled in 2019.

f. DREAMS Stakeholders and Management Structure

The project is being implemented by the Department of Energy (DOE). DOE assumes over-all responsibility for the achievement of project results. The Project is co-financed with funding from the GEF. UNDP acts as the *GEF Executing Agency*. All components of the Project are being implemented by the Renewable Energy Management Bureau (REMB).

A Project Support Group (PSG) composed of technical staff/specialist from the other Bureaus and divisions of DOE has been formed to provide technical advice in the implementation of the activities including monitoring and evaluation. A Project Steering Committee has been established to serve as a policy and decision making body for the project implementation.⁹

A Project Management Unit is based at the DOE Compound. The PMU is headed by a National Project Director (NPD) who is also the Director of the REMB. A Project Manager and support staff oversees the day to day operations of the DREAMS Project Management Office (PMO) located the the office of the DOE in Taguig, Metro Manila.

3. DESCRIPTION OF THE REQUIRED SERVICES

a. Specific Objective.

The contractor shall organize an expert team that will write the articles and prepare the lay-out of a “ready to print” report on the 10 years of implementation of the RA 9513.

The report must aim to inspire and educate and provide a credible knowledge base to discuss the history, accomplishments and ways forward to develop the renewable energy industry in the Philippines. A well-researched and written and edited accomplishment report based on the following must be submitted;

i. Target audience. The target audience would be composed of two sectors.

- Sector 1: institutions engaged in the power industry (both renewable and non-renewable) officials and technical staff of LGUs (municipal and provincial), electric cooperatives, members of the Regional Development Councils and government agencies, financing institutions, international organizations with specific programs or initiatives on renewable energy and climate adaptation and mitigation.
- Sector 2: Consumer associations, advocates of RE technologies, academe, research organizations and civil society organizations who are in the field of renewable energy and environment.

ii. Coverage: The accomplishment report for RA 9513 will cover the period 2008 to 2018. The cut-off date for accomplishment will be August 2018. Only projects completed or on-going during that period will be included. For historical purposes however, e.g. history of the RE law and other benchmark energy data and information, may be utilized. The role of the Capacity Building to Renewable Energy Development (CBRED) project must be included in the history of the RE law.

⁹ The members of the PSC are DOE, DILG, DENR, NEDA, TRANSCO, NAPOCOR, NPC, PEMC, and the local government of Iloilo and Palawan and the UNDP.

- iii. Content Outline: A focused group discussion with the DOE including other experts must be conducted to gather inputs on the final range of topics, depth of reporting and analysis and data sources that will be included in the Decade Report. However, at the minimum, the report shall contain the major topics listed in Annex 1.
- iv. Format: Technical information, e.g. statistics, figures, policies must be presented with simple discussions and analysis to explain what has been accomplished by RA9513. As much as possible, graphs, maps and innovative illustrations must be used to relay the information contained in technical information and policy directives, e.g. renewable portfolio standards, RE Markets, Net Metering, Green Energy Options. A simple dictionary of RE related terms will be highly recommended to be part of the report.
- v. Data sources: All data sources must be properly cited. Official government data particularly from the official reports of the DOE shall be the main, and in case of conflict or doubt on data, shall be the final reference point. Data from other sources may be used to clarify, support, or encourage critical thinking on the RE industry. A bibliography of proposed data sources shall be submitted as part of the bid document.
- vi. Writers: Particular sections may require expert analysis. In such cases, expert writers may be commissioned by the contractor to write on a specific topic. A list of writers and their credentials shall be submitted as part of the bidding requirement.
- vii. Photography: All photography and illustrations must be original. Graphics lifted from the internet, e.g. google, or other publications are not allowed even if permission will be granted. Note that all articles, original art works including photography shall become property of the project. Full acknowledgement will be provided.
- viii. Format: The articles must be written with the following format in mind.
 - Writing style: There must be balance between technical and non-technical writing to ensure that the content suits the target audience.
 - Pages: the estimated length is 150-200 pages (magazine format with fonts not less than 11size for easy reading).
 - Pictures and illustrations and graphs, maps, figures and tables must not account to more than 60% of the entire content.
 - Size: magazine size.
 - Color: Full color to be printed in glossy paper.

b. deliverables/expected outputs and schedules and fund releases

All reports (draft and final form) mentioned below will be submitted in soft and hard copies (5 copies) and in full color and actual size. The report will be submitted to an Editorial Committee (EC) to be organized for the purpose.

