



**REQUEST FOR PROPOSAL (RFP)**  
**Services of a Local Firm for Institutional Strengthening and Mainstreaming**  
**(Energy Planning, Project packaging and Local RE Policy Making)**

	DATE: <b>September 2, 2020</b>
	REFERENCE: <b>RFP-087-PHL-2020</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of a firm for the Institutional Strengthening and Mainstreaming (Energy Planning, Project packaging and Local Renewable Energy Policy Making).

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

Proposals may be submitted on or before **Thursday, September 17, 2020** and via email

**Email address: [bids.ph@undp.org](mailto:bids.ph@undp.org)**

Your Proposal must be expressed in English, and valid for a minimum period of 120 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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

**Karyll Angeles**  
*Procurement Associate*

## Description of Requirements

Context of the Requirement	<b>Institutional Strengthening and Mainstreaming (Energy Planning, Project packaging and Local Renewable Energy (RE) Policy Making)</b>
Implementing Partner of UNDP	<b>Department of Energy</b>
Brief Description of the Required Services	<b>Details as per the Terms of Reference (ToR)</b>
List and Description of Expected Outputs to be Delivered	<b>Details as per the Terms of Reference (ToR)</b>
Person to Supervise the Work/Performance of the Service Provider	<b>The work of the Firm will be supervised by a focal person from the project management unit of Development for Renewable Energy Applications Mainstreaming and Market Sustainability (DREAMS) Project , and coordinated by a focal person to be assigned by the Iloilo provincial government and the DREAMS focal persons.</b>
Frequency of Reporting	<b><i>as required, per TOR</i></b>
Progress Reporting Requirements	<b><i>as required, per TOR</i></b>
Location of work	<b><input checked="" type="checkbox"/> Iloilo Provincial Capitol</b>
Target start date	<b>15 October 2020</b>
Latest completion date	<b>15 March 2021</b>
Travels Expected	<b>It is expected that the selected firm should have a base in the Iloilo Provincial Capitol and should report to PPDO based on the service level agreement in Section K. The Firm may be requested to report to the VFO in Cebu City and the DOE-DREAMS office in Taguig City, Metro Manila. The DREAMS project will shoulder the cost of the scheduled trips outside Iloilo province subject to prior approval.</b>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<b><input checked="" type="checkbox"/> None.</b>
Implementation Schedule indicating breakdown and	<b><input checked="" type="checkbox"/> Required</b>

timing of activities/sub-activities																		
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required.</b>																	
Currency of Proposal	<input checked="" type="checkbox"/> <b>Local Currency: Philippine Peso</b>																	
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <b>must be exclusive of VAT and other applicable indirect taxes</b>																	
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> <b>120 days</b>  <b>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.</b>																	
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b>																	
Payment Terms	<div>The selected service provider shall be remunerated based on the following schedule of payment:</div> <table><tr><th>Deliverables/ Outputs</th><th>Target Due Dates</th><th>Payment Tranche</th></tr><tr><td>Approved Inception Plan</td><td>Within 10 calendar days from contract signing</td><td>10%</td></tr><tr><td>Accepted Output 1: Draft Provincial RE Plan</td><td>NLT November 15, 2020</td><td>30%</td></tr><tr><td>Accepted Output 2: Three (3) Draft Project Proposals</td><td>NLT 15 January 2021</td><td>20%</td></tr><tr><td>Accepted Output 3: Final Provincial RE Plan and Final Proposals for SF4RE</td><td>NLT 15 March 2021</td><td>40%</td></tr></table>			Deliverables/ Outputs	Target Due Dates	Payment Tranche	Approved Inception Plan	Within 10 calendar days from contract signing	10%	Accepted Output 1: Draft Provincial RE Plan	NLT November 15, 2020	30%	Accepted Output 2: Three (3) Draft Project Proposals	NLT 15 January 2021	20%	Accepted Output 3: Final Provincial RE Plan and Final Proposals for SF4RE	NLT 15 March 2021	40%
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<b>National Project Director and Focal Person of the PGI upon recommendation of the PMU</b>																	
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where 700 points is the minimum passing score for the Technical Proposal.</b> <input checked="" type="checkbox"/> <b>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of</b>																	

