



16 June 2025

## Request for quotation (RFQ) – UK PACT Expert Deployment

<b>RFQ title</b>	Accelerating Microgrid Deployment for Energy Access and Economic Development
<b>RFQ issue date</b>	16/06/2025
<b>Terms of reference</b>	The services to be delivered are detailed in the attached Schedule.
<b>Project title</b>	Accelerating Microgrid Deployment for Energy Access and Economic Development
<b>Close date and time</b>	07/07/2025 09:00 BST
<b>Details for submission</b>	<a href="mailto:Expertdeployments@ukpact.co.uk">Expertdeployments@ukpact.co.uk</a>

Palladium as the delivery partner for the Foreign, Commonwealth and Development Office (FCDO) funded UK Partnering for Accelerate Climate Transitions (UK PACT) programme invites you to submit a quotation for the services detailed in this RFQ.

Please forward your quote in accordance with the Details for Submission above by the Close Date and Time. This RFQ includes the following materials:

Schedule 1 – Terms of Reference

Schedule 2 – Instructions for submission

Schedule 3 – Terms and Conditions

Annex I – RFQ Response Form

Annex II – Budget and workplan template

We look forward to your response.

## Schedule 1 - Terms of Reference

### 1.1. Overview of requirements

Name of project	Accelerating Microgrid Deployment for Energy Access and Economic Development
Country/region	Philippines
Proposed start date	18/08/2025
Proposed end date	30/04/2026

### 1.2 Context and scope of work

#### **Background**

The UK PACT (Partnering for Accelerated Climate Transitions), funded by the UK Government through its International Climate Finance (ICF) portfolio, partners with Official Development Assistance (ODA) eligible countries that have significant emissions reduction potential. The programme supports low-carbon development and clean growth transitions by responding to identified demands from partner governments and providing grants for capacity-building projects in priority areas, managed by selected implementing partners. This intervention responds directly to the expressed priorities of the Department of Energy (DOE).

As the Philippines transitions towards decentralised energy systems, effective microgrid planning and financing are essential to achieving national energy security and sustainability goals. In the Philippine Energy Plan 2023 - 2050, the government has set out a target to achieve 100% household electrification by 2028. As of June 2023, the national household electrification level was at 91.1%, equivalent to an estimated 25.3 million households served and an estimated 2.5 million still unserved. Microgrids currently provide electricity to more than four million people in the Philippines but more than half of these systems, predominantly diesel-powered, operate for less than eight hours a day.

Despite enabling legislation such as the Microgrid Systems Act (RA 11646), developers face persistent barriers to scaling renewable microgrids, including limited access to location-specific energy demand data and high project preparation costs. This granular, location-specific data will help reduce risk for developers and attract more investments, which can improve the outcome of microgrid auctions. However, the absence of such data hampers the development of new microgrid projects, accurate sizing of renewable energy systems, and the assessment of productive use potential. These constraints are particularly acute in remote and low-demand communities where cost recovery is challenging and financing risk is high.

#### **Objectives**

The main objective of the intervention is to build institutional capacity for microgrid planning by developing a targeted, site-specific data collection framework that addresses critical information gaps in DOE's priority areas for microgrid deployment. This will enable evidence-based decision making in support of the department's microgrid auction strategy and long-term rural electrification goals.

The expected outcome is improved availability and resolution of data on remote, unserved, and underserved areas to support the Department of Energy's (DOE) microgrid auction program. By undertaking targeted data-collection of energy demand, load profiles and other site-specific conditions, this intervention will strengthen the evidence base for planning and implementation of renewable energy microgrid projects. The data collection framework and resulting insights will help identify both commercially viable and unviable project sites, providing key input to support the design of future financing solutions particularly for sites that are less attractive to power companies.

