

# Request for Quotation

## RFQ-ICED2-2018-006

**Activity Title: “East Sumba Grid Diagnosis and Analysis”.**

**Issuance Date: July 9 2018**

**Deadline for Receipt of Questions: July 20 2018 at 17:00 WIB**

**Closing Date and Time: August 3 2018 at 17:00 WIB**

*Issuance of this RFQ does not constitute an award commitment on the Tetra Tech ES, Inc., nor does it commit to pay for any costs incurred in preparation or submission of comments/suggestions of a quotation. Quotations are submitted at the risk of the offerors. All preparation and submission costs are at the offeror's expense.*

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## 1. INTRODUCTION

The purpose of this RFQ is to provide services for grid data acquisition, monitoring and analysis within the Scope of Work (SOW) specified in the Attachment A – Technical Specification for the Indonesia Clean Energy Development II (ICED II) project funded by U.S. Agency for International Development (USAID) and implemented by Tetra Tech ES, Inc.

## 2. BIDDER'S QUALIFICATIONS

Bidder must provide the following information and references in order to be qualified for the procurement process:

1. Company's information, including official registered title, type of business, address, and contact person information.
2. A short description of the company and of past similar experience in providing the services described in the Attached A -Technical Specification.
3. Certification that company is not owned or controlled in total or in part by any entity of any government.
4. Certification by any subcontractor engaged by the company for this project that the subcontractor is not owned or controlled in total or in part by any entity of any other government.
5. The Offeror shall complete and sign the Representation and Certifications found in Attachments C to this document, and include them with the Offeror's quotation. Quotations that do not include these certifications will not be considered.

## 3. SOURCE, ORIGIN AND NATIONALITY RESTRICTIONS

The USAID authorized geographic code for the ICED II project is 937. Offerors must be incorporated in, or nationals of, the United States, a Developing Country, or Indonesia. Source and Nationality rules can be found in USAID regulation ADS 310, available here: <http://transition.usaid.gov/policy/ads/300/310.pdf>

Foreign Policy Restricted countries are currently defined by the US Government (22 CFR 228) as including: Cuba, Iran, Libya, North Korea, and Syria.

## 4. SUBMISSION OF QUOTATIONS

All quotations are due on ~~August 3~~ **August 3**, 2018 by no later than 17:00 local time in Jakarta, Indonesia. Quotations must be submitted via e-mail at the address [abdissa.workneh@tetrattech.com](mailto:abdissa.workneh@tetrattech.com) in the following formats: Adobe Acrobat and Microsoft Word and/or Excel.

All quotations must fully respond to the Technical Specifications enclosed as **Attachment A**, and must include quotes in the format provided in the **Attachment B - Table 1 – Budget**. Quotations received after the above-stated due date and time will not be considered for this procurement.

## 5. QUESTIONS AND CLARIFICATIONS

All questions or clarifications regarding this RFQ must be in writing and submitted, in English, to [abdissa.workneh@tetrattech.com](mailto:abdissa.workneh@tetrattech.com) on July 20 2018 no later than 17:00 local time in Jakarta, Indonesia. Questions and requests for clarification, and the responses thereto, will be circulated to all RFQ recipients. Only written answers from Tetra Tech will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Tetra Tech, or any other party, will not be considered official responses regarding this RFQ.

## 6. QUOTATION PREPARATION INSTRUCTIONS

All Bidders must follow the instructions set forth herein in order to be qualified for the procurement process. If a Bidder does not follow the instructions set forth herein, the Bidder's quotations may be eliminated from further consideration or the quotation may be downgraded and not receive full credit under the applicable evaluation criteria.

The suggested outline for the Quotation is stated below:

### A. Organization's Information

1. Organization's information, including official registered title, type of business, list of offices if applicable, address, telephone, fax and website.
2. Organization's DUNS number, if proposed price is more than USD \$30,000
3. Authorized point of Contact with phone number(s) and email address
4. Experience of the firm of at least 5 years in the public and private sector

### B. Company Technical Capability

Description of organization, including of activities/qualifications carried out similar to the scope of work requested.

### C. Company Past Performance

Bidders should provide a summary of relevant assignments including the Title, Client, Date and a brief description. The qualifications section is limited to 5 of the most relevant assignments performed in the last 5 years, presented in the following table format. If the client is confidential, simply list "confidential".