	services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%) – as detailed in the Terms of Reference</u></b>  <b><u>Financial Proposal (30%)</u></b></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"/> <b>One and only one Local Firm</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Contract Face Sheet (Goods and-or Services) UNDP</b>
Contract General Terms and Conditions <sup>1</sup>	<p><input checked="" type="checkbox"/> <b>General Terms and Conditions for de minimi contracts</b></p> <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b>  <input checked="" type="checkbox"/> <b>Detailed TOR (Annex 3)</b>  <input checked="" type="checkbox"/> <b>Others</b>    <b>Annex 4 – Previous Relevant Experience/Track record</b>                    <b>Annex 5 – Format for CV of Proposed Key Resources</b>                    <b>Annex 6 – Financial Proposal Template</b></p>
Contact Person for Inquiries (Written inquiries only)	<p>[Name] : <b>Joseph Pangilinan</b>  [Designation] : <b>Procurement Assistant</b>  + <b>Mobile : +639177961975</b>  [Email] : <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a></p> <p>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.</p>

<sup>1</sup> 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.

Eligibility	<p>As part of eligibility review, kindly upload the following documents in the e-tendering site:</p> <ul style="list-style-type: none"> <li>• Company Profile</li> <li>• Valid Business Licenses – Registration Papers, Tax Payment Certification, etc</li> <li>• Latest Audited Financial Statements from 2018 and 2019 – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.</li> <li>• Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references</li> <li>• Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc, if any</li> <li>• 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</li> </ul>
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)*

[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 – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet for the year 2018 and 2019 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.*
- g) Letter of Satisfactory Completion from at least three (3) client of projects mentioned in Annex 4*

**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.*

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*An Incisive Analysis is required with maximum of 1500 words including tables, figures; but pictures are not encouraged. The analysis must describe of the energy situation, challenges and potentials in the development of RE sources in Iloilo, and how the outputs from the project will help address the challenges mentioned and contribute to the Philippine Energy Plan and RE Law.*

**C. Qualifications of Key Personnel**

*, 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\* - Please use Annex 6 template**



## **TERMS OF REFERENCE**

### **A. Background**

The Development for Renewable Energy Applications Mainstreaming and Market Sustainability (DREAMS) Project is a five-year project being implemented by the Department of Energy (DOE) through its Renewable Energy Management Bureau (REMB) in partnership with the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP).

The objective of the DREAMS Project is to reduce GHG emissions through the promotion and facilitation of the commercialization of renewable energy (RE) markets through the removal of barriers to increase investments in RE-based power generation projects. This will be achieved through (1) enforcement of a supportive policy and regulatory environment for leveraging investment in RE development and applications at the local level, (2) strengthened institutional capacity that leads to increased RE investment at the local level, (3) capitalized RE market to increased share of RE-based power capacity, and (4) RE commercialization to increase confidence of local RE developers that leads to an enhanced uptake of RE projects and successful replication using proven and emerging RE technologies.

The project assists Local Government Units (LGUs), Electric Cooperatives (ECs), National Power Corporation-Small Power Utilities Group (NPC-SPUG), Qualified Third Parties (QTPs), New Power Producers (NPPs) and Barangay Power Associations (BAPAs) through the Localized RE Planning Capacity Building Program of the project to promote and increase RE investments at the local level. The assistance given to these partners are in the form of trainings and technical assistance to promote, develop, implement and manage RE projects at the local level.

The DREAMS project has a Support Fund for RE (SF4RE) that can be accessed by LGUs, ECs, NPC-SPUG, QTPs, NPPs, BAPAs and RE developers to leverage investments for their RE projects that will lead towards an increase in RE based installed capacity. The SF4RE provides a financing mechanism to enhance or leverage local RE investments. The DREAMS project will provide technical assistance to LGUs and smaller RE proponents for them to be able to access the SF4RE and other financing instruments.

