

Date 24 February 2022

Reference RFP No.: 002/02/2022

Corrigendum

Subject: Pre-Bid Meeting Minutes- Request for Quotation for writing and editing of Three “World Solar Annual Reports”

With reference to **RFP No. 0023/021/RPF dated 14 .02.2022** for Support to the ISA Secretariat for selection **for writing and editing of three “World Solar Annual Reports”**, all prospective Bidders are hereby informed that the International Solar Alliance has posted the pre-bid meeting minutes.

Amendments in tender document will be uploaded in the website, if required.

This corrigendum shall form an integral part of the Amended RFP document. All other terms & conditions of the RFP document remain unchanged.



Vineet Mathur
Admin and Procurement Analyst
ISA Secretariat

Pre-Bid Meeting Minutes RFP For writing and editing of three “World Solar Annual Reports”

Date: 21 February 2022

Time: 3.00 PM TO 4.00 PM (IST)

Participant:

Participation from International Solar Alliance

Mr. Philippe Malbranche, Assistant Director General (ADG)

Mr. Saba Kalam, Programme Specialist

Mr. Vineet Mathur, Procurement Analyst

Bidders participated/registered in the pre-bid meeting:

1. Becquerel Institute
2. Ernst & Young LLP
3. Accenture
4. Solar Power Europe
5. Global Data
6. Deloitte
7. KPMG (India)

Procurement briefed the bidders about RFP and procurement requirements. Mr. Philippe Malbranche, gave the detailed presentation of the technical requirements of the RFP.

The questions raised by bidders and ISA responses are as follows:

Question 1:

A clarification was raised if bidders have to submit separate financial bids for three reports and what will be the estimate budget.

Answer 1:

It was clarified that bidders have to submit three separate financial proposals for all the reports and ISA will not be in a position to share the estimated budget.

Question-2

A bidders would like to know about Management Structure and Qualification of Key Personnel. It is indicated that as per RFP Management Structure and Qualification of Key Personnel:

Technology Report

- Team Leader with graduate degree or equivalent in engineering/ energy.
- Team Members with graduate degree or equivalent.

Market Report

- Team Leader with graduate degree or equivalent in engineering/ energy/ business/policy.
- Team Members with graduate degree or equivalent.

Investment Report

- Team Leader with graduate degree or equivalent in finance/ engineering/ energy.
- Team Members with graduate degree or equivalent

Question 3:

Similarly Point Table for Section 3-As Qualifications of key personnel proposed (3.2) is further categorized into 3 experts:

- Team Leader (3.2a), - Senior Expert (3.2b), - Junior Expert (3.2c) How the scoring (50 points) would be done for-Qualifications of key personnel proposed (3.2)?

Question 4):

How the scoring would be done (as on pg. 23) for Technology Report and Market Report as only Two experts are required for these reports?

Answer: 2,3 & 4

Professional Qualifications of the Successful Contractor and its key personnel

- a) The selected contractor will need to have proven experience into the field of solar energy, at least for the technology and market reports. For the investment report, experience in financing energy efficiency and variable renewables will be considered.
- b) The selected contractor will be used to international reporting, with references on at least 3 continents, if not global. The agency should have written in English at least three reports for international multilateral institutions/ banks, central government or private organisations or associations on solar energy in the last five years.
- c) **For the technology reports**, the selected contractor will have a team with at least
 - One key expert with minimum 10 years of experience in solar energy with global perspective, the expert will also act as the Team Leader for preparation of the report. The expert should have graduate degree or equivalent in engineering/ energy.
 - One senior expert with graduate degree or equivalent in any field with minimum five years of experience in solar energy technology and applications with national or global perspective.
 - One junior expert with graduate degree or equivalent in any field with minimum three years of experience in solar energy technology and applications with national or global perspective.
- d) **For the market report**, the selected contractor will have a team with at least
 - One key expert with minimum 10 years of experience in solar energy market with global perspective, the expert will also act as the Team Leader for preparation of the report. The expert should have graduate degree or equivalent in engineering/ energy/ policy/ Business.
 - One senior expert with graduate degree or equivalent in any field with minimum five years of experience in solar energy market, technologies or policies with national or global perspective.

- One junior expert with graduate degree or equivalent in any field with minimum three years of experience in solar energy market, technologies or policies with national or global perspective.
- e) **For the investment report**, the selected contractor will have a team with at least
- One key expert with minimum 10 years of experience in energy efficiency and renewable energy financing. The expert will also act as the Team Leader for preparation of the report. The expert should have graduate degree or equivalent in Finance/ engineering/ energy.
 - One senior expert with graduate degree or equivalent in any field with minimum five years of experience on sustainable energy financing and investment flows into the renewable energy sector.
 - One junior expert with graduate degree or equivalent in any field with minimum three years of experience on sustainable energy financing and investment flows into the renewable energy sector.
- f) In case the bidder is bidding for two or more reports; the bidder shall identify a team leader among the professional staff outlined above.
- g) The bidder should share the CV of the professionals as per the requirement highlighted above.
- h) The selected company will have at least five years of existence and should have prepared three reports assessing global perspective on solar energy for multilateral institutions/banks, central government or private organisations in the renewable energy sector. A consortium with at least two companies from two different continents is also possible.

Technical and Financial Evaluation Criteria

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		30
3.2	Qualifications of key personnel proposed		50
3.2 a	Team Leader		80
	- General Experience		
	- Specific Experience relevant to the assignment		
	- Regional/International experience		
	- Language Qualifications		
3.2 b	Senior Expert		50
	- General Experience		
	- Specific Experience relevant to the assignment		
	- Regional/International experience		
	- Language Qualifications		
3.2 c	Junior Expert		40
	- General Experience		

	- Specific Experience relevant to the assignment		
	- Regional/International experience		
	- Language Qualifications		
Total Section 3			250