

REQUEST FOR PROPOSAL

Programme Support to International Solar Alliance (ISA)

RFP No.: 15/42/2020-ISA (EM)

Project: Engagement of Conference Organizer for SUN WORLD Events in ISA Countries on ISA Organization Hosting Rights Fee basis.

Country: India

Issued on: 9 May 2020

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SECTION 1. LETTER OF INVITATION

The International Solar Alliance (ISA) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for Engagement of Professional Conference Organizer for SUN WORLD Events in ISA Countries on ISA Organization Hosting Rights Fee basis.

2. A brief profile of the event is:

Main Sessions and Breakout Sessions in the form of Ministerial Meetings, Presentations /Workshops, Sectoral Meetings, Parallel Sessions and Side Events, which will include Opening and Closing Ceremonies, Networking Meetings with Lunch for the delegates on all three days and one or more Social Evenings - Cultural Programmes with Dinners.

3. An Exhibition showcasing Renewable Energy equipment, products, technologies and issues relating to Climate change, environment and the importance of the Renewable Energy for development.

4. Format:

The SUN WORLD Event shall be global in scope, hosting exhibitors, speakers and delegates from a number of countries across the Globe. The International Conference would consist of two components: A Conference with associated Satellite Events and Exposition:

- a) The Conference Programme shall consist of Plenary Sessions and Business conferences. It would spread over to various sessions and would have variety of formats, ranging from opening and closing plenary sessions, industry leading speakers on each of the technologies, plus sessions on markets, industry, financing and Government policies of participating countries. It would have workshops, discussions, keynote speeches, multimedia presentations, public lectures, debates, hands-on experiences etc. In addition, the programme would also have cultural evenings/ social programmes followed by grand gala dinners on all three days of conference.
- b) The Exhibition would be in a central part of the conference venue to provide an opportunity for a variety of organizations and companies to showcase their Research and achievements in Solar and other Renewable Energy sector. A number of international governments will host booths and pavilions on the Trade Show floor. It would feature Solar / Renewable energy technology suppliers, system integrators, financiers, professional services firms, end users, utility companies, educational institutions, non-profit organizations, associations, government agencies, foreign governments and economic missions and other exhibitors.

5. Enclosed herewith are also Role of ISA Secretariat and Host Country in organization of SUN WORLD Events for perusal (Annexure- I); and Statement of Key Parameters & Dates Related to Bid (Annex – II) for reference.

6. PROPOSAL

- Encouraged by the success of the Event and to take the initiative further it is proposed to engage a Professional Conference Organizing Company to organize SUN WORLD Events in: Egypt in late 2020, Kenya in December, 2021; Indonesia in December, 2022; and Fiji in December, 2023, respectively (Subject to due diligence, the dates are flexible). The Events will involve respective national governments, solar projects developers, investors and any other interested stakeholders in terms of solar deployment, electricity demand growth and financing capacities.
- Engagement of Conference Organizing Company: Hosting of an International Conference of such a magnitude requires not only the best Venue and Speakers/Panelists but also to provide state-of-the-art infrastructure and support systems. The proposed Events will be crucially important keeping the thousands of public officials around the world informed on the status of renewable energy technologies, costs, economics, markets, industry, projects, financing and public policy; and on the outlook ahead. The job is of highly technical nature requiring best quality services and presentation. Accordingly, in order to facilitate smooth and successful conduct of the Conference and Exhibition and to provide desired level facilities to the delegates, speakers and other dignitaries visiting (Host Country) for participation in the Conference and Exhibition, it is proposed to engage a Professional Conference Organizer (PCO) to organize & manage the event on ISA Organization Hosting Fee basis.

7. This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Scope of Services
- Section 7: General Terms & Conditions of Contract
- Section 8: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial /Hosting Fee Proposal Submission Form
 - o Form G: Financial /Hosting Fee Proposal Form
 - o Form H: Form of Proposal Security
 - o Form I : Form of Performance Security

8. If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

9. Please acknowledge receipt of this RFP by sending an email to: procurement@isolaralliance.org indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

10. The Secretariat reserves the right to alter any or all conditions and terms specified in this RFP. The terms and conditions governing the proposed assignment and services required are not exhaustive and just indicative and additional conditions & services, as may be required and mutually accepted, will be included in the Work Order/Contract Agreement. These conditions and services required are subject to modifications or additions or deletions, if considered absolutely necessary for the smooth organization and management of the International Conference.

11. ISA looks forward to receiving your Proposal and thank you in advance for your interest in ISA procurement opportunities.

Issued by:

Name: Sudhakar Upadhyay
Title: Administrative Officer
Date: **May 9, 2020**

Section 2. Instruction to Bidders:

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by ISA.</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by ISA. ISA is under no obligation to award a contract to any Bidder as a result of this RFP.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 ISA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of ISA vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to ISA staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, ISA:</p> <ul style="list-style-type: none"> (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a ISA contract. <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to ISA whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by ISA.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by ISA to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of ISA. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to ISA, and seek ISA's confirmation on whether</p>

	<p>or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of ISA staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Host Government shall be subject to ISA's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the ISA</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. ISA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and ISA, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial / Hosting Fee Proposal; d) Proposal Security; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section-8 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to ISA's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 8 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 8 of the RFP for the purpose of information/ reference only. It shall list all major cost components associated with the services, and the detailed</p>

	<p>breakdown of such costs. This document shall not be used for evaluation/selection.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>12. Proposal Security</p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by ISA, the Secretariat shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by ISA, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails to: <ul style="list-style-type: none"> i. sign the Contract after ISA has issued an Award; or ii. furnish the Performance Security, Insurances, or other documents that ISA may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
<p>13. Currencies</p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) ISA will convert the currency quoted in the Proposal into the ISA preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that ISA selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, ISA shall reserve the right to award the contract in the currency of ISA's preference, using the conversion method specified above.
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between ISA and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of ISA.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p>

	<p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by ISA.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals, unless extended further for a further period of 90 days. A Proposal valid for a shorter period may be rejected by ISA and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, ISA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change / modification in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>

<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to an ISA staff member, ISA shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 ISA will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 ISA shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of ISA to extend the submission date of the Proposals, unless ISA deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, ISA may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, ISA may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<p>20. Alternative Proposals</p>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. ISA shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, ISA reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<p>21. Pre-Bid Conference</p>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. The purpose of conference is to enhance the understanding of the requirement solicited in RFP. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the ISA website. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<p>C. SUBMISSION AND OPENING OF PROPOSALS</p>	
<p>22. Submission</p>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the ISA General Contract Terms and Conditions.</p>

<p>Hard copy (manual) submission</p> <p>E-mail Submission</p>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to ISA as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, ISA shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of ISA. The ISA Secretariat will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by ISA in the manner, and no later than the date and time, specified in the BDS. ISA shall only recognize the date and time that the bid was received by ISA</p> <p>23.2 ISA shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to ISA, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
<p>25. Proposal Opening</p>	<p>25.1 There is no public bid opening for RFPs. ISA shall open the Proposals in the presence of an ad-hoc committee formed by ISA, consisting of at least two (2) members. In the case of e-mail submission, bidders will receive an automatic notification once their proposal is opened.</p>

D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence ISA in the examination, evaluation and comparison of the Proposals or contract award decisions may, at ISA's decision, result in the rejection of its Proposal and may be subject to the application of prevailing ISA vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. ISA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 ISA shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. ISA reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers. b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with ISA General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.

