

# Request for Proposals

## RFP-BADGE-2024-IF-001

**Activity Title: “Promoting Safe Work Practices ensuring Personal Protective Equipment (PPE) Usage”.**

**Issuance Date: June 4, 2024**

**Deadline for Receipt of Questions: by June 24, 2024; 11:59PM**

**Closing Date and Time: by August 14, 2024; 11:59PM**

*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.*

## Table of Contents

1. INTRODUCTION.....	3
2. BIDDER’S QUALIFICATIONS.....	3
3. SOURCENATIONALITY AND ACTIVITY RESTRICTIONS.....	3
4. SUBMISSION OF PROPOSALS .....	4
5. QUESTIONS AND CLARIFICATIONS.....	4
6. PROPOSALS PREPARATION INSTRUCTIONS.....	4
7. EVALUATION CRITERIA.....	8
8. TERMS OF PAYMENT .....	9
9. UNIQUE ENTITY ID (UEID) AND SAM.GOV REGISTRATION .....	9
10. NEGOTIATIONS .....	10
11. MULTIPLE AWARD/NO AWARD.....	10
ATTACHMENT A – STAEMENT OF WORK .....	11
ATTACHMENT B: TECHNICAL SPECIFICATIONS.....	14
ATTACHMENT C – FINANCIAL PROPOSAL.....	16
ATTACHMENT D – REPRESENTATIONS AND CERTIFICATIONS .....	17

## 1. INTRODUCTION

The purpose of this RFP is to source vendors to supply personal protective equipment (PPE) and Safety Instruction Boards for the selected Substations of Palli Bidyut Samity (PBS) and Northern Electricity Supply Company (NESCO) and provide demonstration training on the proper use of PPE. The [Bangladesh Advancing Development and Growth through Energy \(BADGE\)](#) activity, funded by the United States Agency for International Development (USAID) and implemented by Tetra Tech ES, Inc., aims to increase awareness of safe working practices to ensure safe working environments and improved energy services, as specified in the Attachment A – Statement of Work and Technical Specification.

## 2. BIDDER'S QUALIFICATIONS

The Bidder must provide the following information and references to be qualified for the Tetra Tech procurement process:

1. Company's information, including official registered title, type of business, address, and authorized contact person's information.
2. Overall technical approach to fulfill the Statement of Work – **Attachment A**.
3. Certification that the company is not owned or controlled in total or in part by any entity of any Government.
4. Electronic copies of the necessary licenses, permits, and certifications required for the PPE supply and demonstration training.
5. 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.
6. The Bidder shall complete and sign the Representation and Certifications found in **Attachment D** to this document and include them with the Bidder's proposal. Proposals that do not include these certifications will not be considered.

## 3. SOURCENATIONALITY AND ACTIVITY RESTRICTIONS

The USAID authorized geographic code for the BADGE project is 937. As per [ADS 310.3.1.1, Code 937](#) is defined as "the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source. USAID maintains a list of developing countries, advanced developing countries, and prohibited sources in ADS Chapter 310.

BADGE will not fund projects that are substantially or predominantly construction services. Activities that are considered construction under the Federal Acquisition Regulation ("FAR") include new construction and alteration or repair of buildings, structures, or other real property. The type of construction envisioned for the BADGE project is small-scale interventions. The procurement of stand-alone, off-the-shelf equipment will be considered outside the cost of construction.

#### 4. SUBMISSION OF PROPOSALS

All proposals are due on August 14, 2024 by no later than 11:59 PM local time Dhaka. Proposals received after the above-stated due date and time will not be considered for this procurement.

Proposals must be submitted via e-mail at the address [BADGEBIDS@tetrattech.com](mailto:BADGEBIDS@tetrattech.com) in the following formats: Adobe Acrobat and Microsoft Word and/or Excel.

All proposals must fully respond to the Statement of Work – **Attachment A**, Technical Specifications – **Attachment B** and must include quotes in the format provided in the **Attachment C** – Financial Proposal.

#### 5. QUESTIONS AND CLARIFICATIONS

All questions or clarifications regarding this RFP must be in writing and submitted, in English, to [BADGEBIDS@tetrattech.com](mailto:BADGEBIDS@tetrattech.com) on June 24, 2024, no later than 11:59 PM local time Dhaka. 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 procurement process and proposal 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 RFP.

Tetra Tech may also hold a bidders' conference at a location in Dhaka or virtual no later than two weeks after receiving questions and requests for clarifications. Interested bidders should respond to [BADGEBIDS@tetrattech.com](mailto:BADGEBIDS@tetrattech.com) to register for the bidders' conference.