### **B. Stakeholders of the Project**

The project will be implemented together with the Provincial Government of Iloilo (PGI). Under the guidance of the Office of the Governor, the Provincial Planning and Development Office (PPDO) of Iloilo will be the key focal office at the province level. Other local stakeholders include the DOE Visayas Field Office (VFO), Electric Cooperatives (ECs) of Iloilo Province (ILECO 1,2,3), Renewable Energy (RE) Developers and other RE stakeholders operating in the area.

The REMB as the implementing unit of the DREAMS project shall maintain overall coordination through the DREAMS Project Management Unit (PMU).

### **C. Objective**

A Firm<sup>4</sup> is needed to capacitate and assist the PPDO in preparing an Iloilo Provincial RE Plan (I-PREP). The I-PREP shall aim to:

- i. Harmonize a RE Plan with the Executive and Legislative agenda of the province, by incorporating the said plans into their provincial development and annual investment plans (e.g. Provincial Development and Physical Framework Plan).
- ii. Provide information to attract RE investors and developers to invest within the province, to ensure access to reliable and clean energy resources for the entire province.
- iii. Demonstrate the capacity of the Province in RE planning by producing three proposals to access technical and financial support from relevant government agencies and private commercial financing facilities and incorporate the proposals into the Annual investment plan of the Province.

The preparation of the I-PREP is also a capacity building activity for the Provincial Government. The Firm must directly involve and provide training to the PPDO and other relevant Provincial Government staff in the process of producing the Iloilo Province RE Plan (I-PREP) and Project Proposals that will emanate from the plan. In addition, the Firm must assist and capacitate the PGI to communicate the findings to legislators, executives and interested investors in the province.

This means that final output will be an output of the PGI and not of the contracting organization

### **D. Scope of Work and Methodology of the Required Services**

The Local Consultant Firm (LCF or Firm) is expected to train, guide and capacitate the PPDO and other relevant staff in the Provincial Government to study available energy data from relevant agencies (e.g. DOE, NEA and ECs) and if needed, gather primary and secondary data by conducting desk research, site visits, key informant interviews and focused group discussions (as necessary) with the key stakeholders to be able to produce the Iloilo Provincial RE Plan (I-PREP).

The firm should be able to use software for energy modeling, supply and demand simulation, renewable energy system design, and geographic information system (GIS) to process data that would be used for the outputs.

The firm is required to come up with three concrete project proposals. The Firm should collect available data from the PPDO for the project proposals, and should also conduct site visits, if necessary, to create a detailed engineering design for the specific project proposals. The Firm must assist the PPDO in selecting a target financing institution where one of the three proposals to be developed will be submitted. The proposal will then be developed according to the requirements of the target financing institution. The objective is to demonstrate the capacity of the Province to package RE proposals and initiate a pilot RE project.

Coordination with ECs and DOE to consolidate existing data on RE resource assessment with the Provincial Government's data will be a significant task of the Firm.

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<sup>4</sup>The term "firm" in this document refers to private for-profit or non-profit organizations

## E. Expected Outputs and Deliverables

The Firm in close coordination with the DREAMS PMU and PPDO shall facilitate the preparation of an Inception Plan with a detailed work breakdown structure to produce the outputs below.

The Firm is expected to submit three outputs namely:

