



Subject: **Request for Proposal (RFP) for engagement of Professional Conference Organizer to organize SUN WORLD Events in ISA Member Countries for next five years on ISA Organization Hosting Fee basis.**

## **Pre-Bid Meeting (Virtual) on 26 May 2020**

Please refer to “**Request for Proposal**” No.15/42/2020-ISA(EM) dated 09<sup>th</sup> May, 2020 issued by the International Solar Alliance inviting Technical and Financial Proposals to organize SUN WORLD Events in ISA Member Countries for next five years on ISA Organization Hosting Fee basis.

All potential bidders may please note that the **Pre-Bid Meeting to be held on May 25, 2020 at 15:00 Hrs has now been rescheduled on May 26, 2020 at 14:30 Hrs** due to holiday. In view of COVID 19 outbreak, the Meeting would be held **in Virtual Mode.**

The purpose of the pre-bid meeting is to address bidders’ concerns, if any and provide clarifications in relation to the bid document, which you may raise in the meeting. We would appreciate if your concerns/ relevant issues regarding the bid document are communicated to us early as possible or at the latest by **24<sup>th</sup> May 2020**, so that we can clarify them well in the meeting.

All the interested potential bidders may participate in the Pre-Bid Meeting. A maximum of 3 (three) representatives of each potential Bidder will be permitted to participate.

The potential bidders may send their request for participation with details of Company (*viz. Company’s Name & Address, Name of the person, Mobile number*) to the following mail ID **on or before 24<sup>th</sup> May 2020:**

[ss.madan@isolaralliance.org](mailto:ss.madan@isolaralliance.org); [procurement@isolaralliance.org](mailto:procurement@isolaralliance.org);

Such bidders may also send their queries on the e-mail address mentioned above. The email should clearly bear the subject line: “**RFP: Pre-Bid Conference Participants**”.

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

We look forward to welcome you at Pre-Bid Meeting at 14:30 Hrs on 26<sup>th</sup> May, 2020.

### **Video Link:**

Please follow the below link to join the Pre-Bid meeting virtually on 26 May, 2020 at 14:30 HRS (IST):

## Join Microsoft Teams Meeting

If the above link doesn't work, please copy and paste the below link to browser.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NjBhYTM4NzktYjRmNC00ZTAzLWI2NzAtMTliZGNINmNhNDJk%40thread.v2/0?context=%7b%22id%22%3a%22dc2ab60e-6435-4498-a998-9844f38c0e65%22%2c%22oid%22%3a%22ced501f3-39b3-40ff-9184-34787d8ed182%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjBhYTM4NzktYjRmNC00ZTAzLWI2NzAtMTliZGNINmNhNDJk%40thread.v2/0?context=%7b%22id%22%3a%22dc2ab60e-6435-4498-a998-9844f38c0e65%22%2c%22oid%22%3a%22ced501f3-39b3-40ff-9184-34787d8ed182%22%7d)

Also, please find the attached steps to join the meeting. It is advised to test your system/device in advance with the above link to avoid issues at the last minute.

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

Yours sincerely,

**International Solar Alliance Secretariat.**