Title of Assignment	Description of the assignment and services provided	Client Name	Dates of Execution

#### D. Detailed Budget

Bidder shall complete the **Table 1 of the Attachment B “Detailed Budget”** in order to allow Tetra Tech ES, Inc. to compare all quotes and make a competitive selection. The budget should be provided in Excel format with unlocked cells.

A price must be provided for each project component to be considered compliant with this request. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. The quotations shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Tetra Tech reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an Offeror’s proposed price.

Bidder shall provide unit pricing in *local Indonesian currency*. Prices quoted in this document shall be valid for a 30-day time period, include all taxes and other costs and excluding the VAT tax originated in Indonesia.

#### E. Representations and Certifications

These documents can be found in Attachments C of this RFQ and must be submitted as part of the Quotations.

All Quotations must be submitted in English.

### 7. EVALUATION CRITERIA

Award will be made to the bidder representing the best value in consideration of past performance, qualifications and price factors. Prices must be reasonable and will be considered in the evaluation. Bidders are encouraged to provide a discount to their standard commercial rates.

Tetra Tech reserves the right to conduct discussions with selected bidder(s) in order to identify the best value offer. Award of any resulting Subcontract Agreement shall be made by Tetra Tech on a best value basis. Tetra Tech reserves the right to request a test assessment from bidders to assess their qualifications.

Quotations will be scored on a 100 point scale. Available points for each evaluation factor are given below. Offerors must address each evaluation factor.

Evaluation Criteria	Points
<b>I. Detailed Price Quotation</b>	60%
<b>II. Past Performance</b>	40%
<b>TOTAL</b>	<b>100%</b>

Bidder should submit a **Detailed Budget** reflecting the cost of completing the scope. Bidders shall complete the **Attachment B – Detailed Budget**.

## **8. TERMS OF PAYMENT**

Payment terms for the awarded Subcontract Agreement shall be net forty-five (45) days after satisfactory completion and acceptance and of services and deliverables. Payment shall be made by Tetra Tech ES, Inc. (Arlington, VA, USA) via bank wire transfer. No advance payments will be provided.

## **9. DUNS NUMBER AND SAM.GOV REGISTRATION**

If the proposed price is above \$30,000, the successful bidder will be required to furnish a DUNS number and proof of SAM.gov registration within 24-48 hours of notice of award. Information regarding obtaining a DUNS number may be found here: <https://fedgov.dnb.com/webform>

## **10. NEGOTIATIONS**

Best offer quotations are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Tetra Tech reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Tetra Tech reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the evaluation committee, may be asked to submit their best prices during a competitive range.

## **11. MULTIPLE AWARD/NO AWARD**

Tetra Tech ES, Inc. reserves the right to issue multiple awards. Tetra Tech ES, Inc. also reserves the right to issue no awards.

## ATTACHMENT A – TECHNICAL SPECIFICATION

### TECHNICAL SPECIFICATION

**SCOPE OF WORK:** Procurement of services for electricity grid data acquisition, monitoring and analysis.

**PERIOD OF PERFORMANCE:** ~~August 15~~ ~~October 15, 2018~~

**PLACE OF PERFORMANCE:** Data acquisition in East Sumba, NTT distribution grid. Data processing and analysis in Jakarta.

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- Installation of data acquisition units (5 suggested) in the distribution grid of East Sumba. The recorded data shall include, at minimum:
    - Time stamp.
    - Date stamp.
    - Voltage of each phase.
    - Amperes of each phase.
    - Frequency.
    - Instant active power (kVA and kW).
    - Instant reactive power (kVAr and kWr).
    - Power factor.
    - Optional, Harmonics, if the available units can integrate that measure.
  
  - Sampling time: each 500 milliseconds to 1000 milliseconds.
  - Recording autonomy: 15 days minimum on removable SD card or equivalent storage. Cloud is accepted and recommended.
  - Operation time on grid failure: Data acquisition units shall be kept fully functional and recording data during any and all transient events including drop to 0 values, except blackouts exceeding 2 hours, after which they shall resume normal recording once the grid is restored.
  - During the data collection period (30 days) and during the following 15 days, the data will be processed and analyzed to obtain, at minimum all key parameters, listed as columns with the following order,
    - DA Unit / Time / Date / V1 / V2 / V3 / Fqz / kW / kWr / kVA / kVAr / Pf
    - This data structure shall be followed in all files.
  - Complete data extraction from the data acquisition units and delivery of those data in excel format, also known as “bulk data file”, and this should be structured in tabs; with one tab for each data acquisition unit plus one tab with the cumulative values for all units. Time and date stamps shall be homogeneous along all tabs. One additional tab shall host a line graph for all data, using a double axis to reflect frequency.
  - One file with all data for each individual day, in excel format, with one tab for each data acquisition unit plus one tab with the cumulative values for all units. Time and date stamps shall be homogeneous along all tabs. One additional tab shall host a line graph for all data, using a double axis to reflect frequency.