The EC members will come from the members of the DREAMS Project Steering Group and a representative from the National Renewable Energy Board (NREB.) The EC will have a maximum of 5 days review period for all submitted outputs.

Presented below is the indicative time frame:

activity/deliverables/ outputs	Estimated duration to complete	Target due date	% of fund release	Review and approvals required	name and email address of designated person who will review and accept
signing of contract		July 23	0		
inception report to include proposed content outline generated from a focused group discussion	5 calendar days after signing	NLT 30 July	30%	National Project Director	names to be provided on contracting
Narrative report					
first draft	30 days	NLT 30 August	10%	Editorial Committee (to be appointed)	same as above
second draft	30 days	NLT 30 September	10%	Editorial Committee	same as above
Final draft with a proposed lay-out (draft 1)	15 days	NLT 15 October	20%	Editorial Committee and National Project Director	same as above
Report for printing					
2nd Draft of lay out	15 days	NLT 30 October	10%	Editorial Committee and Chair of PSC	same as above
Final Ready to print document	15 days	NLT 15 November	20%	Editorial Committee and NPD	same as above

4. GOVERNANCE AND ACCOUNTABILITY

a. Supervision level

The National Project Director shall nominate members of the Editorial Committee to review the outputs of the contractor and recommend appropriate action. The Project manager of DREAMS will coordinate with the Editorial Committee and the Contractor for the fulfillment of their respective tasks and deliverables.

This contract will be signed between the contractor and the UNDP. The contractor will be selected following

the UNDP procurement process. The approval of the outputs (draft and final) and the release for payment will be vested to the DOE as represented by the DREAMS Project Management Unit (PMU).

The Contractor shall assign a Team Leader/Manager who shall report weekly, or more frequently if requested by UNDP and the DREAMS Project Manager. The Team Leader shall ensure that all project deliverables and milestones are met based on target and accomplished in a timely manner. The DREAMS Project Manager shall keep track of the work plan.

b. Frequency of progress reporting

The contractor and the PMU shall agree on an inception report that will include reporting schedules.

c. Partner Institutions/Groups

At the minimum, the following groups shall be involved in the preparation of the report

Group	Expected Role/s in the project
Renewable Energy Management Bureau	<ul style="list-style-type: none"> • Source of secondary data and accomplishment reports • Introduce, via a letter, the Contractor to the relevant offices or individuals that will be involved as described below.
Project Steering Committee members. Interview with the Chair of the Committee and at least 3 of its 11 members must be conducted.	key informants
National Renewable Energy Board	Source of Secondary Data with the Chair of the Board (current or most recent) as key informant
Other DOE offices, e.g. Office of the Secretary, Energy Policy and Planning Bureau, Energy Utilization and Management Bureau, Energy Power Industry Management Bureau, Information Technology Management Services	<p>Source of Secondary Data</p> <p>Bureau Directors as key informants</p> <p>A foreword from the DOE Secretary and the most recent Chair of the NREB is a must.</p>

5. FACILITIES TO BE PROVIDED BY PROJECT MANAGEMENT UNIT

a. logistics: The project will not be able to provide a working space at the DOE or UNDP. The PMU does not also have transport services. The PMU may however arrange for the use of conference rooms at REMB subject to their availability.

b. staff support: the contractor, shall, after the appropriate introduction letters are sent by the Project Management office, coordinate and communicate directly to the offices that will provide data and individuals that will serve as key informants.

- c. others: Reproduction (photocopy, printing etc) of reports that will be submitted to DOE shall be handled by the contractor. The PMU may lend subject to availability hardwares like LCD and recording machines.

6. EXPECTED DURATION OF THE CONTRACT/ASSIGNMENT

This contract is targeted to start NLT 06 August 2018 and be completed with the submission of a ready to print report by 06 December 2018. The date is crucial. The report will be launched in December 2018 which coincides with the national energy month and the 10th year of RA9513.

7. DUTY STATION:

Manila with limited travel in the other parts of the country as may be agreed upon at the inception planning or as incorporated in the proposed workplan and budget.

