Request for Proposals

RFP-PTF-2019-002

Activity Title: “Provision of Training Center Equipment”

Issuance Date: February 7, 2020
Deadline for Receipt of Questions: February 14, 2020 at 06:00 PM Nur-Sultan time
Closing Date and Time: February 21, 2020 at 06:00 PM Nur-Sultan time

Issuance of this RFP 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 proposal. Proposals are submitted at the risk of the Bidders. All preparation and submission costs are at the Bidder’s expense.
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1. **INTRODUCTION**

The purpose of this RFP is to provide training equipment for Training and Research Center at “Pamir Energy Company” OJSC in accordance with the Technical Specifications (TS) specified in the Attachment A – for the Central Asia Power the Future Activity (PtF) funded by USAID and implemented by Tetra Tech ES, Inc.

The equipment is required to be delivered to the following address: 75 Gulmahmadov Street, Khorog, GBAO, Tajikistan, 736000 for “Pamir Energy” OJSC.

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. Certification that company is not owned or controlled in total or in part by any entity of any government.
3. 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 government.
4. The Bidder shall complete and sign the Representation and Certifications found in Attachments C to this document and include them with the Bidder’s proposal. Proposals that do not include these certifications will not be considered.

3. **SOURCE, ORIGIN AND NATIONALITY RESTRICTIONS**

The authorized geographic codes for procurement of goods and services under this Contract are 110 and 937 for the prime Contract and its subcontractors or as specified in task order. Code 937 is defined as the United States, the cooperating/country, and developing countries other than advanced developing countries, and excluding prohibited sources. Code 110 is defined as the United States, the independent states of the former Soviet Union, or developing country, but excluding any country that is a prohibited source. Procurement of Agricultural commodities and related products, motor vehicles and pharmaceuticals is subject to the limitations in 22 CFR 228.19 and will require a waiver.

4. **SUBMISSION OF PROPOSALS**

All proposals are due on February 10, 2020 by no later than 06:00 PM Nur-Sultan, Kazakhstan local time. Proposals must be submitted via e-mail at the address Jason.Heaney@tetratech.com in the following formats: Adobe Acrobat and Microsoft Word and/or Excel.

All proposals 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. Proposals 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 RFP must be in writing and submitted in English to Jason.Heaney@tetratech.com by February 21, 2020, no later than 06:00 PM Nur-Sultan, Kazakhstan local time.

Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients. Only written answers from Tetra Tech ES, Inc. will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Tetra Tech ES, Inc., or any other party, will not be considered official responses regarding this RFP.

6. PROPOSALS 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 proposal may be eliminated from further consideration or the proposal may be downgraded and not receive full credit under the applicable evaluation criteria.

Separate Technical and Cost Proposals must be submitted. All proposals should be submitted in English.

**Technical Proposal**

The suggested outline for the technical proposal 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
3. Authorized point of Contact with phone number(s) and email address

**B. Company Technical Capability**

Description of the equipment, capacities, tolerances, and warranty. Bidder may highlight any aspect of the proposed equipment which bidder considers relevant.

**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”.
D. Logistics solution

Bidder shall provide detailed information regarding the various stages and times associated with the process of delivering the equipment, which may include customs clearance, agent, insurance, freight company, and others. Goods shall travel fully insured to allow immediate replacement and delivery without any further costs.

Bidder be aware that proposed delivery time at final destination will be a contractual obligation and bidder may be levied with penalties for any delays.

Financial Proposal

A. 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. The bidder can use their own format of budgets, however the price proposal should include the individual line items shown in the template, e.g., fully-burdened daily rates, travel costs, and other direct costs. 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 price proposal 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 ES, Inc. reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of the Bidder’s proposed price.

Bidder shall provide unit pricing in USD. Prices quoted in this document shall be valid for a 90-day time period, including all taxes and other costs and the VAT tax originated in the Republic of Tajikistan. USAID form 1420 can be downloaded here: https://www.usaid.gov/forms/aid-1420-17
B. Representations and Certifications

These documents can be found in Attachments C of this RFP and must be submitted as part of the Cost Proposal.

*Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.*

7. EVALUATION CRITERIA

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

The submitted technical information will be scored by an evaluation committee using the following technical criteria (40 points) and proposed cost (60 points).

Given the specific expertise required to perform the services in question only bids with a technical score of 50 points or more will be considered for evaluation of their cost proposals.

Proposals will be scored on a 100 point scale. Available points for each evaluation factor are given below.

