Request for Quotation

RFQ-PTF-2020-011

Activity Title: “Laboratory equipment and relevant software for education and research purposes to support development of renewable energy”.

Issuance Date: June 25, 2020
Deadline for Receipt of Questions: June 30, 2020 at 06:00 PM Nur-Sultan time
Closing Date and Time: July 06, 2020 at 06:00 PM Nur-Sultan time

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.
# Table of Contents

1. INTRODUCTION ............................................................................................................. 3
2. BIDDER’S QUALIFICATIONS ......................................................................................... 3
3. SOURCE, ORIGIN AND NATIONALITY RESTRICTIONS ............................................ 3
4. SUBMISSION OF QUOTATIONS ..................................................................................... 3
5. QUESTIONS AND CLARIFICATIONS ......................................................................... 4
6. QUOTATION PREPARATION INSTRUCTIONS ............................................................. 4
7. EVALUATION CRITERIA ................................................................................................. 5
8. TERMS OF PAYMENT .................................................................................................... 6
9. DUNS NUMBER AND SAM.GOV REGISTRATION ...................................................... 6
10. NEGOTIATIONS .......................................................................................................... 6
11. MULTIPLE AWARD/NO AWARD .................................................................................. 7

ATTACHMENT A – TECHNICAL SPECIFICATION ......................................................... 8
ATTACHMENT B – DETAILED BUDGET .......................................................................... 9
ATTACHMENT C - REPRESENTATIONS AND CERTIFICATIONS .................................... 10
1. INTRODUCTION

The purpose of this RFQ is to supply Power the Future (PtF) Project with the equipment, delivery and required assembly operations specified in the Scope of Work (SOW) of the Attachment A – Technical Specification for the Laboratory equipment and the relevant software for education and research purposes to support development of renewable energy under the memorandum of understanding between USAID and Almaty University of Power Engineering and Telecommunications (AUPET). PtF funded by USAID and implemented by Tetra Tech ES, Inc. This final recipient of the equipment will be AUPET supported by PtF. PtF can award this contract to one vendor to supply the set of the items specified in the Attachment A or several vendors for different items of equipment for AUPET.

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 AND NATIONALITY RESTRICTIONS

The authorized geographic codes for procurement of goods and services under this subcontract are 110 and 937. 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 QUOTATIONS

All proposals are due on July 06, 2020 by no later than 06:00 PM local time in Nur-Sultan, Kazakhstan. Proposals must be submitted via e-mail to PtfCarembids@tetratech.com in the following formats: Adobe Acrobat and Microsoft Word and/or Excel. The financial proposal must be submitted separately.
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 RFP must be in writing and submitted, in English to PtfCarembids@tetratech.com on June 30, 2020 no later than 06:00 PM local time Nur-Sultan, Kazakhstan. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP 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, and doesn’t provide all required information, 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 providing similar to the required services in this procurement

B. Company Technical Approach

Bidders should provide the description of their approach to timely complete the work specified in the Attachment A including coordination with the client and the recipient (AUPET), availability of assembly operations (installation works) and delivery to the recipient (AUPET).

C. Company Technical Capability

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

D. 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”.

<table>
<thead>
<tr>
<th>Title of Assignment</th>
<th>Description of the assignment and services provided</th>
<th>Client Name</th>
<th>Dates of Execution</th>
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</table>

**E. 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 and submitted separately from the technical proposal.

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 USD. Prices quoted in this document shall be valid for a 30-day time period, include all taxes and other costs and the VAT tax originated in Kazakhstan.

**F. 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.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>I. Technical approach</td>
<td>10</td>
</tr>
<tr>
<td>II. Technical capability</td>
<td>15</td>
</tr>
<tr>
<td>III. Past Performance</td>
<td>15</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:

\[
S_f = 55 \times \frac{F_m}{F} \\
S_f = \text{Financial Score of the proposal evaluated} \\
F_m = \text{the price of the lowest priced Financial Proposal among those qualified} \\
F = \text{is the price of the Financial Proposal under consideration}
\]

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 shall be negotiated between the parties upon award of a subcontract.

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](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.
Laboratory equipment and relevant software for education and research purposes to support development of renewable energy

<table>
<thead>
<tr>
<th>№</th>
<th>Item</th>
<th>Quantity of items</th>
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<tbody>
<tr>
<td>1</td>
<td>Inventor (set)</td>
<td>1</td>
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<tr>
<td></td>
<td>Out Back FLEX ware Complete Kit 500 System</td>
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<tr>
<td></td>
<td>• GTFX2024 2000w/24B DC/230B AC/50Гц,55A Charger</td>
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<td></td>
<td>• MX60 Control &amp; FLEX max MPPT Charge Controller</td>
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<td></td>
<td>• Trimetric meter Amp-hour meter in PS DC 24-volt system</td>
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<tr>
<td>2</td>
<td>Solmetric I-V Curve Traces PVA-600</td>
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<tr>
<td>3</td>
<td>Sun Eye 210 Shade Tool</td>
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<td></td>
<td>Opt: Sun Eye Extension Platform</td>
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<td></td>
<td>Solmetric Certified Shade Analysis Training</td>
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<tr>
<td>4</td>
<td>Software License LabVIEW Base development Systems, windows, subscription license, with layer</td>
<td>1 for 3 years, for 1 workplace</td>
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<td>5</td>
<td>Software License (academic) HOMER PRO, including base, set of modules, video-training</td>
<td>1 for 1 year, for 1 workplace</td>
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<td>Software License (academic) HOMER Grid, including base, set of modules, video-training</td>
<td>1 for 1 year, for 1 workplace</td>
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<td>6</td>
<td>Delivery and the relevant costs (custom clearance, packing, taxes originated in Kazakhstan and etc.)</td>
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## PROPOSED DETAILED BUDGET

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item and description</th>
<th>Quantity of the items</th>
<th>Delivery period, days</th>
<th>PRICE</th>
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<tr>
<td>TOTAL</td>
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Payment shall be based upon delivery and acceptance of items described in the Attachment A.

Prices quoted must be valid for 30 days.

For case the vendor is from outside of the Republic of Kazakhstan: prices quoted must be valid for 30 days, and account for **ALL remuneration, per diem, travel, communications, report reproduction and other out-of-pocket expenses, taxes and other costs, but including the VAT tax that may be originated in Kazakhstan. In case of custom clearance the relevant costs should be included in the detailed budget.**

On this basis Tetra Tech will issue a Fixed-Price Contract.
ATTACHMENT C - REPRESENTATIONS AND CERTIFICATIONS

Bidder Representations and Certifications

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)*

  (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: ____________________________________