

Dated: August 2, 2010

Tetra Tech for USAID's SARI/ENERGY Program
Request for Proposal
South Asian Transmission Utility Regional Network (SATURN)
Validity period 01st September 2010 to 31st July 2011

Introduction:

USAID's SARI/Energy program promotes energy security in South Asia through three activity areas:

- Cross-border energy trade
- Energy market formation
- Regional clean energy development

Through these activities SARI/Energy facilitates more efficient regional energy resource utilization; works towards transparent and profitable energy practices, mitigates the environmental impacts of energy production, and increases regional access to energy.

SARI/Energy countries include Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka. SARI/Energy implementing partners include Tetra Tech (TT), The United States Energy Association (USEA), and National Renewable Energy Laboratory (NREL). SARI/Energy provides support to partners and stakeholders on pre-feasibility studies, technical assistance, advisory services, training, peer exchanges, mapping and project development in each of the three core areas.

SPECIFICATIONS, ACTIVITIES, AND DELIVERABLES: See Table 1

OFFERS/QUOTES:

1. The bidder shall present their terms and conditions in their proposal and quotation.
2. The bidder must provide a breakout of all costs based on the line items of the scope of work. We will not accept lump-sum totals as responses.
3. Comparative evaluation will be done for all the quotations received and the most economic service that is bid will be awarded the contract.
4. TT reserves the right to not award this contract at all, or to award less than specified in Table 1.
5. The bidder is responsible for all costs associated with preparing, printing, and submitting their bid. These costs cannot be billed to TT nor to the SARI/Energy Program.
6. All bids become the property of TT and will not be returned to the bidder. TT will respect the confidentiality of bids.

TERM OF CONTRACT: Prices are to be valid for the contract validity period specified above unless otherwise approved by TT. TT reserves the right to award the contract for less than the validity period specified above..

EXTENSION OF CONTRACT: This contract may be extended beyond 31st July 2011 (a) at the mutual agreement of both parties and (b) if the prices do not increase.

INFORMATION SUBMISSION OF QUOTATIONS: The original and signed hard copy of the bidder's proposal and quotation shall be received at the office of Tetra Tech, SARI/Energy Program, DLF Cyber City, Sector 25A, 11th floor, 9B Building, Gurgaon-122002 Haryana.

LAST TIME AND DATE OF SUBMISSION: 12:00 hours Noon India Standard Time on Monday, 23rd August 2010.

QUESTION: For any questions, please contact Mr. Ajay Jain, Tetra Tech, SARI/Energy project at ajay.jain@tetratech.com or at +91 97 1762 3555.

**Attachment 1
Scope of Work
For a Subcontract under the
South Asian Transmission Utility Regional Network (SATURN)**

BACKGROUND INFORMATION

Developing cross border energy trade is a major precondition to the formation of a regional energy market in South Asia. Cross border trading requires functional transmission interconnection between countries in the region and close cooperation of national transmission utilities that serve as transmission system operators. SARI/Energy, as a part of the program focus on regional cooperation, has been working continuously on the issue of cross border energy trade. It has sponsored various initiatives in support of this objective, for example: a pre-feasibility study of India-Sri Lanka submarine cable interconnection and subsequent CEB system reliability study, the Maldives inter island submarine interconnection pre-feasibility study, a TSA workshop for the Nepal Electricity Authority, advisory services to the Pakistan working group, and the Central Asia-South Asia - 1000 HVDC interconnection project.

The "SATURN Characterization Report"¹ was the latest SARI/E contribution in this direction. The report contained information on the current situation in the national power sectors of the following countries in the South Asia region: India, Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka. The report analyzed the sector from the point of view of potential to facilitate a meaningful cross-border electricity trading arrangements. It is shown that although at the present time there is a limited number of cross-border transmission interconnections and cross-border trading transactions are taking place only between India-Bhutan and India-Nepal; the region presents significant potential and opportunities for expansion of cross-border electricity trading which needs to be taken forward.