<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, ISA may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals submissions, ISA will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u> FP Rating = Highest Hosting Fee Offer:</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 ISA reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that ISA may deem appropriate, at any stage within the selection process, prior to awarding the contract.

<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, ISA may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 ISA's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by ISA in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by ISA, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. Responsiveness of Proposal</p>	<p>33.1 ISA's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by ISA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. Non-conformities, Repairable Errors and Omissions</p>	<p>34.1 Provided that a Proposal is substantially responsive, ISA may waive any non-conformities or omissions in the Proposal that, in the opinion of ISA, do not constitute a material deviation.</p> <p>34.2 ISA may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, ISA shall check and correct arithmetical errors. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by ISA, its Proposal shall be rejected.</p>
<p>E. AWARD OF CONTRACT</p>	
<p>35. Right to Accept, Reject, Any or All Proposals</p>	<p>35.1 ISA reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for ISA's action. ISA shall not be obliged to award the contract to the lowest priced offer.</p>
<p>36. Award Criteria</p>	<p>36.1 Prior to expiration of the proposal validity, ISA shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
<p>37. Debriefing</p>	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from ISA. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.</p>
<p>38. Right to Vary Requirements at the Time of Award</p>	<p>38.1 At the time of award of Contract, ISA reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the terms and conditions.</p>
<p>39. Contract Signature</p>	<p>39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to ISA. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, ISA may award the Contract to</p>

	the Second Ranked Bidder or call for new Proposals.
40. Performance Security	40.1 A performance security, as required in BDS, shall be provided in the amount specified in BDS. Within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by ISA shall be a condition for rendering the contract effective.
41. Liquidated Damages	41.1 If specified in BDS, ISA shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
42. ISA Organizational Hosting Fee	The Event Manager so engaged shall have to pay ISA Organizational Hosting Rights Fee USD 2,50,000 per Event (in Kenya & Indonesia) to ISA Secretariat at the time of signing of Agreement. However, the Fee for organizing the Event in FIJI will be USD 100,000. Option 1 = 100% at the time of signing of Agreement; Option 2 = 50% at the time of Agreement and 50% within a week of conclusion of Event, subject to furnishing of Bank Guarantee; Option 2 = 100% within a week of conclusion of Event, subject to furnishing of Bank Guarantee.
43. Revenue Generation and Funds Raising	The SUN WORLD would be organized at zero cost to ISA and /or Host Country . All expenses involved towards organization of Event shall be met by Professional Conference Organizer (PCO). The PCO so appointed shall have to generate revenue / raise funds from following sources to offset the expenditure incurred towards organizing the Event: <ul style="list-style-type: none"> a. Proceeds from sale of Exhibition Space; b. Delegate Registration Fee (if permitted by ISA and Host Country); c. Sponsoring Partners; d. Sponsorships for various event- related activities such as Lunches, Dinners, Social events, Signages, Kit bags and printed publicity material etc.; e. Offering Parallel Workshops/ Sessions (full day/ half day) on payment basis to Organisations, Associations, Consortia, Networks and other stakeholders in the RE Sector, Environment, Climate mitigation etc. f. Advertisements at Venue of Conference & Expo, Conference News Letter (3days); Exhibition Show Directory and SUN WORLD Report. The Conference Organizer shall be entitled to retain the revenue generated/ funds raised from above sources,
44. Other Provisions	44.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, ISA shall be entitled to same lower price. The ISA General Terms and Conditions shall have precedence. 44.2 ISA is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The ISA General Terms and Conditions shall have precedence. 44.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English The Proposals prepared by the Bidder and all correspondence and documents relating to the Proposal exchanged by the Bidder and ISA Secretariat shall be written in the English language. Any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern. The copies of Bidder's registration certificate and Financial Statements must be submitted in English language only.
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will be Conducted Time: 15:00 Hrs (IST) Date: May 25, 2020 12:00 AM Venue: Shall be intimated separately. The ISA focal point for the arrangement is: S.S. Madan, Consultant Telephone: 0124 2853078 E-mail: ss.madan@isolaralliance.org
5	16	Proposal Validity Period	180 days
6	12	Bid /Proposal Security	Required in the amount of USD 100, 000.
7	42	ISA Organizational Hosting Rights Fee	USD 250,000 per Event payable to ISA.
8	41	Liquidated Damages	Will be imposed as follows: Should the work be not completed to the satisfaction of the International Solar Alliance/ Host Country within the stipulated period, the Conference Organizer shall be bound to pay to the ISA liquidated charges @ 0.5% of the estimated cost of contract per day of delay, up to a maximum duration of one Calendar month. Thereafter, the ISA/Host Country will be at liberty to terminate the contract.

9	40	Performance Security	Required in the amount of USD 150,000
10	13	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	(20 May 2020 at 17:00 Hrs (IST))
12	31	Contact Details for submitting clarifications/questions	Focal Person in ISA: S. S. Madan Address: NISE Campus, Surya Bhawan, Gwal Pahari, Gurugram E-mail address:ss.madan@isolaralliance.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/ clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website: http://isolaralliance.org/
14	23	Deadline for Submission	June 1, 2020 at 5:00 p.m.
15	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email
16	22	Proposal Submission Address	Director (HRD) International Solar Alliance 3 rd Floor, Surya Bhawan, National Institute of Solar Energy Campus, Gurugram-Faridabad Express Way, Gwal Pahari, Gurugram-Haryana – 122003, India Email: procurement@isolaralliance.org Website: www.isolaralliance.org
17	22	Electronic submission (email) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal <u>must</u> not be provided to ISA until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal <u>must</u> not be provided to ISA until requested by ISA ▪ Max. File Size per transmission: 10 MB ▪ Mandatory subject of email: Request for Proposal for Organization of SUN WORLD Events in ISA Countries ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: <p>Director General International Solar Alliance 3rd Floor, Surya Bhawan, National Institute of Solar Energy Campus, Gurugram-Faridabad Express Way, Gwal Pahari, Gurugram-Haryana – 122003, India. Email: procurement@isolaralliance.org</p>

18	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70% - 30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.
19		Expected date for commencement of Contract	<i>December 1, 2020</i>
20		Maximum expected duration of contract	Five years
21	35	ISA will award the contract to:	One Proposer Only
22	39	Type of Contract	Contract for Event Management Services on behalf of UN Entities
23		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period
- Hosting Fee committed

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity in any UN Member country/ Countries.	Form B: Bidder Information Form
Eligibility	<ul style="list-style-type: none"> ▪ The Proposer must be a Professional Conference Management Company. ▪ Should be member of at least 3 professional bodies related to the convention industry. ▪ The Proposer should have handled around 10 (ten) prestigious National/ International Events(Conference& Exhibition), with at least two in the Renewable Energy sector having a participation of at least 2,500 delegates and any two exceeding 5,000 delegates. ▪ Out of above, should have organized at least two exhibitions as part of the conference with over 100 stalls, including multi country stalls. ▪ Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. 	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
	Any additional criteria if required	
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

¹Non-performance, as decided by ISA, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Must have work experience of at least five years in high level events management.	Form D: Qualification Form
	Minimum 10 contracts of similar value, nature and complexity implemented over the last five years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 700,000 for the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Risk & Disastrous Management - Any risk assumptions, constraints that may be associated with this project and risk mitigation measures	60
1.5	Financial Standing and its prospective long-term profitability	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section2		400

