

**REQUEST FOR PROPOSAL – LOT 2  
RFP NO. 03-DOE30-09.2**

**DELIVERY, INSTALLATION, MONITORING AND MAINTENANCE OF COMMUNAL FACILITIES  
IN DOE30 BARANGAYS**

**BACKGROUND**

The Department of Energy (DOE) and Winrock International (WI) mutually agreed to undertake an electrification project in thirty (30) off-grid barangays in Mindanao through a Memorandum of Agreement signed last 30 July 2007. The funds for the electrification projects were sourced through the DOE's Barangay Electrification Project and Remote Area Electrification Subsidy Program (RAES).

A competitive bidding was conducted for the Supply, Delivery, Installation, Marketing and Maintenance Services for Communal Facilities and Solar Home Systems for 30 Barangays, however, the bidding failed twice due to the lack of interest of the suppliers and MFIs to participate in the program. Thus, WI directly procured the PV communal facilities and solar home systems to fulfill the electrification of the identified 30 barangays.

The objective of this Request for Proposal (RFP) is to solicit proposals from pre-qualified organizations for the Delivery, Installation, Monitoring and Maintenance of Communal Facilities in the identified thirty (30) barangays under DOE30 Project.

**SECTION A: GENERAL**

1. RFP No: 03-DOE30-09.2
2. RFP Title: Delivery, Installation, Monitoring and Maintenance of Communal Facilities in DOE30 Barangays
3. RFP Issued by:

Winrock International Institute for Agricultural Development (WI)  
2101 Riverfront Drive  
Little Rock, Arkansas  
72202-1748 USA

4. Issuance Date: March 11, 2009
5. Closing/Submission Date and Time: On or before 6:00 pm of March 17, 2009
6. Submission of Proposals:

The Proposals will be submitted through email in PDF format to [cbarrameda@amore.org.ph](mailto:cbarrameda@amore.org.ph) addressed to:

Cheerelyn V. Barrameda  
Contract and Procurement Officer  
1509 Jollibee Plaza, F. Ortigas Jr. Road (formerly Emerald Avenue)  
Ortigas Center, Pasig City, Metro Manila

7. Prime Donors:

U.S. Agency for International Development  
Department of Energy  
Former Mirant Philippines Foundation

8. Questions and Responses: All questions and responses shall be in writing.

9. Amendments to the RFP: Shall be in writing and will be notified to all bidders who are participating in this solicitation. If the closing/submission date is to be changed, the information will be in the amendment.

10. Period of Engagement: 2 years and 1 month  
(1 month for the installation, commissioning, and possible rectification  
and 2 years for the quarterly monitoring and maintenance of the  
system)

11. Project Sites

The RFP-Lot 2 will cover the following barangays, to wit:

	Province	Municipality	Barangay	Communal Facilities to be Installed***	
				Streetlight	School
1	Maguindanao	Datu Paglas	Lipao	2	2
2	Maguindanao	Datu Paglas	Salendab	2	1
3	Maguindanao	Gen. S.K. Pendatun	Pidtiguian	2	1 ***
4	Maguindanao	Gen. S.K. Pendatun	Quipolot	2	1
5	Maguindanao	Gen. S.K. Pendatun	Sadangin	2	1
6	Maguindanao	Kabuntalan	Katidtuan	2	1
7	Maguindanao	Matanog	Bayanga Norte	2	3
8	Maguindanao	Paglat (Gen SK Pendatun)	Damakling	2	2
9	Maguindanao	Paglat (Gen SK Pendatun)	Upper Idtig	2	2
10	Maguindanao	Paglat (Gen SK Pendatun)	Upper Lansangan	2	2
11	Maguindanao	Northern Kabuntalan	Sabaken	2	3
12	Sultan Kudarat	Palimbang	Colobe (Tagadtal)	2	2
TOTAL				24	21

\*\*\* Number of communal facilities per barangay may change subject to the recommendation of technical and operation units

\*\* temporarily closed

## SECTION B. SCOPE OF WORK

The winning bidder is required to deliver, install, and conduct possible rectification of the communal facilities that will be installed in the identified barangays. The bidder shall also perform quarterly monitoring and maintenance of the communal facilities installed for the period of two years. The quarterly monitoring and maintenance services will include replacement of damaged components based on the results of the monitoring. The winning bidder is required to supply complete set of spare parts listed in **Annex 1**. The management of the service & warranty agreement of the procured systems will be transferred by WI-AMORE to the winning bidder.

The systems will be hauled from the identified warehouse of AMORE, which is in the AMORE Koronadal office for Lot 2.