**1) An Iloilo Provincial RE Plan (I-PREP). The I-PREP, at the minimum will contain the following:**

- ☐ Situationer on the Power/Energy Supply and Demand Conditions in the Province<sup>5</sup> (baka you can elaborate more specific data Git)
  - i. Energy Resource Assessment
  - ii. Status of Household Electrification (Per Franchise area)
  - iii. Power and non-power<sup>6</sup> RE investment portfolios, policies, programs and plans.
  - iv. Pre-assessment study on the readiness of the existing transmission network (grid) with respect to its capability to accommodate new RE facilities (conventional and variable RE).<sup>7</sup>
- ☐ Provincial RE Investment Plan to include a list of potential RE Projects based on agreed on criteria be agreed by the PPDO. The list of RE Projects should include at the minimum:
  - Beneficiaries and/or market
  - Available RE resources and capacity
  - RE technology to be applied
  - Project technical specifications
  - Estimated project financial requirement
  - Potential source of funding
  - Expected benefits/ revenues/ cash flow from the project(s)
- ☐ Assessment and recommendation on the readiness and capacities needed of a) ECs (ILECO 1, 2 and 3) and b) provincial government and selected municipal governments (at least 2 per franchise area of the EC), to comply or implement the appropriate and mandated mechanisms under the RE Law and other relevant guidelines. For the ECs, these will include its mandated plans like the Total Electrification Master Plan, Distribution Development Plan and compliance to the RPS requirement. For the LGUs, to be assessed is their capacity and available resources (manpower and financial) to implement the DOE-DILG Joint Memorandum Circular on Energy Planning.
- ☐ Draft Policies and/or programs that the PPDO will propose to the legislators and executives of the Provincial and Municipal Government to support the I-PREP.<sup>8</sup>

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<sup>5</sup> These data will be based on official government secondary sources (properly cited) and other data from other published researches of organizations. However, data must be recent or not later than 2015.

<sup>6</sup> This refers to utilizing renewable energy for productive uses. For instance, installation of solar streetlights, solar water pumps, non-power applications of geothermal energy, etc.

<sup>7</sup> This is just a pre-assessment study. A full-blown and in-depth Grid Impact Study (GIS) and Distribution Impact Study (DIS) shall be required from prospective RE Developers.

<sup>8</sup> The draft policies may be in the form of Provincial or Municipal Resolutions that will be presented to their respective Legislative Councils or as may be agreed upon with the PPDO

2) **Three (3) RE Project Proposals selected by the PGI in consultation with the Electric Cooperatives and concerned Local Government Unit.** At least 1 proposal, (loan, grant or mix-financing) will be prepared for submission based on the requirement of a targeted funding window, e.g. government agency, commercial institutions or other foreign or local donor institutions. The 2 (two) other proposal will be proposed be incorporated in the PGI Annual Investment Plan and will therefore be subjected to more detailed engineering or technical studies.

Deliverables/ Outputs	Estimated man-days to Complete	Target Due Dates	Review and Approvals Required ( <i>review output and confirm acceptance</i> )
<b>Approved Inception Plan</b> that will include at the minimum a) Work breakdown structure including work methodologies b) Final team composition with detailed CV and TOR of each hired member c) Outline of the Contents of the Provincial RE Plan d) Format of the Reports for Service Level Agreements	5	Within 10 calendar days from contract signing	National Project Director and  Focal Person of the PGI upon recommendation of the PMU
<b>Accepted Output 1:</b> Draft Provincial RE Plan	25	NLT November 15	
<b>Accepted Output 2:</b> Second Draft of Provincial Plan and Three (3) Draft Project Proposals	30	NLT 15 January 2021	
<b>Accepted Output 3:</b> Final Provincial RE Plan and One fully packaged RE proposal	40	NLT 15 March 2021	
Total	100		

The Firm shall provide the digital copy of all data/output generated (like shapefiles and its metadata) to the Iloilo Provincial Government thru the PPDO and DREAMS PMU. This will be used for baseline reference and updating of plans in the future.

## **F. Institutional Arrangement/Governance and Accountability**

A Local Project Management Team (PMT) shall be formed during the Inception Planning. At the minimum, it shall be composed of the Focal Person from PGI, the Contractor's Team Leader /Coordinator (on-site) and a member or representative from the DREAMS Project Management Unit. The contractual obligations of the Firm will be monitored by the DREAMS PMU.

