INTERNATIONAL SOLAR ALLIANCE

Subject: **RFP - Pre-bid Meeting (Virtual) with prospective bidding Conference Organizing Companies: 02nd August, 2021**

Questions/ concerns raised by Potential Bidders and Replies/ clarifications by ISA

Sl. No.	Question/ concern raised by Potential Bidders	Reply/ clarification by ISA
1.	**Previous Experience:** It was consensus request to amend the provisions of the RFP requiring vendors having 'work experience of at least Three years in high level Virtual events organization & management since the virtual events is a new phenomenon this criterion will be difficult to meet the requirement by most bidders. Requested to consider lowering the period of experience since the virtual format has started just 2 years ago due to Covid-19 Pandemic. **Experience on similar engagements:** Requested to be toned down experience requirements in terms of Number of Events organised in the last 2 years.	Considering the requests made & concerns raised by prospective bidders, the requirements of Previous Experience under SECTION 4. EVALUATION CRITERIA of RFP has been revised as under: <table><tr><td>Previous Experience</td><td>Bidder should have at least 3 years' experience in organising International events of which One year should be in the virtual mode. Please give the details of events organised with the attendance there of.</td></tr></table>
2.	**Formation of Joint Venture, Consortium or Association:** Requested to allow formation of Joint Venture or Consortium with relevant companies for the Proposal to secure various services required when the spectrum of expertise and resources required may not be available within one firm**.**	The bidder may set up Consortium with lead role subject to provisions of Revised Para-14, Section2- Instructions to Bidders of RFP. if they are awarded the contract, the contract shall be entered into, by and between ISA and the lead entity i.e. Bidder, who shall be acting for and on behalf of all the member entities comprising the Consortium.
3.	**Engagement of Sub-Contractor:** A question was raised can the bidder engages with third parties to subcontract the work with them?	Yes. Subcontract - allowed. However, the Bidder would have to state if any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

		It is the Bidder's responsibility to ensure that its sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by ISA. (Para-3 (3.2) – Eligibility.
4.	We have to give the financial proposal, is that what remuneration we get or is there anything else apart from that we will get as a event management company?	The ISA shall pay only contracted amount as per Financial proposal approved upon successful completion of the Event. Except that, no other remuneration will be payable by the ISA.
5.	**Extending deadline for submission of Bids**: It is written that the date of submission has to be 9th August , is that considered to extended or is it final?	After due consideration, the deadline for submission of Proposal has been extended upto 16 August, 2021 (5:30 p.m.).
6.	**Transcription services for ISA Assembly:** Which all event would require transcription services and whether the transcription will be required only in English or in all interpreted languages?	Transcription services will be required for English, French, Spanish and Arabic for General Assembly only. However, reverse translation facilities would be required for Standing Committee and Regional Committees and all Conference Sessions besides Assembly and Committees .
7.	**Some details of ISA General Assembly, dates, members and participation.**	General Assembly will be on 20th October and will require participation of about 100-member countries and will have between 500 to 1000 attendees.
8.	**Organization of NFP Conferences & Regional Meetings:** Page 23: Point 2 (ii) - Need further clarification on number of National Focal Points conferences and Regional Ministerial meetings events under this point.	There would be 4 (four) NFPs and Regional Meetings each.
9.	Page 24: Point 4 (ii) - Considering 3D designing of the booths, will there be a lead time for onboarding exhibitors for any event?	The Expo will be organised on 2D Platform.
10.	Requested a detailed list of all events with tentative duration and scope to identify accurate requirements.	Period of events: One Général Assembly including Exhibition - Full Day for 3 days and 6 Conference Sessions per day – 2days during Assembly; 4 NFP meetings-Half day, 4 Regional Ministerial-Half day, 2 Standing Committee Half day, 12 Webinar's - Half day, 1 International conference - 2 days, 2-3 Sunmeets.
11.	Requested for actual number of Stalls that ISA would like to have in the Exhibition.	We would like to set up 50 Digital Stalls for ISA Exhibition.
12.	Sponsorship generation for the event and any revenue sharing opportunity.	Sponsorship would be considered as one of the activities of the Event. There would be no revenue sharing with the Event Management company.