## SECTION C. INSTRUCTIONS FOR TECHNICAL PROPOSAL SUBMISSION

The format for the technical proposal submission as follows:

1. Cover letter (should be printed on the organization's letterhead) should contain the following information:
  - Technical proposal is being submitted to WI
  - Full legal name of organization
  - Request for proposal number and title
  - Full mailing address of the organization
  - Designated Authorized Legal Representative (s) who can answer questions regarding the proposal submission and bind the bidder's organization in negotiations and the resulting award, if applicable.
  - Current telephone number, fax number and e-mail address for the designated authorized representative(s)
  - Date of submission of the proposal
  - Signature of authorized legal representative(s)
2. Table of Contents for the Technical Proposal
3. Contents of the Technical Proposal:

The Bidder's Technical Proposal shall provide for the following responses.

### 1. Workplan

The Bidder shall describe the detailed activities, approach to delivery, installation and possible rectification, user training as well as the timeline to achieve the objective of this Request for Proposal.

The timeline should be realistic and sequencing of tasks and milestones should be tied to project performance. The Bidder is required to prepare a Gantt chart to reflect the sequencing of tasks and milestones to ensure that the project timeline will be achieved. The winning bidder is expected to start the installation on March 26, 2009. WI-AMORE shall conduct a pre-installation briefing and actual pilot installation before the expected installation. Lastly, the bidder shall include in the proposed Gantt chart the commissioning and possible rectification activities which are about one day per barangay. The winning bidder will be responsible for any rectification works as may be deemed necessary by the commissioning team. The Commissioning team will be composed of WI-AMORE and/or DOE.

The winning bidder, in coordination with the BRECDAs, shall install the systems in the presence of the identified BRECDAs technicians so that they may have a basic knowledge on the installation of the systems. WI-AMORE and/or DOE shall provide technicians training to the BRECDAs technicians to ensure that they will have proper technical background on the systems.

The bidder shall submit logistics plan specifying the arrangements for transport, warehouse, and delivery to site. He shall also address quality assurance procedures, and installation procedures. The bidder shall also submit security systems that will be implemented for this project.

The bidder shall submit list of facilities and equipment that will be used in the performance of the tasks. He shall indicate facilities that are currently owned by the bidder and/or will not incur additional cost to the activity.

The bidder shall also prepare a proposed timeline for the quarterly monitoring of the systems from the date of installation. WI-AMORE shall conduct a monitoring procedure briefing and will provide the monitoring documents to be used. Quarterly monitoring report shall be submitted to the WI-AMORE and/or Department of Energy.

## **2. Staffing Plan/ Over-all Management**

The Bidder shall include detailed list of personnel (head office, installers, and supervisors), deployment methodology, roles and responsibilities, and accountability. The bidder shall indicate the location of the proposed staffing plan and deployment. He shall submit background of their experiences on the related field, including name of project, date, project site, and related trainings or capacity building attended.

## **3. Past Performance**

The Bidder shall provide list of on-going, committed, and completed government and private contracts within the past three (3) years which are similar and related in nature. The list shall include:

1. name of the contract
2. nature of the contract
3. status of the contract
4. date of the contract
5. amount and value outstanding contract
6. associated firms, if any

## **SECTION D. PAYMENT TERMS**

1. A mobilization payment of thirty percent (30%) of the contract price shall be made within seven (7) days upon complete submission and acceptance of the following documents, to wit:

- a. Billing/ Invoice
- b. Performance Bond
- c. All Risk Insurance

2. A progress billing of sixty percent (60%) will be made upon completion of the installation of communal facilities obligations;

3. A commissioning payment of ten percent (10%) shall be made upon certification by WI-AMORE and/or DOE to the effect that all communal facilities have been installed, rectified, commissioned at the identified sites and have been duly inspected and accepted by WI-AMORE and/or DOE.

## **SECTION E. PERFORMANCE SECURITY**

I. 1. Upon the receipt of the Notice of Award, the winning bidder shall issue a performance bond which will serve as compensation resulting from failure to complete its obligations under the contract. The Winning Bidder shall furnish the performance bond prescribed by WI-AMORE in any of the following forms:

- a. cash, certified check, cashier's check, manager's check, bank draft or irrevocable letter of credit