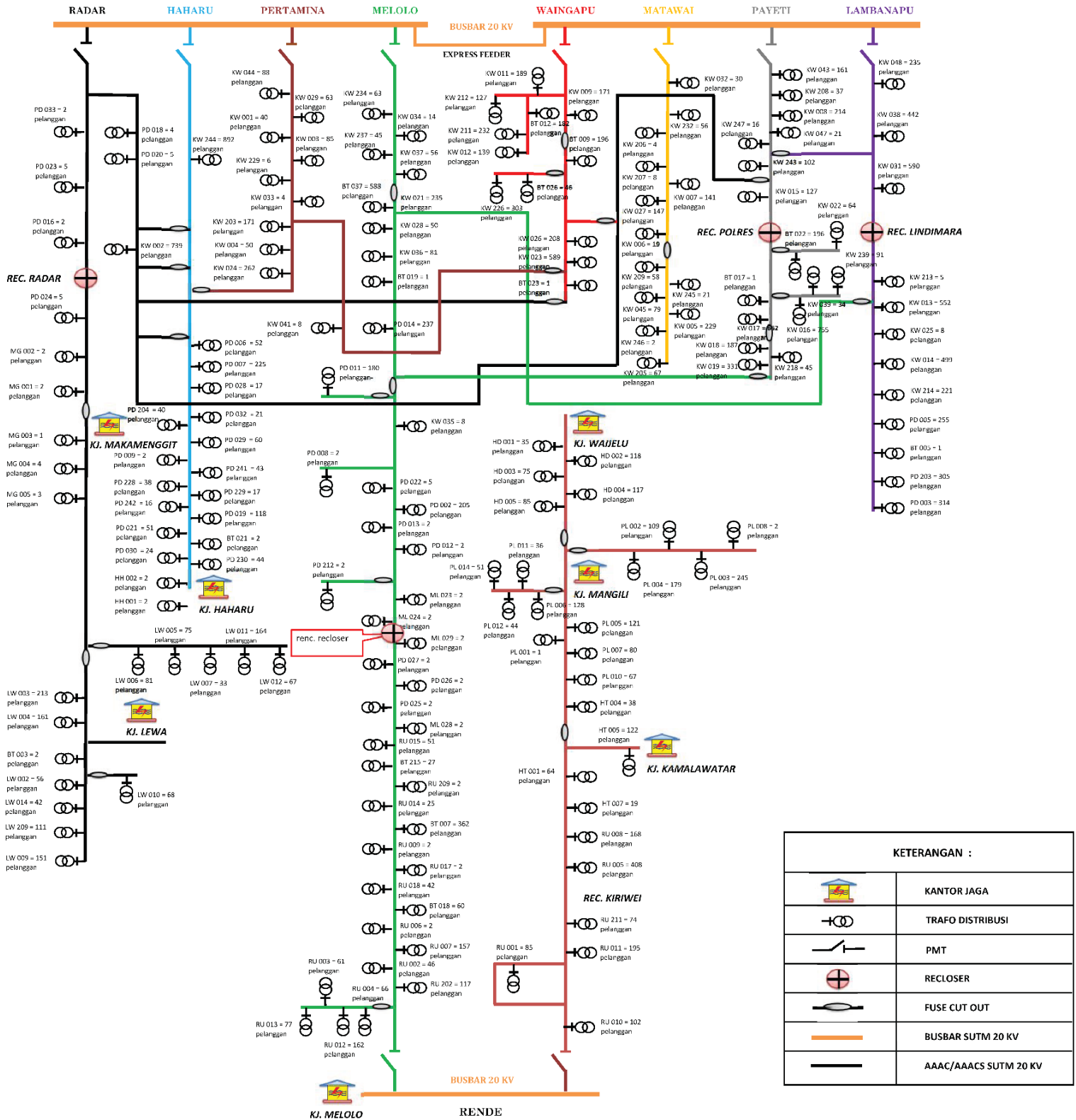
- File with all cumulative data for each week, from Monday to Sunday both included, in excel format, with one tab for each data unit plus one tab with the cumulative values for all units. Time and date stamps shall be homogeneous along all tabs. One additional tab shall host a line graph for all data, using a double axis to reflect frequency.
- One final report, integrating all data from all units, but reflecting only the following grid events:
  - Time window: 30 seconds previous to the event + event time + 30 seconds after the event.
  - Voltage excursions  $\pm 2\%$  for all 3 phases, during the time window.
  - Frequency excursions  $\pm 2\%$ , during the time window.
  - kW, during the time window.
  - kW<sub>r</sub>, during the time window.
  - Pf, during the time window.
- It is desirable, but not mandatory, that the monitoring of the data acquisition is made available in real-time by the means for a telecommunications interface system and web client. On the user end, an adequate interface or data dashboard should be available in the form of a web client and, be able to be represented on any of the usual user platforms, such as laptops, tablets and mobiles.
- The SLD of the grid subject to analysis, including all consumer transformers, is attached in the next page.