13.	For regional and local meeting, the no. of speakers and approx count of attendees to enable us to quote precisely.	There would be 8-10 Speakers and 200-500 attendees expected in each meeting.
14.	The performance security is very high since the events are in virtual format. Requested to re-consider lowering the same.	Taking note of the consensual request, the performance Security has been revised to be payable @8% of the Contract value.
15.	Requested for waiving off Proposal Guarantee and Performance Guarantee.	The guarantees will be payable for all bidders.
16.	Sought clarity on the usage of Platform – If dedicated platform is to be created for ISA or use the existing Platform that every organizer has; Sought clarification: whether the organizer should use its own IT Platform or ISA will provide the platform for hosting the events.	If the vendor is using any global virtual platform (Zoom, MS Teams, WebEx, Google meet etc.) ISA would prefer its own subscription user licenses account to be used for the same. However regardless of any such virtual platforms the vendors would be responsible to provide all artefacts, reports, analytics, recordings, transcripts etc as mentioned in the RFP.
17.	Sought clarification on the requirement of a virtual platform or video conferencing application to enable them to quote accordingly. Requested little more detailing project wise, which one are to be hosted on virtual platforms and which are not?	It is envisaged that all events will be conducted on virtual platform.
18.	Requested for estimate working hours for each of the events to assess the cost involved to enable the bidders to quote accordingly.	Will be provided.
19.	Requested for more details on scope of work for each of the Event.	Will be provided in the RFP to be modified post Pre-Bid meeting by including suggestions / concerns raised accepted by the ISA.
20.	In terms of Security deposit, in what time they would be required to make the payment?	a) **Proposal/ Bid Security:** USD 5,000 in the form of Bank Guarantee to be submitted along with RFP; b) **Performance Security @ 8** percent of the contract value shall be provided within 15 days from signing the Contract by both parties.
21.	Sought clarification if any of the events requires audience generation by Bidder?	This activity will be undertaken jointly by the ISA and the Event Contractor.
22.	Cost proposal - Requested for a breakup of all the 5 types of events with specific Scope of Work for each programme to provide with appropriate costs.	One Général Assembly- Full Day for 3 days, 4 NFP meetings-Half day, 4 Regional Ministerial-Half day, 2 Standing Committee Half day, 12 Webinar's - Half day, 1 International conference - 2 days, Sunmeet's. Side Events – 6 each day for two days and Exhibition.
23.	5000 USD deposit - is it mandatory to deposit at the time of bid submission?	Yes.

24.	Could you please explain the financial bid form E and F in further detail? - Breakdown of professional fees for what roles ?	These are templates to be filled up by Offerors while submitting of Proposal.
25.	Additional cost for streaming in Parallel Sessions.	Yes, would be considered.
26.	Requested to clarify the bid validity period of 90 days as mentioned in the RFP. The bid submission deadline would be revised to August 16, 2021, as was mentioned in the meeting as per request made by some participants.	Proposal Validity Period has been revised to 45 days from the last date for submission of bids.
27.	How many Social Media Platforms to cover?	Following ISA Flagship Social Media Platforms (5) are to be covered: Twitter, LinkedIn, Facebook, Instagram and YouTube
28.	Requested to provide more details on below mentioned points: i. Role-based access control at all levels with the highest levels of security as recognized globally. ii. Facilities such as video on demand, Closed-Door Meetings to enable chat in a private setting. iii. One-to-One meetings, etc. should be available.	ISA will have the administrative right of the IT platform for review and monitoring . The platform should have the high-level of security for all meetings like one-one, bilateral, multilateral meetings etc., with recording facility.
29.	Sought details of scope for: The platform should also support online and IVR-based help-desk support 24x7 for 365 days.	Should have a chatbox support 24x7 with event wise contact email id and emergency phone number to reach.