## **Approach**

The work will be delivered through the following activities:

### **Activity 1. Develop data collection framework and site assessment plan.**

This activity aims to set out the data collection framework, coordination protocols, and field planning for eight to ten priority microgrid sites. This responds to a key barrier faced by microgrid developers - the lack of granular, location-specific data needed to identify viable sites and design technically and financially sound projects. Key tasks under this activity include:

- Propose and confirm data needs from the government, electric cooperatives, the National Electrification Administration (NEA), National Power Corporation (NPC) and others to inform the design of data collection framework. The data collection framework may include the following, subject to data needs identified through consultations:
    - Geographical description and accessibility (e.g. topographical features, preliminary hazard assessment, accessible infrastructure, renewable energy source data);
    - Population density and household locations disaggregated by gender where possible;
    - Existing electricity infrastructure (e.g. relevant electricity systems on site and in the region, assessment of existing energy sources such as diesel microgrids, supply chain of diesel fuel delivery, diesel fuel cost, nearest substations);
    - Household energy use (e.g. current sources of energy and uses, appliances owned, income, employment status, nature of business, housing construction materials);
    - Existing tariff and energy cost at each site with attention to access constraints faced by women, and other marginalised groups.
  - Design a data collection framework including methodologies for energy demand profiling, consumption profile demand projection, and assessment of productive use potential. Secondary data from the NEA may be incorporated into the framework in consultation
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with the DOE and the UK PACT team, these may include (1) site-specific technical data such as grid connectivity status, existing generation assets, status of transmission/distribution infrastructure and geospatial accessibility, (2) socioeconomic and community profiling such as population size, household-level energy use behaviour, willingness and ability to pay and presence of institutions or anchor loads, (3) renewable energy resource data such as solar irradiance levels, hydrological data and biomass availability, (4) policy and permitting landscape such as land tenure and land-use classification, status of LGU permitting and endorsements and protected area overlays or ancestral domain claims and (5) financial and economic viability indicators such as subsidy or grant eligibility, revenue projections based on tariff modelling, and customer segmentation.

- Coordinate closely with the DOE to develop field planning provisions for high-risk areas and incorporate site security risk assessment and adaptive planning into the data collection framework.
- Undertake risk assessment for data collection in close coordination with the DOE.

## **Activity 2. Conduct site-level data collection and develop pre-feasibility study.**

This activity aims to support the collection of data in project sites, such as energy demand, load profile, population density, among others. The activity aligns with the priorities set out in the Energy Plan 2023 - 2050, which underscored continuous improvement of the electricity statistics and monitoring system and support DOE's efforts to enhance its Microgrid & PVM Database Visual Mapping currently being hosted by the DOE. Key tasks under this activity include:

- Conduct site visits and undertake data collection in eight to ten sites and produce energy demand and load assessment reports. Site selection shall be carried out in close coordination with DOE and will be based on the identified priority area clusters in DOE's official mapping. Broadly, these eight to ten sites are in Camarines Norte, Quezon, Masbate, Negros Occidental, Palawan, and Zamboanga del Sur. The referenced map is attached.
  - Incorporate analysis of data with gender equality, disability and social inclusion (GEDSI) lens highlighting specific energy access challenges of women, and other marginalised groups which may be brought about by societal norms, economic constraints, or physical limitations and provide recommendations for inclusive microgrid design and mitigation measures for potential negative impact of microgrid development on environment and livelihoods.
  - Prepare pre-feasibility studies for each site including:
    - Technical system design (sizing, layout, and RE-battery integration). The designs will include technical specifications, rationale of selected technology, and recommendations on the integration of RE microgrids with existing diesel power plants
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- Engineering considerations (access for equipment, land availability for RE microgrid development, temporary work areas, transmission line locations, land availability for RE microgrid expansion, etc).
- Financial analysis (CAPEX, O&M, cost of ownership for new RE microgrids and integration cost with existing power systems, and basic ROI calculation)

### Activity 3. Synthesis of findings and presentation to government agencies.

This activity aims to ensure that the findings and recommendations from technical and financial analysis are effectively communicated to government stakeholders. This step is critical for building institutional ownership, validating policy relevance, and facilitating the integration of results into ongoing regulatory and auction processes. Key tasks include:

- Develop policy-relevant briefs and presentation materials and present key results and recommendations to DOE and other relevant stakeholders through dedicated briefings or workshops.
- Support the government in the utilisation of collected data and other relevant information for inclusive microgrid planning and the design of future auctions.

### Additional Comments

In order to effectively deliver this project, the selected supplier may be required to enter into a Non-Disclosure Agreement (NDA) with DOE. The specifics of this NDA will be discussed and agreed upon during contracting and project mobilisation.