SARI/Energy, as a part of the program focus on regional cooperation, seeks to initiate the formation of a regional network of transmission utilities. The purpose of the program would be to share knowledge and best practices in transmission system design, operation, tariffs, restructuring, and market development; and promote cross border trade and regional market development via better understanding among potential trading partners of issues related to transmission interconnections. An interconnected regional transmission grid system would enhance reliability of national power system operation, and increase the potential for energy trading and facilitate energy security. To achieve these goals, it is necessary to foster cross-border dialogue and exchange of ideas and best practices, and to build trust and confidence between countries and partner utilities².

¹ http://www.sari-energy.org/Publications/SATURN_Characterization_Report_V_5_0.pdf

²For example, one of the main reasons for a 1965 blackout in Northeastern United States was lack of communications among operators of several utilities in six New England states. Learning from the lessons of this blackout, New England utilities established a New England Power Pool (NEPOOL).

Objective

The objective is to create a self-sustaining regional association of national transmission electric utilities that facilitates and advances cross border energy trade and energy markets.

SCOPE OF WORK

SATURN seeks to bring together representatives from the eight SARI countries that operate and plan national transmission networks and interconnections. By sponsoring a forum for discussion of country-to-country and regional interconnection, and sharing of best practices, SARI/Energy intends to continue the promotion of cross border trade via interconnections. This would enhance the reliability of respective national power system operations, increase cross border energy trading, optimize resource utilization, and facilitate energy security. To achieve these goals, it is necessary to foster cross-border dialogue, exchange of ideas and best practices, and increase trust and confidence between regional countries and partner utilities.

The subcontract awarded the subcontractor for this support will be in areas shown in Table 1, below. Background Information 1 and 2 are provided so that the bidder understands the roles of the other stakeholders in the work.

TIMING

Work will begin as soon as a subcontractor is selected and authorizations are received. The first round of inter-utility meetings has been targeted for October so an effort will be made to expedite the process. The target date to begin the support program is 01 September 2010. The subcontractor's ability to commit adequate, qualified resources during the month of September and the ability to assure a quick start will be important.

WORK LOCATIONS

The locations for this support include India, Nepal, Sri-Lanka, Bhutan, Maldives, Afghanistan, Pakistan and Bangladesh. Other locations may be added or substituted without prejudice to any bids tendered.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Hands-on experience with benchmarking the best practices in the area of power sector, knowledge management and sharing, capacity building of the governments and the public and private sector energy entities, including experience with the issues identified, is highly desirable. Prior experience dealing with regional transmission entities, other regional forms (SAFIR, etc.) will be given significant weight. Qualification as a management consulting firm with South Asian and larger international presence and relevant experience in program management, liaison and networking with policy makers, regulators and public-private owned electricity businesses and stakeholders are plusses.

Table 1 Specifications, Activities, and Deliverables of This Task

Nr.	One of Transmission Utilities of the Region	Subcontractor	Tetra Tech
	Background Information 1	SOW (that is, the subject of this Tender)	Background Information 2
1	Chair the meetings, workshops, seminars, and conferences	Draft by-laws of the regional association	Provide travel arrangements for delegates and speakers
2	Approve the meeting agenda for workshops, seminars, and conferences	Secretary of the meetings	Provide visa arrangements for delegates and speakers
3	Facilitate dates for future workshops, meetings, seminars, and conferences	Draft the agenda for future workshops, meetings, seminars, and conferences	Provide foreigner registration for delegates and speakers
4	Facilitate agenda for future workshops, meetings, seminars, and conferences	Provide speakers and resource persons for workshops, meetings, seminars, and conferences	Provide miscellaneous and per diem expenses for delegates and speakers
5	Facilitate high level networking and liaison with key stakeholder organization	Master of Ceremonies of the future workshops, meetings, seminars, and conferences	Provide venue arrangement for workshops, meetings, seminars, and conferences
6	Approve the proceedings of the workshops, meetings, seminars, and conferences	Prepare the Work Plan and Budget.	Provide lodging arrangements for delegates and speakers
7		Prepare draft minutes and proceedings of the past workshops, meetings, seminars, and conferences.	Assembling, scanning, printing, distributing and posting to website of meeting proceedings.
8			Contribute to and review the draft agenda and draft proceedings
9			Provide speakers and resource persons
10			Find eminent speakers for the launch and closing ceremonies; prepare invitation letters for USAID to sign.
11			Review and approve the Subcontractor's Work Plan and Budget.