- in the amount of five percent (5%) of the contract price;
  - b. bank guarantee in the amount of ten percent (10%) of the contract price;
  - c. surety bond in the amount of thirty percent (30%) of the contract price;
- 2. The proceeds of the performance bond shall be payable to WI-AMORE/DOE and shall remain valid for the entire duration of the project until its completion date.
- 3. WI-AMORE and/or DOE shall allow reduction in the value of performance bond in accordance with the following schedule:
  - a. Twenty percent (20%) of the contract price not later than thirty (30) calendar days following the date of completion by the contractor and acceptance by WI-AMORE and/or DOE of its installation of communal facilities;
  - b. Five percent (5%) of the contract price every year until termination of this contract, provided, however that the contractor has satisfactorily performed its operation & maintenance obligations.
- 4. The Winning Bidder shall transfer the Performance Bond to the DOE after three months from the start of mobilization. The performance bond will be discharged by the DOE and returned to the Contractor not later than thirty (30) days.

II. The Winning Bidder shall, under its name and at its own expense, obtain and maintain for the duration of this Contract, a Contractor's All Risk Insurance, including accident policy/rider for Contractor's personnel and equipment and third parties in the form and from Insurance Company acceptable to WI-AMORE.

## **SECTION F. INSTRUCTIONS FOR FINANCIAL PROPOSAL SUBMISSION**

The format for the cost proposal submission is as follows:

1. Cover Letter (should be printed on the organization's letterhead) and should contain the following information:
  - Cost proposal is being submitted to WI
  - Full legal name of the organization
  - Request for proposal number and title
  - Full mailing address of the organization
  - Authorized Legal Representative(s) who can answer questions regarding the proposal submission and bind the Bidder's organization in negotiations and the resulting award, if applicable
  - Current Telephone number, fax number and e-mail address for the authorized representative
  - Date of submission of the Financial Proposal
  - Signature of the Bidder's authorized legal representative(s)
2. Table of Contents for the Cost Proposal

Indicate page location for each of the principal sections of the Bidder's cost proposal. All amounts must be in Filipino pesos if your organization is a local Filipino organization or has a local office in the Philippines or in US dollar if your organization is a non-local organization and do not presently have a local office in the

Philippines. WI-AMORE will apply the following exchange rate to submissions in the Filipino pesos in order to allow for fair comparison of offers received in Filipino currency.: P48.00=\$1

3. Financial proposal

Please see attached *Annex 2* for the budget format.

**SECTION G. BID EVALUATION**

The Contracts Review Team (CRT) of WI-AMORE shall open and evaluate the submitted bids. The CRT will be guided by the evaluation criteria set below. To ensure technical compliance, the technical proposal will be given 60% of the total score, while the financial proposal will be given 40%.

**TECHNICAL AND FINANCIAL EVALUATION CRITERIA**

The criteria set forth in this section shall be the basis upon which the Contracts Review Team will review the proposals received and against which a recommendation for award shall be made. Final selection shall be based on the most technically sound and cost-effective proposals.

1. Technical Bid Evaluation Criteria (60%)

Code no.	Criteria	Points
<b>A</b>	<b>Track record/Experience of the company related to the assign</b>	<b>20</b>
<b>B</b>	<b>Responsiveness to the technical requirements of RFP</b>	<b>70</b>
1	Acceptability of Approach and Strategy	40
3	Overall management	10
4	Adequate and effective staffing	15
5	Period of engagement	5
<b>C</b>	<b>Company Facilities and equipment to be used</b>	<b>10</b>
	<b>TOTAL POINTS</b>	<b>100</b>

2. Financial Bid Evaluation Criteria (40%)

The review of the cost proposal shall be based primarily on the specified computation below.

FS	$=(LFP/FPE) \times MFS$
FS	Financial Score
LFP	Lowest Financial Proposal received among bidders
FPE	Financial Proposal of Evaluated bidder
MFS	Maximum Financial Score ( 40 )

3. Summary of technical and financial evaluation shall be computed as follows,

Technical

Bidder	CRT 1	CRT 2	CRT 3	Average	X 60%	Rank
AAA	81	82	81	80.33	48.79	1
BBB	80	81	81	80.66	48.39	3
CCC	80	81	82	81.00	48.60	2

Financial

Bidder	Amount (Million)	Formula	SFP	Rank
AAA	5.00	$= (4.45/5.00) \times 40$	35.60	3
BBB	4.50	$= (4.45/4.50) \times 40$	39.55	2
CCC	4.45	$= (4.45/4.45) \times 40$	40.00	1

Summary

Bidder	Technical Score	SFP	Total	Rank
AAA	48.79	35.60	84.39	3
BBB	48.39	39.55	87.94	2
<b>CCC</b>	<b>48.60</b>	<b>40.00</b>	<b>88.60</b>	<b>1</b>