## 1.3 Outputs and timelines

Output	Description	Deliverable due	Acceptance criteria/sign-off
Data Collection Framework and Demand Assessment Plan  (Activity 1)	A framework co-designed with DOE outlining key data needs, methodology, data collection tool, and reporting format	18 September 2025	Written approval from the UK PACT program manager and fund manager

Energy Demand Reports (Activity 2)	Reports summarizing energy demand, load profiles, productive use data, and GEDSI insights from targeted locations, using the framework developed in Activity 1.	4 December 2025	Written approval from the UK PACT program manager and fund manager
Pre-feasibility studies (Activity 2)	Integrated technical, financial, and implementation-readiness reports for each site. Includes system design, cost estimates, engineering considerations, and financing assumptions. Prepared in a format aligned with DOE auction planning needs.	18 February 2026	Written approval from the UK PACT program manager and fund manager
Summary report and recommendations (Activity 3)	Final synthesis report and presentation summarising key findings across all sites, GEDSI recommendations, site prioritisation guidance, and proposals for integrating outputs into future DOE auctions	18 April 2026	Written approval from the UK PACT program manager and fund manager

## 1.4 Required expert qualifications and experience

A team of technical experts and project management support should be suggested in proposals, with CVs provided (max two-pages per CV). It is estimated that 5 experts will be required to deliver the requirements.

Applying organisations are expected to possess substantive company experience with microgrid planning and financing. A multi-disciplinary team with international and national expertise in microgrid planning, financing, and renewable energy policy advisory work, and innovative finance is essential to manage the various components of this technical assistance. Teams are expected to demonstrate a commitment to mainstreaming GEDSI

Bidders are welcome to propose alternate structures, but the proposed team should cover at minimum the following criteria.

### **1. Team leader (senior expert)**

- At least 10 years of international experience in renewable energy policy and program advisory work, with a strong track record in microgrid financing, project development, or supporting the scale-up of microgrid programs. Demonstrated ability to engage with government agencies, development partners, and the private sector. Strong understanding of the Philippines' rural electrification context and microgrids is desirable.

### **2. Energy demand and data specialist (expert)**

- 7 years of experience in developing techno-commercial analysis, energy demand assessment particularly for microgrids, electricity load profiling, microgrid pre-feasibility studies, and data collection methodologies

### **3. Microgrid data collection specialists (3 junior experts)**

- At least 5 years of national experience in microgrid project development, pre-feasibility studies, and in designing and implementing data collection frameworks, including the collection of energy and demand data at project sites.
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## 1.5 Reporting

Alongside the project specific reporting outlined in the output section and below, the supplier will also be required to align with the UK PACT programme monitoring and reporting governance framework which includes:

- Monthly progress reporting on outputs.
- A full project completion report, summarising project achievements, any lessons learned through delivery, including progress and learnings on GEDSI, and any recommendations for future action.
- Participation in fund-wide communities of practice for results and lessons sharing, including provision of input for possible case studies.

In line with the UK PACT's GEDSI strategy, all projects are expected to complete a GEDSI training and develop a GEDSI Action Plan with the support of the Fund's GEDSI expert. Progress reports should include updates on progress towards the GEDSI Action Plan.

To report against standard UK PACT indicators, the supplier will also need to collect and report disaggregated data on the organisations and individuals participating in workshops and trainings. Disaggregation should cover gender as a minimum and include age, disability, geography, and other social characteristics where feasible. As applicable, the supplier may also be asked to accomplish indicator-specific baseline and reporting tools such as for assessing institutional capacity.

Project specific reporting includes:

Reporting requirements	Deadline
• Data collection framework and demand assessment plan	18 <sup>th</sup> September 2025
• Energy demand reports	4 <sup>th</sup> December 2025
• Pre-feasibility studies	18 <sup>th</sup> February 2026
• Summary report and recommendations	18 <sup>th</sup> April 2026

## 1.5 Budget and contracting

The maximum budget is GBP 186,000 which must include personnel, expenses and any local taxes. The budget is exclusive of UK VAT.

Expenses should cover workshop logistics, venue, any interpretation & translation services, travel & accommodations of delivery team, as well as participants.

Please note that the selected supplier will be responsible for arranging and organising the travel and accommodation, venues and packages for any workshops and stakeholder engagement sessions, and ensuring that travel, accommodation and workshop venue and contents are accessible. Managing these logistical aspects is a component of the service expected.



The successful supplier having passed the requisite due diligence checks will enter into a subcontractor agreement with Palladium for the delivery of these services on a time and materials basis. The agreement will include a milestone payment structure, which will be agreed between both parties during contract mobilisation.