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?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications	10	
3.2 b	Senior Expert		80
	- General Experience	10	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	20	
	- Language Qualifications	10	
3.2 c	Junior Expert		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications	10	
Total Section 3			300

BACKGROUND:

As part of its first international overseas programme ISA had organized International Conference and Expo “**ISA-PER-LAC World Renewable Energy Meet and Expo (SUN World) 2019**” in Lima on 12-14th November 2019, which was resounding success. The Event had participation of over 8,900 over 3-days. More than 100 Speakers of International repute shared their views and exchanged the ideas with receptive audience. In order to take the initiative further it is proposed to organize SUN WORLD Events in: Kenya in December, 2020; Indonesia in December, 2021; and Fiji in December, 2022, respectively (Subject to due diligence, the dates are flexible). The Aim and broad framework of the Event are summarized below:

2. AIM:

The Conference aims at exploring new concepts & technologies in the Solar Energy while being eco-friendly and ensuring sustainable development besides mobilizing USD 1,000 Billion for investment in solar projects across ISA member countries. The Conference will have the participation of senior most decision makers from the Government of Host Country and other participating countries, International Industry leaders, Project developers, Distribution and Transmission companies, Regulators, Financial Institutions, Investors and lenders, Consulting firms, Equipment suppliers, Environmental groups and various International players.

3. FORMAT:

The International Conference would consist of two components: a Conference with associated Satellite Events and Exposition:

- I. The Conference Programme consists of Plenary Sessions and Business conferences. It would spread over to various sessions and would have variety of formats, ranging from opening and closing plenary sessions, industry leading speakers Technical Sessions on New Technologies, plus sessions on markets, industry, financing and Government policies. It would have workshops, discussions, keynote speeches, multimedia presentations, public lectures, debates, hands-on experiences etc. In addition, the programme would also have cultural evenings/ social programmes followed by grand gala dinners on all three days of conference.
- II. The Exhibition would be in a central part of the conference venue to provide an opportunity for a variety of organizations and companies to showcase New Technologies, Innovations, Research & Developments taking place in Solar Energy besides equipment, new launches etc. It would feature renewable energy technology suppliers, system integrators, financiers, professional services firms, end users, utility companies, educational institutions, non-profit organizations, associations, government agencies, foreign governments and economic missions and other exhibitors.

4. Revenue Generation and Funds Raising:

The SUN WORLD would be organized at **zero cost to ISA and /or Host Country**. All expenses involved towards organization of Event shall be met by Professional Conference Organizer (PCO). To offset the expenditure involved towards organizing the Event the PCO would be required to generate revenue / raise funds from following sources:

- a. Proceeds from sale of Exhibition Space;
- b. Delegate Registration Fee (if permitted by ISA and Host Country);
- c. Sponsoring Partners;

- d. Contribution by Partner Countries;
- e. Sponsorships for various event related activities such as Lunches, Dinners, Social events, Signage, Kit bags and other printed publicity material etc.;
- f. Sponsors for ISA/ Host Government Sessions;
- g. Offering Parallel Workshops/ Sessions (full day/ half day) on payment basis to Organisations, Associations, Consortia, Networks and other stakeholders in the RE Sector, Environment, Climate mitigation etc.
- h. Advertisements at Venue of Conference & Expo, Conference News Letter(3days); Exhibition Show Directory and SUN WORLD Report.

The Conference Organizer shall be entitled to retain the revenue generated/ funds raised from above sources except from d) & f) to offset the expenditure incurred to organize the Event and profit made. The contribution received from Partner Countries at the request/initiative of host country/ ISA and sponsorships of Conference Sessions shall be deposited with the ISA/ Host country concerned.

5. Management & Services required:

The First SUN WORLD 2019 in Lima, Peru had strong governmental and high-level dignitaries' presence and high media coverage. The Organization team would be required to liaise with government entities, local city council and administration etc. and closely network with electronic and print media.

A reputed, highly experienced and professionally effective Conference Organizer is required to manage this International Conference. The Conference Organizer will be responsible to manage all the activities leading to successful conduct of technical programme of the SUN WORLD along with the other arrangements including but not limited to official secretariat operations and manning, airport reception & transfers, hotel accommodation, conference hall and other meeting hall arrangements, hospitality, etc. For selecting suitable Conference Organizer to manage the SUN WORLD, the ISA Secretariat seeks to invite technical and financial/ Hosting Fee bids.

Hosting an International Conference with such a large number of participants from all over the world requires not only the best venue and panelist but also establishment of state-of-the-art IT infrastructure at the venue to facilitate fast and easy access; Internet for all the participants without any down time; Web casting of the event and facilitation of audio and video conferencing; Protocol arrangements, accommodation, transportation, hospitality, sight-seeing, security, separate programmes for the spouses etc.

Provisions for the best logistic support to every delegate arriving in the Host Country including visa facilitation, hotel accommodation, airport transfers and local travel is equally important. Many delegates, who had participated in the previous International Conferences, would be keen to participate in this conference as an opportunity to see the prowess of ISA as Inter-Governmental organization in scaling up solar energy. These Events therefore are a litmus test for ISA and the host country concerned to demonstrate their Renewable Energy strength.

The agency's services required may be broadly classified as under:

- a) Conceptualization of the Conference;
- b) Complete solution to the various aspects of the Conference;
- c) Suggesting, hiring and securing suitable Venue for organizing SUN WORLD Event;
- d) Suggesting, extending invitations to Speakers of International repute and securing their confirmations for attending various Conference Sessions at no cost to ISA and/or to Host Country;

- e) Designing, Lay out, performance & seating plans;
- f) Assessment of requirement of various logistics;
- g) Selling of booked space to Exhibitors;
- h) Organizing Sponsorships and Media partners;
- i) Generating revenue/ raising funds from: delegate registration fee; Offering Parallel Sessions on payment basis; Advertisements etc.
- j) Providing Work station/ Business Centre;
- k) Booking of Hotels in different categories for the stay of participants according to their status. The agency must demonstrate that the housing is at reasonable distance from the venue of the conference;
- l) Outsourcing manpower such as Secretarial staff, Conference hostesses, interpreters etc. and hiring of various services, equipment required for the Conference.
- m) Arrangements& Providing Audio & Visual and still Photography;
- n) Providing simultaneous interpreter system and services during Plenary, Valedictory and Conference Sessions; High Level Bilateral, B2G and B2B Meetings;
- o) Purchasing of consumables required during the course of the Conference;
- p) Engaging Celebrities by organizing sightseeing visits in and around City of the Conference and Organizing programmes for the spouses and other persons accompanying VIPs;
- q) Issue of invitations & confirmation of participations.
- r) Public Relations and Media Management including liaison with Regional, National and international Media for coverage;
- s) Helping in making protocol and diplomatic arrangements for political dignitaries attending the Conference;
- t) Assistance in organizing security and traffic arrangements at the Conference and exhibition venues;
- u) Transfer of delegates from Airport / Railway Station to Hotels and Transportation of delegates from Hotels to the venue of the Conference, cultural events and transport for VIPs.
- v) Preparation and distribution all printed and digital documents; generation of identity cards and preparation of delegate kits;
- w) Plan exhibitions and Setting up of Stalls for Exhibition;
- x) Handle Registration at the Conference & Exhibition venues - including on line registration with secure payment gateway;
- y) Arrangements for reception at the Airports, hotels by setting up travel & help desks;
- z) VIP Lounge with a seating capacity of at least 20 persons and at least 4 personal computers with free internet/ Wi-Fi connection;
- aa) Organizing sufficient catering facilities at the venue of the conference/exhibition to accommodate all participants;
- bb) Providing first aid and emergent medical facilities to the participants;
- cc) Development and maintenance of Conference specific website;
- dd) Coordination of all Official functions and meetings.