8. QUALIFICATIONS

- a. The contractor shall be a duly registered company either profit or non-profit with at least 7 years of continuous of relevant experience in the Philippines.
- b. Experience in the preparation, writing, editing, publication of government related reports and international publications shall be an asset. The most recent audited financial statement must be for the fiscal year 2017.

9. RECOMMENDED PRESENTATION OF OFFER.

At the minimum, the proposal must contain the following section.

- a. Company profile: The Contractor shall provide the following information:
 - i. Company Name
 - ii. Type of organization (profit/nonprofit)
 - iii. Date of registration (attached SEC registration page)
 - iv. Company Address (permanent)
 - v. Company Web Page
 - vi. Main business and product line (as stated in the company's registration)
 - vii. List of completed projects (as may be relevant to this proposal) with name of clients in the last 5 years (with at least 3 samples of work)
 - viii. Organizational structure and list of board members and key officers
 - ix. Contact person (Name, Email, Telephone)
 - x. Number of Employees (permanent)
 - xi. Audited Financial Statement for the 2017
 - xii. Notarized authorization of the contact person via a board resolution to represent the company to negotiate for this project
- b. Team Composition: The names of the team to be involved shall be presented based on the table below. A CV of the entire team members (team leader, writers, graphic artist, lay out artist, editor) shall be included. At the minimum, the team shall be composed separately of a Team Leader, Editor, Lay-out Artist and Main writer.

The Team Leader must be a composite/permanent/not-a consultant staff of the contractor. These positions will be rated. The team may hire additional people but the 4 key positions will be rated.

The minimum required relevant experience will be 2 years except for team leaders and the writers that must have a minimum of 5 years on their field of expertise and relevant to the project under consideration.

Name	Position for the Project	Nationality	Employment Status with Firm	Education/ Degree (Year/ Institution)	No. of Years of Relevant Experience	Percent or days to be allocated to the project

d. Methodology. The methodology must describe or elaborate on the following:

- ix. Proposed topic outline (prior to the focused group discussion) with sample annotated of bibliography and data sources.
- x. Proposed key data sets (or dummy tables)
- xi. Proposed Key Informant Interview questionnaire
- xii. Proposed maps, pictures and figures that will be included in the accomplishment report
- xiii. Work plan (expressed in a gantt chart) indicating indicators of accomplishments
- xiv. Risk assessment and contingency management plan

10. PRICE AND SCHEDULE OF PAYMENTS

- a. conditions of payment: This contract is fixed output-based price or is not adjustable regardless of the extension.
- b. components of financial proposal. the financial proposal shall be all inclusive including payment of mandated taxes but excludes the final printing of the report. At the minimum, the following cost components shall be specified in the financial proposal
 - i. professional fees per role, e.g. team leader, editor
 - ii. travel and per diems
 - iii. workshops/meetings
 - iv. photography
 - v. supplies
 - vi. contingency

c. payment schedule

deliverable	% of fund release	Review and approvals required
signing of contract	0	
submission of inception report with the proposed content outline generated from a focused group discussion	30%	National Project Director
Narrative report		
approval of first draft of narrative	10%	Editorial Committee
approval of second draft of narrative	10%	Editorial Committee
approval of Final draft (fully edited) a with a proposed draft lay-out	20%	Editorial Committee and National Project Director
Report for printing		
submission and approval of 2nd draft of lay-out	10%	Editorial Committee with comments from PSC Chair
submission and approval of ready to print document	20%	Editorial Committee and NPD

* a maximum of 5 days will be provided to the editorial committee to send a response; after which the submitted document is considered final and approved.