#### 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 technical proposal (excluding CVs) shall not exceed 25 pages, in accordance with the following:

- a) Font is **Times New Roman**; Font size is **11**;
- b) Paper size is **A4** (8.27" X 11.69");

- c) Margins are 1" on all 4 sides of the page.

Bidders must address each evaluation factor.

**The suggested outline for the technical proposal is stated below:**

#### **A. Company's Information**

1. Description of the company including its official registered name, type of business, list of offices if applicable, address, telephone, fax and website.
2. Copy of company's registration to do business in Bangladesh.
3. Company's Unique Entity ID (UEID) number- (See Section 9).
4. Authorized point of contact with phone number(s) and email address.
5. Electronic copies of the necessary licenses, permits, and certifications required for the execution of the statement of work.
6. A short description of the company and of past similar experience in providing the services described in the Attachment A – Statement of Work and Attachment B-Technical Specifications.

#### **B. Company Technical Capability**

Description of the company's capability as follows:

1. Technical Expertise and Experience:
  - Have the relevant technical and technological capacity and expertise to deliver safety awareness training and user demonstration.
  - Proven track record of successfully executing similar projects, preferably with BREB, PBS, NESCO
  - Experience working with international organizations and have understanding on donor funded contractual mechanism.
  - Familiarity with best practices, industry standards, and applicable regulations related to PPE.
2. Adequate Resources to Deliver:
  - Availability of resources, including skilled personnel, equipment, and materials, to efficiently supply and support services for the specified tasks.
  - Availability of necessary infrastructure and logistical capabilities to ensure timely and effective implementation.
  - Ability to handle any potential challenges or contingencies that may arise during the project execution phase.
  - Able to timely deploy a dedicated creative and execution team for the proposed training and demonstrations.
3. Plan for Quality Assurance and Warranty:

- Commitment to delivering high-quality supplies and services, ensuring durability, reliability, and longevity of items.
  - Offer of comprehensive warranty and post delivery support, including prompt resolution of any quality issues of supplied materials.
  - Adherence to recognized industry standards and practices for quality control and assurance.
4. Ability to meet Compliance and Legal Requirements:
- Demonstrated compliance with all relevant legal and regulatory frameworks applicable to the required supplies and services.
  - Possession of the necessary licenses, permits, and certifications required for the execution of the subcontract.
  - Commitment to adhering to ethical and responsible business practices.

### **C. Technical Approach**

Present a narrative that describes how the Bidder would implement the tasks identified in the statement of work. This narrative must also include:

1. A management approach that describes how the Bidder will conduct gap analysis, training, procurement and distribution of PPE, branding and promotion, implementation and monitoring, and how the Bidder will interact with the BADGE project team and benefiting government institutions.
2. A draft implementation plan that outlines the schedule for proposed activities over the course of the period of performance.
3. Proposed milestones that the Bidder will utilize to track the impact of the Bidder's planned activities and report progress towards completion during implementation of the award as a result of the Bidder's assistance.

Information which the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such.

### **D. Proposed Staff**

Present a staffing plan to fulfill the Statement of Work – Attachment A and Technical Specifications – Attachment B.

Provide the Curriculum Vitae (CV) of a lead and deputy project manager who will oversee the assignment and coordinate with the BADGE project team. CVs shall be limited to 2 pages each and describe their experience and list the following:

- a. Affiliation/ Company
- b. Education
- c. Years of Professional Experience
- d. Relevant Experience to the SOW in this RFP
- e. Fluency in English preferred and Bengali Language required.

### E. Company Past Performance

Bidders should provide a summary of five relevant assignments performed over the last five years. The information should be presented in the table format below. If the client is confidential, simply list “confidential”.

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

## Financial Proposal

### A. Detailed Budget

Bidders shall complete the **Attachment C “Financial Proposal”** in order to allow Tetra Tech ES, Inc. to compare all quotes and make a competitive selection. The budget should be provided in separate Excel format with unlocked cells.

A price must be provided for the tasks/activities to be considered compliant with this request, as required to perform the work units defined in Attachment A – Statement of Work and Attachment B – Technical Specification.

The price proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item.

The price proposal should include a breakdown of labor costs, and material costs. 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 a Bidder’s proposed price.

The Bidder shall provide unit pricing in *local Bangladesh currency*. Prices quoted in this document shall be valid for a 180 day time period, include all taxes and other costs and the value added tax (VAT) originated in Bangladesh.

The bidder should demonstrate its approach to achieve Cost-effectiveness by using:

- Competitive pricing.
- Demonstrated ability to optimize resources and provide value for money without compromising the quality or reliability of the installed systems.
- Transparency in cost breakdown and justification.