## Schedule 2 – Instructions for submission

### 2.1 Submission process

#### *Timeline*

Stage	Date
1. Terms of Reference (ToR) and application process launched	16/06/2025
2. Deadline for receipt of clarification questions	23/06/2025
3. Deadline for submission of applications	07/07/2025
4. Applicants notified of project selection	18/07/2025
5. Due diligence complete	08/08/2025
6. Agreement signature	18/08/2025

#### *Applicant guidance*

Interested suppliers should complete and submit the below documents to [expertdeployments@ukpact.co.uk](mailto:expertdeployments@ukpact.co.uk) with the subject line: **RFQ Submission – [Supplier name]**  
**Philippines Accelerating Microgrid Deployment**

- **RFQ Response form**
- **Budget and Workplan Template**
- **CVs of key experts or personnel** (max two pages per CV)

Please note the following key dates:

- **Deadline for Queries:** 23/06/2025 (23:59 BST)
- **Submission Deadline:** 07/07/2025 (09:00 BST)

### 2.2 Evaluation criteria

Criteria	Category	Weighting
Technical	Approach and methodology	30%
	Personnel	50%
Commercial	Competitiveness of the supplier's personnel cost	20%
<b>Total</b>		<b>100%</b>

#### *2.2.1 Technical evaluation*

The technical criteria will be evaluated by the procurement panel using the scale detailed below:

Score	Description
5 (Excellent)	Demonstrates an expert understanding of the project and proposes excellent and accurate solutions which address all requirements, and which are innovative where appropriate. Responses are excellently tailored to the context in all aspects.

	The level of detail and quality of information provides the highest degree of confidence in the ability to deliver.
4 (Very Good)	Demonstrates a very good understanding of the topic relating to delivery of the project. Responses are relevantly tailored to the context in the majority of aspects. There is sufficient detail and quality of information to give a strong level of confidence that they will deliver.
3 (Good)	Demonstrates a good understanding of the topic relating to the delivery of the project. Responses are reasonably tailored to the context for many of the aspects. There is a good level of detail and quality to give a good level of confidence that they will deliver.
2 (Satisfactory)	Demonstrates a satisfactory understanding of the topic relating to delivery of the project. Some appetite to tailor to context where required. Provides a limited level of detail and the quality of information provided gives only some level of confidence that they will be able to deliver satisfactorily.
1 (Unsatisfactory)	Demonstrates a poor understanding of the topic relating to delivery of the project. Poor tailoring to the context where this is required. Generally, an unsatisfactory and a low level of quality information and detail, leading to a low level of confidence that they will deliver.
0 (Fail)	Failure to address the material requirements of the project. No tailoring of responses to meet the context. No quality responses providing no confidence that they will deliver.

### 2.2.2 Commercial evaluation

The commercial evaluation will be conducted using the total personnel cost quoted in the Schedule III - Budget and Workplan (Cell W15 of “Budget Summary” sheet).

Supplier scores will be calculated relative to the lowest price supplier using the formula below:

$$((\text{Personnel cost of lowest price supplier} / \text{personnel cost of supplier}) * \text{price weighting } 20\%)$$

Where required, a Best and Final Offer process may be used to differentiate between suppliers of equal scoring.



## Terms and Conditions

- 1. Quote conditions**

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in GBP.
- 2. Quote Lodgement**

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.
- 3. Evaluation**

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.
- 4. Alterations**

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.
- 5. The Company's Rights**

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers
- 6. Amendments and Queries**

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties. Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.
- 7. Clarification**

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.
- 8. Confidentiality**

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote. The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process
- 9. Alternatives**

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.
- 10. Reference Material**

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.
- 11. Price Basis**

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price. The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for Services.
- 12. Financial Information**

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Services over the term of any agreement. If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.
- 13. Referees**

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.
- 14. Conflict of interest**

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).
- 15. Inconsistencies**

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:  
(a) these Terms and Conditions;  
(b) the first page of this RFQ; and  
(c) the Schedule so that the provision in the higher ranked document will prevail to the extent of the inconsistency.
- 16. Collusion and Unlawful Inducements**

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process. Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration. Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.
- 17. Jurisdiction**

This Agreement shall be subject to the laws of the Jurisdiction. The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award



rendered as a result of such arbitration as the final adjudication of any such dispute. The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

If your quote is successful, you will be required to enter into the Company's standard contract for the types of services being provided. In the provision of the Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ. If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.