The task of the Team Leader/Coordinator (TL) in Iloilo will be supervised by the Project Manager of the Contractor. The TL will coordinate closely with the Iloilo provincial government and the DREAMS focal persons. The Iloilo provincial government will, subject to availability of space, provide a working area to the Firm during its staff's consultations with concerned units of the LGU. The acceptance of specific deliverables by the Firm as contained in Section E and K should be approved by both the focal person of the Provincial Government of Iloilo (PGI) and DREAMS PMU.

The communication, gathering and consolidation of data for the studies, within or outside of the Iloilo Provincial Capitol shall be the responsibility of the Firm. However, the PGI will aid the Firm in getting introduced to relevant local organizations in Iloilo.

Finally, the Firm, as maybe be required in the Inception Plan or status of the project, may be requested to coordinate with divisions under the DOE Renewable Energy Management Bureau (REMB) and Visayas Field Office of the DOE that is based in Cebu City.

## **G. Duration of the Work**

The contract period is will be from 15th October 2020 to 15th March 2021.

## **H. Facilities to be provided by the Project**

The Firm's Team Leader/Coordinator and other staff will be working with the Iloilo Provincial Capitol and should report to PPDO based on the service level agreement in Section K. The Firm may be requested to update the VFO in Cebu City and the DOE-DREAMS office in Taguig City, Metro Manila. The DREAMS project will shoulder the cost of transport, lodging and meals of the Firm's staff for scheduled trips to the DOE office in Manila or Field Office in Cebu subject to prior approval from the DREAMS PMU.

In light of the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work of the Firm or its staff shall be done within the guidelines and protocols set by the local government or offices it will work with.

## **I. Professional Qualifications of the Successful Firm Contractor and its key personnel**

The Consultancy Firm must have at least 5 years of accumulated experience in assisting LGUs in any of the following: preparation of plans, training, feasibility studies, preferably in energy or economic development plans, policies and programs.

The firm is required to form a Project Team that will be assigned for this contract. The Contractor's Project Team will at the minimum be composed of a Project Manager, the Team Leader/Coordinator (TL) in Iloilo and other support staff to be hired for this contract. The Project

Manager SHOULD be a permanent employee of the Firm and belong to a Top Management Position to represent and make decisions for the organization. The Project Manager is different from the TL who shall be based in Iloilo. The TL does not need to be a permanent staff of the Contractor. The Duty Station of the TL should be in Iloilo, but the Project Manager and other support staff may be based in the Firm's head office anywhere in the Philippines.

**Contractor's Team Composition (minimum)**

Position Title	Status	Primary function	Duty Station
Project Manager	Full time of Contractor; Managerial Level	Coordination with UNDP and PMU Compliance with over-all Contractual Obligations	Head office or Iloilo
Team Leader/Coordinator	Project Based	Implementation of Inception Plan/Coordination with Provincial Government and local partners Supervision of staff	Iloilo
Researchers/Other Consultants (including a Sr. Expert and Jr. Expert)	Project Staff	Data gathering and analysis Support to Team Leader	Head office or Iloilo

**J. Scope of Price Proposal and Schedule of Payments**

This is a lump-sum approach. The lump sum amount must be "all inclusive" of expenses, e.g. supplies, reproduction, meals, lodging, and other local travel fares.<sup>9</sup>

The Firm, or its Project Manager or any other appointed staff is expected to conduct at least 4 monitoring field visits within Iloilo Province during the study period to gauge the status of the deliverables. Meanwhile, the fare, lodging and meals during visits at the DOE or REMB office of the TL in Iloilo for presentation or consultation, if requested by the DOE or REMB, will be paid for by the DREAMS PMU.

The contract price is fixed regardless of changes in cost components.