**Technical Proposal (30 points)**

<table>
<thead>
<tr>
<th>Evaluation Criteria for Technical Proposal</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.  Company Past Experience</td>
<td>25</td>
</tr>
<tr>
<td>II. Technical Capability</td>
<td>5</td>
</tr>
<tr>
<td>III. Delivery Time and Logistics</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

**Financial Proposal (60 points)**

The lowest priced financial proposal will receive the maximum score of 30 points.

The other proposals will be scored inversely proportional to their price and computed as follows:

\[
S_f = 60 \times \frac{F_m}{F}
\]

- \(S_f\) = Financial Score of the proposal evaluated
- \(F_m\) = the price of the lowest priced Financial Proposal among those qualified
- \(F\) = is the price of the Financial Proposal under consideration

Bidder should submit a **Detailed Budget** reflecting the cost of completing the scope. Bidders shall complete the **Attachment B – Detailed Budget**. Labor rates quoted in this document shall be fully-burdened with all indirect costs, taxes and fee, if any.

Tetra Tech ES, Inc. 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 ES, Inc. on a
best value basis, with evaluation of proposed price as well as proposed services and implementation schedule.

8. TERMS OF PAYMENT

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

9. DUNS NUMBER AND SAM.GOV REGISTRATION

If the proposed fixed 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 proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Tetra Tech ES, Inc. reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Tetra Tech ES, Inc. reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated Bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses 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.
SCOPE OF WORK: Deliver all equipment items as specified below

PERIOD OF PERFORMANCE: within 45 days since contract signing

PLACE OF PERFORMANCE: “Pamir Energy Company” OJSC Head Office, 736100, Republic of Tajikistan, GBAO, Khorog, Gulmakhmadova Street, 75

The purpose of this RFP is to deliver training equipment for the Training and Research Center at “Pamir Energy Company” OJSC.

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Specification спецификация</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Portable dissolved gas analysis (DGA)</td>
<td>Gas analysis and moisture analysis of the insulating liquid. Analysis of the included gases.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Temperature range: 0-50 °C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Power supply: 100 - 250V; 47 - 63Hz; 12W</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PC Interface: USB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Printing: 2” thermal printer</td>
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<tr>
<td></td>
<td></td>
<td>Weight: up to 11kg</td>
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<tr>
<td></td>
<td></td>
<td>Overall dimensions: up to 170 X 340 X 460 mm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oil sample volume: up to 50 ml</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gas sample volume: up to 5 ml</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accuracy: ± 5% or ± 2 ppm (whichever is greater)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Range of measurements (ppm) (1 ‰ = 1000 ppm.):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hydrogen (H2): 5 - 5,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carbon Monoxide (CO), Carbon Dioxide (CO2): 2 - 50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Methane (CH4), Acetylene (C2H2), Ethylene (C2H4): 1 - 50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Water (H2O): ± 3 ppm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Портативный газовый анализатор для изолирующих жидкостей и газов. Для обеспечения требуемых диапазонов анализаируемой газов</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Температурный диапазон: 0-50 °С</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Электропитание: 100 – 250В; 47 – 63Гц; 12Вт</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Интерфейс с ПК: USB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>QTY кол-во</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>2</th>
<th>Distiller</th>
<th>Дистиллятор</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Productivity 4 l / h</td>
<td>Производительность 4 л/ч</td>
</tr>
<tr>
<td></td>
<td>Voltage 220 V</td>
<td>Напряжение 220 В</td>
</tr>
<tr>
<td></td>
<td>Power 3.6 KW</td>
<td>Мощность 3.6 КВт</td>
</tr>
<tr>
<td></td>
<td><strong>Protection system:</strong></td>
<td><strong>Система защиты:</strong></td>
</tr>
<tr>
<td></td>
<td>Water absence sensor</td>
<td>датчик отсутствия воды</td>
</tr>
<tr>
<td></td>
<td>Emergency shutdown system for heating elements</td>
<td>Аварийная система отключения ТЭНов</td>
</tr>
<tr>
<td></td>
<td>System of hoses and collars for installation</td>
<td>Комплектуется системой шлангов и хомутов для монтажа</td>
</tr>
</tbody>
</table>
## DETAILED BUDGET

List and cost of equipment for

<table>
<thead>
<tr>
<th>№</th>
<th>Name</th>
<th>Unit/единица</th>
<th>No of units Кол-во</th>
<th>Price, USD (no VAT incl)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Portable dissolved gas analysis (DGA)</td>
<td>pcs</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Портативный газовый анализатор</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Distiller</td>
<td>pcs</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Дистиллятор</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
Bidder Representations and Certifications

1. **Organizational Conflict of Interest Representation**
   The Bidder 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)*

   (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:** ____________________________