**A. Additional requirements.**

During the regular site visits to download the data from the monitoring units, the following readings are to be noted from the new generators installed in Waigapu and Kanbajawa,

- Total kWh of the genset.
  - Displayed in the menu “Advanced Genset Status 2/11”
  - Data item labeled “Net kWh”
- If the above menu data gets reset for whatever reason, the alternative reading is:
  - Displayed in the menu “Advanced Genset Status 4/11”
  - Data tile “Genset kVAh”
  - Data item labeled “Total XXXXXX kVAh”
- Total Liters of fuel used by the genset.
  - Displayed in the menu “Genset Data 2/2”.
  - Data item labeled “Total Fuel C”.





Indicates the suggested position of the Grid Analyzers / Data Loggers

**ATTACHMENT B – DETAILED BUDGET**
**PROPOSED DETAILED BUDGET**

The proposal shall include a breakdown of the labor, other direct costs (including travel, equipment rental, communications, etc.) and any proposed indirect charges and/or fee. The bidder shall complete TABLE 1, where the bidder shall reflect the total amounts equivalent to the percentages defined in TABLE 1. The total amount should equal the total of the cost breakdown provided in a separate table.

**TABLE 1- Overall Subcontract Budget [SAMPLE]**

No.	Milestone / Deliverable	Amount (IDR)	Percentage
1			
2			
3			
	<b>Total</b>		<b>100%</b>

Prices quoted must be valid for 30 days, and account for ALL remuneration, equipment rental, per diem, travel, communications, report reproduction and other out-of-pocket expenses, taxes and other costs, but excluding the VAT tax that may be originated in Indonesia. On this basis Tetra Tech will issue a **Firm-Fixed Price** subcontract, and payment shall be based upon acceptance of services and deliverables described in the Attachment A.

**ATTACHMENT C- REPRESENTATIONS AND CERTIFICATIONS**


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**Bidder Representations and Certifications**


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**1. Organizational Conflict of Interest Representation**

The offeror represents, to the best of its knowledge and belief, that this award:  
 does [ ] or does not [ ] involve an organizational conflict of interest.

*Please see FAR 52.209-8 for further explanation.*

**2. Data Universal Numbering System (DUNS) Number (required if cost proposal is more than USD \$30,000)**

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(please use one box per number or dash)
**3. Source and Nationality of Goods and Commodities**

(i) This is to certify that the Bidder is:

- a. an individual who is a citizen or legal resident of \_\_\_\_\_.
- b. a corporation of partnership organized under the laws of \_\_\_\_\_.
- c. a controlled foreign corporation of which more than 50% of the total combined voting power of all classes of stock is owned by United States shareholders; or
- d. a joint venture or incorporated association consisting entirely of individuals, partnerships or corporations. If so, please describe separately the citizenship or legal status of the individuals, the legal status of the partnership or corporations, and the percentage (%) of voting power of the corporations.

(ii) This is to certify that the **Source** (the country from which a commodity is to be shipped from) of the Equipment to be supplied under this Order is:

*name of country or countries*

By signing below, the Bidder certifies that the representations and certifications made, and information provided herein, are accurate, current and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of and title of authorized signature: \_\_\_\_\_