#### **B. Commercial Pricing Evidence**

For each item proposed, the Bidder shall submit evidence of commercial rates for all units purchased.

#### **C. Representations and Certifications**

These documents can be found in Attachment D 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. Technical criteria are more important than cost, although 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.

Proposals will be scored on a 100-point scale. Available points for each evaluation factor are given below. Bidders must address each evaluation factor in their proposal.

The submitted technical information will be scored by an evaluation committee using the following technical evaluation criteria (75 points) and cost proposal (25 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 (75 points)

Evaluation Criteria for Technical Proposal		Points
1. Technical Capability		20
2. Technical Approach		20
3. Staffing		20
4. Past performance		15
<b>TOTAL</b>		<b>75</b>

Financial Proposal (25 points)

The lowest qualified financial proposal will receive the maximum score of 25 points.

Evaluation Criteria for Financial Proposal		Points
I. Financial Proposal (Approach to achieve Cost-effectiveness)		25
<b>TOTAL</b>		<b>25</b>

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

$$Sf = 25 * Fm/F$$

Sf = Financial Score of the proposal evaluated

Fm = 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 statement of Work Bidders shall complete the **Attachment C – Financial Proposal**. Period of performance is 4-6 months.

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, 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 and of each milestone and deliverables. Payment shall be made by Tetra Tech ES, Inc. Bangladesh via bank wire transfer. No advance payments will be provided.

## 9. UNIQUE ENTITY ID (UEID) AND SAM.GOV REGISTRATION

If the proposed fixed price is above US\$30,000, the successful bidder is required to furnish a Unique Entity ID (UEID) before the award signing per United States Government regulation. Please visit <https://sam.gov/content/home> to register your entity or get a Unique Entity ID and additional Information. Also, a tutorial video can be found here how to get Unique Entity ID

<https://www.youtube.com/watch?v=0uv1YNAslNk> or a quick guide here  
<https://home.treasury.gov/system/files/246/State-and-Local-Help-Guide.pdf>

## **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 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 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.

## ATTACHMENT A – STATEMENT OF WORK

**Activity Title: Promoting Safe Work Practices ensuring Personal Protective Equipment (PPE) Usage.**

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**PERIOD OF PERFORMANCE:** Expected Period of Performance is NOT more than 6 (six) months.

**PLACE OF PERFORMANCE: Substations of Gazipur Palli Bidyut Samity-1 (PBS-1) under the Bangladesh Rural Electrification Board (BREB) and Sales and Distribution (S&D) Divisions under the Northern Electricity Supply Company (NESCO), Rajshahi.**

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### ***Background***

A well-functioning electrical distribution system is the lifeblood of Bangladesh's development. It fuels homes, businesses, and industries, driving economic activity and improving quality of life. Reliable electricity is essential for everything from powering factories to keeping food fresh. By minimizing losses and ensuring efficient delivery, Bangladesh can unlock the full potential of electricity for its people and economy.

The USAID's Bangladesh Advancing Development and Growth Through Energy (BADGE) program is providing crucial support in this area. BADGE works to improve the efficiency of the distribution utilities through need assessment, technical assistance, and capacity building. By addressing system losses and promoting sustainable practices, BADGE is helping Bangladesh achieve a brighter future powered by reliable electricity.

To create a model distribution center, BADGE has partnered with the Bangladesh Rural Electrification Board (BREB) to establish Gazipur PBS-1 as a center of excellence (COE). Through a comprehensive study, BADGE identified areas for improvement and shared the findings with relevant stakeholders to drive effective action.

BADGE has also been working with the Northern Electricity Supply Company (NESCO) as an urban distribution center. The project team has already developed the workplan for the NESCO, which includes supporting the NESCO in implementing the Smart Distribution System Implementation (SDSI) project and studying the Hatibandha Sales and Distribution area to convert it into a high-performing distribution center. About 1.9 million direct beneficiaries will benefit from these activities by reducing system losses and improving operational and financial performance.

### ***Purpose***

There are critical shortcomings in Bangladesh's electrical distribution utilities regarding essential elements for a center of excellence. A key concern is the lack of emphasis on fundamental safety practices for workers. This includes proper training on safe working procedures to minimize electrical hazards and accidents. Furthermore, the inadequate use of personal protective equipment (PPE) puts electrical line workers at even greater risk. These gaps hinder the development of a truly world-class electrical distribution system in Bangladesh. Referring to the COE study and recommendation report, distribution of

live line maintenance suits shall help to do maintenance on live line, which will improve the outage time significantly. The project will also supply PPE and safety instruction boards to ensure the selected distribution utilities are models for other distribution areas to follow. Also, the project will create awareness of best practices through the PPE demonstration and related safety training for the PPE users in the selected substations.

