



Subject: Request for Proposal for engagement of Professional Event planning and management company to organize ISA Events (Virtual format)

Pre-Bid Meeting (Virtual) on 02nd August, 2021 at 03:00 p.m. (IST).

Dear Sir/ Ma'm,

Please refer to “**Request for Proposal**” No.15/42/2020-ISA(EM) dated 15th July, 2021 issued by the International Solar Alliance inviting Technical and Financial Proposals to organize ISA Events (**Virtual format**) for one year.

2. In order to enhance the understanding of the requirement solicited in RFP and to address concerns and provide clarifications to the questions that the prospective Bidders may have in relation to the bid document, a Pre-Bid meeting has been convened on 02nd August, 2021 at 03.00 – 04.00 p.m. in virtual format.

3. We would appreciate if your concerns/ relevant issues regarding the bid document are communicated to us early as possible, so that we can clarify them well in the meeting. Such bidders may send their queries on the e-mail address mentioned below. The email should clearly bear the subject line: “**RFP: Pre-Bid Meeting Participants**”.

4. All the interested potential bidders may participate in the Pre-Bid Meeting. A maximum of 3 (three) representatives of each potential Bidder will be permitted to participate. The potential bidders are advised to please send a request for participation with details of Company (*viz. Company's Name & Address, Name of the person, Mobile number*) to ss.madan@isolaralliance.org; procurement@isolaralliance.org **by 15:00 p.m.(IST) on 30th July, 2021.**

5. Record of Discussion of the Pre-Bid meeting shall be prepared and uploaded at the ISA Website. The same will also be made available to all the participating Bidders by e-mail.

We look forward to welcome you at Pre-Bid Meeting at 15:00 Hrs on 02nd August, 2021.

Video Link :

6. We have created the video conference link for said Virtual Meeting on 02nd August, 2021 at 15:00 HRS (IST) and sharing the same as under:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzE1ZGMzZDEtYWYzZS00OWE4LWl3ODktZDE5ZDc2YTNjNjg3%40thread.v2/0?context=%7b%22Tid%22%3a%2269effc0f-57ea-42eb-b830-59baa02bbae1%22%2c%22Oid%22%3a%227a74f8b7-6b76-42a4-ab64-e47510505a1f%22%7d

Request all to kindly test your system/device/mobile with the above link following the inline instructions.

*If there is any problem to join the web conference you may please contact us at email id: IT@solaralliance.org; Phone/WhatsApp - **+91-9990001970, +91-8802719181**



Yours sincerely,

International Solar Alliance Secretariat.