11. CRITERIA FOR EVALUATION

a. Technical proposal (70% weight)

Indicator	weight	criteria	score
Bidders Qualification, capacity and experience			200
expertise/track record of firm	100	<ol style="list-style-type: none"> 1. below 3 years 2. above 3- below 7 3. above 7years to below 10 years 4. above 10 years 	<p>25 50 75 100</p>
samples of work	100	<ol style="list-style-type: none"> 1. not similar in form and format 2. partly similar in form and substance i.e related to RE, environment 3. exactly same as the intended output, i.e report is on Energy sector and RE 4. evidence of work or membership related to compliance to organizational sustainability, membership in UN bodies or associations related to gender empowerment, SDG, etc (at least 1) 	<p>25 26-50 51-75 additional 25</p>

Proposed Methodology Approach and Implementation Plan			400
qualification of team to be assigned	400	see separate table below (top 4 main staff)	
Proposed Methodology, Approach and Implementation Plan			400
methodology	400	<ol style="list-style-type: none"> 1. Proposed topic outline and brief annotated bibliography and data sources (100) 2. Proposed key data sets (or dummy tables) (100) 3. Proposed maps, pictures and figures that will be included in the accomplishment report (100) 4. Proposed Key Informant Interview questionnaire (100) 	<ul style="list-style-type: none"> • in-adequate to fully meet objectives of the report= 0 • partial adequate= 1-50 • adequate=51-75 • more than adequate and shows evidence of creative report= 76-100

b.

Management Structure and Key Personnel			
1	Team Leader		100
		Sub-Score	
	educational background (see below)	30	
	work experience	70	
2	Editor	Sub-Score	100
	educational background (see below)	30	
	work experience	70	
3	Main Writer	Sub-Score	100
	educational background (see below)	30	
	work experience	70	
4	Lay-out artist	Sub-Score	100
	educational background (see below)	30	
	work experience	70	

		Total Score	400
--	--	--------------------	------------

*rating scheme for education background: Range depends if course is related to the project. preference or higher rating may be for those in social sciences, communications, environmental sciences. The range of points is depended on the judgement of the rater as there may be for example cases when an undergraduate course e.g. communication is augmented by a post graduate course in energy or environment or attendance in related training

- AB/BS graduate: 1-10
- MA/MS/Phd level: 11-20
- Completed post grad= 21-30

**Work experience: As a guide, “related work experience” refers to writing/editing/publication of accomplishment report in the fields of energy policies and projects, environment policies and projects either from the government or private sector. Additional points may be given if the experience is with government agencies, international agencies engaged in energy or other stakeholders related to the energy industry. The rater has to option to identify other related experiences to determine the range of points to be given to the team member.

- 5years below and **not** directly related to work required by project = 10
- below 5 years related to work required by the project = 20
- 5 to 7 years directly related to work required by the project =21-40
- above 7 years to 10 years directly related to work required by the project = 41-60
- above 10 years and directly related to work required by the project project = 70

b. Financial proposal (30% weight)

12. Additional References or Resources

The following relevant documents and publications are available at the DOE website (www.gov.ph).

- RA 9513 (Renewable Energy Act)
- National Energy Plan
- National Renewable Energy Plan
- Relevant Department Orders like Feed in Tariff, Renewable Portfolio Standards, Net Metering, Executive Order 30

A revised NREP is also being prepared and will be available by July 30, 2018.

ANNEX 1: THIS IS ONLY THE MINIMUM CONTENT

A. General overview of Energy Industry

1. Power industry structure (generation, transmission, distribution)
2. Conventional
3. Renewable

B. Brief History of RE Industry in the Philippines

1. early beginnings of RE (policies, programs/projects and private sector initiatives in technology development, research, financing)
2. history and rationale : RA 9513

C. Statistics of RE based on National RE Plan (2008-2018)

- maps (location of first RE projects after the 2008; ongoing RE projects)
- graphs and statistics on RE

D. Status and Accomplishments under RA 9513 (what happened last 10 years). This must be the bulk or main section of the report together with support data from section C

1. Technology Update
2. Green Energy Options
3. Renewable Portfolio Standards (grid-off-grid)
4. Renewable Energy Market
5. Net Metering
6. FIT, CSP,
7. Other related legislations, guidelines e.g. Biofuels Act

E. Challenges and Lessons learned (with articles from experts)

1. technology development
2. legislation of RA 9513
3. private sector participation (esp NPP, QTP and financial institutions)
4. consumer participation
5. others? Global Trend?

F. Moving Forward (based on revised NREP and new guidelines e.g.EO30)
TRAIN law, incentives for RE)

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

[insert: Location].
[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Latest Registration Papers, Tax Payment Certification, SEC registration etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

(Kindly refer to page 14 of the TOR for other documents that needs to be submitted)

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]