***Goal:***

Increase awareness of safe working practices and use of proper PPE to ensure safe working environments.

***Objectives***

The power utilities in Bangladesh are striving to enhance safety practices, particularly within distribution substations. Several critical aspects of safe work practices include:

- Ensuring workers are equipped with the appropriate Personal Protective Equipment (PPE), such as live line maintenance suit, insulated gloves, arc-resistant clothing, and safety glasses, is paramount.
- Recognizing electrical hazards, falling objects, and confined spaces within substations is essential for implementing preventive measures.
- Adhering to established procedures for working on energized equipment, grounding systems, and lockout/tagout protocols is vital to ensuring safety.
- Providing workers with comprehensive training on safety protocols, hazard identification, and emergency response procedures is imperative.

***Overview of Work of the Selected Bidder:***

The selected bidder will implement a safety enhancement program at Gazipur PBS-1 substations and Rajshahi NESCO sales and distribution divisions. Activities include conducting a gap analysis, designing a tailored training program, and scheduling sessions to minimize disruption. This training will target substation operators, linemen, and maintenance technicians. The bidder will also source PPE for the selected substations. Safety instruction boards will also be developed and strategically placed in high-visibility areas.

The selected bidder will also be responsible for collecting feedback, and monitoring adherence to safety practices. The bidder will collaborate with the BADGE project team and government institutions to ensure successful implementation of the safety enhancement program, to transform the substations into models of operational excellence.

***Geographic Focus***

- This initiative targets selected 30 substations within Gazipur PBS-1 under BREB (25) and Hatibandha S&D under NESCO (5).

### ***Expected Activities of the Selected bidder***

#### *Tasks/Activities:*

- A. Procurement and supply of PPE:
  - 1. Source Qualified manufacturer: Research and identify reputable manufacturers for high-quality, certified PPE.
  - 2. Procurement of the required PPE and other materials as per approved specifications.
  
- B. Supply: Deliver the ordered materials, including User manuals and Warranties, to the selected substations. Safety Instruction Boards:
  - 1. Content Development: Design clear and concise safety instructions for substation procedures. Utilize visuals (pictures, diagrams) to enhance understanding.
  - 2. Material Selection: Choose durable weatherproof materials for the safety boards to withstand substation environments.
  - 3. Strategic Placement: Install safety boards in high-visibility areas within the substation, readily accessible to all personnel.
  
- C. Planning and Conducting the demonstration/training:
  - 1. Develop Training Program: In conjunction with BADGE, design a training program tailored to the identified needs. This may cover topics like: Electrical safety hazards, Safe work procedures (lockout/tagout, grounding), Emergency response procedures (fire, arc flash), PPE selection and proper use
  - 2. Schedule Training: Determine the most suitable times for training sessions to minimize disruption to substation operations. Two batches of training – about 30-35 participants in Gazipur PBS-1 and about 20-25 participants in NESCO Rajshahi. In total 60 participants considering two people from each of selected substations.
  - 4. Training Delivery: Conduct the training sessions using engaging methods like interactive activities, demonstrations, and practical exercises.
  - 5. Evaluation: Gather feedback from participants to assess the effectiveness of the training program.
  
- D. Ongoing Monitoring: Continuously monitor compliance with safe work practices by observing work activities and reviewing incident reports.

**ATTACHMENT B: TECHNICAL SPECIFICATIONS: Please complete the following table and submit it as part of the Technical Proposal**

SL	Item Description	Item Specification including manufacturers SKU number (if any)	Brand name, and origin	Unit	Quantity per substation
1	Hard hats (with full/partial brims as necessary)			PCS	5
2	Safety glasses with side shields			PCS	2
3	Face shields			PCS	2
4	Suitable footwear (safety/steel-toed boots, rated dielectric footwear)			Pair	4
5	Insulating gloves (rated, used along with leather/cloth linings for shock protection)			Pair	4
6	Insulated tools			Set	1
7	Electrical/insulation blankets			PCS	2
8	Live-line suits/tools/hot sticks (11KV)			PCS	1
9	Respirators			PCS	1
10	Highly Visible with 360° Reflective Safety Vest			PCS	6
11	Safety instruction board (Content and USAID logo will be provided by BADGE; Size is 5 feet x 3 feet)			PCS	1

12	Safety Signage (Size of the safety signage size varies from 300mmx250mm to 600mmx500mm depending on the distance to watch; Content and USAID logo will be provided by BADGE)			PCS	6
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## ATTACHMENT D – REPRESENTATIONS AND CERTIFICATIONS

### Bidder Representations and Certifications

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#### 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. Unique Entity Identifier (UEI) 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: \_\_\_\_\_