Dated: August 20, 2010

Tetra Tech for USAID's SARI/ENERGY Program
Addendum to Request for Proposal
South Asian Transmission Utility Regional Network (SATURN)

S. No	Description of Clauses in RFP	Queries	Clarification
Table 1 : Subcontractor, Scope of Work			
1.	Draft by laws of the regional association	Please elaborate on likely number of laws that would be required to be drafted in this assignment. Also which sector/type of laws are envisaged (power transmission, hydro, gas)?	This requirement applies to drafting of the bye-law for the Regional Association and not for any country or the sector.
2.	Secretary of the meetings	Please elaborate on the likely number (range) of such meetings?	Four during the contract period.
3.	Draft the agenda for future workshops, meetings, seminars, and conferences	Please elaborate on the likely number and type of such future workshops, meetings, seminars and conference respectively with their frequency, location and duration of each? This would be important for estimating the manday efforts.	Two executive meeting, one technical session, one conference. Location of the meetings/session/conference could be India, Bangladesh, Nepal and, Bhutan.
4.	Prepare the work Plan and Budget	Please provide the details on the number of meetings, workshops, seminars and conferences	Answered in point 3.

Assignment Budget			
5.	Budget for the total scope of work of secretariat of SATURN	Can you please provide us the details of budget of the SATURN's secretariat? Is it a fixed lumpsum contract or effort based contract?	It is being anticipated as a Fixed Price contract.
Deliverables			
6.	Deliverables	Please elaborate on the expected deliverables/milestones/timelines, to be achieved by the subcontractor	Generally spread out between Oct 1, 2010 and June 30, 2011. All the meetings have to be concluded by Jun 30, 2011.
Terms of Payment			
7.	Terms of Payment of Subcontractor	Please clarify the terms of payment for the subcontractor? Is it linked with the milestones? Please elaborate each milestone	Fore payment will be linked to the completion of the meeting/sessions/conference and the acceptance of the Proceedings of the meetings by the Tetra tech.
Timelines			
8.	Terms of Contract	As understood from TOR, Likely initial engagement of the services will be till 31 st July 2011. Please clarify on the terms and conditions for extension of contract?	Their will be no extension period. This was an error in the RFP document(Page 1, section "Extension of Contract")
Bid Submission and Evaluation			
9.	Proposal Submission and Evaluation	Please elaborate on the likely submission requirements of the Bidder and proposed evaluation criteria of the bids. Any specific format we are required to follow?	No specific format is specified see the RFP section "Offers/Quotes"

Work Locations			
10.	Work Locations	As understood from TOR, Locations for this support include India, Nepal, Sri-Lanka, Bhutan, Maldives, Afghanistan, Pakistan and Bangladesh and other locations may be added, but it does not specify which part of the work location in that country?, And Please also clarify, does subcontractor will include the expenses (boarding, lodging etc) of providing services in these locations in their financial proposal or they will be reimbursed at actual or borne by Tetra Tech?	Location set above in point 3. Cost has to be included into the bid.
Profile, Experience and Team Size			
11.	Profile, Experience and Team Size	Please elaborate, if there is any minimum requirement on the qualification and experience of the proposed team size of the subcontractor for the SOW. Please also clarify the engagement shall be part time (as and when required) or full time (full involvement)?	Bidder has to provide supporting credentials and relevant qualification (from power, gas, water or any other infrastructure sector) to qualify for the job. It will be a Fixed Price contract.

12.	Extension for submission	Considering complexity in the scope of work and submission of proposal, we would request to extend the date of submission of proposal by atleast one week more. This would provide adequate time to the bidder to submit well thought and elaborated proposal.	The last time and date of submission is extending till 12:00 hours Noon India Standard Time on Monday, 30 th August 2010.
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