Important note:

The above list is not exhaustive and aims only to provide some first guidance.

6. Tender Specification

6.1 Two Part Tender

Sealed tenders are invited in two-part system. **Part-I will be technical bid and Part –II will be financial/Hosting Fee to offered to ISA.**

6.2 Evaluation procedure:

- a) Total marks assigned for the bids are 100, as per details given below. As world-class quality services and customer satisfaction are of essence in organizing the Conference of this magnitude, any bidder who meets the mandatory criteria but falls short of minimum 70% marks in technical evaluation will be rejected at the technical evaluation stage itself. This means that this Secretariat shall open the financial bids of only those bidders who have been declared technically qualified by the Consultancy Evaluation Committee for further analysis or evaluation and ranking and selecting the successful bidder. **Financial/ Hosting Fee bids of those bidders who get less than 70% marks in their technical bids will not be opened. The Highest Financial/Hosting Fee bid (H-1) will be assigned 100% i.e. 30 marks.** Others will be assigned marks according to their financial/Hosting Fee bid proportionately less marks.
 - b) For overall evaluation of the bidders, weightings are assigned to technical as well as **Hosting Fee**. The technical bids will carry a weightage of 70 percent in the overall evaluation of the bidders while 30 percent weightage will be given to the financial/ Hosting Fee bids. The task of organizing SUN WORLD will be awarded to that Conference Organizer who will be overall winner in this competitive bidding process that includes technical as well as financial/Hosting Fee bids in evaluation.
-

Scope of Work:

The Conference Organizer will be responsible for all the activities / services required for successful organization of SUN WORLD. These activities will start much in advance of the actual Event's schedule. These activities include pre-Conference activities, activities / services required during the Conference including Exhibition and post Conference. The scope of work of the Conference Organizer will be inclusive and not limited to the following activities:

1. Co-ordination through Website:

Event Website will be owned & managed by the International Solar Alliance. However, support services for website development, daily updating and maintenance shall be required from the Conference Organizer. The conference Organizer would also be responsible for ONLINE ABSTRACT MANAGEMENT, which will include:

- Designing of abstract Management Software
- Receiving Abstract submission online
- Maintaining of abstracts in the server
- Reserve space for full paper submission
- Update database for abstract and full paper submission.

2. Marketing and Promotion:

- Event Marketing and Promotional Strategy;
- Production of Promotional Event Activities and Materials (website, announcements, programmes, gathering data for promotion of Event through Mass e-mailing, badges, bags, gadgets, etc.)

3. Exhibit Management including selling of space for Exhibition:

The Conference Organizer would be required to provide integrated Exhibition Services, which would include:

a) Exhibit Management

- Designing floor plan and maintenance of exhibition hall.
- Producing the call for exhibitors and exhibitor registration plan.
- Soliciting and securing exhibitors through direct mail and telemarketing.
- Processing of requests for exhibit information.
- Creating sales and marketing tools.
- Accepting and processing all exhibitor applications including invoicing.
- Preparing and distributing exhibitor service manual and contract with decorator.
- Distributing exhibitor confirmations and booth assignments.
- Contracting and acting as liaison for decorator.
- Arranging for and ordering exhibit hall materials.
- Interface with exhibitors and exhibit hall venues.
- Providing final exposition report.
- Processing orders for tracking/bar coding equipment.

b) On-site Exhibit Management

- Conducting site inspection of exhibit area.
- Ensuring all exhibitors set-up breakdown according to code and conference regulations.
- To Act as liaison between exhibitors, vendors, committee and staff.
- Fulfilling order for attendee info tracking equipment.
- Providing bar-coded badges for exhibitor lead tracking.

The Conference Organizer would be required to make arrangements to sell online, through advertisement in the print and electronic media, or personal contacts and overseas marketing through international trade shows, the space booked for exhibition in the VENUE by constructing shells/ booths in different sizes to around 500 companies/ FIs/ Corporates/ Government Agencies wishing to exhibit their products, equipment, and technologies and set up information counters etc. The Conference Organizer would construct temporary shells/booths at the venue of the exhibition. The Conference Organizer should give in writing the means and tools proposed to be used to sell the space and also the material to be used for fabricating the shells/ booths, layout and positioning etc. The Conference Organizer would fix the selling price for the constructed shells/ booths and bare space in consultation with the Host Country & ISA Secretariat. The Revenue generated through selling of Exhibition Space, Sponsorships raised, Advertisements etc. will be deposited by the Conference Organizer in the **ESCROW Account** to be opened in a Scheduled Bank in India or Host Country in consultation with the ISA Secretariat & Host Country.

4. Revenue Generation: Organizing sponsorship & fund raising:

Sponsorship Management (identification and development of sponsorship opportunities and guidelines, sales and marketing to potential sponsors and delivery) is very important activity of an Event. The Conference Organizer would organize sponsorships for the above event in order to raise funds to meet budget of the Conference, Services provided and PCO's profit. The services include:

- a) Identification of sponsors for various organs of the conference. Designing of sponsorship opportunities and producing an innovative sponsorship prospectus.
- b) Preparation and distribution a sponsorship package for conference including exhibition to targeted sponsors detailing the benefits to sponsors and the options available.
- c) In collaboration with ISA and Host Country approaching potential sponsors by way of direct mail, personal contacts/ meetings and telephone follow up.
- d) Any other item of work suggested by the PCO.

The Conference Organizer must give in writing about the methodology proposed for the above activity.

5. Identifying & Inviting Speaker and Delegate Registration:

- Identification of Speakers, Moderators and Panelists for Various Sessions, Round Tables and Panel Discussions in consultation with ISA Secretariat and Host Country; Extending Invitations, follow-up and securing confirmations.
- Processing of Session-wise Delegates Registrations (on-line, paper, on-site, collection and preparation of statistical reports).

6. Venue, Conference and Exhibition:

The Conference Organizer in consultation with ISA and Host Country shall hire/book suitable venue for organizing the SUN WORLD Event. Conference Organizer shall be required to plan Hall

allocation arrangements as per requirements of Opening and Valedictory sessions and other events, such as Ministerial meetings, Break-out sessions, Presentations, Workshops, Side events, Exhibition and Cultural evenings including grand gala dinners etc.

Onsite catering services for providing tea, snacks, food etc. to the participants during breaks in sessions/ meetings and at lunch would also be required to be arranged/ coordinated by the Conference Organizer.

The Conference Organizer would be required to give details in writing on what they propose for necessary arrangements and creating required facilities in and around the venues for successful operation of the Conference, meetings and the exhibition. The details of the material to be used for putting up temporary partitions for creation of the smaller conference/ meetings rooms, if required and temporary constructions at the open lawns (again if required) for holding cultural evenings should also be given.