Deliverables/ Outputs	Payment Tranche:
Approved Inception Plan	10%
Accepted Output 1: Draft Provincial RE Plan	30%

<sup>9</sup>The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Deliverables/ Outputs	Payment Tranche:
Accepted Output 2: Three (3) Draft Project Concepts	20%
Accepted Output 3: Final Provincial RE Plan and One Final Proposal packaged	40%
Total	100%

#### K. Key Performance Indicators and Service Level

Key services required	Frequency	Minimum standard/requirement
Regular Project Meeting of Local Project Team (Based in Iloilo)	weekly	Minutes of meeting signed by PGI Focal person
Status report based on Inception plan or work breakdown structure	every after 15 working days	Based on agreed upon format during the inception planning  Copy furnished PGI
Project Management Report	every end of the month	Approved by the focal person of the PGI for this project  Signed Minutes of Meeting (if any) that happened during the period being covered by the report
Completion Report	end of the project	Clearance from PGI that Firm has no further commitment or pending issues with the PGI  Checklist of all soft copies of documents and reports submitted to DREAMS PMU and PPDO-Iloilo duly validated by both agencies.

Non submission of these documents (either in hard or soft copies) will lead to deferment of payments due to the Firm. For purposes of documentation, soft copies of the reports are acceptable but duly signed hard copies of the reports must be submitted as part of the final requirement for final payment.

#### L. Criteria for Selection of the Best Offer

The Combined Scoring Method, using a 70%-30% distribution for technical and financial proposals, respectively, will be implemented. The minimum passing score of the technical proposal is 70%. The evaluation of the Technical Proposal will comprise the 3 major criteria as shown in the table below.

Technical Proposal Evaluation Criteria		Points Obtainable
1.	Bidder's qualification, capacity and experience / Expertise of the Firm	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	<b>Track Record:</b> Bidder has minimum 5 years of accumulated experience in assisting LGUs in any of the following: preparation of plans, training, feasibility studies, preferably in energy or economic development plans, policies and programs. See section L on type of evidence needed <ul style="list-style-type: none"> <li>• 5 years (140 points)</li> <li>• Additional 10 points per additional year, maximum of 200 points</li> </ul>	200
1.2	<b>Bidder's local presence</b> <ul style="list-style-type: none"> <li>• has a local office, or project management unit in Iloilo or existing management partnership with an organization in Iloilo Province (specify name of organizations, years working as partners and purpose/s of partnership = 100points</li> <li>• to be established if selected = 70 points</li> </ul>	100
<b>Total Section 1</b>		<b>300</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement of the TOR as evidenced (see Section on L)- <ul style="list-style-type: none"> <li>• Analysis fully captures the intent of the TOR= 140</li> <li>• Analysis partially captures the intent of TOR = 100</li> <li>• Additional points for creative presentation of data = maximum of 60 points</li> </ul>	200



2.3	<p>Assessment of the implementation plan:</p> <ul style="list-style-type: none"> <li>a) Activities are properly sequenced based on TOR</li> <li>b) Time frame is realistic</li> <li>c) considered risks and risk management strategies</li> <li>d) Activities will result to valuable participation of clients (Provincial and local level) <ul style="list-style-type: none"> <li>• for each indicator = 50 points:</li> <li>• criteria fully satisfied = 50;</li> <li>• partially - 35points;</li> <li>• plan is not satisfactory, may lead to delays or fail to deliver the outputs on time = 0</li> </ul> </li> </ul>	200
<b>Total Section 2</b>		<b>400</b>

A detailed CV of all Team members using Annex 5 template shall be submitted and shall reflect and show evidence of the criteria set below

<b>Section 3. Project Team Composition</b>			<b>Points obtainable</b>
3.1	<p><b>Team Project Coordinator:</b> minimum a Senior Level Executive or Officer with permanent item/regular employee (Division/Unit Head; Manager or equivalent position) of the firm for a minimum of 3 years</p> <ul style="list-style-type: none"> <li>• minimum = 70 points</li> <li>• additional 10 points for each additional year of employment, maximum of 100 points</li> <li>• if not senior level and permanent = 0 points regardless of years in service</li> </ul>		100
3.2	Qualifications of Required Key Team members		
3.2 a	<b>Team Leader</b>		100
	<p>Educational Background: minimum MA/MS graduate in economics, engineering, business, environmental science, urban/rural planning, public administration, Law Degree Holder or BS Engineering graduate</p> <ul style="list-style-type: none"> <li>• minimum = 14points</li> <li>• additional 6 points if licensed engineer, bar passer or PhD holder or completion of a second MA/MS/PhD degree (attached proof)</li> <li>• additional 3 points for each energy and /or planning related Training/Course Certificates (show proof)</li> </ul>	20	
	<p>Experience:</p> <ul style="list-style-type: none"> <li>- Minimum 5 years of work experience in the planning, training of LGUs, packaging proposals, project development, investment packaging</li> <li>• minimum = 21 points</li> <li>• additional 5 points for additional years of experience</li> </ul>	30	