7. IT Infrastructure Setup at the Venue

The Conference Organizer will be responsible for setting up the IT infrastructure with coverage of the entire venue area. The Conference Organizer must give details in writing on how they propose to provide and manage adequate and failsafe IT infrastructure such as Internet connectivity, cyber café set up, office equipment for at least ten (10) organizing teams within the premises, consumables, etc. for up to 9,000 participants. Web casting, Audio and Videoconferencing are essentially required in this International Conference as per its standards.

The Conference Organizer should list the features of the technology tool that they propose to use to manage the event of this scale that enables fully **secured WiFi access** throughout the venue, with monitoring and control mechanisms and the level of filtering and sensitivity to deny/handle overload on the event network backbone, facilities, etc. for a most comprehensive end-to-end solution.

8. Setting up of Conference Secretariat

An exclusive Desk would be set up at a place mutually convenient to the Host Ministry and the Conference Organizer for carrying out the following functions:

- i. Correspondence with all prospective delegates, exhibitors, invited guests and speakers;
- ii. Content development, drafting, designing and layouts of announcement brochures, and other promotional material etc.;
- iii. Maintaining DATABASE using customized web based software;
- iv. Coordination with Host Ministry for permissions, with Venue Management for setting up exhibition, permissions and clearances from civic and administrative bodies for various activities;
- v. Maintenance of correspondence/records for respective activities;
- vi. On line abstract submission, registration and receiving payment;

9. Work Station / Business Centre

Conference Organizer will give details for providing workstation / Business Centre facilities to the

participants at the India Expo Centre.

10. Conference setting and Facilities Including Disaster Management & Audio Visual set ups

The Conference Organizer must give details in writing on how they propose to set up the Audio Visual facilities, Registration and Secretariat Office, Information and Hospitality Office, Internet browsing facility, Firefighting facilities, Disaster and Evacuation Management facilities, etc. for an un-interrupted conduct of the sessions in all Conference /Meeting Rooms, Offices and Exhibition Halls, etc.

The facilities shall also include setting up & managing Information Counters / Help Desks/ Registration/ Travel Desk/ Cloak Room/ Lost & Found Desk/ Foreign Exchange, First Aid counter/ Medical lounges with Teams of Doctors and other para-medical staff & Ambulances.

11. Outsourcing manpower/ On-site Staff:

Manpower would be required well in advance to carry out pre-conference, during the conference as well as post conference activities. The Conference Organizer must list out the manpower requirements such as Office Assistants, Stenos, interpreters, conference hostesses etc. and how they propose to appoint the same together with time frame. The activity would also include: Selection, briefing and management of on-site staff (airport welcome desk, hotels, venue, accompanying persons' programme, tours, etc.).

12. Printing of Materials, delivery Delegate Kits etc.

The Conference Organizer will undertake the responsibility of designing and printing of all materials like:

- Announcement Brochures
- Conference & Exhibition Brochure
- Main Schedule and proceedings
- Souvenir
- Coupons for Entry, Meals, Invitation Cards, Delegate Badges etc.
- Packaging and distribution of the participant kits, gifts & souvenirs.

The kit bags, material, gifts etc. will be provided by the Host Ministry and handed over to the Conference Organizer, who will keep proper records.

13. Social / Cultural Evening(s)

The Conference Organizer will coordinate the social evening(s) as required and advised by the Host Ministry. The Conference Organizer will also assist the event sponsor (s) in arranging and providing the Food & Beverage and Cultural Troupe for the social evening(s).

14. Hotel Accommodation:

- Reservation (block bookings, negotiation of hotel rates and contracts, payments, etc);
- Management of Hotel Accommodation (allocation of rooms to individual participants and/or groups);

The Conference Organizer must give detail in writing on how they propose to provide accommodation for around 3,000-4,000 delegates (including Speakers) across various star/budget categories hotels/service apartments for four (4) days nearest to the Event Venue.

The Conference Organizer should list the features of the technology tool that they propose to use to facilitate on-line booking of hotel accommodation and payment gateways, etc for a most comprehensive end-to-end solution.

Sr. No.	Name of the tool	Features & Benefits

15. Transport Management, Airport Reception and Transfers

The Conference Organizer will set up help Desks at Airports, Railway Stations etc. and arrange / coordinate for airport to hotel to venue transfers for the participants. These transfers will be complementary to the participants. The Conference Organizer will provide vehicles as per protocol requirements and status of the guests. The Host Ministry would provide necessary guidelines for protocol requirements.

The Conference Organizer must give details in writing on how they propose to manage and maintain this logistics without causing any inconvenience to any delegate.

16. Medical Facilities:

The Conference Organizer must give details in writing on how they propose to provide adequate medical/ first aid facilities at the venue and geared up for any medical emergency faced by delegates during the conference and exhibition.

17. Audio, Video & Still Photography Coverage and recording facilities of the proceedings of the Conference:

The event would require extensive audio video coverage. Conference Organizer must give details in writing on quality and nos. of cameras, both video & still, recording facilities of proceedings as well as the kinds of final deliverables and schedules.

18. Customs Clearances

The Conference Organizer would be required to facilitate for clearance/ booking of the luggage, goods / equipment etc. being brought in Host Country by the foreign participants/ delegates for the exhibition and use during the conference and also while leaving the country on the conclusion of the Conference.

19. Venue Ambience and Signage

The Conference Organizer must give various options for venue ambience and designing of the signage in congruence with the event. Options shall include various types of signage's use for different locations and purpose. The Conference Organizer also must give details of signage that they propose for venue branding, material to be used, layout and positioning, etc.

20. Venue City Guide

The Conference Organizer must give details in writing on what they propose to provide vis-à-vis an accurate, well designed, content rich guide map of Host City and nearby tourist places of

interest for participants visiting in and around that city.

The guide map must indicate the shortest possible and hassle free routes from various star hotels and other important places/ roads in Host City to the venue of the Conference/ Exhibition.

21. Wrapping Up

The Conference Organizer will dismantle and clear the area of exhibition and all other temporary constructions/ arrangements made. The Conference Organizer will settle all the dues of each outsourced service provider. The Conference Organizer will assist the Host Ministry in preparation of Post Show Reports and will also inform the concerned National Focal Points of ISA member countries; Diplomatic Missions, Government Agencies, Departments, Ministries and other organizations in the host country of the conclusion of SUN WORLD.

22. Cancellation Policy and Liabilities

Very Important: The Conference Organizer will provide cancellation policy for the conference halls, hotel rooms as well as all other arrangements / facilities along with the technical bid. The scope and range of coverage will be a part of the technical part.

23. Insurance

Very Important: Conference Organizer will also mitigate the risk to the Host Country from liabilities in the event of cancellation of SUN WORLD by way of Insurance coverage. The Conference Organizer will also provide for third party insurance and other insurance (subject to availability of such a cover by Insurance companies) that may be required and advised by the host Country. Details of the Insurance coverage, the Conference Organizer shall provide, against the potential liabilities & risks in the event of an untoward incident such as fire etc. to the delegates, exhibitors and to the host country may please be provided. Some of the third party mandatory insurance requirements are given below:

- The Organizer must insure against third party/public liability during the Hiring Period the hired area in the VENUE for the total cost of the event. The Policy **must note** the interests of Event Organizer, the Management company of the Venue, as additional interested party.
- The Insurance must be taken from an Insurance company, which has a global presence.
- The Organizer must insure and keep insured during the currency of event the Conference/ Exhibition Halls, Equipment and the Products / exhibits & equipment at exhibition together with the stalls against fire, loss, theft or damage of any kind.
- The Organizer must effect worker's compensation insurance to insure its workers, agents, contractors and subcontractors against any damage, loss or injury sustained while in the Area or in the Venue of the Event during the Hiring Period for the purpose of the Conference and Exhibition.
- Before the Event Commencement Date or before the Organizer enters the Area to prepare for the Event, the Organizer must provide certificates of currency of all insurance policies as stated above for the entire period of hiring of the Expo Centre for the stated purpose.

- The Organizer **must not** without the prior written consent of Venue Management do anything whereby any insurance effected by the management of the Venue, may be rendered void or voidable or in any way unenforceable against the insure, or whereby the premium payable is liable to increase. The Organizer shall be liable to pay to the Venue Management on demand all amounts/ damages by way of costs or increased insurance premiums on any policy of insurance, if so affected by an act of the Organizer of the Conference and Exhibition.

S. No.	Type of Insurance	Details of Coverage (Inclusions, exclusions)

24. Coordination of all official functions and meetings

The Conference Organizer will coordinate all official functions and meetings of the Conference for their smooth conduct. The responsibilities of the Conference Organizer will include coordination of all sessions, stage set up, decorations, manpower, dais management, distribution of mementos and certificates, deputation of manpower and other assigned duties. The Conference Organizer would also be required to coordinate the selection and supervision of this onsite manpower.

25. Miscellaneous Services and Supplies

Miscellaneous services such as engaging celebrities by organizing sightseeing visits in and around Venue City and organizing programmes for spouses and the persons accompanying the VIPs would be required. The Conference Organizer must give in writing about his ability to provide transport, escort, guide etc. for such activities and others, as required.

26. Post Conference Reports for Record and Audit requirements

Within 3 months of the end of the conference, the Conference Organizing Company would comply with the auditing requirements. The Conference Organizer will provide the following comprehensive reports to the ISA. These will include (but not limited to):

- 1) Statistical information relating to conference delegates attendance numbers, including a percentage breakdown by delegate categories.
- 2) Statistics on delegate participation for all conference satellite events and social functions.
- 3) Booked accommodation statistical information.
- 4) Provision of all Speakers and Delegate contact information in electronic format.
- 5) Programme highlights.
- 6) A copy of final conference programme.
- 7) Assessment of the marketing and promotion of the conference.
- 8) Sponsorship and Exhibition summary and analysis.
- 9) Financial details for income, expenses, sponsorship income and exhibition income for reference.
- 10) Contact information for all sponsors and exhibitors of the conference.
- 11) Copies of all public relations materials produced for the conference including Flyers, Brochures, Registration Forms, Pamphlets, and other promotional material.

- 12) Copies of all publicity received by the conference including copies of all news clippings, Videos and Photographs.
- 13) A summary of information collected from delegate evaluation forms.
- 14) A report giving details of surplus/loss compared with budget estimates from the conference, and all financial records and endorsed by the ISA/Host Country.
- 15) Be available to provide assistance to answer queries from the audit authorities, if required.
- 16) Provide any other information as requested by ISA/ Host Country such as (but not limited to) conference data, statistical information and conference contact details.

PS: The above services indicated are for the limited purpose of evaluation of technical bids only and not exhaustive. The services required may be read with the Terms of Reference given in this document and further demanded as per requirements.

SECTION 7: GENERAL TERMS & CONDITIONS OF CONTRACT.

Definitions

In the contract, the following terms shall be interpreted as indicated. Terms defined in general instructions to bidder's section shall have the same meaning.

- 7.1.1 **"Bidder"** means any company/firm or consortium of companies/ firms offering the solution(s), service(s) and/or materials required in the RFP. The word bidder when used in the pre award period shall be synonymous with bidder and when used after award of the contract shall mean the successful bidder with whom ISA signs the agreement for rendering of services for organizing the SUN WORLD in ISA Member Counties.
- 7.1.2 **"Financial Bid"** means that part of the offer that provides price schedule and estimated costs of various services and ISA Organization Hosting Fee.
- 7.1.3 **"Firm/Company"** means a company, authority, co-operative or any other organization incorporated under appropriate statute as is applicable in the country of incorporation.
- 7.1.4 **"Technical Bid"** means that part of the offer that provides information to facilitate assessment by ISA, professional, technical and quality standing of the bidder and conformity to requirements.
- 7.1.5 **Prime Bidder** means a member of a consortium of companies who is primarily and solely responsible to ISA for provision of Goods and services as per terms and conditions of the agreement.
- 7.1.6 **Contractor** means successful bidder with whom ISA enters into an Agreement or Contract for provision of Services for organizing the SUN WORLD.
- 7.1.7 **Employer** means ISA with whom the Contractor would into an Agreement/ Contract for providing services for organization of the Conference.
- 7.1.8 **Specification** means the functional and technical specifications or statement of work, as the case may be.
- 7.1.9 **Tender Call or Request for Proposal** or Invitation for Bids means the detailed tender notification seeking a set of solution(s), service(s), materials or any combination of them.
- 7.1.10 **Bid** -Two Parts Bid means the technical and financial bids plus ISA Organization Hosting Fee are put in separate covers and their evaluation is sequential and in that order.
- 7.1.11 **Goods and Services** mean the solution(s), service(s), materials or a combination of them in the context of the tender call and specifications.
- 7.1.12 **"ISA"** means International Solar Alliance.
- 7.1.13 **"Contract"** means the agreement entered into between the International Solar Alliance Secretariat and the bidder, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
- 7.1.14 **"Incidental Services"** means those services ancillary to the supply of the goods and services and

other obligations of the bidder covered under the contract;

7.2 **Application**

These general conditions shall apply to the extent that they are not superseded by provisions of other parts of the contract.

7.3 **Use of Documents and Information**

7.3.1 The bidder shall not, without prior written consent from International Solar Alliance, disclose/share/use the bid document, contract, or any provision thereof, or any information furnished by or on behalf of the International Solar Alliance in connection therewith, to any person other than a person employed by the bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

7.3.2 The Bidder shall not, without prior written consent of International Solar Alliance, make use of any document or information made available for the project, except for purposes of performing the Contract.

7.3.3 All project related documents (including this bid document) issued by International Solar Alliance, other than the contract itself, shall remain the property of the International Solar Alliance and shall be returned (in all copies) to the International Solar Alliance Secretariat on completion of the bidder's performance under the contract if so required by the International Solar Alliance.

7.4 **Indemnity**

Bidder shall indemnify, defend and hold harmless International Solar Alliance and their respective officers, employees, successors and assigns, from and against any claim and or losses arising from claims by third parties.

7.5 **Insurance**

It is suggested that the bidder takes insurance for relevant infrastructure, Exhibition and activities in a freely convertible currency against loss or damage arising due to unforeseen events.

7.6 **Change Orders**

7.6.1 International Solar Alliance may, at any time, by written order given to the Bidder, make changes within the general Scope of the work and accordingly the Contract.

7.6.2 If any such change causes an increase or decrease in the cost of, or the time required for, the bidder's performance of any provisions under the contract, an equitable adjustment shall be made in the delivery schedule, and the contract shall accordingly be amended. Any claims by the Bidder for adjustment under this clause must be asserted within fifteen (15) days from the date of the Bidder's receipt of the change advice.