	- Minimum 3 years in energy related planning, research, policy studies (minimum = 35 points, additional 5 points for every year of experience)	50	
3.2 b	<b>Senior Expert</b>		50
	<ul style="list-style-type: none"> <li>• Educational Background: minimum AB/BS degree in economics, engineering, business, environmental science, urban/rural planning, public administration)</li> <li>• [minimum = 7points; additional 1 point for every additional degree, full 10 points if MA/MS degree holder in the courses mentioned above or BS engineering (licensed), if not AB/BS level = 0 points regardless of years of experience]</li> </ul>	10	
	Experience: - minimum 3 years of experience in socio-economic research and/or development planning, investment packaging, project development (minimum 14 points; additional 2 points for every additional year)	20	
	- minimum 3 years of actual experience in working, planning, training with government agencies or local government units (minimum 14 points; additional 2 points for every additional year)	20	
3.2 c	<b>Junior Expert</b>		50
	Education: minimum AB/BS degree of relevant social science course, engineering, business, public administration [minimum of 7points; additional 1 point for every additional degree, full 10 points if MA/MS level on any of the courses above or BS engineering (even if non license), if non graduate = 0 points regardless of years of experience]	10	
	Experience: - minimum 2 years of experience in research, community development, and/or planning, or training minimum = 28 points; additional 2 points for every additional year	40	
<b>Total Section 3</b>			<b>300</b>
<b>GRAND TOTAL SECTIONS 1, 2 AND 3</b>			<b>1000</b>

## M. Annexes to the TOR

Please refer to [www.doe.gov.ph](http://www.doe.gov.ph) for documents related to renewable energy projects and other relevant laws and regulations like the Joint Circular Memorandum *Guidelines to Facilitate the Implementation of Energy Projects*.

## ANNEX 4

### Previous Relevant Experience/Track Record

Please list only previous similar 5 assignments successfully completed in the last 5 years.

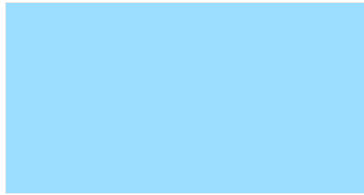
List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value in PhP	Period of activity and status	Types of activities undertaken

## ANNEX 5

### Format for CV of Proposed Key resources

<b>Name of Personnel</b>	[Insert]
<b>Contact Details</b>	<ul style="list-style-type: none"> <li>▪ Present/Home Address: [Insert]</li> <li>▪ Email Address: [Insert]</li> <li>▪ Contact Numbers: [Insert]</li> </ul>
<b>Key achievements related to this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experiences, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of Employment: [Insert]</li> <li>▪ Position: [Insert]</li> <li>▪ Details of activities/functions performed: [Insert]</li> </ul>
<b>References</b>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1:  Name:  Phone Number:  Email address:</p>



Reference 2:  
Name:  
Phone Number:  
Email address:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself and that I am available to undertake this project.

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Signature of Personnel

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Date (Day/Month/Year)

**Financial Proposal Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

**Table 2: Breakdown of Professional Fees**

Name	Position	Daily Fee Rate	No. of Days	Total Amount
		A	B	C=A+B
<b>Subtotal Professional Fees:</b>				

**Table 3: Breakdown of Other Costs (if applicable)**

Description	UOM	Quantity	Unit Price	Total Amount
Flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

**Table 4: Breakdown of Price per Deliverable/Activity based on ToR**

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