7.7 **Contract Amendment**

7.7.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

7.8 **Termination of the Contract for default**

The ISA may terminate the Contract forthwith by giving a 14- day notice in writing to the Contractor, if the later:

- a) Commits a breach of the contract agreement which in the case of a breach capable of remedy shall not have been remedied within 10 days of the receipt the notice from the ISA identifying the breach and requiring its remedy;
- b) Commits a series of persistent breaches, however minor, whether remedied or not;
- c) In the opinion of the ISA, fails to provide the Services of the standard the ISA might reasonably expect, whether in terms of quality, availability and timeliness or otherwise;
- d) Fails to perform or observe the terms & conditions of this RFP;
- e) Goes into liquidation or a receiver is appointed or in the case of an individual becomes bankrupt and is unable to pay its debts or enters into compulsory or voluntary liquidation (other than for the purpose of effecting a reconstruction or amalgamation in such manner that the company resulting from such reconstruction or amalgamation if a different legal entity shall agree to be bound by and assume the obligations of the relevant party under this Agreement) or compounds with or convenes a meeting of its creditors or has a receiver or manager or an administrator appointed or ceases for any reason to carry on business or takes or suffers any similar action which in the opinion of the ISA means that the Contractor may be unable to pay its debts.

7.9 **Termination of Contract for convenience:**

The ISA may at any time terminate the Contract with or without reason on giving the Bidder 15 (fifteen) day's written notice. The notice of termination shall specify that the termination is for the ISA convenience, the extent to which performance of the Bidder under the contract is terminated and the date upon which such termination becomes effective.

In such case, the Conference Organizer would be eligible for:

- (a) Payments for those Services rendered before the effective date of termination; and
- (b) Any reasonable costs incurred by the Contractor and directly attributable to the termination of the Contract Agreement.

The decision of the ISA in this regard shall be final and binding on the Bidder.

7.10 Upon receipt of a notice of termination of this Agreement the Conference Organizer shall:

- a. stop work as specified in the notice; and
- b. take all available steps to minimize loss resulting from that termination.

7.11 **Force Majeure**

The Bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means no failure, delay or default in performance of any obligation hereunder shall constitute an event of default or a breach of the CONTRACT, to the extent that such failure to perform, delay or default arises out of a cause existing or future, that is beyond the control and without negligence of the party otherwise chargeable with failure, delay or default: including, but not limited action or inaction of governmental, civil or military authority: fire, strike, lockout or other labour dispute, flood, war, riot, theft, earthquake, natural disaster, act, negligence or default of the other party. Either party desiring to rely upon any of the

foregoing as excuse for failure, default or delay in performance shall, when the cause arises, give to the other party prompt notice in writing of the facts which constitute such cause and when the cause ceases to exist, give prompt notice thereof to the other party.

If a Force Majeure situation arises, the Contractor shall promptly notify the International Solar Alliance in writing of such condition and the cause thereof. Unless otherwise directed by the International Solar Alliance in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

7.12 **Resolution of Disputes**

- 1) The International Solar Alliance and the Bidder/ Contractor shall make every effort to resolve amicably by direct informal discussion/ negotiation any disagreement or dispute arising out of or in connection with the Contract or related thereto, whether directly or indirectly or the breach, termination, enforcement, interpretation or validity thereof, including the determination of scope or applicability the Contract.
- 2) A dispute within the meaning of this clause exists once one Party notifies the other in writing of the nature of the dispute and requires the resolution of the dispute in terms of this clause.
- 3) Within 10 (ten) business days following such notification, the Parties shall seek an amicable resolution to such dispute by referring such dispute to designated representatives of each of the parties for their negotiation and resolution of the dispute. The representatives shall be authorized to resolve the dispute.
- 4) In the event of the negotiation between the designated representatives not resulting in an agreement or resolution of the dispute within 10 (ten) business days thereafter, the Parties must refer the dispute for resolution to the Director General, ISA by way of mediation.
- 5) The periods of negotiation or discussion may be shortened or lengthened by written agreement between the parties.
- 6) The decision given by the Director General, ISA shall be final and binding on both Parties.
- 7) **Important: No conflict between the Bidder and ISA will cause cessation of activities/ services** and work on the project will continue uninterrupted till conclusion of the Conference. Only by mutual consent the services will be withdrawn or work stopped.
- 8) ISA reserves the exclusive right to make any amendments/ changes to or cancel any of the above actions or any other action related to this Request for Proposal.

7.13 **Governing Language**

The contract shall be written in English. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in same language.

7.14 **Notices**

- I. Any notice, request or other communication to be given or served pursuant to the Contract Agreement shall be in writing and addressed as the case may be as follows:
 - a) if given to the ISA, addressed and forwarded to the authorized officer for this project in the ISA;
 - b) If given by the ISA, signed by the authorized Officer for this project in the ISA and forwarded to the Contractor at the address indicated at the commencement of the contract or as otherwise notified by the Contractor.
- II. Any such notice, request or other communication shall be delivered by hand or sent by prepaid post, facsimile or E-mail, to the address of the party to which it is sent. If sent by Facsimile or E-mail a signed copy of same shall be sent by Registered/Speed Post.
- III. A notice will be deemed to be served:
 - (a) where delivered by hand, on the day of delivery;
 - (b) where sent by post, 3 working days following receipt by the postal authority; and
 - (c) where sent by facsimile/ E-mail on the next working day, provided that a clear transmission report is obtained.

7.15 Taxes and Duties

The bidder shall be entirely responsible for payment of all taxes, duties, license fee, octroi, road permits or any other dues arising out of this proposed assignment.

SECTION 8: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
▪ [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal / Hosting Fee Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal / Hosting Fee Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the ISA.

We offer to provide services in conformity with the Bidding documents, including the ISA General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should ISA accept this Proposal.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone Numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a ISA vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment?(If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person ISA may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to ISA for the fulfillment of the provisions of the Contract.

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by ISA.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Note to ISA [MUST BE DELETED BEFORE POSTING]:

Please ensure that the information below is adapted in accordance with the technical evaluation criteria included in Section 4. The below sections correspond to the sample criteria included in this template RFP in Section 4]

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether 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.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	<i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i>

	<p>[INSERT]</p>
<p>PROFESSIONAL CERTIFICATIONS</p>	<p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p> <ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
<p>EMPLOYMENT RECORD/ EXPERIENCE</p>	<p><i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i></p> <p>[INSERT]</p>

REFERENCES

[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL/ HOSTING FEE PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal and Hosting Fee are for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL / HOSTING FEE PROPOSALFORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal:USD

Table 1: Summary of Overall Prices(For reference purpose)

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees(For reference purpose)

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs(For reference purpose)

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity (For reference purpose)

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

FORM H: FORM OF PROPOSAL SECURITY

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: ISA

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to ISA dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after ISA has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with ISA's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that ISA may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

FORM I: FORM OF PERFORMANCE SECURITY

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To:

Director General
International Solar Alliance (ISA)
Surya Bhawan, NISE Campus, Gwal Pahari,
Gurugram (India)

WHEREAS [Name and address of Bidder](hereinafter called "the Bidder") has submitted a Proposal to International Solar Alliance (ISA) dated [Click here to enter a date](#) to Organize SUN WORLD Events in ISA Member Countries (hereinafter called "the Proposal"):

WHEREAS International Solar Alliance (ISA) (Buyer) have invited Proposal for Engagement of Conference Organizer vide Tender No. 15/42/2020-ISA(EM) Dated. to organize SUN WORLD Events in ISA Member Counties on ISA Organization Hosting Rights Fee basis AND WHEREAS the said tender document requires that any eligible successful tenderer (Proposer) wishing to organize the Events, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **"Director General, International Solar Alliance" in the form of Bank Guarantee for USD 150,000** and valid till **one year or upto successful conclusion of Event whichever is later** from the date of issue of Performance Security Bond may be submitted within 15 (Fifteen) days from the date of Acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (Proposer) failing to abide by any of the conditions referred in Request for Proposal document (RfP)/ Organizing order / Management & Providing Services, etc. this Bank shall pay to International Solar Alliance (ISA) on demand and without protest or demur USD 150,000 (USD one Hundred Fifty Thousand only).

This Bank further agrees that the decision of International Solar Alliance (Buyer) as to whether the said Tenderer (Proposer) has committed a breach of any of the Terms & Conditions referred in RfP document / organizing order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Security herein contained shall not be affected by any change in the constitution of the Tenderer (Proposer) and/ or International Solar Alliance (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Security shall not exceed USD 150,000 (USD one Hundred Fifty Thousand only).
2. This Bank Security shall be valid up to(date); and
3. We are liable to pay the security amount or any part thereof under this bank guarantee only and only if International Solar Alliance serve upon us a written claim or demand on or before(date).

4. This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period



ROLE OF ISA AND HOST COUNTRY IN ORGANIZATION OF SUN WORLD EVENTS IN ISA COUNTRIES

ROLE OF ISA

- Lead planning of the Conference sessions, Parallel Sessions, Side Events, Seminars, in conjunction with the Host Country including but not limited to:
 - o identification of the Themes/ Topics and Speakers for the discussions as well as the organization of the Renewable Energy (RE) Expo;
 - o strive that that 30 world class speakers relevant to 5 Sessions organised by ISA t join the event with no claim for costs to the Host Country/ or Event Manager/ or ISA.
 - o advise host country in preparation of the agenda and programme, and associated Conference documents/ materials;
 - o prepare of Activity Chart with timeline for each of the activities for conducting the Conference;
 - o extend Joint Invitations to Hon’ble Ministers and NFPs of ISA Countries;
 - o promote the Event in ISA member and signatory countries through various channels available to ISA; and
 - o encourage Industry, Technology Developers, Innovators, R&D Institutions to set up Stalls in SUN WORLD Expo to showcase New Technologies, Innovations; Equipment etc.;
 - o formulate Strategy to attract investments in that country and Geographical Region in Renewable Energy.
- Strive for the participation of Ministers from ISA Countries in the Event from ISA Countries at their own cost.
- Invite GLOBAL Task Forces of ISA to help promote the event globally and participate in the Event at their own cost.
- Help Host Country in getting ISA high profile partners to participate and sponsor various Activities in Conference and Expo: Among Focus country partners, Multinational, Regional, International cooperation and Corporate Agencies, International Financial Institutions, Corporate Leaders and top International companies in technology development and R&D Institutions.
- Coordinate with and guide Host Country who may organise National and International Road shows and Investor Roundtables to promote the event, in a very cost effective manner, with the help of ISA partners, by using platforms available to ISA.
- Coordinate with the Host Country to promote the rollout of projects and financial commitments; signing and formal presentation at the concluding session of the Conference;
- Organize the associated Action-to-Transaction Meet/s to provide a platform to connect member countries with Banks; Financial Institutions and probable Investors to support the rollout of solar projects in the region, in conjunction with the Host country.

ROLE OF HOST COUNTRY

ISA will request the Host Country to partner with ISA in the following activities:

- Planning of the SUN WORLD Conference Theme/ Sub-Themes and Topics for various sessions and Exhibition, including Inaugural, Valedictory, Side, Technical and/or Associated Events;
- Suggesting a suitable venue for organizing SUN WORLD and helping to secure the same;
- Assistance in providing security arrangements for venue as well as for VIPs, high level dignitaries and Speakers etc.
- Assistance in making protocol and diplomatic arrangements for political dignitaries attending the Conference;
- To arrange inauguration of the event by the Head of the State or Head of Government; and finalisation of Programmes for: Inaugural and Valedictory Sessions of Conference;
- Help in securing requisite local permissions and mandatory clearances required from Authorities to organize the Event;
- Providing:
 - Guidance and assistance in securing mandatory clearances to organise SUN WORLD.
 - Suggestions in identifying and extending invitations to VIPS, Speakers, Penalists, Moderators and high level dignitaries including Government officers, R&D Institutions in host country;
 - Establish a Conference Support Secretariat with appropriate staff together with Office equipment and designating a senior level Officer as Point of Contact with the ISA Secretariat and Event Organizer;
 - Country profile - information on investment policy, potential and opportunities available for investing in solar projects in the host country; including tax benefits and fiscal benefits offered for the same.
 - Support in following up with Ministerial invitees to secure confirmation of attendance;
- Issuing instructions to concerned authorities in Government on issue of **hassle-free VISA** to Speakers, delegates and Exhibitors visiting the country for participation in SUN WORLD;
- Appoint Country Nodal Officers for: Coordination with foreign Missions of the visiting Ministerial delegations / VIPs;
- Issue guidelines and extending custom duty exemption to Exhibitors to facilitate in importing their exhibits to showcase in the Exhibition;
- Extending joint invitations to Hon'ble Ministers, NFPs and other Senior Level Government Functionaries from ISA Member countries, the President and Co-President of the ISA; NFPs of signatory countries and prospective Members of ISA; ISA partners, International/ Regional/ Domestic Financial Institutions, Banks and probable Investors, and Project Developers & Industry;
- Prepare an information folder for investors including investment policies, Incentives and projects available for investment;
- To advise on number of Delegates & Exhibition companies expected; Audience targeted to make infrastructural arrangements such as: No. of Halls, sizes of various halls for Conference Sessions; Parking; Food court, Hotel and restaurant facilities etc.
- Providing and managing information desk for the Investors;
- Handling participants' queries and troubleshooting on the day of the event to ensure that all runs smoothly;
- Helping in organizing One-to-One Meetings for potential investors with host Government

- dignitaries during the event, if requested by potential Investors/ Project Developers;
- Support to ISA Secretariat in organising the associated Action-to-Transaction Meet to provide a platform to connect member countries with Banks and Financial Institutions to support the rollout of solar projects in the host country / region, including identification of and extending invitations to Banks and Financial Institutions to participate.



Request for Proposal (RFP) for engagement of Professional Conference Organizer to organize SUN WORLD Events in ISA Countries.

Key parameters and dates

Item	Description
<i>Project Period</i>	Long Term Agreement for five years (2020-2024) (Subject to due diligence, <i>the dates are flexible</i>).
Pre-Proposal Conference	25-05-2020 at 1500 Hrs (IST)
Last date for requesting any clarifications	20-05-2020 at 1700 Hrs (IST)
Bid closing date	01-06-2020 at 1700 Hrs (IST)
Bid Validity Period	Valid up to 180 calendar days from the bid closing date.
Period for signing contract / agreement	Within 10 days from date of receipt of Letter of Intent (LOI) from ISA Secretariat.